



VISTA CHARTER SCHOOL Pioneers

**Pioneering An Individualized—Alternative Approach to
Learning**

FOUR CORNERSTONES OF PURPOSE
CONNECTION
COMPETENCE
CONFIDENCE
COMMUNITY

**Student handbook
2007-2008
SCHOOL YEAR**

Dear Student,

Welcome to Vista Charter School!

I trust you have come with a strong desire to learn and to prepare yourself for what lies ahead in your future.

The staff at Vista is looking forward to working with you. You can expect from us a genuine respect for you as a person, a concern for student learning, and an abundance of encouragement. You can also expect the staff to provide a challenging curriculum and to have high expectations as you apply your maximum effort toward learning. We understand that your future success depends greatly on the quality of education you experience. Therefore, we will encourage you to work hard each day and to obtain the most out of each learning activity.

Our job at Vista is to provide activities and experiences that will better prepare you for life after high school.

Your job is to fully apply yourself toward learning as much as you can in the time you have at Vista. In order to take advantage of each learning activity, we have three things for you to keep in mind:

- 1. *You must be here each day.***
- 2. *You must be here on time each day.***
- 3. *You must be productive while you are here.***

The work world does not have much patience with employees who are frequently absent, tardy, or unproductive. Now is the time to not only learn as much as you can about each academic subject, but also, to prepare yourself for the world of work.

Please review the information contained in this booklet. You will not only find it helpful, but you will need this information to be a successful Vista student. Pay close attention to our expectations and policies. You will be expected to know and abide by these.

Again, welcome to Vista! Please know that you are indeed welcome and that our staff is here to help you in any way we can. I hope this year is your best year yet and that your experience with us will be both meaningful and enjoyable!

**Mrs. Coni Wilson
Administrator**



Vista Charter School

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Vista Charter School Staff:

Coni Wilson, Administrator

Vista Charter High School Staff:

Gail Rust, Teacher

Debbie Lofton, Teacher

Lawna Curtis, Teacher

Marty Fevrier, Teacher

LeAnna Spadafora, Registrar & Administrative Assistant

Amy Chinn Day Counselor

Dan Chinn, Night Class Counselor

Jeff Butterbaugh, Work Study Coordinator

Sherri Evans, Classroom Paraprofessional

Vista Charter Expulsion/Intervention/Prevention Program Staff:

Claudia Koch, Teacher - Expulsion/Intervention/Prevention Program

Bill Lackman, Teacher, - Intervention/Prevention/Suspension Program

Vista Charter Student Advocate Staff:

Leslie Sams, CtMS Student Advocate

Stacy Goza, OMS Student Advocate

CoMS, Student Advocate

MISSION STATEMENT

The Vista Charter School is committed to providing educational opportunities for all students who have become disenfranchised from the traditional educational mainstream; to creating lifelong learners with a healthy self-image; to shaping positive and productive citizens; and to developing critical thinkers with a will to achieve and with a concern for the world around them.

EQUAL OPPORTUNITY

The Vista Charter School is committed to equal opportunities for all persons regardless of race, color, religion, creed, sex, age, marital status, handicap, national origin or ancestry, and that no person shall suffer discrimination with respect to employment, recruitment, selection, retention, promotions, educational programs, classes, services, or activities. This shall be applicable to employees, potential employees, parents, patrons, and students. The compliance officer is the administrator.

Vista Charter School

CORE OF BELIEFS and FOUR CORNERSTONES OF PURPOSE CONNECTION COMPETENCE CONFIDENCE COMMUNITY

Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.

The student will be responsible for solving his/her own problems with guidance from the staff.

The student will be allowed to solve the problem in his/her own way provided the solution does not make a problem for anyone else.

Every effort will be made so that the student's self-concept will be enhanced as a result of solving the problem.

The student will be able to make a strong connection between his/her infraction and the consequences.

The staff will be in a facilitator or counselor role rather than in a judging or punishing posture.

Discipline problems will be considered opportunities for personal growth.

Students are encouraged to request a hearing with the staff whenever consequences appear to be unfair.

School personnel will deal with problems related to school. Criminal activity will be referred to the proper authorities.

Class Schedule:

Session 1	8:00 a.m. – 11:00 a.m.
Session 2	12:30 p.m. – 3:30 p.m.
Session 3	5:00 p.m. – 8:00 p.m.

