

**CHAMPION ACADEMY
ALTERNATIVE HIGH
SCHOOL

HANDBOOK**

(Revised 08/2022)

MISSION STATEMENT

Our mission is to address the educational and post-secondary needs of students in alternative settings. We believe all children can develop a lifelong interest in learning and are entitled to respect and dignity in pursuing their education and future goals. We are committed to providing a nurturing environment where our students will grow emotionally, intellectually, and socially as they acquire the skills to become productive, effective members of a complex society.

ADMINISTRATION

Dr. Matt Smith	Administrator
Dr. Steven Chancellor	Superintendent

STAFF

John Brinkmann	Director
Jeannette Stone	Teacher

ADVISORY COUNCIL

Charla Dickerson	Centralia High School Counselor
Tonya Dimmitt	Centralia High School Counselor
Dr. Matt Smith	Centralia High School Principal
Dr. Steven Chancellor	Superintendent

ADMITTANCE

I. APPLICATION/REFERRAL:

- A. Students will be admitted to Champion Academy through an application and referral process. Acceptance into Champion Academy is not a first come first serve process. Rather acceptance is based on the individual needs of the students who apply.
- B. Informal referrals can be made by the student, parent, teacher, counselor, or administrator
- C. Students must then complete a formal application, outlining their purpose and goal for attending Champion Academy. **Students must deliver the filled out application in person to Champion Academy**
- D. Two (2) formal referral forms must also be provided by a teacher, counselor, or administrator to complete the application packet. One referral must come from a Core Subject Teacher, the other is up to the student. **Referrals are made on a Google Form that can be found on the Cr6.org webpage under staff resources.**
- E. The Champion Academy staff will review all referrals
- F. Special consideration will be given to students who are not succeeding and will likely not graduate if they remain at Centralia High School
- G. Students will be admitted on the basis of probable success at Champion Academy based on their desire to complete their education
- H. To be admitted, students must live within the Centralia R-VI school district and be a current student at Centralia High School
- I. A copy of the official application/referral is included within this handbook

II. INTERVIEW:

- A. An interview team consisting of Champion Academy staff and advisory council members will interview students who have applied, been referred, and request admittance to Champion Academy
- B. A parent and/or guardian must accompany the student during the interview, with possible exemption granted for an emancipated student
- C. After the enrollment, referral, and interview process is completed students need to continue to attend, participate, and excess at Centralia High school while the advisory council members go over each application.

III. STUDENT/PARENT/GUARDIAN/DIRECTOR CONTRACT:

- A. The student will enter into a contract when admitted to Champion Academy to confirm their commitment to their education
- B. Each enrollment opening is valuable due to the limited number of openings

- C. Students and parents/guardians will be required to make a maximum commitment to achieving the goals of the individual
- D. A partnership between the school and home is vital to the success of the program
 - 1. Both student and parent / guardian are required to join the Remind messaging system
- E. For each credit earned, a student must complete the coursework with an achievement of 80% or higher

IV. Parent/Guardian Conference:

- A. Parents/guardians will receive communication from the Champion staff on a regular basis
- B. All aspects of the student's education will be discussed, including outside influences that may affect the progress of the student
- C. Conferences may also be scheduled if a student's progress warrants probation
- D. Communication is crucial, therefore, parents/guardians are welcomed and encouraged to visit or contact the Academy at any time

V. Priority Consideration for Admission

- A. Student must reside within the Centralia R-VI School District and be enrolled at Centralia High School
- B. Current high school student who is a potential high school dropout
- C. Student dropout who has returned or desires to return to school
- D. Student who has extenuating circumstances that may hinder continued school progress (pregnancy, mental health concerns, outside influences, home/family issues, etc.)
- E. Student who is behind their cohort group in credit accumulation
- F. Student who is failing course/courses and cannot realistically recover credit, but is putting forth a documented effort
- G. Student who has demonstrated a sincere desire to earn a high school diploma, but struggles in the traditional school setting
- H. Student who can realistically earn their high school diploma within the time remaining during which they are eligible for public school attendance (age 21)
- I. Champion Academy is not designed as an early-graduation program and admission will not be granted based on this sole purpose

