

Advantage Academy

www.advantageisd.com



Student Code of Conduct

2011-2012

Introduction

Advantage Academy's Student Code of Conduct contains important information that students and parents must know to ensure a safe, successful and rewarding school year. The Student Code of Conduct is intended to promote and enhance a positive learning environment and is required by state law. The law requires the district to define misconduct that must or may result in a range of specified disciplinary consequences which includes removals from regular classroom or extracurricular settings, suspensions and/or expulsion from the school district.

The student code of conduct provides methods and options for administrators and teachers while managing students in the classroom, on or off school property, disciplining students, and circumventing or preventing student behavioral problems. The Advantage Academy Student Code of Conduct provides information to students and parents regarding district standards of conduct, consequences for misconduct and procedures for administering discipline.

The Student Code of Conduct has been adopted and approved by the school's Board of Directors in order to establish safe and orderly conduct in accordance with state and local laws and the standards of Advantage Academy's vision and mission. It is also intended to promote adherence to district, campus, classroom and school sponsored activities policies and procedures. The school's Student/Parent Handbook is designed to work in conjunction with this handbook and should also be referenced for other important information.

The contents of the Student Code of Conduct shall apply to all students, employees, parents, guardians, visitors and all other persons associated with or having business with a specific school site or the school district itself.

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Our Vision

We are preparing all students for their future success by Revolutionizing American Education:

- Renewing Academic Excellence
- Restoring Character and Moral Values
- Reclaiming America's Foundational Truths
- Reaching the Whole Student

Our Mission

We are dedicated to:

- Providing quality instruction in all subjects through innovative, brain-based learning and state-of-the-art technology.
- Fostering positive role models to create a kind and compassionate school community that promotes character and personal responsibility.
- Challenging students to establish the foundation of knowledge that created "One Nation under God" through the study of unabridged American history and the Bible in History and Literature.
- Empowering students to discover and develop their gifts and leadership skills to fulfill their purpose in life.
- Connecting businesses, faith-based organizations and families with the school to support a healthy and balanced life for each student.

Our Motto

"Building Champions with a Future and a Hope"

Integrity (district)

Advantage Academy will guard the integrity and reputation of its school including, the district as a whole, its sites/campuses and its employees along with entities and/or persons integrally affiliated with the school by assigning serious consequences for violations of this notice. It is essential that each student, parent and guardian guard the reputation and public perception of Advantage Academy and refrain from any activity that would cause anyone to question the school's character, core values and ethics or otherwise cast a negative light on such.

Furthermore, students, parents and guardians are not authorized to use the company name, school name, logo, insignias or reference Advantage Academy or themselves as being affiliated with Advantage Academy on blog sites, chat rooms or any other public or internet forum without prior written permission from the district's central office. Videos, pictures or other visual representation of Advantage Academy, its students or employees cannot be taken, produced, copied, transmitted or posted without prior written permission from the central office.

Student Profile

A student of Advantage Academy is expected to uphold the following qualities adopted from the **"Seven Pillars of a Champion"**:

1. Integrity - To be honest
2. Humility -To be humble
3. Authority -To be a servant leader
4. Stability -To be dependable
5. Community -To be cooperative
6. Prosperity -To be a good financial manager
7. Victory -To overcome obstacles and win with honor

Student Expectations

Each student is expected to respect the rights and privileges of all administrators, teachers, school staff members, and other students. Students are expected to exercise their individual rights responsibly and help foster and maintain a climate of mutual respect for others. Students are also expected to:

- Demonstrate courtesy to others
- Behave in a reasonable manner
- Attend all classes regularly and on time
- Prepare for each class; take appropriate materials and assignments to class
- Follow the dress code and be well groomed at all times
- Respect district property, facilities, and the property of other individuals
- Cooperate with and assist school staff in maintaining safety, order, and discipline
- Avoid violations of the Student Code of Conduct
- Complete homework assignments and return them on time to the appropriate teacher
- Strive to build a meaningful relationships with all school staff

Attendance

Regular and punctual attendance is the greatest factor in school success; therefore, a student and their parent's first concern should be to attend class regularly. Advantage Academy recognizes the positive correlation between regular school attendance and achievement. Student academic success is in direct relation to their attendance and absences have a detrimental effect on their grades. The primary responsibility for attendance rests with students and their parent(s)/guardian(s). Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below;

Compulsory Attendance

Schools are required by law to file truancy report(s) on students and their parents if the student has accumulated numerous unexcused absences within a specific period of time. Parents must maintain compliance with the Compulsory Attendance Law in the State of Texas. Failure to comply will be considered a violation of the Texas Compulsory Attendance Law and is considered a Class C Misdemeanor, punishable by a fine for each offense.

Under Texas Education Code 25.093, Absence of ten (10) or more days, or parts of days, within a six-month period in the same school year or three (3) or more days, or parts of days, within a four-week period is considered truant. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the

state) assigned by a grade placement committee; or from required tutorials will be considered in violation of the compulsory attendance law. School employees will investigate and file violations of the state compulsory attendance law with local courts. A court of law may impose penalties against both the student and his/her parents if a school-aged student is deliberately not attending school. A complaint against the student and his/her parent will be filed in local court if the student:

- Is absent from school on ten (10) or more days, or parts of days, within a six-month period in the same school year, or
- Is absent three (3) or more days, or parts of days, within a four-week period.

Attendance for Course Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent, but fewer than 90 percent, of the days the class is offered may receive credit for the class if he or she completes a credit recovery plan that allows the student to fulfill the instructional requirements for the class. Credit Recovery Plans must be authorized by the Site Attendance Committee with final approval from the District's Director of Administrative Services. If a student attends less than 75 percent of the days a class is offered or does not complete an approved Credit Recovery Plan, the student will lose credit for that class and/or will not be advanced to the next grade level.

The Site Attendance Committee will provide students with a Recovery Plan if appropriate and only if there are or were extenuating circumstances that lead to the student's excessive absences. The Attendance Committee will use state approved guidelines when determining whether there were extenuating circumstances.

All absences, both excused and unexcused, count against the 90% attendance rule.

Required Instructional Programs (attendance)

Students will be required to attend accelerated instruction program(s) if the student has a failing grade in any class and/or subject, does not meet the passing standards on the state assessment for his or her grade level and applicable subject area. These required programs may occur before or after school, on Saturdays or during the summer months. Failure to attend required scheduled program(s) will result in an UNEXCUSED absence that will count against students' Compulsory Attendance.

Ages of Attendance

Texas State law requires that a student between the ages of six (6) and eighteen (18) attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

Students enrolled in kindergarten are required to attend Advantage Academy fulltime and must follow all established state and local requirements for attendance.

Absences

Student absences from class will result in serious disruption of a student's mastery of the instructional materials; therefore, students and parents should make every effort to avoid absences. In accordance with Compulsory Attendance Laws, the State Board of Education and established local attendance policies, Advantage Academy will code absences as EXCUSED for the following reasons, when valid documentation is provided within three days (72 hours) of the absence.

