



Student Handbook

School Year 2025-2026

<https://missouri.virtualpreparatoryacademy.com/>

TABLE OF CONTENTS

| | |
|---|----|
| FOREWORD | 5 |
| MISSION | 5 |
| NON-DISCRIMINATION POLICY | 5 |
| SCHOOL CALENDAR | 6 |
| APPLICATION - REGISTRATION - ADMISSION | 6 |
| ENROLLMENT PROCESS | 7 |
| ELIGIBILITY REQUIREMENTS | 7 |
| SPECIAL EDUCATION/504 PLANS | 7 |
| REQUIRED DOCUMENTS | 7 |
| DENIAL OF SCHOOL ATTENDANCE | 8 |
| CHANGE OF ADDRESS, PHONE NUMBER, OR CUSTODY | 9 |
| ACADEMICS | 9 |
| GRADES | 9 |
| GRADING PERIODS | 9 |
| PROMOTION, PLACEMENT, AND RETENTION | 10 |
| GRADUATION REQUIREMENTS | 10 |
| HONOR ROLL | 10 |
| INDIVIDUALIZED LEARNING PLAN | 10 |
| ATTENDANCE AND ACADEMIC ENGAGEMENT POLICY | 11 |
| ACADEMIC ENGAGEMENT | 11 |
| INSTRUCTIONAL ACTIVITIES | 11 |
| ATTENDANCE | 12 |
| ENGAGEMENT PROGRAMMING | 12 |
| ENGAGEMENT INTERVENTION PROGRAM PROTOCOL | 13 |
| SUPPORT LEVELS | 13 |
| COURSE ASSIGNMENTS AND ASSESSMENTS | 13 |
| LOCAL ASSESSMENTS | 14 |
| LIVE INSTRUCTION SESSIONS | 14 |
| STATE-MANDATED TESTING | 14 |
| TECHNOLOGY AND ACCEPTABLE USE POLICY | 15 |
| ACCESS TO INAPPROPRIATE MATERIAL | 15 |
| SPECIFIC TERMS AND CONDITIONS FOR USING PROGRAM-PROVIDED COMMUNICATION TOOLS ... | 17 |

| | |
|--|-----------|
| INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM | 18 |
| SOCIAL MEDIA/COLLABORATIVE CONTENT TOOLS | 18 |
| STUDENT MISUSE | 18 |
| LOST, STOLEN, OR DAMAGED DEVICES | 18 |
| REPAIRING DEVICES | 18 |
| SCHOOL LOANED PROPERTY..... | 19 |
| RETRIEVAL OF SCHOOL-ISSUED COMPUTERS | 19 |
| VOLUNTARY WITHDRAWAL..... | 19 |
| STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY | 20 |
| REPORTING..... | 21 |
| INVESTIGATION | 21 |
| CONFIDENTIALITY..... | 21 |
| DISCIPLINE FOR VIOLATIONS OF THE POLICY: | 21 |
| INSUFFICIENT EVIDENCE | 22 |
| FALSE ACCUSATION..... | 22 |
| RETALIATION | 22 |
| PREVENTION..... | 22 |
| SEXUAL HARASSMENT AND DISCRIMINATION | 22 |
| TITLE IX..... | 23 |
| COMPLIANCE OF PUBLIC LAW 94-142..... | 23 |
| NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT | 23 |
| MANDATORY REPORTERS..... | 25 |
| CONTACT INFORMATION..... | 25 |
| NOTICE/FORMAL COMPLAINTS OF SEX AND GENDER-BASED HARASSMENT, DISCRIMINATION, AND/OR RETALIATION | 25 |
| ACADEMIC INTEGRITY IN ASSESSMENTS AND ASSIGNMENTS..... | 28 |
| ADDITIONAL POLICIES | 29 |
| SECTION 504 | 29 |
| CHILD FIND POLICY..... | 29 |
| HOMELESS STUDENT POLICY | 30 |
| SCHOOL RECORDS (FERPA) | 31 |
| STUDENT DIRECTORY INFORMATION | 32 |
| AUDIO-VISUAL INFORMATION | 32 |

EDUCATION AND DISCIPLINE.....32
 GENERAL RULES OF CONDUCT.....33
 DRESS AND APPEARANCE34
 COOPERATION WITH SCHOOL PERSONNEL34
 OFF-CAMPUS EVENTS34
 DISCIPLINE FOR STUDENTS WITH DISABILITIES34
 SERVICES.....35
 MANIFESTATION DETERMINATION.....35
 DETERMINATION THAT THE BEHAVIOR WAS A MANIFESTATION36
 SPECIAL CIRCUMSTANCES.....36
 NOTIFICATION36
 APPEAL.....36

FOREWORD

Welcome to the Virtual Preparatory Academy of Missouri at Atlanta C-3. We are a statewide virtual education program within the Atlanta C-3 School District committed to providing high-quality education and care. Virtual Preparatory Academy of Missouri at Atlanta C-3 is a virtual school under the supervision and regulatory oversight of the Atlanta C-3 School District and the Missouri Department of Elementary and Secondary Education (DESE). Virtual Preparatory Academy of Missouri at Atlanta C-3 students are public school students with residency in Missouri.

This Student Handbook was developed to answer many commonly asked questions Students and Guardians may have during the school year and provide specific information about certain Board policies and guidelines. Please take time to become familiar with the vital information in this handbook and keep it available for frequent reference. If you have questions that need to be addressed in this handbook, please contact the Head of School. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the status of the Board's policies and the school's rules. If any policies or administrative guidelines referenced herein are revised after the Board's approval, the language in the most current policy or administrative guideline prevails.

MISSION

The Virtual Preparatory Academy of Missouri at Atlanta C-3's mission is to build meaningful relationships and partnerships with students, families, and the community to create a flexible, safe space where all students receive equal opportunities to thrive and learn. We are dedicated to academic excellence that empowers and prepares students for a world of opportunity.

NON-DISCRIMINATION POLICY

Virtual Preparatory Academy of Missouri at Atlanta C-3 does not discriminate in its admissions policies or practices on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, genetic information, disability, age, and any other characteristic protected by law in its programs and activities. Virtual Preparatory Academy of Missouri at Atlanta C-3 serves students with disabilities and English Learners providing services to students as required by state and federal law. In most cases, the services required by a student with disabilities can be provided at the Virtual Preparatory Academy of Missouri at Atlanta C-3 . In some cases, a student's needs require that they be placed at a different program or location as determined by an Individualized Education Program or Section 504 team.