Orientation

Students who desire to attend Vista must attend an orientation session prior to enrollment. Orientation is offered throughout the year as classroom space for students becomes available. Students may attend more than one session as space is available.

Enrollment Policy

Vista will enroll students using the following guidelines:

Priority will be afforded to continuing students from the previous semester.

Former students who did not complete the previous semester or who were released from Vista due to disciplinary or attendance issues will be treated as new students as far as enrollment is concerned.

New students must attend an orientation prior to enrollment.

Adult students (21 years of age or older) are welcome to enroll at Vista, as space is available. Adult students will be charged a tuition rate or fee per ½ credit.

If there is a waiting list of students, these students will be enrolled by the use of a lottery system.

**** 16 YEAR OLD STUDENTS MUST ATTEND SCHOOL OR BE CONSIDERED TRUANT- NEW COLORADO STATE LAW.**

The Vista Charter School curriculum requires both academic and vocational involvement in order for students to have full-time status. Students who have vocational placement in the community not only earn credits toward graduation, but also gain practical experiences that apply to their future academic and career goals.

✓ **Students at Vista are expected to have at least a 10 hour-per-week paid or volunteer work experience.**

Attendance

The goal of Vista is to help students gain a high school diploma as well as to prepare for the world of work. Student's future work success will depend upon skills, knowledge, work ethic, and attitude toward the business in which he/she works.

Businesses will provide jobs for people who come to work on time, who have the skills to do the job, and who fill the needs of the business. We

know of no business that will pay you to come to work late or stay home when you don't feel like working. It would be unprofessional of Vista to prepare you for a world that does not exist! Therefore, your days in our school will be as much like the real world of work as possible.

The monetary reward for your attendance is in the form of credit that indicates skills and knowledge you have gained from learning and attendance. We will not force you to learn at our school. We will not force you attend our school. You will need to decide for yourself what credits are required and how fast you want to earn it.

It is possible to earn high school credit by doing two things:

- 1) **maintaining an 80% (or above) attendance** record per quarter, and
- 2) **completing a minimum of ½ credit per month.** (Students are expected to complete credit work 2 days prior to completion deadline. Final 2 days for corrections only.

Students will begin new courses or correct their work during the 2 days prior to the deadline)

*In the event that your attendance or achievement falls below these standards, you may lose your place in the program due to an academic/attendance requirement. If you choose to return to Vista, you may call and request to be placed on the waiting list. ** 16 YEAR OLD STUDENTS MUST ATTEND SCHOOL OR BE CONSIDERED TRUANT- NEW COLORADO STATE LAW.*

Attendance is crucial to your success at Vista Charter School. Regular school attendance enhances academic achievement and social development. Our high expectations for class attendance also include **punctuality**. We expect students to be on time for class each day. **If the student must be absent, he/she is expected to call the school and state the reason for the absence.**

Student attendance will be monitored. In the event that your life's situation is such that attendance is difficult, give staff an opportunity to help **you** solve your problem through an **Intervention Team**. If a student ceases to attend regularly and is **approaching less than the 80% attendance rate, a student must schedule a conference to determine an Intervention strategy**. If is student is unable to maintain the requirements of the Intervention Team strategy, the student may lose his/her place in the program due to a failure to meet an academic/attendance requirement. If you choose to return to Vista, you may call and request to be placed on the waiting list and become part of the lottery.

When a student's attendance drops below the 80% mark, and the student has not set up a conference to address the issue, Vista will assume that

he/she wishes to withdraw from the program. Students who have withdrawn may request to be placed on the waiting list and become part of the lottery. ** 16 YEAR OLD STUDENTS MUST ATTEND SCHOOL OR BE CONSIDERED TRUANT- NEW COLORADO STATE LAW.

Academic Progress

Students are expected to work diligently each day. The average student should attain from one-half to one full credit per month if they attend regularly, focus on their work, and utilize their allotted time wisely. The Vista staff will monitor student progress daily, and students will be informed of their progress as the credit "due date" per month approaches.

Students who fail to attain at least $\frac{1}{2}$ credit per month will schedule an **Intervention Team** to address the academic issues and be placed on academic probation. The student will be in jeopardy of losing his/her place in the program and may be placed on the waiting list as a consequence of a lack of academic progress.