Parent Note is valid documentation for:

Illness or Injury of a student
Illness or Death in the immediate family of a student
Religious Observance by a student and family

Parent note is NOT valid documentation for: (professional or official note is required)

Court or Administrative Proceedings involving a student
Quarantine of a student and family
Medical/Dental Appointment involving a student

When returning to school after being absent, a student must bring a note within 72 hours of the absence, signed by the parent or doctor describing the reason for the absence. Only five (5) parent notes per semester will be accepted before a doctor's note is required. Parents should request a note from the doctor at the time of the appointment. If a student returns to school without a note, the absence will be documented as unexcused. Excuse notes must include: **1)** the date of the note; **2)** the students name; **3)** the date of the absence or tardy; **4)** the specific reason for the absence or tardy; and **5)** the parents' signature.

Under Texas Education Code 25.093, any student not attending at least 90% of the total days class is offered will not receive credit. Absence of ten (10) or more days, or parts of days, within a six-month period in the same school year or three (3) or more days, or parts of days, within a four-week period is considered truant.

District Action

Any day a student is absent causes the student to be behind in his/her learning. It is essential that the school have the support of parents to help students achieve maximum success. The primary ingredient of the learning process is direct instruction from the teacher and the interaction between students and teachers within the classroom; Being absent unnecessarily from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations.

Advantage Academy will comply with state and local attendance requirements and request Court Action when a student has ten (10) or more unexcused absences in a six-month period within the same school year or may request Court Action when a student has three (3) or more unexcused absences in a four week period [see compulsory attendance]. District Action on (3) unexcused absences may be determined by local jurisdiction.

A student is to be in attendance for 90% of the school year. A high school student must be in attendance for at least 90% of the days that classes are offered [see attendance for course credit].

Parents must maintain compliance with the Compulsory Attendance Law in the State of Texas. Failure to comply will be considered a violation of the Texas Compulsory Attendance Law and is considered a Class C Misdemeanor, punishable by a fine for each offense.

Truancy Procedures

Advantage Academy will:

- Send out some form of school notification with each and every unexcused absence.
- Immediately begin the process to file the appropriate paperwork with a justice or municipal court for students who have accumulated **10 unexcused absences within a six month period.**

- Immediately begin the process to file the appropriate paperwork with a justice or municipal court for students who have accumulated **3 unexcused absences within a four week period** (District Action on (3) unexcused absences may be determined by local jurisdiction).
- Site Attendance Committees will review students' attendance records every reporting period (progress/report) and may authorize a Credit Recovery Plan for students who have fallen below the 90% attendance rule but remain above 75%. Credit Recovery Plans will only be approved for students and their parents who can show that there were extenuating circumstances that lead to or contributed to the student's excessive unexcused absences.

Every effort will be made to contact a parent/guardian. Multiple avenues shall be utilized. Calling devices will be used at all levels, as well as e-mail notifications and again with report cards and progress reports. Board Policy allows the district to withdraw a student for non-attendance. A student may be withdrawn by the school district if the student has been absent on ten (10) consecutive school days or more without notification or contact and repeated efforts by school officials have been made but failed.

Tardiness / Early Check-Out

Students are required to be in attendance the entire time a class or a course is being offered. If a student is not at school when school starts or in class when the bell rings, then he/she is considered tardy. Students who arrive to class past 15 minutes of the tardy bell will be counted absent for that class. The Site Attendance Clerk and each teacher is required to record and report tardiness and early checkouts. Just as attendance is taken each class period, teachers will also mark tardiness and early checkouts each period throughout the school day. A student who arrives late to school or must check-out early must see the Site Attendance Clerk before proceeding to class or leaving the campus. A written excuse including the parent's signature must be presented to the clerk or the student's tardy or early check-out will be documented as unexcused. If a student is late to any class during the regular school day, he/she will be reported tardy. A student's early check-out without an approved excuse will be reported as unexcused. The recording and accompanying discipline for Tardiness and Early Check-Out is as follows;

First Three unexcused tardies = (1) Unexcused Absence

Second Three unexcused tardies = (1) Unexcused Absence

Third Three unexcused tardies = (1) Unexcused Absence & student will enter the Discipline System level I - Persistent Tardiness

Only 5 tardies per semester may be excused (with proper approved documentation)

Three unexcused Early Check-Outs = (1) Unexcused Absence

All accumulated unexcused absences under Tardiness/Early Check-Out will be recorded in accordance with Compulsory Attendance Laws.

Academic Dishonesty / Cheating / Plagiarism

Advantage Academy's definition of student academic dishonesty includes, but is not limited to, the following:

1. Copying another student's homework or test answers with or without that student's permission. Or allowing another student to copy homework or providing test answers.
2. Using cheat notes during a quiz, test or closed book assignment.
3. Accessing a teacher's answer sheets or books by any means.
4. Obtaining test questions from students who have already taken tests.

5. Copying themes and other written papers from other students or alternative reference materials without proper citation of the source.
6. Claiming work taken from the Internet or other resources as his or her own.
7. Use of cell phones or other electronic devices during testing or class time to relay answers, take pictures of a quiz, test, or closed classroom assignment to communicate its content to another student for academic gain.

Definitions:

Academic Dishonesty: Any type of cheating that occurs in relation to standard academic practices; any action or practice on the part of a student that undermines the purpose of assessment.

Cheating: To obtain something by dishonesty or deception; to practice fraud or trickery; to violate rules dishonestly or an abuse of confidence.

Plagiarism: Any action intended to obtain or assist in obtaining credit for work that is not one's own; copying another student's class work, test, or homework. Plagiarism is considered cheating and if a student cheats, that student will be subject to disciplinary action and the loss of credit for the work in question.

Testing

Due to the seriousness of state testing regulations, including in particular state assessment or STAAR testing days and our desire to make these days run as required and as smoothly as possible, we must have more stringent rules in place on testing days. These measures will ensure that we do not have any breach in test security and confidentiality.

The school must take every measure to ensure that there are no testing violations and that state compliance is met. The Texas Education Agency takes each and every account very seriously; therefore, Advantage Academy will take each and every situation seriously. Any and all student testing violations will be enforced and carry strict consequences per this policy.

STAAR / Benchmark/ District Testing Policy-Protocol and Consequences:

- Cell phones, MP3 Players, iPods/Pads, etc. are considered unauthorized electronic devices in any testing environment and therefore, will not be permitted in testing areas.
- All electronic devices will be taken up at the beginning of the testing day and must remain with the testing coordinator until the end of the testing day.
- Hands must remain out of pockets at all times. Pockets should be empty.
- In the case of any question of unauthorized items in pockets, the student will be asked to empty his/her pockets.
- **Students testing for the day will not be allowed to leave early. All doctor appointments and other scheduling should be made during Regular School or Non-Testing days.**
- Students may not use mechanical pencils or pens; (No. 2 lead pencils only).
- Students may not wear jackets, hoodies, sweatshirts or any other type clothing with front pouch pockets during testing.
- **Regular school uniform** attire must be worn on all testing days or dates.
- Students who have completed testing may rest or read. Talking, card playing or visiting with friends is strictly prohibited.

Students found with unauthorized electronic devices (not turned in to the testing coordinator at the beginning of the testing day) in testing environments/areas will be subject to test invalidation with a **minimum** of 3 days In-School Suspension. The District will confiscate all unauthorized devices and will not return them until the end of the current semester.

Any determination of cheating will constitute invalidation of test.

Pledges / Minute of Silence / Prayer

With the passing of Senate Bill 83 in the Texas legislature, public school districts now require students to recite the Pledge of Allegiance to the United States and Texas flags and to also observe a minute of silence following the recitation of the pledges. During the one minute of silence, each student may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract another student.