VI. Process for Admission

- A. Application completed by student

- B. Referrals submitted from at least two current high school teachers
- C. Champion staff and advisory board review of applicant and analysis of applicant's need for placement
- D. Interview with applicant, parent/guardian (unless student is emancipated), Champion Academy staff, and advisory representative
- E. Selection process based on priority of need
- F. Placement and development of Individualized Academic Program (IAP) for admitted student
- G. If Champion Academy is at full capacity (10 students) at the time of student's interview:
 - 1. Student will be placed on a waiting list
 - 2. Student will be expected to remain enrolled at Centralia High School to reinforce their desire to obtain a high school diploma
 - 3. **Positive effort witnessed in assignment completion, classroom expectations, and daily attendance will all assist student in acceptance to Champion Academy when an opening occurs**

PROGRAM STRUCTURE

- I. School is in session each day from 8:15 a.m. - 3:12 p.m. A student's schedule, however, will be based on their individual needs and personal situation.
- II. The instructional program focuses on required core curriculum
 - A. Math, Science, Language Arts, and Social Studies
 - B. Fine Art, Practical Art, Health, PE, Personal Finance, and Electives if needed
 - C. Career Development, self-esteem, and life-skills will be included in the instructional curriculum.
- III. The essential outcomes will be selected from each subject area and taught using a combination of methods. Curriculum will be aligned with the Department of Elementary and Secondary Education (DESE) standards and reviewed by department staff to assure alignment.
- IV. Each student will have an Individual Academic Program (IAP) which will detail the credits, requirements, and process by which the student can successfully complete his/her graduation requirements.
- V. Traditional grading and computerized tracking of progress will be utilized to monitor each student's progress.
- VI. Grades will be calculated on an 80% mastery criterion level. The grades from Champion Academy will be considered in calculation of grade point average but not for determining class rank.

- VII.** Credits will be awarded after achievement of course requirements (**80% or higher average**). Credits will be awarded at quarter increments determined by work completed, not a set window of time.
 - A. Grades of 80% (B-) or higher are required for awarding of transcript credit
 - B. Students may make corrections on work to obtain the 80% average
 - C. The structure of Champion Academy provides the framework for ALL work to be completed during the school day at the Champion Academy building
 - 1. Taking work home is not allowed
- VIII.** End of Course tests will be administered upon completion of required subject matter.
- IX.** The United States Constitution Test, Missouri State Constitution Test, and Civics Test will be required upon completion of Government curriculum.
- X.** Students will be required to participate in CPR instruction prior to graduation.
- XI.** Students may include for their curriculum: career center/vocational school, elective courses at Centralia High School by arrangement, employment/worksite hours for FLEX credit, volunteer site hours, or be released by the school for a portion of the day to accommodate individual needs.
 - A. Students may receive academic credit for the employment/work time. If credit is earned, the student must have as a part of their IAP a plan similar to the FLEX program offered at CHS. Champion students may earn up to six (6) of their elective credits through this program.
- XII.** **Progress Reports/Grade Reports** may be requested any time.
- XIII.** Champion Academy will conduct a graduation ceremony for Champion graduates
 - A. Students who have met the requirements of Champion Academy will be awarded an **ACCREDITED HIGH SCHOOL DIPLOMA**
 - B. The Champion Academy graduation ceremony is the official ceremony
 - a. Diplomas will be awarded at Champion Academy ceremony
 - b. Students may choose to attend the Centralia High School graduation ceremony in addition to Champion Academy ceremony
 - c. For students who obtain graduation requirements prior to the final day of school, “completion of program” letters will be provided to the student on the date completion occurs; the graduation ceremony will be held simultaneously with that of their cohort class, at which time they will receive their diploma.
- XIV.** Students are eligible to participate in Centralia High School activities and events (Prom, Homecoming, Courtwarming, etc.) with the expectation they will follow the guidelines established for CHS students.

- A. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, but will be considered an alumni for all other activities.
- XV. Students may participate in interscholastic competitions if they meet the Centralia R-VI and MSHSAA guidelines