Work Study Program

Students can earn elective credit for work-study. Students can earn up to five (5) credits. Students are required to work or volunteer a minimum of 10 hours a week to qualify as a student at Vista Charter School.

Students will receive a half credit per quarter if they meet the following criteria:

- 1) Work or volunteer a minimum 10 hours a week.**
- 2) Bring in pay stub or verification of hours. If you do not receive a pay stub you must complete the *Non-Pay Stub Work Verification* form provided by Vista Charter School.**
- 3) Must have a *Contract For Credit* form signed by place of employment.
- 4) Must complete one full credit of classroom credit.
- 5) Complete a work-study journal on a monthly basis.
- 6) View and answer questions from a Job Skills Video on a monthly basis.
- 7) Attend class a minimum of 80%. If a student is on probation for attendance, academic progress or decides not to attend for a period of time, the student will not receive work-study credit for that quarter.

Students must provide verification of work each week or each pay period. If a student does not provide verification by due dates, the student will be required to make up work time with class time, and must

schedule an Intervention Team meeting with the Work Study Coordinator or be in jeopardy of losing his/her place in the program.

If a student loses a job for whatever reason, the student must make an appointment with the work study coordinator to discuss any concerns, and the student will be allowed two additional weeks to find another job or volunteer work. If a student continues without work or volunteer work for more than two weeks, the student will be in jeopardy of losing his/her place in the program. ** 16 YEAR OLD STUDENTS MUST ATTEND SCHOOL OR BE CONSIDERED TRUANT- NEW COLORADO STATE LAW.

Students may not use court ordered community service hours for work-study credit.

Counseling Services

Vista provides counseling services on site by a licensed counselor. Counseling services include personal, academic, career, testing and test interpretation. Students will be referred to counseling services in the community if warranted.

Testing:

All 11th grade students will take the ACT examinations during their junior year. ACT exams are given five times per year, and Montrose High School is the test center for all five exams. The SAT is given six times per year, and MHS is the test center for three of these. Registration forms and test date information is available from the Vista counselor. College bound students who wish to re-take the ACT or wish to take the SAT exam may see the counselor for more information.

Vista participates in the Colorado Student Assessment Program (CSAP) required of all schools in Colorado. CSAP tests are given to ninth and tenth grade students during the school year. The CSAP version of the ACT assessment is administered to all eleventh grade students. All students (except seniors) must participate in the CSAP tests.

Students will participate in the TABE test for student assessment. Testing will be done as the student enters the program and prior to graduation or end of the year. As a requirement for graduation, students will be expected to reach a competency proficiency in the Vista Charter School program and earn a:

Benchmark for Basic Skills in Math, Reading, Language Arts, and Writing.

Writing proficiency will be an additional score for the ACT and MAP/TABE tests. The competency will be in any ONE of the following testing programs in each of the subject areas.

Math: ACT: 15 or CSAP: Proficient or MAP 8th RIT score or TABE 8

Reading: ACT: 15 or CSAP: Proficient or MAP 8th RIT score or TABE 8
Language Arts: MAP 8th RIT score
or TABE 8
Writing CSAP: Proficient or Rubric score of 3

Student Dress

Vista Charter School has the option to follow the Montrose County School District's (MCSD) policy on student dress. Please dress appropriately and groom yourself for school attendance in a way that reflects personal pride and an appropriate, positive work environment. Clothing should be neat, clean, tasteful, and modest. Good personal hygiene is essential. If your dress and/or grooming are disruptive to the educational process or constitute a threat to the safety or health of you or other students, it will not be permitted. Clothing that advertises alcohol, drugs, sex, or tobacco will not be permitted.

Parent/Teacher Conferences:

Vista will hold formal parent conferences twice per year; once at the end of first quarter and once at the end of third quarter. Parents will be notified by mail or by a phone call so that a meeting time can be scheduled. Parents are welcome to call Vista anytime during the school year if they feel a special conference is warranted. Teachers are available by phone (249-4470) at any time during the school day if parents have questions or concerns.

Parent/Teacher Conference Format:

Parent/teacher conferences will also include the student. The Vista staff feels that the student is the main participant in his/her education and that the student needs to not only be present during the conference, but be an integral part of presenting information at the conference. We will be visiting with parents and the student about educational issues that affect the student's current academic progress and his/her future goals.