SCHOOL CALENDAR

2025-2026 Atlanta School Calendar

| <p>August</p> <p>13th-18th Teacher In-Service Days</p> <p>18th Back to School Picnic/Title Meeting</p> <p>20th First Day of School</p> <p>8 days</p> | <table border="1"> <thead> <tr> <th colspan="7">AUGUST 2025</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | AUGUST 2025 | | | | | | | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | <p>September</p> <p>1st-NO School-Labor day</p> <p>19th-Early Out PD Day</p> <p>21 days</p> | <table border="1"> <thead> <tr> <th colspan="7">SEPTEMBER 2025</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | SEPTEMBER 2025 | | | | | | | S | M | T | W | Th | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | |
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| <p>October</p> <p>10th - Early Out- PD Day</p> <p>16th- Early Out/Parent-Teacher Conferences</p> <p>17th- No School</p> <p>22 days</p> | <table border="1"> <thead> <tr> <th colspan="7">OCTOBER 2025</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> | OCTOBER 2025 | | | | | | | S | M | T | W | Th | F | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | <p>November</p> <p>7th Early Out- PD Day</p> <p>24th-28th Thanksgiving Break</p> <p>15 days</p> | <table border="1"> <thead> <tr> <th colspan="7">NOVEMBER 2025</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | NOVEMBER 2025 | | | | | | | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | |
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| <p>December</p> <p>11th - Christmas Concert</p> <p>22nd-31st Christmas Break</p> <p>15 days</p> | <table border="1"> <thead> <tr> <th colspan="7">DECEMBER 2025</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | DECEMBER 2025 | | | | | | | S | M | T | W | Th | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | <p>January</p> <p>1st-2nd Christmas Break</p> <p>5th- NO School PD Day</p> <p>19th No School-Martin Luther King Jr.</p> <p>18 days</p> | <table border="1"> <thead> <tr> <th colspan="7">JANUARY 2026</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table> | JANUARY 2026 | | | | | | | S | M | T | W | Th | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | |
| DECEMBER 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>February</p> <p>6th- Early Out -PD day</p> <p>16th-No School-President's Day</p> <p>19 days</p> | <table border="1"> <thead> <tr> <th colspan="7">FEBRUARY 2026</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> </tbody> </table> | FEBRUARY 2026 | | | | | | | S | M | T | W | Th | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | <p>March</p> <p>9th-13th No School-Spring Break</p> <p>21 days</p> | <table border="1"> <thead> <tr> <th colspan="7">MARCH 2026</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | MARCH 2026 | | | | | | | S | M | T | W | Th | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | |
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| <p>April</p> <p>3rd-6th NO School-Easter Break</p> <p>24th Early Out - PD Day</p> <p>30th Spring Concert/Art Show</p> <p>20 days</p> | <table border="1"> <thead> <tr> <th colspan="7">APRIL 2026</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table> | APRIL 2026 | | | | | | | S | M | T | W | Th | F | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | <p>May</p> <p>2nd - Prom</p> <p>10th - Graduation</p> <p>14th - Early Out/Last day of School</p> <p>15th - PD Day</p> <p>Make-Up Days 15th -22nd</p> <p>10 days</p> | <table border="1"> <thead> <tr> <th colspan="7">MAY 2026</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | MAY 2026 | | | | | | | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

169 Student Days 179 Teacher Days
School Day 8:13 a.m.-3:15 p.m.

APPLICATION - REGISTRATION - ADMISSION

Families can access an online enrollment portal to complete admissions forms and upload compliance documentation required for school enrollment in Missouri. This includes proof of identity, proof of Missouri residence, and proof of current immunization record.

Virtual Preparatory Academy of Missouri at Atlanta C-3 is a tuition-free, open-enrollment public School serving students in grades K-11 living in Missouri. As a statewide virtual school, the Virtual Preparatory Academy of Missouri at Atlanta C-3 will admit all students who reside in the state, provided there is the capacity to serve that Student's grade level per the annual enrollment goals for each year. All students are welcome.

Virtual Preparatory Academy of Missouri at Atlanta C-3 does not discriminate in its admissions policies or practices on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, genetic information, disability, age, and any other characteristic protected by law.

ENROLLMENT PROCESS

All enrollment procedures displayed have been vetted and reviewed to assure compliance with all federal, state, and local statutes and policies. The procedures comply with FERPA, HIPA, OCR, USDOE guidelines, and regulatory statutes. The school adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA").

ELIGIBILITY REQUIREMENTS

Students must reside in the state of Missouri to be eligible for enrollment. Students must be 5 on or by August 1 of the current school year. Missouri State Law 160.051, 160.053.

SPECIAL EDUCATION/504 PLANS

Students receiving services under special education, or a 504 Plan will have the opportunity during and/or after enrollment to provide those documents to the school. The school team will review any Special Education or 504 Plan documents and offer comparable services to the student. An IEP or 504 meeting will be scheduled, which will include the parents/guardians, to update any documents to reflect the online educational environment.

REQUIRED DOCUMENTS

Proof of Student Identity & Guardianship: A copy of your child's birth certificate (official or hospital-issued) showing the child's legal name, place, and date of birth, as well as the legal Guardian(s). If the birth certificate is unavailable, your alternate option is a combination of Proof of Guardianship (court documentation) and Proof of Identity (child's passport or birth affidavit).

Proof of Residency: Documentation that proves the residency of the student and his/her primary parent/legal guardian. When the child lives with the legal Guardian and the proof of residency documentation is in the legal Guardian's name, any of these documents are accepted. Contact the school office if you cannot provide any of the documents below. Missouri State Law 167.020

- Utility Bill (electric, gas, water, or sewer); Resident name and property address must appear on the bill; Must be dated within 60 days of enrollment. Please note that disconnect notices, final bill statements, and billing envelopes are not accepted.

- Mortgage Statement: The resident's name and property address must appear on the statement, dated within 90 days of enrollment.
- A lease or Rental Agreement that specifies the start and end date of the agreement must be dated and include the names and signatures of the lessee and the lessor (typically, this is the first and last pages of the agreement).
- Original mortgage/closing paperwork such as the Housing & Urban Development (HUD) Statement; the resident's name and property address must appear on the statement.
- A paystub with the employer's name and address must also have the Guardian's name and address and be dated.
- Bank Statement: must show Legal Guardian's name and current physical address and be dated within 30 days.
- Active Military Orders must show the Legal Guardian's name and current physical address.
- An Affidavit of Residency must be completed in the presence of a Notary Public. The Notary Public must sign and seal the affidavit within 30 days of the registration forms being submitted, and the original, hard copy affidavit must be submitted.

Immunization Records

All student immunizations must be current before attending a Missouri school. Missouri State Law 167.181 <https://health.mo.gov/living/wellness/immunizations/pdf/2025-school-requirements.pdf>

A child, through his parent or Guardian, may apply for an exemption from this requirement by submitting documentation to the school.

Medical Immunization Exemption - Claiming a medical exemption represents a physician's determination that the child is allergic to some immunization components, has an immune deficiency, or has an illness such as cancer.

- A student shall be exempted from one or more of the immunization requirements upon signed certification by a licensed Doctor of Medicine (MD), doctor of osteopathy (DO), or his or her designee indicating that either the immunization would seriously endanger the student's health or life, or the student has documentation of disease or laboratory evidence of immunity to the disease.
- Medical Exemption form: https://health.mo.gov/living/wellness/immunizations/pdf/IMMP-12_580-0807_M.pdf

Religious Exemption - Claiming a religious exemption represents a parent or Guardian's belief that the family's religious preference does not support immunizing against vaccine-preventable diseases.

- A religious exemption can be filed for selected required vaccines or for all required vaccines.
- Parents and guardians should indicate which required vaccines are being exempted from on the Religious Immunization Exemption form.
- Religious Exemption form: https://health.mo.gov/living/wellness/immunizations/pdf/IMMP-11a_580-1723_R.pdf

DENIAL OF SCHOOL ATTENDANCE

A student may be denied admission based upon a previous disciplinary expulsion that would result in expulsion in the district or criminal conduct as provided in Policy and Regulation 2664 and state law. A nonresident student who is not otherwise entitled to a free public education in the district, may be denied

admission for any nondiscriminatory reason in accordance with District policies, regulations, and rules and state and federal law.

All students accepted into the Virtual Preparatory Academy of Missouri at Atlanta C-3 must adhere to the Academic and Attendance policies throughout their enrollment. Students who do not meet these expectations will be removed from the program without the option for readmittance for an academic year.

CHANGE OF ADDRESS, PHONE NUMBER, OR CUSTODY

The Parent/Guardian/Student is responsible for informing the School Office of any address or phone number change. If you have a change of address, you are required to provide the corrected student information and proof of residency documentation to the School Office by completing the Students - Contact and Address Update ecollect form. If there is a change of custody, you are required to provide the corrected student information, including the current custody order, to School Administration.

ACADEMICS

GRADES

The Virtual Preparatory Academy of Missouri at Atlanta C-3 has a standard grading procedure and additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Students are generally assigned grades based on assessment results, homework, projects, and classroom participation. Each teacher may emphasize these areas differently when determining a grade and will inform the students at the beginning of the course work. Students may seek clarification of the grading by requesting additional information from their teacher.