United States Pledge of Allegiance

The **Pledge of Allegiance to the United States flag** is an oath of loyalty to the country. The pledge should be recited by standing at attention facing the flag with the right hand over the heart.

Texas Pledge of Allegiance

The **Texas Pledge of Allegiance** is an oath of loyalty to the State of Texas. The pledge should be recited by standing at attention facing the flag with the right hand over the heart.

Minute of Silence

One **Minute of Silence** will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute as long as the silent activity does not interfere with or distract others.

Prayer

Each student has a right to individually, voluntarily and silently pray or meditate in school in a manner that does not disrupt instructional or other school activities. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during school activity.

School Discipline

The District and its Administrators have a professional obligation to maintain an educational environment in which teachers can teach and children can learn without undue interference or disruption. A climate of respect for self as well as the rights of others will be enforced at Advantage Academy School's. Teachers, faculty, students and visitors to the school should have the assurance that they are free from verbal or physical threat to their safety. The Student Code of Conduct guidelines, procedures and general information have been established for responding firmly and fairly if it becomes necessary to administer disciplinary measures or consequences. It is the policy of Advantage Academy to properly secure, maintain and communicate all discipline records for a minimum of three years.

District Jurisdiction

The authority and right to interpret the content of the Student Code of Conduct and the content of other School District handbooks, manuals, policies, procedures, regulations and rules as written and/or of their intended meaning has been granted to school administrators by the school's Board of Directors. The power to exercise and apply discipline infractions and consequences as they relate to established local

(school), state and federal laws according to this handbook and the law has been granted to the school. The use of and implementation of official administrative discretion and subsequent decisions that are based on a formally constituted body that is practical, legal and applies to all Advantage Academy students, gives the School District Discipline Jurisdiction. The District has legal authority over its students;

- 1) During the regular school day;
- 2) While the student is on school property or within 300ft. of school property;
- 3) While the student is participating in or is in attendance at any school sponsored activity or event during the school day or after school hours, on or off school property;
- 4) When an administrator, teacher, staff member, or school volunteer is threatened, regardless of time or location;
- 5) When the students uses personal electronics in violation of school policies or established laws, regardless of time or location;
- 6) When the student uses technology in violation of school policies or established laws, regardless of time or location;
- 7) When the student bully's another person, regardless of time or location;
- 8) While the student is on another district campus before, during or after school;
- 9) While the student is at a school district assigned bus stop;
- 10) While the student is in transit using school provided transportation; to and from school or other school sponsored activities or events;
- 11) When criminal mischief is committed on school property, or at any school related event; and
- 12) When a student commits, is charged with or convicted of a felony regardless of time or location.

Discipline Techniques

Students who violate established laws, district, campus, and/or classroom rules and regulations or who violate the rights of others shall be subject to disciplinary techniques designed to correct or curb misbehavior. The following discipline techniques may be used by campus administrators in dealing with students who make poor choices: *(This list is not all inclusive.)*

- Assigned school duties
- Classroom removal – includes Formal and Emergency
- Confiscation of article(s)
- Conferences – includes student/teacher, parent/teacher, parent/administrator
- Detention – (before after school, lunch or Saturday)
- Expulsion
- In-School-Suspension (ISS)
- Loss of privileges
- Out-of-School-Suspension (OSS)
- Time out
- Physical Restraint
- Restitution – including financial
- Warnings – includes verbal and written

Students who commit offences that are recognized as criminal according to state laws will be disciplined and reported to local officials for criminal processing.

Discipline Guidelines

When imposing consequences, campus administrators shall adhere to the following **guidelines**:

- 1) Discipline shall be administered when necessary to maintain essential order, to protect students, school employees and school property.
- 2) Consequence shall be based on careful assessment of the related circumstances surrounding each incident.
- 3) Consequences will be applied based on severity of the infraction and recorded where the student is in the discipline system.
- 4) Students shall be treated fairly, equitably and receive due process.

Factors that shall be considered:

- a. Seriousness of the infraction
- b. Students intent
- c. Effect of the offense on the other individual(s)
- d. Students age
- e. Students attitude
- f. Self-defense
- g. Frequency of the misconduct
- h. Discipline history

Discipline (Special Education)

All students are subject to the provisions of the Student Code of Conduct; proper behavior is expected of special education students as any other student. Exceptions to this directive may be made, however, with respect to the individual needs of such students and must be part of the students (IEP) documentation. If a special education student is referred to the school office for discipline problems or an infraction, the school's Special Education Department will be notified and should conduct an Admission Review Dismissal (ARD). If the documentation from the ARD reflects that the discipline incident or infraction was not related to the student's disabilities, the student will face the same consequences as any other student in relation to discipline.

Classroom Removal (Formal)

A teacher may request that a student be "Formally" removed from the classroom or other educational setting if the teacher believes the student's behavior is interfering with his/her ability to teach or the behavior is so disruptive or unruly that the teacher cannot teach. An administrator shall impose appropriate consequences consistent with the Student Code of Conduct and send a report to the student's parent stating the reason for the removal, disciplinary consequences imposed and teacher/administrator comments. Reports must be signed by parent or guardian and returned to school administration before student will be allowed to return to the classroom setting. Campus administrator(s) may also request a parent conference if appropriate.

Classroom Removal (Emergency)

A teacher may request that a campus administrator remove a student from the classroom or other educational setting if the student exhibits certain serious or dangerous behaviors or conditions. Such behaviors or conditions may include, but are not limited to:

- Student appears to be under the influence of alcohol or drugs
- Student is highly agitated
- Student exhibits or uses a weapon
- Student exhibits abusive behavior
- Student exhibits behavior or condition that threatens the students welfare or the welfare of other individuals

Any student removed from the classroom setting under “Emergency” removal will immediately be placed in ISS or OSS (dependent on severity) by school administrators pending a parent/administration conference to discuss appropriate actions that may or may not include expulsion. Local law enforcement agencies may also be notified.

In-School Suspension (ISS)

The In-School Suspension (ISS) class is an on-campus placement designed to remove students from the classroom setting for making poor choices, disobeying district, campus or classroom policies or persistent classroom misbehavior. Placement in ISS may be from 1 class period, up to three (3) days per infraction. Students assigned to ISS will not be allowed to participate in or attend extracurricular school activities. However, ISS students must attend all scheduled “Accelerated Learning Opportunities” provided by the school. Additional academic assignments may be required while in ISS and must be completed by the student before returning to the normal classroom setting.

Out-of-School Suspension (OSS)

From time to time, it may become necessary to suspend a student from the school campus due to certain negative or persistent misbehavior. A student can be suspended for up to three (3) days per infraction, with no limit to the number of times a student may be suspended in a semester or a school year. Parents will be notified prior to this disciplinary consequence being imposed, unless there is a serious or dangerous situation requiring immediate removal. During the OSS term, students will not be allowed to participate in or attend extracurricular activities. Furthermore, students will not be allowed on school property for any reason.

Campus and Classroom Rules

Each site may impose campus and/or classroom rules in addition to district policies or those found in the Student Code of Conduct and the Student/Parent Handbook. These rules and regulations may or may not be posted. Any student who violates campus or classroom rules that have been communicated either written or verbally but are not specially listed in the Student Code of Conduct or the Student/Parent Handbook may be disciplined in accordance with district guidelines.