Student Behavior and Conduct:

Please review the Vista Core of Beliefs listed in this handbook. It will help you more fully understand our philosophy regarding character and responsibility as well as how consequences for inappropriate behavior will be handled. The later pages of this handbook include "Suspension" and "Expulsion" procedures for those students who have transgressed school policies.

Homework

Vista's curriculum offerings are set up so that the majority of schoolwork can be completed on campus. There will be a few isolated instances in which students will be expected to perform tasks outside of the classroom

in order to meet the expectations of a particular course. Occasionally, a textbook may be checked out with a **\$30 deposit**. This deposit will be returned to the student if the book is **returned on time and undamaged**.

Tobacco and Drugs

The *use/possession* of tobacco in any form, *use/possession* of alcohol and/or illegal drugs on school property is prohibited by Vista Charter School, Montrose County School District policy, and Colorado state law. Tobacco or drugs may not be on campus or campus parking lots at any time. Violations will result in an automatic suspension from school according to school policy. Repeated violations will result in a recommendation for expulsion.

Telephone Use

The telephone in the Vista office is for business purposes, not personal use. Students may not use the phones in the building without permission from the Charter building staff. **Students who bring pagers, beepers, or cellular phones to school must turn them off during class time or remove them from the classroom. Persistent violation of this policy will result in the confiscation of the electronic device.**

Student Parking

Driving to school and parking in the school parking lot is a **privilege**, not a right. Students are asked to park in the designated student parking areas. **Please do not park in the visitor or handicapped parking spaces or local business spaces.** Failure to do so will result in a traffic violation and a fee will be charged. Your car may be towed from the premises if you have accumulated more than one parking fine. There may be a \$10 charge for a parking permit.

Bus Transportation

Vista Charter School students are allowed to ride the school bus. Students are reminded that school bus rules and regulations apply to Vista students as well as any other RE-1J students. Behavior problems on the bus could result in disciplinary action from Laidlaw as well as from Vista. If you will be riding the school bus and are uncertain which bus to ride, contact the Laidlaw bus barn.

Visitors

Students are not allowed to receive visitors in the Vista classroom or on school property. This restriction does not apply to visits from parents. Parents are always welcome. School policy does require that all visitors check in at the main office immediately upon arrival. Failure to do so will result in a trespassing violation. The main office is the first office you will see as you enter the main entrance.

NCAA Eligibility

Students interested in participating in college athletics should seek enrollment in one of the other traditional high schools in the district. **Vista does not have a grading system that matches the NCAA requirements.** **You cannot participate in college athletics as a freshman unless you have met NCAA eligibility requirements.**

Family Income Information

Please be aware that Vista is in the process of contacting local, state and national benefactors who might be interested in funding a new school facility. Benefactors often ask for specific information about our student population such as family income. **Vista will never reveal individual incomes or names.** Benefactors are only interested in statistics regarding the entire student population. **Students and parents will be asked to submit a family income statement form at registration.**

Immunization and Student Health Services/Records

No student may attend school in the district unless the student has presented to the school an updated certificate of immunization or a completed exemption form. Please refer to current Health Department schedules for immunization requirements. If there is a failure to comply with the immunization requirements, the school will notify the parent/guardian or emancipated student. A student who fails to comply will be suspended by the principal for up to five days. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.

Health records will be maintained by the school staff and kept in a separate and secure health file in the school. Access to health files will be limited to only those school personnel who have a separate and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly teaching environment. The nursing staff will maintain a log showing who has been given access, when access occurred and to which specific records.

Students showing symptoms of a communicable disease, an infectious condition, or illness or disability of a serious nature will be referred to the staff. The staff will report to the principal for appropriate action the names of students with communicable diseases.

Administering Medicines to Students

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication.

No prescription or nonprescription medication shall be administered at school by the school staff or other school designee without the following requirements being met:

- Medication shall be in the original properly labeled container. The student's name, name of drug, dosage, time for administering, name of properly licensed prescriber, and current date shall be printed on the container.
- The school shall have received written permission from the prescriber to administer the medication.
- The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.

All medication will be safeguarded at school to avoid any risk that it may be improperly administered to anyone.