The Virtual Preparatory Academy of Missouri at Atlanta C-3 uses the following grading system:

| GRADE SCALE | | |
|--------------|-----------------|-------------|
| Letter Grade | Cut-Off Percent | Grade Value |
| A+ | 96 | 100 |
| A- | 90 | 95 |
| B+ | 87 | 89 |
| B | 83 | 86 |
| B- | 80 | 82 |
| C+ | 77 | 79 |
| C | 73 | 76 |
| C- | 70 | 72 |
| D+ | 67 | 69 |
| D | 63 | 66 |
| D- | 60 | 62 |
| F | 0 | 59 |

GRADING PERIODS

Progress reports will be provided digitally at the end of each quarter. Progress report grades are not final but are a snapshot in time. A final report card will be issued at the end of the year.

PROMOTION, PLACEMENT, AND RETENTION

Students are expected to make adequate progress in mastering a complete year of curricular objectives by following a consistent and regular schedule of schooling. Students are expected to be promoted to the next grade level at the end of an academic year based on adequate progress.

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

GRADUATION REQUIREMENTS

| Academic Focus | Credits |
|--------------------|---------|
| Communication Arts | 4 |
| Social Studies | 3 |
| Mathematics | 3 |
| Science | 3 |
| Fine Art | 1 |
| Physical Education | 1 |
| Practical Art | 1 |
| Health | ½ |
| Personal Finance | ½ |
| Electives | 7 |
| | |
| Required Credits | 24 |

- All students must pass a civics exam as well as an exam on the United States and Missouri Constitutions.
- All students in grades 9-11 should be enrolled in a minimum of six units of credit.
- Students must complete at least 25 percent of the courses required for graduation at the school in order to be eligible for graduation.

HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each semester. Honor roll designations are restricted to a "B" average or above.

The Principal's Honor Roll includes students with a 3.8 grade point average or above.

The "A Honor Roll" includes students with a 3.5 grade point average. The B Honor Roll includes those students who have at least a 3.0 grade point average.

INDIVIDUALIZED LEARNING PLAN

All Virtual Preparatory Academy of Missouri at Atlanta C-3 students are required to have an individual learning plan designed by certified teachers and professional staff. For students in grades K-8, the learning plan will include details about the students' courses, expectations, and goals for the school year and

provide information about future academic and career planning. High School Students will have an individualized graduation plan, including information about their high school course plan, graduation plan, and a checklist to assist with post-graduate planning. MO statute §161.670

ATTENDANCE AND ACADEMIC ENGAGEMENT POLICY

The education process requires a regular continuity of instruction, classroom participation, learning experiences, and study to reach the goal of maximum educational benefits for each child. The regular contact of students with one another in the classroom and their participation in instructional activities under the direction of a highly qualified teacher are vital. Education is much more than written assignments or homework; it encompasses instruction, discussion, interaction, and project work that occurs in the classroom. When a child is not engaged, learning opportunities are lost.

Few factors influence school success more than regular attendance and engagement with school. Student engagement and attendance are tracked via a combination of the following: online activity reports automatically generated by the school Learning Management System when students work in courses and/or attend live sessions, offline time submissions submitted by Parents/Guardians, participation in state and local assessments, contact with school staff, and other methods as dictated by the school.

- Students are expected to engage and actively participate in schoolwork each day. Students should be online, completing asynchronous lessons through the course dashboard, and attending live sessions as instructed by teachers. If students are not maintaining the expected level of engagement or not maintaining expected course progress, students will be referred to the engagement intervention program.
- Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings daily to interact with teachers and receive instruction and practice. These live sessions are recorded and available for students to view anytime.
- Students must attend in-person state testing at designated locations on assigned days.
- Students are expected to attend school on all official school days, complete all tasks promptly, and attend live class sessions or view archived materials as directed.
- Failure to log into the system, complete coursework, attend live instruction and/or submit offline time each day and/or show up for assigned testing constitutes an unexcused absence for the student.
- Parents/Guardians may be directed to log offline hours and/or adequately document the student's offline work.
- Parents/Guardians must provide the school with written notes documenting why absences should be excused within one day of the absence. Documentation and notification should be sent to attendance@vprepmo.org.

ACADEMIC ENGAGEMENT

Students who fail to meet engagement requirements for completing instructional activities may be subject to discipline and/or interventions.

INSTRUCTIONAL ACTIVITIES

- a) Online logins to curricula or programs;
- b) Offline activities;
- c) Completed assignments within a particular program, curriculum, or class;

- d) Testing;
- e) Face-to-face communications or meetings with school staff;
- f) Telephone or video conferences with school staff;
- g) School-sanctioned field trips; or
- h) Orientation.

Students are expected to maintain activity in courses and maintain a 60% or higher grade within the course. Students who do not maintain adequate activity and grades within the course during the quarter marking period will be reviewed by the teacher, who will determine if the student is making appropriate academic progress.

If a student fails to complete the instructional activities after receiving notification and intervention strategies the student shall be subject to consequences, including withdrawal from school. Students and guardians who are dropped for academic policy violations will be notified via e-mail and have one week to appeal. If the appeal is accepted, students are provided until the next marking period to meet the academic policy. Students are allowed one academic appeal per academic year.

ATTENDANCE

Three Day No-Show: The Guardian will be notified with a potential withdraw warning.

Five No-Show: The Guardian will be notified of the final withdrawal warning, and the Administrator will call the Guardian.

Ten Day No-Show: The Guardian will receive notification that the student has been withdrawn.

If a student is withdrawn, the Virtual Preparatory Academy of Missouri at Atlanta C-3 will contact the resident District and provide the Guardian with educational options for the student. The student may not re-enroll for the remainder of the school year. Section 5 CSR 20-100.230.(6)(A)7.

*Students with an IEP may have an altered timeline to allow the IEP team time to convene before withdrawing.

Please notify the registrar when your child will be absent for any reason at attendance@vprepmo.org.

ENGAGEMENT PROGRAMMING

All students are expected to continuously engage in instructional programming to be successful at Virtual Preparatory Academy of Missouri at Atlanta C-3. Daily course completion and live instructional session participation allow instructional staff insight into student development and academic support needs. Live sessions also allow students to participate in cooperative learning, ask questions, and demonstrate academic growth. Regular completion of diagnostic, summative, and formative assessments is essential for promoting student development and instrumental for implementing targeted instructional techniques.

Virtual Preparatory Academy of Missouri at Atlanta C-3 assesses student engagement levels via a combination of the following:

- Completion of course assignments
- Completion of local assessments
- Attendance in live instructional sessions

- Participation in state-mandated testing

ENGAGEMENT INTERVENTION PROGRAM PROTOCOL

Student Success staff, teachers, and administration will monitor attendance, course completion, assignment submission, and compliance with school and state assessment requirements to determine student engagement. A four-tiered intervention system with increasing support will be utilized. Please see the Attendance and Academic Engagement Policy.

SUPPORT LEVELS

Level 1: General school-wide prevention and programming, including onboarding, homeroom support, live instructional sessions, and student group activities.

Level 2: If a pattern of absenteeism or disengagement develops, the teacher will contact the parent/Guardians to determine needs and work with the student and family. At this time, a Success Coach will be assigned to the family, and the student will be placed on a success plan. This plan will have specific steps, goals, and a timeframe for the student that will help him/her get back on track. This plan may require additional check-ins and/or individual/small group sessions.

Level 3: If the pattern continues, the Success Coach will escalate the Success Plan to Level 3, where more accountability is drafted in the plan. School administration may likely become involved. This plan will have specific steps, goals, and a timeframe for the student that will help him/her get back on track. This plan may require additional check-ins and/or individual/small group sessions.