Cell Phones and Electronic Devices

Cell phones may not be used during normal school hours except, in an emergency situation. Electronic devices (personal electronics) are prohibited at all times, except as indicated below. Cell phones and other electronic devices will be confiscated if ***unauthorized, seen or heard***. Administrators will follow district guidelines pertaining to confiscating and returning such items as follows:

1st offense – 5 school day confiscation, \$10 dollar fine; returned to **student** upon receipt of fine payment.

2nd Offense – 10 school day confiscation, \$20 dollar fine; returned to **parent** upon receipt of fine payment.

3rd Offense – Returned at the end of the school year.

- Confiscated cell phones will include SIM card
- Any personal electronic device including cell phones will be confiscated by school administrators if deemed disruptive or inappropriate during any school sponsored event or activity, on or off school property.

- Cell phones and/or any type electronic devices are strictly prohibited during STAAR, State Assessments or in any school testing environment. Students found to be in possession of such devices will face appropriate disciplinary consequences. [see academic dishonesty, cheating and plagiarism].

The following items personal electronic devices (PED's) are prohibited from any Advantage Academy Site, except when authorized for school projects or special events by the Site Principal. Teachers are responsible for obtaining authorization before beginning projects that require restricted items. (list is non-inclusive)

Cameras of any type
 Electronic/Video games or gaming systems
 CD or DVD Players
 I-Pods/Pads or MP3 device
 Portable audio and video players
 Portable data storage devices such as flash drives or external hard drives
 Video recording devices of any type

Cell phones may be used by students after normal school hours unless they are engaged in an after school event or activity or if informed by an administrator that usage is disruptive or inappropriate depending on the time, location or situation. Cell phones may not be used while traveling on a school bus.

Students who possess a cellular phone or PED shall assume full responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or PED's brought on to school property. The school shall, however, assume liability for items that are confiscated.

****See your Student's Acceptable Use Policy for Technology for more information***

Harassment / Discrimination / Bullying

“Harassment, Discrimination and Bullying” are forms of abuse that typically involve a power imbalance where a child or group is (repeatedly) harmed by one or more powerful kid(s). Harm can result from verbal bullying which includes abuse in the form of insults and threats; social bullying, where kids spread rumors about other students, or openly exclude them from a group; or physical bullying, that involves hitting and shoving. “Harassment, Discrimination and Bullying” are unwanted purposeful written, graphic or visual expressions, nonverbal, acts or gestures that are intended to cause distress or harm and are sufficiently severe that it has the effect or purposed effect of creating an intimidating, hostile, or offensive environment. Persistent, persuasive or repeated harm either verbally or physically intended to create or cause a threatening or abusive environment for another person(s). “Harassment, Discrimination and Bullying” is classified as conduct by an individual or group that consist of any behavior that is meant to demean, dehumanize, embarrass, or cause emotional or physical harm and is directed at one or more students and:

- is based on a student's actual or perceived classification or distinguishing characteristic as listed above or is based on an association with another person who has or is perceived to have any of these characteristics;
- Places a student in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially negatively impacting a student's emotional or mental well-being;

- Substantially affects or interferes with the educational opportunities, benefits, or programs of a student; or
- Has the effect of substantially disrupting the orderly operation of a school campus and/or campus environment.

Negative or abusive expressions or conduct can be communicated or applied by written, oral or physical means. School Administrators will investigate all allegations and students found to be guilty of “Harassment, Discrimination or Bullying” will face consequences as outlined in the District Bullying Policy.

Inappropriate Display of Affection

Advantage Academy students are prohibited from the *appearance of* or the actual *engaging in* any type of inappropriate “Display of Affection”. Any act of *inappropriate* kissing, hugging, touching, etc. between students that Campus Administrators deem “inappropriate” before, during or after school hours, while on school property or while attending school related activities may be classified as inappropriate “Display of Affection” and subject to disciplinary action.

Lunch / Cafeteria Guidelines

- Advantage Academy campuses are considered **CLOSED CAMPUSES**: students are not allowed to leave for lunch
- During lunch students are to remain in the lunch room at all times and are not allowed to return to the halls, or go the student parking lot or playgrounds.
- Students must dispose of trash and clean up their area before leaving the cafeteria.
- Students are required to place trash in designated containers.
- Students are not allowed to order commercial food to be delivered to campus.
- Students must present their Student ID Badge and money to the cashier at the time of lunch purchase.
- Lunches provided by parents or guardians may only be consumed by their child.
- Parents or guardians may not give lunches to students who are not their legal child.
- Parents should be aware that many children are allergic to specific foods or food product.

Food and Drinks

No food, candy, gum, or drinks other than bottled water is allowed in any instructional/academic setting or anywhere on school property during normal school activities. During the normal school day except for the lunchroom during scheduled breakfast or lunchtime, students may only possess bottled water. Students in possession of any restricted item(s) listed above will be subject to disciplinary action.

Drinks (including water) are NOT allowed in the schools computer labs or any other instructional setting where computers or other technical or electronic devices are being used.

Fighting / Aggressive or Physical Behavior

Fighting, aggressive or physical behavior has no place at school and will not be tolerated. All fights, aggressive or physical behavior will be investigated and consequences shall be administered based upon evidence. A student’s use of physical or aggressive force will in no way be excused if:

- The students had an opportunity to escape or otherwise avoid the confrontation or to inform school administrators of others threat to use force or use of force;
- The student uses force in response to verbal threats and/or provocation alone;
- The student provokes, invites, or encourages the use of physical force by another;
- The force is being used against any school administrator, teacher, staff, or volunteer;
- The student uses force after the other party abandons or attempts to abandon the fight or confrontation; or
- The student uses any greater force necessary to protect him/her.

Engaging in a fight in which both parties assault each other will be considered mutual assault and will result in severe disciplinary consequences for both parties.

Self Defense

A claim of self-defense may be entered for fighting, aggressive or physical force or behavior but in and of itself is limited. Self-defense is only an excuse when a student reasonably believes that the use of force is immediately necessary to protect him/her because the other individual is causing or attempting to cause him/her bodily harm and there is no other means of escape from that harm.

Physical Restraint

District employee while operating within the scope of their scheduled duties or job requirements or in assistance of an emergency situation may use or apply any measure of physical restraint or force to a student(s) if the employee believes the measure is necessary in order to;

- Protect a person, including the person being restrained or the person applying the restraint from physical injury.
- Obtain possession of a weapon or other dangerous item.
- Remove a student refusing a lawful directive of a school employee from a specific location, including a classroom or other school property, school event or activity for the purpose of restoring order, securing safety or to impose disciplinary consequences.
- Protect school property from serious damage.

Due Process

Students are entitled to fair treatment through an established process of discipline and other school rule enforcement of incident including consequence or punishment applied. A course of required standard proceedings shall be applied in each and every case that does not contain actions or provisions that result in the unfair or unreasonable treatment of any Advantage Academy student or other individual. The following process shall apply in all cases: 1) The student will be told by an administrator of the actual Code of Conduct, District, Site or Classroom infraction and the reasons why that determination has been made. 2) The student will be given an opportunity to present his/her side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident. 3) The administrator shall make a determination as to whether or not the student is guilty of misconduct, and, if so. 4) The student shall be informed of the consequence determination and the punishment term that will be applied including any agency reporting as required by law. The infraction, consequence determination and term along with any administration comments shall be in writing.