First Aid and Emergency Medical Care

No treatment of injuries except first aid will be permitted at school. First aid is that immediate help given by the best-qualified person at hand in case of accident or sudden illness. Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.

No drugs will be given at any time except for aromatic spirits of ammonia in the case of fainting. The administering of aspirin or other analgesics for headaches or pain or the giving of sodium bicarbonate is forbidden unless a parent/guardian and physician have given written authorization for their use.

The school's obligation continues after the emergency until the injured person has been placed in the care of the family or family physician. Parents/Guardians will be asked to sign and submit an emergency medical authorization form, which shall indicate the procedure they wish the school to follow in the event of a medical emergency. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent/guardian can be reached.

Student Records/Release of Information on Students

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

- (1) The right to inspect and review the student's education records within 45 days of the day Vista receives a request for access.
Parents or eligible students should submit to the Vista principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Vista principal will make arrangements for access and will 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.
Parents or eligible students may ask Vista to amend a record that they believe is inaccurate. They should write the Vista principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Vista principal decides not to

amend the record as requested by the parent or eligible student, the principal will notify the parent or eligible student of the decision and will advise them 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 consent to disclosures of personally identifiable information contained in 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 by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Vista discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Vista will make a reasonable attempt to notify the parent or student of the request for records prior to sending these records.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Consent/Opt-out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 123h, requires Vista Charter School to notify parents/students and obtain consent or allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

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,
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (marketing surveys), and certain physical exams and screenings.

National Defense Authorization Act 2002

This federal law requires Vista to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has notified Vista and opted out of providing such information. **If you wish to opt out of this requirement, please contact the Vista staff.**

School District Policies

Montrose School District has various policies that need to go out to students and parents at the beginning of each school year or to new students to the District who enroll sometime after the beginning of school. All Vista students will receive a copy of these District policies with their registration materials. The policy booklet has a section that relates to the use of computers and the Internet. This section requires a student signature, which must be turned back into the Vista staff prior to students being allowed to access school computers.

Graduation Dates

Vista has two dates each school year in which it awards diplomas to graduating students. The first semester graduation will be in **January** and the second graduation will be in **May**. Students who finish all of their requirements for graduation by the cut-off date for that semester are eligible to receive their diploma. Vista makes every effort to make the graduation ceremony a special event for students and family members.

Vista Charter School

Entrance Requirements for Two and Four-Year Colleges

Those students interested in pursuing a college education are advised of the following general requirements for entrance into two or four-year institutions. Entrance requirements vary depending on the particular school and specific majors, but generally, these are the requirements at most institutions in Colorado.

Four-Year Colleges:

English:	Four years: Includes Literature and Composition
Math:	Three years: Includes Algebra I, Geometry, and Algebra II
Science:	Three years: Includes Chemistry
Social Studies:	Two to three years
Foreign Language:	Two years recommended. Some colleges require <u>three</u> years of the same foreign language.
Fine Arts:	One year recommended
Computers:	One semester recommended

Two-Year Colleges:

Most two-year colleges only require that you have a high school diploma or GED for entrance. Most require that you have taken either the ACT or SAT. They don't use these tests for entrance requirements, but for placement in academic classes. Some two-year colleges require the ACT or SAT for entrance into vocational training programs, i.e., licensed practical nursing.

If you plan to attend a two-year college first, then transfer to a four-year college, you can use your first two years to build skills and take courses needed for entrance into a four-year school.

ACT/SAT Scores:

Colorado schools use an index system which combines ACT or SAT scores with grade point averages. Vista does not award grades, so students will need to have a good ACT or SAT score. Generally speaking, a composite score of 18-22 is average on an ACT, and a score of 1000 is average on an SAT. Smaller four-year colleges will probably accept such scores. The larger four-year colleges will require higher ACT or SAT scores. Private colleges can accept students with any ACT or SAT score, but are usually just as selective as public institutions. If you have not taken the ACT or SAT, you need to do so right away. Both are offered various times throughout the school year. See the counselor for registration forms and information.

Which Tests to Take? If you plan to attend college in Colorado, the West, Southwest, or Midwest, you should take the ACT test. If you plan to attend college on the West Coast, East Coast, or at an Ivy League school, you should probably take the SAT. Check with the counselor for more information about specific school requirements.