Level 4: If the Student fails to meet the agreed-upon criteria of the student success plan and/or fails to stay current on classroom assignments within an agreed-upon timeframe that is outlined in the student success plan, the student and parent will meet with the Head of School to discuss next steps regarding the student's placement in the virtual setting. The next steps may include a recommendation for a brick-and-mortar school, referral to the truancy office, and/or initiating a referral to the Department of Social Services, Children's Division, or the county prosecutor's office. At this point, withdrawal may also be considered.

NOTE: We intend to solve attendance and disengagement problems quickly so that the children will not fall behind and become discouraged.

All students accepted into the Virtual Preparatory Academy of Missouri at Atlanta C-3 must adhere to the Academic and Attendance policies throughout their enrollment. Students who do not meet these expectations will be removed from the program without the option for readmittance for an academic year.

COURSE ASSIGNMENTS AND ASSESSMENTS

Students must regularly complete course assignments and assessments so teachers can monitor progress and ensure growth and mastery of state standards. Within each course, students should complete all items on the plan for the day and stay on track with the teacher's assignment due dates. Students who do not follow minimum expectations of course completion will be referred to the engagement intervention protocol.

LOCAL ASSESSMENTS

All new students will be assessed for learning readiness using a computer-adaptive, nationally normed test. The results from this initial assessment will assist teachers in developing a personalized plan for each Student using Missouri Learning Standards.

Once a student is enrolled and has finalized his/her personalized plan, the student will participate in various performance assessments to monitor their progress and modify their academic program, keeping them on track for academic success. These assessments include:

- Short Cycle Assessments
- Course-level Assessments
- Computer-adaptive Nationally Normed Assessments: All students take the assessments three times per school year. Baselines (incoming assessment) are established in the first month of the school year. Once a baseline has been established, performance is also measured in the winter and spring.

Students shall be allowed to complete assessments within a reasonable time, consistent with administering the assessment. These timelines for completion will be communicated as each assessment is announced. Students are expected to complete all assessments given. Students who do not follow minimum expectations will be referred to the engagement intervention protocol.

LIVE INSTRUCTION SESSIONS

The curriculum at Virtual Preparatory Academy of Missouri Atlanta C-3 is structured to offer students flexibility while maintaining high academic expectations. While students have the ability to work independently, consistent attendance and active participation in live class sessions are essential for academic success. All students are expected to attend live instructional sessions in addition to their asynchronous coursework. Although recordings are available for review, they are not a substitute for the live sessions, discussions, and collaboration that occur during live instruction. Regular attendance in live sessions is a key component of student success and is strongly reinforced as part of the school's academic expectations.

STATE-MANDATED TESTING

The state assesses students regularly to assess their progress through school. Students are required to attend all in-person state testing.

Missouri Assessment Program assesses student achievement and growth according to Missouri Learning Standards. The summative assessments for Missouri students and assesses:

- Mathematics: Grades 3-8
- English Language Arts: Grades 3-8
- Science: Grades 5 and 8
- End of Course: English I, English II, Algebra I, Algebra II, Geometry, American History, Government, Biology, Physical Science and Personal Finance

Some students are additionally required to participate in the following assessments:

- English Language Proficiency: Grades K-12 are required for all non-English speaking students eligible to receive English Language Development (ELD) services.

TECHNOLOGY AND ACCEPTABLE USE POLICY

The use of technology is a privilege and an important part of the overall curriculum of the Virtual Preparatory Academy Missouri at Atlanta C-3. The Virtual Preparatory Academy of Missouri at Atlanta C-3 will offer each Student a school-provided computer. If the school-provided computer is declined, this policy applies to privately-owned devices accessing the Virtual Preparatory Academy of Missouri at Atlanta C-3 domain/network. Virtual Preparatory Academy of Missouri at Atlanta C-3 will not be liable for the communication sent via personal devices. The Virtual Preparatory Academy of Missouri at Atlanta C-3 will provide a computer that meets the requirements of the educational program and does not warrant that technology resources will meet any specific requirements that the student, or other users, may have or that it will be error-free or uninterrupted. The Virtual Preparatory Academy of Missouri at Atlanta C-3 will, from time to time, make determinations on whether specific uses of technology are consistent with program policies for students and employees. The Virtual Preparatory Academy of Missouri at Atlanta C-3 always reserves the right to monitor and log technology use, monitor cloud storage utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user. It is the policy of the Virtual Preparatory Academy of Missouri at Atlanta C-3 to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications,
- Prevent unauthorized access, other unlawful online activity, and damage to program resources.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Publ. L. No. 106-554 and 47 USC 254(h)].
- Provide students with resources to help them make sound decisions regarding appropriate behavior and conduct online. We encourage you to review the International Society for Technology in Education Standards at <https://www.iste.org/standards/for-students>

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practicable, technology protection measures are used to block or filter internet access to or other forms of electronic communications containing inappropriate information. Filtering and maintenance, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors, as defined by the Children's Internet Protection Act (CIPA). The filter serves to block minors from accessing inappropriate matters on the Internet and the world wide web.

The installation of technology protection measures at the time of computer provisioning is mandatory, and the internet filter will be set at a level determined by the school. Thereafter, the Guardian will be responsible for monitoring computer usage to comply with Virtual Preparatory Academy of Missouri at Atlanta C-3 policies and the Children's Internet Protection Act. The technology protection measures may be disabled only for bona fide research or other lawful purposes as approved by the administration. Additionally, it shall be the responsibility of all members of the Virtual Preparatory Academy of Missouri at Atlanta C-3 staff to supervise and monitor the usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy, including any e-mails, chat room discussions, electronic communications, and webcam usage.

By using the filter program, as well as staff monitoring student use, the Virtual Preparatory Academy of Missouri at Atlanta C-3 is attempting to provide a safe and secure medium by which students can use the Internet, the world wide web, electronic mail, chat rooms, and other forms of direct electronic

communications. To the extent practicable, steps are taken to promote the safety and security of users of the Virtual Preparatory Academy of Missouri at Atlanta C-3. Other inappropriate network usages the Virtual Preparatory Academy of Missouri at Atlanta C-3 intends to eliminate include:

- Unauthorized access, including so-called 'hacking' and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By signing the Parent/Student Handbook agreement, the Parent and Student agree:

- To abide by all Virtual Preparatory Academy of Missouri at Atlanta C-3 policies relating to the use of technology.
- To release all Virtual Preparatory Academy of Missouri at Atlanta C-3 employees from all claims of any nature arising from the use or inability to use the technology.
- That the use of technology is a privilege and
- That use of the technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.

The Guardian/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following.

- Altering system technology, including but not limited to software or hardware.
- Placing unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials Virtual Preparatory Academy of Missouri at Atlanta C-3 believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes since The Virtual Preparatory Academy of Missouri at Atlanta C-3 technology resources are intended only for educational use.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Disrupting technology through abuse of technology, including, but not limited to, hardware or software.
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks; Interfering with others' use of technology.
- Installation of software without the consent of Virtual Preparatory Academy of Missouri at Atlanta C-3.
- Allowing anyone else to use an account other than the account holder.
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("e-mail spam").
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings.
- Malicious e-mail including, but is not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of e-mail).
- Unauthorized use, or forging, of mail header information.
- Using The Virtual Preparatory Academy of Missouri at Atlanta C-3 or a client account to collect replies to messages sent from another Virtual Preparatory Academy of Missouri at Atlanta C-3 account.
- Use of program-owned hardware for commercial or for-profit purposes.
- Use of program-owned hardware for product advertisement or political lobbying

- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agree that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentionally or accidentally.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for all costs.
- Violation of this internet safety policy is also a violation of Virtual Preparatory Academy of Missouri at Atlanta C-3 Code of Conduct and may result in any other scholastic disciplinary action other than those specifically set forth above, including but not limited to suspension or expulsion.