Appeals Process

An appeal is a process for requesting a formal change to an official decision. Expulsions and Out-Of-School (OSS) suspension decisions may be appealed to district level. All appeals must be made in writing

using an approved school form. Written Appeals must be submitted to the Site Principal within 3 school days of the student receiving written notification of the consequence(s) being applied or of officially imposed consequences. The appeals process begins with:

- Step 1) Written Appeal **level I** to the Site Principal who will coordinate and communicate district meeting time and date with each party.
- Step 2) Attendance Committee/ Student/ Parent meeting.
- Step 3) Committee response to student/ parent (written) within 3 school days.

If student/parent is not satisfied with the Committee's Response/Decision/Recommendation they may appeal to **level II** the Superintendent/Designee within 3 school days, following the same procedures as with level I.

If student/parent is not satisfied with the Superintendent/Designee Response/Decision/Recommendation they may appeal to **level III** the school's Board of Directors within 3 school days, following the same procedures as with level I and II.

Decisions made by the school's Board of Directors are final and cannot be appealed to a higher level.

Official Appeals forms can be obtained from the Site's main office. During the Appeals Process, the student in question will be placed in ISS and will not be allowed to return to the regular classroom setting until the Appeals Process has concluded. Student's with more serious infractions including local, state law violations may be placed in OSS during the Appeals Process at the school's discretion.

Uniform Dress and Grooming Code

Advantage Academy believes that the business of school is student learning. An established uniform dress and grooming code will support that purpose and promote a safe and orderly learning environment free from distractions and disruptions. The District's student uniform dress and grooming should reflect the serious intent of a workplace and advance a business-like atmosphere conducive to education, academics and instruction. The school believes that school uniform dress and grooming will enhance safety and is a vital step toward preparing our students for the future.

Student and Parent Responsibility

Students and parents are responsible for ensuring that the student arrives to school each day in compliance with the Dress and Grooming Code. All standards and guidelines must be met during normal school hours or as indicated above. Students in violation of the District's Dress and Grooming Code or Standards will be required to leave the classroom, activity or event until the violation is corrected. Persistent Dress and Grooming Code violations will cause the student to enter the discipline system under level I Persistent Dress Code Violations.

Student Dress and Grooming Code Standards

The following is a description of the Advantage Academy Dress and Grooming Code Standards which applies to all students. All clothing must be hemmed with no rips, tears, frays or cuts visible and must be appropriately sized.

Tops (Shirts, Blouses)

- Standard approved school top with a collar must always be worn.
- Must exhibit or include the official approved Advantage Academy Eagle w/ Stars logo.
- Logo must be appropriately placed or positioned on the shirt or blouse.
- Must remain tucked into pants, skirts or bottoms at all times.
- Must be the appropriate Grade Designated Color. (grades 9-12Black, 6-8Navy, 3-5Dark Green and PreK-2Red).
- Advantage Academy Spirit or Athletic type T-shirts may be worn on Fridays only.
- Undershirts worn beneath the regular uniform shirt must be of a neutral solid color without stripes or designs.
- Must be appropriately sized to avoid revealing any mid-section or upper part of the body.
- Tops that reveal any part of the mid-section of the body is prohibited (normal pose or when arms are raised).

Bottoms (Pants, Shorts, Skirts, Jumpers)

- Must be a standard approved khaki color.
- Must be worn at the natural waistline, sagging is not permitted.
- Denim or jean material, type or design is not permitted.
- Skirts must be no shorter than two (2) inches above the bend of the knee.
- Immodest, tight fitting pants are prohibited.
- Hip-hugger style pants are not permitted.
- Shorts must be no shorter than four (4) inches above the bend of the knee.
- Students may wear jeans on Fridays (Dollar Jean Day).

Outerwear (Jackets, Sweaters, Coats)

- Single color Grey, Black, White or Blue (no other colors are acceptable).
- No designs, writings or symbols of any kind. Should be considered plain.

Shoes/Socks

- Standard leather or canvas footwear.
- Heels over one (1) inch are not permitted.
- No open toed or “flip flop” style shoes.
- House shoes, shoes with metal cleats, shoes with wheels or shoes with taps are not permitted.
- Socks must be of a solid natural color.

Belts

- Neutral in color (black, tan, brown etc.).
- Standard in style and size (no decorative holes, spikes, etc.). Should be considered plain.

Gym (grades 6-12)

- Advantage Academy yellow PE t-shirt.
- Advantage Academy navy shorts/sweats.
- Tennis shoes (non-marking with laces)

Hair

- Hair length for male students should not extend past one (1) inch from the top of the standard school uniform shirt collar.
- Bangs must be trimmed away from the eyes.
- Only natural shade hair colors are allowed.
- Any unusual streaks or patterns are not permitted.

- Tipping or highlighting hair will be permitted as long as it is of a natural hair color.
- No wigs are to be worn except for medical reasons.
- Unusual haircuts or hairstyles such as Mohawks, spikes, dreadlocks, etc. are prohibited.
- Male students may not tuck, curl or groom their hair in order to meet the hair length standards.
- Beads or decorative items in the hair are prohibited.
- Beards or goatees are prohibited; mustaches are allowed if neatly trimmed.

Make-Up

- Males are prohibited from wearing make-up.
- Pre-K through 5th grade students are not allowed to wear make-up. 6th through 12th grade students are only allowed to wear make-up deemed modest by the Principal.

Piercings

- Males are not permitted to wear earrings or have any object in the ear lobe or ear.
- Females may wear no more than three (3) earrings per ear.
- Female students may wear earrings of modest taste.
- Visible objects in any body piercing are prohibited.
- Spacers are prohibited.

General Restrictions

Body / Clothing / Accessories

- Bandanas, sweatbands, skull caps, head scarves or similar accessories are not permitted.
- Hats and/or caps are not permitted.
- Students shall not wear any article of clothing that, under the districts judgment, is startling, disruptive, and indecent or brings undue attention.
- Student shall not wear any item that is lewd, offensive, vulgar or obscene.
- Students shall not wear any item that may be viewed as evidence of or suggest affiliation with gangs.
- Sunglasses shall not be worn inside the school building or any time when the student is receiving academic or other learning instruction.
- Visible objects attached to any body part are prohibited.
- Chains attached to any article of clothing or accessories are prohibited.
- Mouth “grills” are not permitted.
- Tattoos should be covered if possible; tattoos that are distracting or inappropriate must be covered.
- Trench coats or dusters are not permitted.
- Appropriate undergarments must be worn.

Any item of clothing, hair or on/of the body that can be interpreted as promoting, depicting or insinuating the use of drugs, alcohol or tobacco products, demonism, violence, anything of a sexual nature, gang/cult affiliation or membership is prohibited on school property or anywhere a school sponsored activity is taking place, anytime.

Dress and Grooming Exclusions

The Dress and Grooming Code and Standards do not prohibit the District or the Site Principal from allowing extracurricular group apparel to be worn on designated days approved by the District and during special events which involve dress or grooming such as “Jean Day”, “Pajama Day”, “Crazy Hat Day”, etc. Athletic or sports dress/uniforms are excluded from this policy.