CURRICULUM

- I. **Individual Academic Plan (IAP):**
 - A. Developed by the student and Champion Academy director
 - B. Based on the student's current transcript upon acceptance to Champion and possible quarter grades they have earned
 - C. Provides an outline of credits needed for the student to graduate
- II. **Curriculum for IAP is designed using the following:**
 - A. Extensive hands-on, traditional core curriculum developed by Champion Academy staff
 - B. Whole group instruction provided by Champion Academy staff or guest instructors
 - C. APEX computerized curriculum
 - D. Life skills component to include options such as FLEX, employment, volunteer work, etc.
- III. **Flex**
 - A. FLEX is when a student works, volunteers, or serves in the community while also being enrolled and attending Champion Academy.
 - B. FLEX credit can be earned by junior and senior students
 - C. Students must be in-seat at Champion an Average of 2 hours a day to receive FLEX Credit
 - D. Students must maintain an attendance average of 95% or higher to be eligible for FLEX Credit
 - E. Students who FLEX are required to complete $\frac{1}{4}$ credit minimum in-seat at Champion Academy for every 1 FLEX Credit earned.
 - F. Credits earned for FLEX are based on hours worked.
 - 1. 1 Credit is earned per 116 hours worked
 - 2. $\frac{1}{2}$ Credit is earned per 59 hours worked
 - 3. $\frac{1}{4}$ Credit is earned per 30 hours worked
 - G. To earn Credit for FLEX students must submit one of the following every two weeks to the Champion Academy Staff:
 - 1. An approved work log signed by their employer
 - 2. Or provide pay stubs from the employer

H. The Champion Academy Director and Staff hold the right to adjust and change these requirements as needed based upon the Individual Academic Plan of a student.

IV. Grading System

A. The following is the scale which will be used for assignment of grades

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	Below 60

V. Graduation (refer to “Program Structure” section, item XII)

VI. Requirements:

A. Students are required to complete **24 CREDITS** to be earn the Champion Academy Alternative High School Diploma

B. Credit requirements are as follows:

1. Communication Arts4
2. Social Studies3
3. Math3
4. Science3
5. Health½
6. Personal Finance½
7. Physical Education1
8. Fine Arts1
9. Practical Arts1
10. Electives7
Total24

C. Students admitted to Champion Academy during their junior or senior year must complete all remaining required credits

ATTENDANCE POLICY

I. Champion Academy building is open Monday - Friday during the school year at 7:45 a.m.

- A. The Centralia R-VI district school year calendar will be followed for first day of school, last day of school, all early out days, holidays, snow days, and any additional days not in session
- II. All students entering Champion Academy are enrolled as either part-time or full-time students
 - A. Full-time students attend 6 hours and 57 minutes per day (8:15 a.m. - 3:12 p.m.)
 - B. Students enrolled in Columbia Area Career Center or other vocational programs are considered full-time students and report to Champion Academy immediately following their vocational program hours
 - C. Students requiring part-time schedules will be determined based on the individual need of the student
- III. Students are responsible for clocking in and out daily using a time clock to avoid any attendance discrepancies
- IV. Students may NOT alter their daily schedule without prior approval from Champion Academy staff
- V. If a student is absent
 - A. Verification from a parent/guardian is expected to determine documentation for attendance records
- VI. Students are expected to maintain at least 80% attendance
 - A. If attendance falls below 80%, a student could be placed on probation for a designated time period to rectify the attendance issue
 - B. If no change in attendance occurs during the probationary period, the result could be automatic dismissal from Champion Academy.
 - 1. The probationary period is staff discretion based on the needs of the student and what the staff feels will help them be successful.
 - C. Re-enrollment at CHS is an option.
- VII. Summer school attendance at Champion Academy is **MANDATORY**

MANAGEMENT

I. Discipline

- A. The discipline policy and procedure adopted by the Centralia R-VI Board of Education will apply to the students of Champion Academy. This includes but is not limited to the Safe Schools Act and the Sexual Harassment policy and procedure.
- B. The Centralia High School Discipline Code will be used in determining consequences for specific behaviors (Refer to CHS Handbook)

- C. Students are responsible and held accountable for positive behavior through following Champion Academy behavioral guidelines
1. Refer to GUIDELINES AND ATTITUDES FOR SUCCESS
 2. This is an expectation on a daily basis without reminder
 3. Students who are repeatedly unable to meet this expectation will be placed on probation, allowing a window of time to adjust the behaviors
 4. Following probation, If student continues to display the inability to become a positive, contributing member of Champion Academy, they will risk being dismissed from Champion Academy (See Champion Academy Contract)
 5. The Champion Academy staff has the authority to dismiss a student from the Academy for part or all of the school day due to inappropriate behavior. This will prevent the student from earning credit during the affected day or days.
 - a) If a student is dismissed from school (3) or more days in a quarter they will automatically go on probation.
 6. Students are always allowed a “cool down” period at Champion, however if a student makes the choice to leave school for the day without staff permission that counts as being dismissed from school for that day.