All borrowed technology should be returned to Virtual Preparatory Academy of Missouri at Atlanta C-3 upon withdrawal. Guardians shall coordinate with IT Support to complete equipment returns or replacement requests.

SPECIFIC TERMS AND CONDITIONS FOR USING PROGRAM-PROVIDED COMMUNICATION TOOLS

The Virtual Preparatory Academy of Missouri at Atlanta C-3 offers access to live web conferencing sessions, webcams, discussion boards, collaborative documents, IT Support live chat, and e-mail to provide parents and students access to instruction and a forum to communicate. All live web conference sessions and network e-mails are monitored and recorded to protect all participants. The Virtual Preparatory Academy of Missouri at Atlanta C-3 does not discourage criticism or healthy disagreements; however, the Virtual Preparatory Academy of Missouri at Atlanta C-3 does expect each web conference session and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling, or attacks upon other participants in any way. These expectations also apply to interactions with IT Support team members.

If for any reason, the Virtual Preparatory Academy of Missouri at Atlanta C-3 does not believe that a student, parent, or Guardian is acting in a manner that will enhance or support the mission of the school, it reserves the right to remove that person from the network (except for access to his/her teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the School's in-home computers and internet connection should not be used for any of the following purposes, and acting appropriately does not include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred, or profanity.
- Indulging in abusive, defamatory, or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities.
- Indulging in activities that infringe upon anyone else's copyright(s).
- He/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs, or computer programs.
- Impersonating someone else or falsely representing oneself.

- Attempting to post or use computer programs that contain destructive features including, but not limited to, viruses, worms, trojan horses, bot scripts, etc.
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials, or any other forms of solicitation of other users; and
- Any other chat room behavior that, at the Administrator's sole discretion, does not support the school's mission.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM

Violation of the Virtual Preparatory Academy of Missouri at Atlanta C-3's Acceptable Use Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/e-mail, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

SOCIAL MEDIA/COLLABORATIVE CONTENT TOOLS

Recognizing the benefits collaboration brings to education, the Virtual Preparatory Academy of Missouri at Atlanta C-3 may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe, and mindful language. Posts, chats, sharing, and messaging may be monitored by staff. Users should be careful never to share personal information in an online forum.

Violation of the Virtual Preparatory Academy of Missouri at Atlanta C-3's live web conference sessions, e-mail, or webcam policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/e-mail, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

STUDENT MISUSE

In addition to the penalties above, students who violate any policy may be suspended or expelled in accordance with live web conferencing sessions, webcams, discussion boards, collaborative documents, and e-mail Code of Conduct.

LOST, STOLEN, OR DAMAGED DEVICES

Students are responsible for the device at all times. Any device that is misplaced or lost will attempt to be recovered. Students are ultimately responsible for any lost, stolen, or damaged devices. Guardians may be invoiced for any lost, stolen, or damaged device or associated components unless theft has been determined.

REPAIRING DEVICES

All repairs, inspections, and equipment replacements MUST be made through IT Support. Do not attempt to remove or change the physical structure of the device, including the keys, screen, casing, etc. Doing so may result in guardians being responsible for the cost of repair or replacement.

SCHOOL LOANED PROPERTY

- Computer and Charging Cord
- Special Education Assistive Technology

Each Student enrolled in the school may receive one computer. If you waive your right to a school-provided computer, you will be asked to sign a Computer Waiver form at the time of enrollment. By signing this form, you indicate that you understand that the school is not in any way responsible for installing or maintaining any hardware, software, external connections, or peripheral equipment associated with this computer. Furthermore, you indicate that you understand that if your equipment becomes inoperable, there is a possibility that the school may not have a computer immediately available, in which case you accept the responsibility for finding a suitable or temporary solution until the school can furnish a computer.

RETRIEVAL OF SCHOOL-ISSUED COMPUTERS

Consistent with established educational policies enacted by School Boards throughout the United States, the School seeks to protect its property and usage interests through the following policies. Please note that as part of the handbook acknowledgment, the parent and/or student also consent to the fact that student computers may be activated with geolocation features to assist in the retrieval/recovery of school-issued computers.

IT Support representatives will contact a parent to commence computer recovery when any of the following occurs:

- A Guardian's written notice of the intent to withdraw has been received.
- The school withdraws students for lack of engagement or non-attendance.
- A replacement is required due to a technical issue.
- A student graduate from the school; or
- A student is expelled.

When any of the above instances occur, the Parent/Student will be contacted by the school's fulfillment vendor, who will provide details on how to return the loaned equipment. Parents/Students contacted by the vendor multiple times within a 30-45 day reclamation period and failing to return the equipment will be escalated into Tier II and Tier III reclamation efforts, which may include charges, credit complaints, or criminal filings.

VOLUNTARY WITHDRAWAL

The school's property is the textbooks, computers, software, hardware, and other materials loaned to the parent and/or Student. No student and/or Parent has any right to the same except for usage in accordance with the school's educational model, Code of Conduct, rules, regulations, policies, and procedures. Students and Guardians are responsible for the textbooks, computers, software, hardware, and other materials loaned to the Guardians and/or Student within their possession from the moment of receipt until all items have been officially returned to the school. Parents must return the materials and property if their child or children withdraw from the program or are expelled.

All students will be loaned various equipment, supplies, and services from the school, which has been determined to be necessary to ensure the functionality and connectivity of the educational program. Materials and property must be used solely in connection with the education services provided by the school.

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

It is the policy of the Virtual Preparatory Academy of Missouri at Atlanta C-3 to maintain a safe school environment for all students, employees, and visitors while attending school and school-sponsored activities on school premises or at other locations. Acts of Social Violence include but are not limited to Bullying, Cyberbullying, and Harassment (peer, racial, color, and national origin, sexual orientation, religion, disability, and sexual), regardless of the specific nature of the student's behavior, is disruptive to a safe school environment and will not be tolerated. The Virtual Preparatory Academy of Missouri at Atlanta C-3 forbids weapons on campus at school-related events.

It shall be a violation of this policy for any student, employee, or visitor to bully or harass another individual on any school premises or at any school-sponsored activity, regardless of location. Violation of this policy may be subject to school disciplinary action even if the threat is not substantial, direct, or specific enough to constitute a violation of state or federal law. Other Policies for Federal Requirements If the bullying, hazing, or harassment allegations fall within the areas protected by federal law, one or more of the Atlanta C-3 School District policies.

Cyberbullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The district may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the district's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying that they have witnessed or incurred by contacting their Head of Schools. District employees are required to report any instance of bullying that the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the Head of Schools, who is the person the district designates to receive reports of incidents of bullying. In the event the Head of Schools receives a report of an incident of bullying they shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The Head of Schools may assign other employees to assist in the investigation or request that the Superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or Student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or Student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include loss of privileges, conference with teacher, parents contacted, conference with Head of School, out-of-school suspension, expulsion, and law enforcement contact.

The district recognizes firearm and weapon possession as a potential threat to the health, safety, and security of students, employees, and other persons. The district will not tolerate the presence of firearms or weapons. This prohibition includes possession of firearms and weapons on school playgrounds, school

parking lots, school buses, and school activities, whether on or off school property. The district complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state laws.

Nothing in this policy shall prohibit the district from permitting a Civil War re-enactor to bring a Civil War-era weapon to School for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend a modification of the suspension to the Board on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

REPORTING

It is everyone's responsibility to eliminate the behavior prohibited by this policy. Anyone who believes he/she has knowledge of a person, or persons affected by a violation of this policy should immediately report it to a school administrator. The Administrator receiving a report of a violation of this policy shall immediately report the matter to the Head of School, principal, supervisor, or designee. If the complaint involves the Head of School, principal, supervisor, or designee, the person must immediately report the matter to the Superintendent. If the complaint involves the Superintendent, the person must immediately report the matter to the school board president.