District Authority

The Uniform Dress and Grooming Code applies to all district sites and facilities and to all locations on or off-site where students are receiving instruction or participating in or are in attendance of any school

sponsored activity (e.g. official school field trips, academic competitions or other educational events or activities) unless otherwise directed. The school's Board of Directors has delegated to the District, the authority to make final determinations as to whether uniforms, dress and/or grooming is or is not - meets or does not meet- the District's Uniform Dress and Grooming Code and Standards. Rulings regarding compliance or noncompliance and any corresponding infractions or violations have been delegated to the Site Administrators.

Video Surveillance / Monitoring

For safety and security purposes, video surveillance equipment may be used to monitor student behavior, including lunchrooms, hallways, classrooms, common areas and on school buses. The school is not obligated to inform students or parents when or where video surveillance equipment is being used. District and campus officials will review video recordings routinely and document student misconduct. Consequences will be imposed for any violations observed in accordance with the *Student Code of Conduct*. If requested, recordings will be handed over to local officials for case evidence. This information will serve as notification of said procedures.

School Bus Conduct

In order to provide safe and effective transportation to and from school, including field trips and athletic events, Advantage Academy must have the help and cooperation of all students and their parents. The school bus and bus stop areas are considered school property under district jurisdiction, therefore, any violation of this School Bus Conduct policy while on a school bus, at a bus stop or any time related to the use of a school bus will result in disciplinary action being taken as stated.

School Bus Guidelines

The guidelines for school bus conduct are as follows:

Students Shall:

- Recognize that the bus driver has the authority on the bus and at the bus stops
- Listen and obey the bus driver at all times
- Refrain from any activity that places students, the bus driver or the bus in danger
- Be subject to all Code of Conduct, District and Campus rules, regulations, policies and procedures before (waiting), during (riding) and while entering or departing the bus
- Stay seated at all times while the bus is moving (**Girls on one side, boys on the other**)

Students Shall Not:

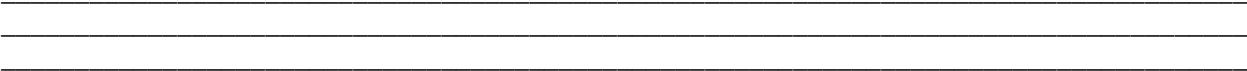
- Harass or distract the bus driver
- Touch, handle, or re-position any knobs, levers or safety equipment
- De-face, disfigure or destroy any part of the bus or bus stop area
- Extend any body part or object(s) out of the bus window
- Throw any article out of the bus window
- Fight on the bus or while at the bus stop area
- Yell or scream on the bus
- Eat, drink or litter on the bus

School Bus Disciplinary Actions

Offense Occurrence	Students K-5 Action	Students 6-12 Action
1 st Offense	Warning	Warning
2 nd Offense	2 nd Warning	5 Day Riding Privilege Suspension
3 rd Offense	3 Day Riding Privilege Suspension	10-30 Day Riding Privilege Suspension
4 th Offense	5-15 Day Riding Privilege Suspension	Riding Privileges Suspended for the remainder of the school year
5 th Offense	Riding Privileges Suspended for the remainder of the school	

Periods of Action for repeated offenses shall be concurrent

Disciplinary Action steps may be skipped to a more appropriate level if a serious violation warrants such. Suspension from receiving transportation is at the discretion of the Site Principal. If a student’s conduct seriously jeopardizes the safety of other students and/or the bus driver or if a student engages in any illegal or unlawful activity, then “suspension for the remainder the school year” will be appropriate and immediate. If a student is charged with School Bus policy property damage; riding privileges will not be reinstated if applicable until payment is made and disciplinary consequences are served.



Extracurricular / Sporting Activities or Events Conduct

Students who attend extracurricular activities or sporting events are under district jurisdiction and subject to the Student Code of Conduct. Students must follow all regulations and/or directives as indicated or as instructed by the District, Site Administrators or other School Employees including Security, Official School Representatives and Crowd Control Attendants regardless of time or location. Students are not in attendance to be involved in or pursue any type of negative behavior toward the actual activity or event, its participants or any other person in attendance of an activity or event. Students who choose to behave in a negative manner at an extracurricular or sporting activity or event can be removed from the activity area or event and will not be allowed entry into any future activities or events for the time indicated according to the offense.

Offense Occurrence	Period of Exclusion / Suspension
1st Offense	Six (6) Weeks
2nd Offense	Nine (9) Weeks
3rd Offense	One Calendar Year

Periods of Exclusion / Suspension for repeated offenses shall be concurrent

The following guidelines will be strictly enforced in connection with extracurricular activities or sporting events:

- No profanity
 - No taunting of game or event officials
 - No damaging of property
 - No fighting
 - No taunting players or other spectators
 - No use, possession or delivery of alcohol, drugs or tobacco
 - No action(s) deemed disruptive by school administrators
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Substance Abuse

In an effort to make Advantage Academy campuses safe, drug and alcohol free, the School Board has adopted the following substance abuse policy: This policy shall be considered “**ZERO TOLERANCE**”

Substance abuse has been classified as a safety and health threat to all Advantage Academy campuses, administration buildings and other school facilities whether owned, leased or rented. Students, who use, possess, give, sell, deliver or are under the influence of alcohol or illegal drugs pose a threat to themselves as well as other individuals including students, school employees and volunteers.

No student shall at any time, during any school term, while on or off school designated property; at a school sponsored activity; function or event; use, possess, give, sell, deliver or be under the influence of alcohol, marijuana, any dangerous drug or controlled substances.

Advantage Academy’s Substance Abuse policy also prohibits 1) the use, possession or transmittal (give, sale, deliver) of paraphernalia related to any prohibited substance; and 2) the use, possession or transmittal (give, sale or delivery) of what is represented to be any prohibited substance or related paraphernalia.

Students who violate any aspect of the District Substance Abuse policy will immediately be recommended to the Superintendent for expulsion by Site Administration. The unlawful use and any criminal behavior related to alcohol or illegal drugs will also be communicated to local officials.

In addition to the alcohol and drug prohibitions, no student shall at any time possess any glue, aerosol paint, or any substance containing a volatile chemical with intent to inhale, ingest, apply, or use any of these in any illegal manner.

The use of steroids is prohibited by state law and has been classified as a dangerous drug by the Advantage Academy Board of Directors. Any student who violates this aspect of the school’s Substance Abuse policy or any state laws which specifically prohibits anabolic steroids or human growth hormones will be subject to expulsion and reported to local law enforcement agencies.

Tobacco

Students are prohibited from using or possessing any type of tobacco product while at school, within 300ft. of school property and/or at any school related activity on or off school premises. Violations will

constitute stiff penalties in accordance with the school's Discipline System. Athletes who are found in violation of these restrictions will face *additional* punishment of 1 game suspension.

Medicine

Students should not have medication either prescription nor over the counter in their possession at any time without prior written permission recorded in the student's health file. This exclusion is in effect, while at school or any school sponsored activity or event on or off school property. Parents are encouraged to administer all medication(s) to their child at home. However, knowing this is not always possible because of health or other medical reasons prescription and non-prescription medication can be administered at school by the Site Nurse following certain restricted guidelines.