II. Food Service

- A. All students have the option of ordering from the daily breakfast and lunch menu provided by one of the district schools
- B. Breakfast and lunch periods will take place at the Champion Academy site
- C. Students are eligible to apply for the free or reduced lunch program

III. Facility

- A. The program will be housed in a building separate from Centralia High School campus
- B. Current location is 635 S. Jefferson Street, Centralia, MO
- C. A parking lot is available for Champion Academy students
- D. The facility and parking lot are part of the Centralia R-VI campus, therefore all school policies apply

IV. Transportation

- A. Transportation will be the responsibility of the student/parent/guardian
- B. Students will remain eligible for the Centralia district bus service

V. Emergency School Closing

- A. Champion Academy will follow district guidelines and cancellations due to weather conditions or other emergency closings

- B. Notification will be provided through:
 - 1. School Reach messenger
 - 2. Announcement carried by local television and radio stations
 - 3. Announcement on www.centralia.k12.mo.us website
 - 4. Questions regarding early dismissal from Champion Academy can be directed to school personnel at 573-682-5532
 - 5. A remind message will be sent out to all students and guardians
- VI. **Counselors**: Centralia High School district counselors will be utilized on an as needed basis
- VII. **Library**: Champion has full access to Centralia High School library and the Centralia Public Library
- VIII. **Co-Curricular and Extra-Curricular Citizenship Activities**
 - A. Students of Champion Academy may participate in activities available at Centralia High School on an individual basis as requested
 - B. ALL students participating in said activities will do so under the provisions and guidelines of the Centralia High School policies and MSHSAA (Missouri State High School Activities Association)
- IX. **Notice of Discrimination**: (Refer to Centralia R-VI High School Handbook)
 - A. Special Education, Section 504, Student Records (Board Policy 2400), Student Directory, Title I Grievance Procedures (Board Policy 1621), Protection of Students Rights (Board Policy 1610)

SCHOOL ORGANIZATION AND GENERAL POLICIES

(Refer to Centralia High School Handbook for Policy Details)

- I. Proof of Residency (Board Policy 2230)
- II. Cell Phones (Board Policy 2656)
- III. Prescription and Over-the-Counter Medicine (Board Policy 2870)
- IV. Technology Services (Board Policy 6320)
- V. Visitors to School (Board Policy 1430)
- VI. Volunteers (Board Policy 1425)
- VII. Chain of Command (Board Policy 1480)
- VIII. School Closings
- IX. Academic Integrity
- X. Dress Code

RIGHTS, RESPONSIBILITIES AND DISCIPLINE POLICIES

(Refer to Centralia High School Handbook for Policy Details)

- I. Student Rights and Responsibilities

- II. Student Searches (Board Policy 2150)
- III. Student Discipline (Board Policies 2600 and 2610)
- IV. Student Code of Conduct (Board Policy 2610)
- V. Disciplinary Consequences (Board Policy 2610)
- VI. Care of School Property
- VII. Prohibition Against Harassment and Discrimination and Grievance Procedure (Board Policy and Regulation 1300)
- VIII. Bullying (Board Policy 2655)

CHAMPION ACADEMY

PROBATION POLICY

Circumstances that will lead to probation at Champion Academy are as follows:

1. If a student has completed less than 80% of the total targeted work during a grading period of one quarter.
2. If a student has completed less than 80% of targeted number of hours for elapsed days
3. If student has been absent in excess of 80% of the scheduled days for one quarter
4. If a student misses three (3) consecutive days without contacting the Champion Academy staff on two separate occasions.
5. If a student's behavior has a pattern that jeopardizes the educational opportunity of other students.
 - a. A pattern is (3) or more offensives in a grading quarter.
6. If a student has a pattern of repeatedly being rude and disrespectful to other students and/or staff
 - a. A pattern is (3) or more offensives in a grading quarter.
7. If a student demonstrates a consistent disregard of school rules (examples: cell phone, sleeping, language/conversations not school appropriate, immersing themselves in other student's IAP, etc.)
 - a. A pattern is (3) or more offensives in a grading quarter.

When any one or more of the above has occurred the following steps will be taken:

1. Student will be placed on probation for the time period of one (1) quarter of the school year
2. When/if the presenting situation is corrected in that grading quarter, the student will be removed from probation
 - a. Students can always return to the probation list as needed
 - i. Students can only be placed on probation two separate times. Third time and enrollment at Champion will be terminated
3. When/if the presenting situation is not corrected within the given grading quarter, the student's enrollment at Champion Academy will be terminated

The Champion Academy staff holds the rights to adjust/alter the probation policies to fit the needs of students and the academy.