School personnel witnessing a violation of this policy shall take immediate action to stop the inappropriate behavior and report the matter to appropriate school personnel. School personnel who fail to report or fail to take action to stop violations of this policy may face disciplinary action up to and including dismissal.

INVESTIGATION

The Superintendent, Head of School, or designee shall conduct a thorough investigation of any allegation of bullying, hazing, or harassment within ten (10) working days of receipt of the allegation, except in extraordinary circumstances, as determined by the individual assigned to investigate. All investigations with sufficient evidence to support the allegations require a written report.

CONFIDENTIALITY

Because of the possibly sensitive nature of the allegations, any investigation into violations of this policy shall be conducted, to the extent possible and within legal constraints, to protect the privacy of the complainant, victim, and the accused. In instances where the allegation involves suspected child abuse, harm to self, or harm to others, the school official must report the case to the proper authorities as required by law.

DISCIPLINE FOR VIOLATIONS OF THE POLICY:

- for an employee, may involve actions up to and including dismissal.
- for a visitor, may involve actions up to and including future prohibition from entering any school premises or attending any school-sponsored activity, regardless of location.
- for a student, may involve actions up to and including suspension and/or expulsion.

Discipline shall be appropriate to the offense, age, and status of the individual.

The Superintendent or designee shall submit the case to the appropriate law enforcement agency when the charges warrant such action.

INSUFFICIENT EVIDENCE

If there is insufficient evidence to support the allegations, no report of the allegation shall be placed in an accused or complaining employee's personnel record or in an accused or complaining Student's permanent record.

FALSE ACCUSATION

If the investigation discloses that the complaining individual knowingly or in a malicious manner falsely accused another of bullying, hazing, or harassment, the complaining individual may be subject to disciplinary action as stated above.

RETALIATION

Students, employees, or visitors shall not retaliate against an individual who, in good faith, reports, associates with the individual reporting, participates in the investigation, or investigates a violation of this policy. Any person engaged in retaliatory actions may be subject to disciplinary action as stated above.

PREVENTION

The Superintendent or designee shall develop procedures to:

- Implement or review actions taken to prevent bullying, hazing, or harassment.
- Follow up with victims of violations of this policy to ensure preventive actions are effective.

SEXUAL HARASSMENT AND DISCRIMINATION

Virtual Preparatory Academy of Missouri at Atlanta C-3 promotes working and learning environments that are free from sexual harassment and gender-based harassment, discrimination, and retaliation and affirms the Atlanta C-3 School District's commitment to non-discrimination, equity in education, and equal employment opportunity. This applies to all members of the Atlanta C-3 School District's community, including students, employees, and other members of the public, including guests, visitors, volunteers, and invitees.

Sexual harassment is defined as sexual advances, requests for favors, and verbal or physical conduct of a sexual nature made by one Student to another. Such behaviors may include sexually oriented jokes, remarks, cartoons, pictures, or letters, pressure for sexual activity, whether written, verbal, or through physical gestures; and physical contact.

The student code of conduct is designed to foster student responsibility respect for the rights of others, and ensure the orderly operations of the Atlanta C-3 School District. It is the sincere hope of the Administration and Board of Education that the majority of these consequences will not need to be administered. However, if the need does arise, we will continuously strive to enforce these policies fairly, judge each infraction on an individual basis, and act accordingly. Law enforcement authorities will be notified when appropriate.

Students, employees, or other members of the school community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for students and school employees.

TITLE IX

It is the policy of the Atlanta C-3 School not to discriminate on the basis of sex, race, color, ethnic origin or religion in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments.

The designee serves as Atlanta C-3 School District's Title IX Coordinator and oversees the implementation of this policy. The Title IX Coordinator is primarily responsible for coordinating the district's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

Standard Complaint Resolution Procedure for Improving America's Schools Act Program

This complaint resolution procedure applies to all programs administered by the DESE under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or Guardian, surrogate parent, teacher, Administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written and signed complaint must be filed, and the resolution must be pursued in accordance with the local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with DESE. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such a resolution.

Any person directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact the local District or Department personnel.

COMPLIANCE OF PUBLIC LAW 94-142

It shall be the policy of the Atlanta C-3 School to meet all the requirements of the special education programs, including Public Law 94-142 of the Rehabilitation ACT of 1973 prohibiting discrimination on the basis of handicapping conditions.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (A protected information survey@) if the survey is funded in whole or in part by a program of the US Department of Education (ED)

1. Political affiliations or beliefs of the Student or Student's parent;
2. Mental or psychological problems of the Student or Student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the Student or parents; or
8. Income, other than as required by law, to determine program eligibility.

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

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

Inspect, upon request and before administration or use –

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

All official records, files, and data related to specific students who are 18 years of age or older as soon as possible after the request. This inspection shall be made under the supervision of a certified member of the staff who have the knowledge necessary for the interpretation of test results and other data.

To provide an opportunity for the correction of records that are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, parents, or students that are 18 years of age or older shall have an opportunity for a hearing to challenge the content of the student's school records. Student records and files may not be released without the written consent of the parent or Student 18 years of age or older. Atlanta C-3 School District will abide by all provisions of the Family Educational Right and Privacy Act of 1974.

Atlanta C-3 School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission, access to, or treatment or employment in its programs and activities. If you have any questions regarding compliance with Title VI, Title IX, or Section 504, please contact:

Stacie C. McVey, Superintendent

Atlanta C-3 School District

PO Box 367

Atlanta MO 63530

(660) 239-4212

MANDATORY REPORTERS

The Virtual Preparatory Academy of Missouri at Atlanta C-3 has classified all employees as mandatory reporters of any knowledge they have that a member of the school community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all School employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. School employees must share with the Title IX Coordinator all known details of a report made to them during their employment, as well as all details of behaviors under this policy that they observe or know. Failure of a School employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply. In addition, School employees must also report allegations of suspected child abuse and/or neglect to Missouri Department of Social Services and law enforcement, when necessary, as described in Atlanta C-3 School District policy 2710.

CONTACT INFORMATION

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to the Atlanta C-3 School District Title IX Coordinator (or deputies, if applicable) using the contact information below:

Stacie C. McVey, Superintendent
Atlanta C-3 School District
PO Box 367
Atlanta MO 63530
(660) 239-4212

External inquiries can be made to the US Department of Education, Office for Civil Rights, using the contact information below:

Kansas City Office
Office for Civil Rights - US Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
E-mail: OCR.KansasCity@ed.gov

NOTICE/FORMAL COMPLAINTS OF SEX AND GENDER-BASED HARASSMENT, DISCRIMINATION, AND/OR RETALIATION

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be the subject of an initial investigation by the SEA but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations are to be investigated and resolved by the LEA according to locally developed procedures when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers, and other members of the public, provided by the LEA, free of charge, if requested; and
7. appealing to the DESE within 15 days.

Appeals to the DESE will be processed according to the procedures outlined in the sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA, which will be investigated by the SEA according to procedures deemed most appropriate within 10 days of receipt of the complaint. The findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to the procedures outlined in the sections below.

Formal Complaints Initially Received by the SEA Office

1. **Record.** Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, the statute violated, and facts on which the complaint is based will be initiated.
2. **Notification of LEA.** Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the US Secretary of Education.

3. **Report by LEA.** Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the public. A copy of this procedure also will be filed with the US Secretary of Education if it involves equity of services to private school children.

4. **Verification.** Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the US Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

1. **Record.** Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, the statute violated, and facts on which the complaint is based will be initiated.

2. **Investigation.** The SEA will initiate an investigation within 10 days, which will be concluded within 30 days of receipt of the appeal. Such an investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. **Hearing.** If required by the SEA or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape-recorded and preserved to prepare any transcript required on appeal.

Decision

Within 10 days of the conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmit this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days after the decision is given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal to the decision of the SEA.