The following guidelines will be strictly adhered to at all times if a student must take medication during school hours:

- Only medication that cannot be scheduled for other than school hours may be given.
- All medicines must be taken to the nurse's office/clinic where they must be kept in a locked area.
- All medication must be properly labeled and in its original container.
- **Short-Term Medications:** A release **signed by parent/guardian** must accompany the medication indicating that a particular dosage be administered at a particular time.
- **Long-Term Medications:** A note **signed by the family's physician** must accompany the medication indicating that particular dosage be administered at a particular time.
- Students are responsible for reporting to the nurse's office on time to take prescribed medication.
- Parents are responsible for picking up medicine at school dismissal each day or to take home at the end of the year.
- The nurse will dispense non-prescription medicine only if the students name is attached to the bottle or container and it is accompanied by a release from parent/guardian giving dosage and time(s).
- Medication given on a daily basis over 10 days must have an authorization signed by both the physician and parent/guardian.
- All prescription medications must be in the appropriate prescription bottle with a prescription label bearing the student's name, the name of the medication, and instructions for giving the medication.
- In compliance with House Bill 1688, a student can possess and self-administer asthma medicine while on school property if the school nurse receives a written authorization statement from both the student's parent and the student's doctor. Parents may arrange to come to the school and give medication to the child or arrange to have it taken on an alternate schedule where it is not administered at school.
- For reasons of limited physical activity, a parent note is only good for 3 days, after which a physician must send written reason for continued limitations.

Prohibited Items

To ensure that all students, school employees and visitors have a safe and orderly experience during normal school hours or while visiting Advantage Academy, the following items are prohibited and therefore restricted or otherwise not permitted on school property or at any school sponsored event, anytime or anywhere. Item restrictions may be resented by the Site Principal if such an item is related to an extracurricular activity, sporting event or a special school sponsored event. (list is non-inclusive)

- * Aerosol cans
- * Alcoholic Beverages
- * Animals (except assistive animals for individuals with disabilities)

- * Balloons (air & helium)
- * Balls (beach balls, baseballs, etc.)
- * Beverages (except bottled water; no personal containers)
- * Cans
- * Chains (except to secure bikes)
- * Confetti or Glitter
- * Coolers of any kind (except small soft-pack coolers containing a student's lunch)
- * Drugs of any type
- * Fireworks
- * Food
- * Gang Related Items
- * Hard Objects that can be used as Projectiles or a Weapon
- * Illegal Substances
- * Items that Promote Drugs, Alcohol, Violence, Gangs, Cults, Hate or Racism
- * Knives of any type or size
- * Laser Pointers
- * Objects used to threaten or inflict harm, injury or pain
- * Permanent Marker Pens (except as needed for a specific school project)
- * Razors
- * Recording Equipment (audio, visual, etc.)
- * Restricted Personal Electronic Items (see cell phones and electronic devices)
- * Spray Paint
- * Sticks, Bats or Clubs
- * Toys that resemble weapons (intent is no defense)
- * Weapons of any type or anything used as a weapon

The District reserves the right to define other items or articles not listed above as a "Prohibited Item." Students who possess prohibited items shall assume full responsibility for the item(s). At no time shall the District be responsible for the theft, loss or damage to any prohibited item(s) brought on to school property. The school shall assume liability for items that are confiscated until their return, if applicable.

Vehicles / Parking on Campus

Students must provide a valid current Texas Operator's license and proof of vehicle insurance to the School Safety Director in order to obtain a parking permit and receive permission to park on school property. Vehicles driven and/or parked on school property are under the jurisdiction of the school district. Students assume full responsibility for the safe operation, parking and security of the vehicle. Students may only park in the student designated parking lot/area and ensure that the vehicle is locked at all times. Parking on adjacent public or private property is strictly prohibited and may result in vehicle being towed. Loitering in the student parking lot or any other school property during off hours is prohibited and unlawful.

The school reserves the right to search any vehicle operated or parked on its property if reasonable cause exists to do so, with or without the presence of the student or the vehicles registered owner. Students will be held responsible for any weapons, illegal substances including drugs and alcohol or other prohibited items (local or state) that may be discovered in the vehicle during any warranted search.

Student drivers should be aware of and observe the following:

- The districts jurisdiction includes 300 yards from school property, measured from any point on school property.

- Students who drive and/or park a vehicle on school property assume all responsibility for the vehicles contents.
- Students who drive and/or park a vehicle on school property assume all responsibility for theft, loss or damage.
- Students who park illegally, drive in a reckless manner or otherwise pose a danger to themselves or others including school property are subject to severe disciplinary action including revocation of parking privileges.

Searches and Interrogations

School Administrators reserve the right to question students regarding their conduct or the conduct of others during an investigation or when appropriate to gather information. The school district and its administrators may exercise the right to search a student's outer clothing, pockets, personal property or other articles including property used by the student or in the student's possession by securing the students voluntary consent or when probable cause has been established. Personal searches will be conducted out of view of non-essential employees or other students by a person of the same gender and with a witness present at all times. Areas such as school lockers, athletic locker rooms, desks, facility storage rooms, student restrooms or other school property may be searched at any time without consent or cause. The district maintains the right to search any vehicle driven to school by a student and parked on school property whenever there is probable cause or belief that it contains articles or materials prohibited by law or by district policy.

Probable Cause

In terms of search and seizure, probable cause merely requires that the facts available to the school administrator warrant a "person of reasonable caution" to conclude that contraband or evidence of a local violation or a crime would be found in a search or that certain items may be contraband or useful as evidence of a violation or crime.

Trained Dogs

In order to maintain a school environment that ensures student, faculty and visitor safety and is conducive to the educational process, the school will use trained narcotic detecting dogs or "Sniff Dogs" to perform drug detection inspections and to search for contraband. These measures shall enforce local policy that strictly prohibits drugs and other contraband and will be activated in response to situations that are directly related to or involve controlled substances or contraband.

Visits by the dogs to the school sites will be confidential, unannounced and discreet. The dogs may inspect school hallways, lockers, social areas, athletic locker rooms, gyms and parking lots. If a dog alerts around a particular area, person, item or article, that alert shall provoke probable cause and the area, person, item or article shall be searched so that school administrators can deal appropriately with the situation—whatever the findings. Visits will also be performed on a random yearly schedule.

Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage or deface any school property, including furniture and other equipment belonging to Advantage Academy. Students shall not vandalize or damage property owned by other students or school employees as well. Students who vandalize or damage school and other personal property are subject to disciplinary consequences and may be assigned ISS if restitution covering all damage isn't made in a timely manner. Parents/Guardians of students guilty of damaging school or other personal property shall be liable in accordance with this policy and current state laws.

Visitors

In order to ensure safety for all, Advantage Academy requires all visitors – including parents and volunteers – to obtain a visitor pass by checking in at the school office and completing the **Visitors Sign-in Sheet** (a form of valid State ID is required). All visitors are required to wear the visitor pass at all times while on school property and return to the office at the end of the visit to **Sign-Out**. For the safety and security of each child and school employee, all parents and other visitors are required to enter the school building through the front or main entrance and proceed directly to the school office.

Parents/Guardians (*max 1 visitor at any one time for classroom observation visits*) wishing to observe their child in the classroom or other academic setting must make arrangements 24 hours in advance and receive approval from the Site Principal and Teacher. The school is in no way obligated to approve visits or observation request. Students are engaged in learning activities throughout the school day; therefore, **out-of-town friends or relatives may only visit students at the school during the lunch period with a maximum of 2 visitors at any one time or visit.**

Parents/Guardians whose child is not in the class or setting where the visited is requested or visitors who do not have a child enrolled in the school may not observe in that classroom or other academic setting. Any person observed on school grounds without a valid Visitors Pass (current) is trespassing and is subject to arrest and prosecution.