Visit With Your Counselor:

The Vista Counselor will be meeting with you individually to discuss your college and/or vocational plans. You can make an appointment to see the counselor or wait until your are

called in for a conference. If you plan to attend college within the next year, you need to see the counselor as soon as possible.

Vista Charter School Computer Courses

Reading and Writing:

Essential Reading Skills 1 and 2
Fundamental Reading Strategies
Intermediate Reading Strategies
Advanced Reading Strategies
Vocabulary and Reading Comprehension
Stories and Literature
Vocabulary and Reading Comprehension
Information and Expository Text
Reading for Information
Writing in the Workplace
Communication
Writing Series
Projects for the Real World Level E-I

Mathematics:

Math Expeditions A-I
Math Fundamentals
Math Problem Solving
Applied Math
Pre-Algebra
Beginning Algebra
Intermediate Algebra
Advanced Algebra
Geometry Measurements 1 and 2
Trigonometry
Calculus 1
Calculus 2
Data Skills

Projects for the Real World E-I

Science:

Cyber Ed Science: Biology w/
Dissection

Life Skills:

Life and Job Skills
Basic Skills for the Real World
Parenting Skills

Career Skills:

Job Skills for the Real World
Employment Partnership The Problem
Solving Experience
Quality Fundamentals
Reading for Information
Communication
Writing in the Workplace
Data Skills

Vista Charter High School
List of Individualized Classroom Courses
*** indicates REQUIRED COURSES**

Language Arts

PLATO Language Arts (Standards based- Levels A – L)
PLATO Reading Skills and Strategies
Essential Writing Skills
Literature Units
Reading Comprehension / Writing Skills: Everyday
Heroes/Extraordinary
Princeton Review Series Reading/Vocabulary
Development/Writing
Vocabulary Building / Writing Skills

Mathematics

PLATO Mathematics (Standards based- Levels A – G) ;
Advanced Mathematics
Essential Math Skills
Consumer Math
Princeton Review Math

Social Studies

American U.S. Government *
U.S. History *
World History
Law (Street Law or You and the Law)
Psychology
Married and Single Life
World Geography
Current Issues

Health*

Science

PLATO Biology

Science:

- General Science
- Earth Science
- Physical Science

- Biology

Required Courses Specific to Vista Charter High School

Computer Applications*

Career Planning*

Additional Electives (Please also see elective courses listed in Social Studies):

MHS-OHS Courses (Credits vary- space available-principal's prior approval required)

Recreation District Opportunities/Extra-Curricular Classes

Financial Principals II/ Personal Finance

Business Finance

Business Management I/Entrepreneur

Business Management II/Small Business Management

Conversational Spanish

Keyboarding

Work Study* (clock hours-correlated to attendance-max of .5 credit/qrt-max of 5 credits)

Student Designed Research Project

Academic courses may also be counted for elective credit (in addition to those required to graduate).

Please see "Graduation Requirements" in this handbook to determine number of credits required in each subject area.

VISTA Charter SCHOOL
Graduation Requirements*
Adopted 2005

Required Courses:	11 credits
English (language arts):	3.5 credits
Language Arts:	3 credits
Oral Communications:	.5 credit
Math:	2 credits
Science:	2 credits
Social Studies:	2 credits
American History:	1 credit
American Government:	.5 credit
Social Studies Elective:	.5 credit
Health:	.5 credit
Career Planning:	.5 credit
Computer Applications:	.5 credit

Electives: **10**
credits

Total Credits to Graduate: **21**
credits

*These graduation requirements are for students new to Vista Charter School as of September 2002 and for previous students who were not enrolled at the end of the school year in May of 2002.

Students can accumulate up to five (5) elective credits from work experience activities.

In addition to the above graduation requirements, all students must successfully complete at least two academic credits from Vista immediately preceding graduation in order to receive a Vista diploma.

Beginning with school year 2003-04, all Vista students must pass competency tests in reading, language arts, and math in order to qualify for a graduation diploma. Beginning with the school year 2005-06, students must also pass a competency test in writing. (Returning students continuously enrolled as seniors in Fall of '0506 - exempted).