Formal LEA Complaints Against SEA

1. **Record.** The SEA will record the source and nature of the complaint, including the applicable program involved in the complaint, the statute violated, and the facts on which the complaint is based.
2. **Decision.** The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. **Appeal.** The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. **Second Appeal.** An applicant has the right to appeal against the decision of the SEA Review Board to the US Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the SEA has notified the applicant of its decision.

Complaints Against LEAs Received from the United States Department of Education

- Complaints against LEAs received from the US Department of Education will be processed as though they had been received initially at the SEA.
- A report of the final disposition of the complaint will be filed with the US Department of Education.
- These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

ACADEMIC INTEGRITY IN ASSESSMENTS AND ASSIGNMENTS

Integrity, especially academic integrity, is a core value of the Virtual Preparatory Academy of Missouri at Atlanta C-3. Students are expected to abide by the following guidelines regarding academic integrity. All exams and assignments will be the student's original work. Any collaboration on assignments with other students must be pre-approved. Students will not allow other students to copy or re-use their work. Plagiarism (described below) is strictly **forbidden**.

Plagiarism

Plagiarism is copying or using ideas or words (from another person or classmate, the Internet, or other print sources) and representing them as your own. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by the Virtual Preparatory Academy of Missouri at Atlanta C-3 administration and may be removed from the course with a failing grade.

Students are not permitted to use notes, quizzes, or textbooks on unit tests or final exams, unless permitted by the teacher. Students may not share work with other students on unit tests or final exams. If a student does not complete their own work or share the work with others on unit tests and/or final exams, they will not receive credit for the work and are at risk of suspension or expulsion from the school.

For written assignment submission, the school will utilize TurnItIn (<https://www.turnitin.com>), an integrated anti-plagiarism software service. Upon submission, the service scans the content and compares it to an extensive database of information through a pattern-matching algorithm. The matching report is available for the teacher to review.

Plagiarism includes, but is not limited to:

- Directly quoting or paraphrasing all or part of another's written or spoken words without citing the author.
- Presenting an idea, theory, or formula originated by another person as your own original work.
- Purchasing or receiving a term paper or other assignment that is the work of another person and submitting that assignment as your own work.
- Repeating information, such as statistics or demographics, which is not common knowledge, and which was originally compiled by another person.

Cheating includes, but is not limited to:

- Taking, stealing, and/or using an assignment from someone else and submitting it as your own.
- Allowing another student to take and/or use an assignment to submit as his/her own.
- Looking at another student's test or essay with or without the consent of the owner for the purpose of duplicating that work and submitting it as your own.
- Representing as your own work or words of a parent, sibling, or someone else.
- Discussing a test or quiz with a student who has not completed or taken the assessment.
- Using teacher test materials and/or answer sheets without authorization.

- Using teacher computer files or grading programs.
- Using any type of "cheat sheet" on your person, an object, or program within graphic calculators, or any other electronic device without teacher approval.

Source Citation

Many courses require written work, for which you must cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, publication date, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

Academic Dishonesty Policy

Academic integrity is highly valued at the Virtual Preparatory Academy of Missouri at Atlanta C-3. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work and obligated to cite the sources of all references they use.

Non-citation infraction:

- 1st Incident = grade of zero on assignment and counseling on the correct use of citations
- 2nd Incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

Citation infraction

- 1st Incident = counseling on the correct use of citations
- 2nd Incident = grade of zero on assignment and counseling on the correct use of citations
- 3rd Incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

ADDITIONAL POLICIES

SECTION 504

The Rehabilitation Act of 1973 includes Section 504 to prevent discrimination based on a disability. The Section 504 civil rights statute requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled. The Virtual Preparatory Academy of Missouri at Atlanta C-3 will provide a "free appropriate public education" (FAPE) to each qualified Student with a disability under Section 504. An individual with a disability means any person who: "(i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment" [34 CFR §104.3(j)(1)].

CHILD FIND POLICY

The Virtual Preparatory Academy of Missouri at Atlanta C-3 will follow the Child Find requirements of the state, as well as the requirements of the Individuals with Disabilities Education Improvement Act (IDEA 2004), Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act (FERPA). Parents/Guardians will have the opportunity to provide any previous special education documentation during the enrollment process.

Students may be referred for special education evaluation by their parent/guardians, teacher, or the Student Support Team (SST). The team, consisting of general education teachers, special education staff, and school administrators, will regularly review data on students who are not progressing as expected.

The SST will consult with the parents/guardians and address struggling students' needs through the MTSS process. The teacher will implement and document interventions and the students' responses to them. If a student is referred for an evaluation, the student's response to MTSS efforts is used as one data metric in determining special education eligibility. These interventions will not be used to delay or deny a parent / guardian-requested special education evaluation. The team will verify that the struggling Student has received appropriate instruction and that the student's difficulties are unrelated to Limited English Proficiency. The team will also review data related to academic achievement, behavior concerns, intervention results, and academic progress.

The Virtual Preparatory Academy of Missouri at Atlanta C-3 will provide Child Find information to school staff, parents/ guardians, and state and local organizations and agencies. These efforts will include compliance with the special education referral process, providing professional development to the Virtual Preparatory Academy of Missouri at Atlanta C-3 staff and Student Support Team, participating in the Multi-Tiered Systems of Support (MTSS) process, including universal screening procedures, creating and maintaining written policies, and procedures related to Child Find, and involvement in public awareness activities related to Child Find of implementation of students enrolled in Virtual Preparatory Academy of Missouri at Atlanta C-3.

Parents, guardians, relatives, and public and private agency employees are used to helping schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the School's Administrator.

HOMELESS STUDENT POLICY

Children who meet the Federal definition of "homeless" will be provided with free and appropriate public education in the same manner as all other students at the school. To that end, homeless students will not be stigmatized or segregated based on their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School's Enrollment Policy, any homeless child in the State of Missouri is eligible to attend the school. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance or school success of homeless children.

Homeless students will be provided services comparable to other students in the school, including:

- Transportation
- Educational services for which the homeless Student meets eligibility criteria, including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
- Programs in vocational and technical education
- Programs for gifts and talented students
- School nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview

The Head of School shall serve as the local liaison for homeless children and youth. To the extent that the school receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

SCHOOL RECORDS (FERPA)

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

1. The right to inspect and review the student's education records within forty-five (45) days after the day the school receives a request for access. Parents or eligible students should submit to the school administrator a written request that identifies the records they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible Student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school administrator, clearly identify the part of the record they want to be changed to and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible Student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A "school official" is a person employed, contracted, or volunteering at the School in an administrative, supervisory, academic, or support staff position, including but not limited to school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the school law enforcement unit, which consists of the School Leader; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the Student or Student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

All information contained in a student's educational record, except information designated as directory information by the district, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students. A student's special education record is deemed a permanent record and shall be maintained as part of a student's cumulative scholastic record. This provision is applicable to an Individualized Education Program (IEP), an Individualized Family Service Plan (IFSP), and a 504 Plan. The school will not destroy a student's most recent special education record.

Upon request by military recruiters or an institution of higher learning, the school will provide students' names, addresses, and telephone listings. Parents will be notified annually of their right to individually

request that such information not be released without prior parental consent. Military recruiters will have the same access to students as is given to institutions of higher learning.

The right to file a complaint with the US 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
US Department of Education 400 Maryland Avenue, SW
Washington, DC 20202

STUDENT DIRECTORY INFORMATION

It is the school's policy not to release personal information such as names, home addresses, and phone numbers to outside agencies or requesting parties without the direct written consent of the Parent or Guardian or as otherwise required by law, such as military recruiters, etc. Unless a Parent/Guardian - or adult student (18 years of age or older) - notifies the school in writing that the Parent/Guardian or adult student permits the distribution of any personal information, the school will not release the information. Directory information, generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The school has designated student names and grade levels as directory information and will use such information in school publications, social media publications, recognition lists, programs, and/or student directories. If you do not want the school to disclose any or all the information designated above as directory information, you must notify the school in writing, preferably via e-mail. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their Student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 USC § 7908) and 10 USC § 503(c).]

AUDIO-VISUAL INFORMATION

The school recognizes the value of audio-visual and other electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in various activities. However, individual student records (academic or behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channels, school-sponsored web pages, marketing materials, and other publications. Highlighting the achievements and celebrating student successes in our school are integral parts of reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school should you have any questions or concerns. You may also notify the school in writing, preferably via e-mail, if you prefer that we do not use your student's name, picture, and/or work product for presentations or other uses.

EDUCATION AND DISCIPLINE

Education is not only a right but also a privilege and must be guarded by appropriate behavior. Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable learning environment, and administrators are responsible for maintaining and facilitating the educational program. The principal is authorized by statute to suspend students for just cause. The

teacher has the authority to suspend students from class for just cause. The following rules, regulations, and due process procedures are designed to protect all educational community members in exercising their rights and duties.

GENERAL RULES OF CONDUCT

Violation of these standards may be grounds for expulsion or suspension.

The following activities are among those defined as "criminal" under the laws of the state of Missouri and the Atlanta C-3 school district. In addition to serving as grounds for suspension or expulsion from school district attendance, students should also know that these activities carry a potential for court action if remanded to civil proceedings. Any perpetrator of a criminal act will be referred to the appropriate legal authority.

The list is partial only, and "criminal acts" are not necessarily limited to the following:

- Alcohol - Possession of or presence under the influence of alcohol regardless of whether the Student is on school premises.
- Arson - Intentionally causing or attempting to cause a fire or explosion
- Assault – Use of physical force with the intent to do bodily harm.
- Bullying - Intentional intimidation or infliction of physical, emotional, or mental harm.
- Fighting - Physically striking another in a mutual contact as differentiated from an assault.
- Defiance of Authority - Refusal to obey directions or defiance of staff authority
- Disruptive Behavior - Conduct that has the intentional effect of disturbing education or the safe transportation of a student
- Drugs/Controlled Substance - Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, on a school bus, or at a school activity, whether on or off of school property. Sale of a controlled substance or substance represented to be a controlled substance while at School or any of the locations described above.
- Prescription Medication - Possession of prescription medication without a valid prescription for such medication on school premises or on a school bus. Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.
- Extortion - Verbal threats or physical conduct designed to obtain money or other valuables
- Possession of a firearm or weapon
- Harassment
- Improper Display of Affection - Consensual kissing, fondling, or embracing
- Threatening Language - Use of verbal, physical, or written threats to do bodily harm to a person or personal property.
- Use of Obscene or Vulgar Language - Language which depicts sexual acts, human waste, and blasphemous language
- Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to their race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.
- Inappropriate Sexual Conduct
- Theft - Nonconsensual taking or attempt to take the property of another
- Tobacco - Possession or use of tobacco or tobacco products

- Truancy - Absent or tardy from class or classes without authorization
- Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District

Disciplinary action for violation of this policy may include suspension and/or expulsion.

DRESS AND APPEARANCE

Dress and appearance must not present health or safety problems or potentially disrupt the educational process as judged by school personnel.

COOPERATION WITH SCHOOL PERSONNEL

Students must obey the lawful instructions of school district personnel.

OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and/or other such disciplinary action as adjudged appropriate.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

The Virtual Preparatory Academy of Missouri at Atlanta C-3 Code of Student Conduct shall apply to all children unless a child's individualized education program provides explicitly otherwise. Virtual Preparatory Academy of Missouri at Atlanta C-3 will ensure that the parents/guardians and the child with a disability receive notice of the rules and regulations applicable to children with disabilities with respect to child management, discipline, and suspension/expulsion upon the child's entry into a special education program or at the annual IEP review.

Virtual Preparatory Academy of Missouri at Atlanta C-3 will consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of federal and state law, is appropriate for a child with a disability who violates the code of student conduct. Virtual Preparatory Academy of Missouri at Atlanta C-3 may remove a child with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension for not more than ten consecutive school days and for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct.

After a child with a disability has been removed from his or her current placement for ten school days in the same school year, during any subsequent days of removal, Virtual Preparatory Academy of Missouri at Atlanta C-3 will provide services to the extent required. Virtual Preparatory Academy of Missouri at Atlanta C-3 will conduct manifestation determination reviews as necessary.

For disciplinary changes in placement that would exceed ten consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, Virtual Preparatory Academy of Missouri at Atlanta C-3 will apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities except as outlined below.

SERVICES

A child with a disability who is removed from his or her current placement for more than ten consecutive school days must:

- Continue to receive educational services to enable the child to continue participating in the general education curriculum in another setting and progress toward meeting the goals set out in the child's IEP.
- Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications outlined in the behavioral intervention plan and IEP, where appropriate, that are designed to address the behavior violation so it does not recur.
- Virtual Preparatory Academy of Missouri at Atlanta C-3 will provide services during periods of removal to a child with a disability who has been removed from his or her current placement for ten school days or less in that school year if services are provided to a child without disabilities who has been similarly removed.
- After a child with a disability has been removed from his or her current placement for ten school days in the same school year, if the current removal is not for more than ten consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed in order to provide a free, appropriate public education, to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.
- Suppose the removal is for more than ten consecutive school days or is a change in placement because of disciplinary removals. In that case, the child's IEP Team determines appropriate services needed in order to provide a free, appropriate public education to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.
- The services required may be provided in an interim alternative educational setting.

Virtual Preparatory Academy of Missouri at Atlanta C-3 will comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), the Individuals with Disabilities Education Act ("IDEA"), as well as the Missouri Special Education Rules. The proposed school administrative office will be ADA-compliant.

MANIFESTATION DETERMINATION

Within ten school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Virtual Preparatory Academy of Missouri at Atlanta C-3, the parent, and the relevant members of the child's IEP Team (as determined by the parent/guardian and the LEA) will review all relevant information in the child's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents/guardians to determine:

- If the conduct in question was caused by or had a direct and substantial relationship to the child's disability or
- If the conduct in question was the direct result of the LEA's failure to implement the IEP.

If the Virtual Preparatory Academy of Missouri at Atlanta C-3 staff, the parent/Guardian, and relevant members of the child's IEP Team determine the conduct in question was a direct result of the failure of the LEA to implement the IEP, Virtual Preparatory Academy of Missouri at Atlanta C-3 will take immediate steps to remedy those deficiencies.

DETERMINATION THAT THE BEHAVIOR WAS A MANIFESTATION

If Virtual Preparatory Academy of Missouri at Atlanta C-3 staff, the parent/Guardian, and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP Team will either:

- Conduct a functional behavioral assessment, unless Virtual Preparatory Academy of Missouri at Atlanta C-3 had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
- If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior, and except as provided in special circumstances below, return the child to the placement from which the child was removed, unless the parent/guardian and Virtual Preparatory Academy of Missouri at Atlanta C-3 agree to a change of placement as part of the modification of the behavioral intervention plan.

SPECIAL CIRCUMSTANCES

Virtual Preparatory Academy of Missouri at Atlanta C-3 may remove a child to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability if the child:

- Carries a weapon to or possesses a weapon at School, on school premises, or at a school function under the jurisdiction of the State or the LEA;
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at School, on school premises, or to a school function under the jurisdiction of the State or the LEA; or
- Has inflicted serious bodily injury upon another person while at School, on school premises, or at a school function under the jurisdiction of the State or the LEA.

NOTIFICATION

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of child conduct, Virtual Preparatory Academy of Missouri at Atlanta C-3 will issue a Prior Written Notice to notify the parents/guardians of that decision and provide parents/guardians the procedural safeguards notice described by Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as amended (Section 504).

APPEAL

The parents/guardians of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this Rule or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others may appeal the decision by requesting a hearing.