Applicable Montrose School District Discipline Policies:

Suspension

Students are suspended from Vista Charter School when their conduct warrants such action. When suspension is considered, the student will be provided due process and an opportunity to present his/her version of the incident. If it is then decided to suspend the student, his/her parent/guardian will be notified by phone or written communication as to the cause of the suspension and the length of time the student will be suspended from the attending school. If the student is placed on suspension, he/she is not allowed on campus or at any school sponsored activities during the suspension dates. In cases of suspension of three days or more, parents and students must meet with the principal before the student can be reinstated.

The following types of behavior are unacceptable conduct and will result in suspension:

1. Using, possessing, selling, giving, or being under the influence of illegal drugs, including alcohol, and or possession of drug paraphernalia. Students who are in the immediate company of individuals who are using or are in possession of one or more of the above substances will also be considered to be in possession.
2. Smoking, use, or possession of any tobacco product, including chewing tobacco, is prohibited on the Vista campus.
3. Sexual harassment or sexual advances will not be tolerated. Exhibiting racial and/or ethnic prejudice, gender bias, and hazing are prohibited.
4. Disobedience, disrespect, and insubordination toward staff members or open defiance of proper authority is not permitted.
5. Vandalism, the willful destruction or defacing of school or personal property, will not be permitted. Theft of any kind will not be tolerated.
6. Tampering with the fire alarm system or fire safety equipment is against the law, as is making false reports. Violators in these areas will be subject to suspension, expulsion, restitution, and legal action.
7. Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person to prepare written work, can result in a student receiving no grade or credit for the class and/or suspension from school.
8. Habitual truancy.
9. Gambling of any type is prohibited.
10. Behavior on or off school property, which is detrimental to the welfare or safety of other pupils or of school personnel.
11. Leaving the classroom or school property without permission from school staff.
12. Failure to comply with immunization policy

Violation of Civil or Municipal Law

The police will be summoned in the event of any offense, which appears to violate civil or municipal law.

Expulsion

Expulsion is a removal of a student from all School District RE-1J schools for either a semester or one calendar year. The authority to expel is vested with the Superintendent of Schools. The Vista principal may recommend expulsion to the superintendent for the following offenses:

1. Carrying, bringing, using, or possessing a dangerous weapon on school grounds
2. Physical abuse or assault of a staff member or another student
3. The sale or distribution of alcohol or drugs on campus or at a school event
4. Chronic insubordination or disrespect for school staff authority
5. Repeatedly threatening a staff member or another student

6. Willful, material and substantial disruptive behavior at least three times during the school year.
7. Any behavior that is detrimental to the welfare, safety, or morals of other pupils or of school personnel.

Harassment-Bullying

Vista Charter School is committed to maintaining a learning environment that is free from bullying and harassment. It shall be a violation of policy for any student to harass other students through conduct or communications that are of a threatening nature or to retaliate against anyone who would reports bullying, harassment, or anyone who would participate in a harassment investigation.

The school shall investigate all indications, informal reports and formal grievances of bullying by students, staff, or third parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports harassment or participates in a harassment investigation.

Reporting Bullying

Bullying cannot be investigated until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of bullying to either a teacher, a counselor, or the principal in their school building and a formal grievance should be filed.

All matters involving bullying reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment.

Interim District Action

When appropriate, the district shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

In cases involving potential criminal conduct, the administrator shall determine whether appropriate law enforcement officials should be notified.

Charter School Action Following Investigation

If the conduct is determined to be bullying, the Charter School shall take all reasonable steps to end the harassment, to prevent its recurrence, to prevent retaliation against the student making the report and anyone participating in the investigation and to restore lost educational opportunities to the harassed student. In addition, the harasser shall be disciplined according to any applicable policy.

If inappropriate conduct does not rise to the level of harassment prohibited by law, but constitutes a violation of the student code of conduct, the matter shall be handled according to any applicable discipline policy.

Notes

**VISTA CHARTER SCHOOL
SCHOOL YEAR 2007-2008**

Student/Parent Agreement:

**I understand and agree to abide by the policies stated
in the Vista Charter School Student Handbook.**

Student Name: (please print) _____

Student Signature: _____

Date: _____

**I have read the materials in this handbook and will abide
by and support the policies stated therein.**

Parent Signature (if student is not 18 years of age):

Name: (please print) _____

_____ Date: _____
Parent signature

PLEASE RETURN THIS SIGNED AGREEMENT TO the VISTA Registrar.