Discipline System

Advantage Academy's discipline system is an **accumulative system**. The discipline system consists of three levels I, II and III with three strikes in each level. Infraction referrals are recorded in the students discipline file in relationship to where the student is in the system. Consequences are applied per infraction level according to infraction severity. **Example:** If a student has three level I infractions (xxx -- - ---) documented and recorded in their discipline file yet receives a fourth referral that is also a level I infraction, consequences will reflect level I, however, that infraction will be recorded in the students discipline file as level II (xxx x-- ---). When a total of nine discipline infractions (xxx xxx xxx) have been committed and recorded with consequences applied or the student exhausts all discipline levels in the system, that student will be subject to Expulsion in accordance with this systems process and local policy. If a student receives three level III infractions (--- --- xxx) regardless of other level documentation, recordings or strikes accumulated that student is also subject to Expulsion. Level III infractions are to be considered **Serious** in nature.

Classroom Management

Less serious infractions are accumulated in the classroom using a day-to-day logging system (classroom management). After all efforts to re-direct or curb behavioral problems are exhausted including warnings, parent contact and parent/teacher conferences, students with a **full Classroom log** will be referred to the discipline system; level I Persistent Classroom Misbehavior, Discipline System consequences will be allied for that referral. A Code of Conduct infraction as listed in level I, II or III will bring the student into the Discipline System at the time of infraction regardless of classroom management misbehaviors logged or accumulated.

Infractions and Consequences

The following will apply to all Advantage Academy students that are found in violation of stated, non-stated, implied, posted or non-posted district, campus and classroom policies, procedures or rules. District policies listed in this handbook such as Compulsory Attendance, Substance Abuse, Extracurricular/Sports Activities and Events and School Bus Conduct include their own policy consequences and therefore, may not be included in the Discipline System Infractions and Consequences. Consequences applied are at the discretion of the Vice Principal/Discipline Coordinator.

Level I Infractions

- Cafeteria Misconduct
- Campus/ Classroom Disruption – Level I
- Damaging Textbooks <\$100.00
- De-facing School Property <\$250.00
- Defamation of Character (student)
- Fireworks (possession)
- Formal Classroom Removal (disruptive behavior)
- Illegal Access of School Technology (on or off campus) – 1st Offense
- Inappropriate Behavior – Level I
- Inappropriate Display of Affection
- Persistent Classroom Misbehavior
- Persistent Uniform Dress and Grooming Code Violations
- Persistent Tardiness
- Persistent Truancy
- Prohibited Articles (possession)
- Profanity
- Reckless Conduct
- Skipping Class – 1st Offense
- Technology Abuse/ Misuse/ Threats/ Defamation – 1st Offense
- Theft – Petty < \$20.00
- Vandalism – Petty < \$20.00

Level I Consequences

- Assigned School Duties (up to 3 hours per Infraction)
- Confiscation of Articles
- Detention, Before/ After School (1-3 hours)
- Detention, Lunch (1-3 days)
- Detention, Saturday (1-3 hours)
- ISS (up to 3 days per infraction) (may be applied in ½ day increments)
- Loss of Privileges (athletic, club, field Trip etc.)
- Restitution (includes financial)
- Time-Out
- Warning

Consequences May be Imposed in Combination

Detentions may be assigned in hour/day increment

Level II Infractions

- Abusive language
- Alerting/ Destroying School Records
- Assault – Simple
- Bullying – 1st Offense
- Campus/ Classroom Disruption – Level II
- Criminal Mischief < \$1,500.00
- Defacing School Property > \$250.00
- Defamation of Character (school employee)
- Fire Alarm (pulled, no evacuation)
- Fireworks (ignition)
- Formal Classroom Removal (unruly behavior)
- Gambling
- Harassment of School Personnel
- Hazing
- Illegal Access of School Technology (on or off campus) - 2nd Offense
- Improper Photographs/ Pictures/ Videos
- Inappropriate Behavior – Level II
- Inappropriate/ Obscene Language
- Inappropriate Touching
- Insubordination (school employee)
- Knife Possession (any bladed object below illegal length)
- Leaving School Grounds (unauthorized)
- Look-a-like Weapons (possession, distribution)
- Obscene Material (possession, distribution)
- Profanity (school employee) - 1st Offense
- Retaliation
- Sexual Misconduct/ Harassment (verbal, written, technology used)
- Skipping Class – 2nd Offense
- Tampering With an AED
- Technology Abuse/ Misuse/ Threat/ Defamation - 2nd Offense
- Technology Destruction < \$1,000.00
- Theft < \$50.00
- Threat to Another Student
- Unauthorized Medication (possession, use, distribution) – 1st Offense
- Vandalism < \$50.00

Level II Consequences

- Assigned School Duties (up to 5 hours per Infraction)
- Detention, Before/ After School (3-5 hours)
- Detention, Lunch (3-5 days)
- Detention, Saturday (3-5 hours)
- ISS (up to 3 days per infraction) (may be applied in ½ day increments)
- OSS (up to 3 days per infraction) (may be applied in ½ day increments)

Consequences May be Imposed in Combination

Level I Consequences May be Imposed for a level II Infraction if Appropriate

Detentions may be assigned in hour/day increments

Level III Infractions

- Academic Dishonesty/ Cheating/ Plagiarism
- Aggravated Assault
- Aggravated Robbery (on or off school property)
- Arson
- Assault (on school administrator, staff member, volunteer, aid)
- Bomb Threat/ Hoax
- Bullying – 2nd Offense
- Campus/ Classroom Disruption - Level III
- Criminal Mischief > \$1500
- Deadly Conduct
- Defacing/ Damaging School Property > \$1000
- Defamation of Character (school administrator)
- Emergency Classroom Removal
- Extortion/ Coercion/ Blackmail
- Felony (charged, convicted)
- Fighting
- Fire Alarm Pulled (building evacuated)
- Gang/ Cult Association/ Activity
- Hit List
- Inappropriate Behavior - Level III
- Inappropriate or Obscene Display of Body Part(s)
- Insubordination (school administrator)
- Knife Possession (Illegal length or type)
- Lying (to school administrator)
- Obscene or Lewd Gestures
- Persistent Technology Abuse/ Misuse/ Threat
- Profanity (to school employee) - 2nd Offense
- Racial Slurs
- Retaliation (against school employee, volunteer or aid) On or Off School Property/ Any Time
- Integrity Violation/ Infraction
- Sexual Misconduct/ Harassment (physical)
- Substance Abuse Violation
- Technology Destruction > \$1000
- Terrorist Threat/ Hoax
- Theft > \$50.00
- Threat (to school employee, volunteer or aid) On or Off School Property/ Any Time
- Tobacco (use/ possession)
- Unauthorized Medication (use, possession, distribution) – 2nd Offense
- Vandalism > \$50.00
- Walk-Out/ Protest
- Weapon (use, possession)

Level III Consequences

- Assigned School Duties (up to 7 hours per infraction)
- Detention, Before/ After School (5-7 hours)
- Detention, Saturday (5-7 days)
- Expulsion Request (all expulsions must be approved by the Superintendent)
- ISS (up to 3 days per infraction) (may be applied in ½ day increments)
- OSS (up to 3 days per infraction) (may be applied in ½ day increments)

Consequences May be Imposed in Combination

Level II Consequences May be Imposed for a level III Infraction if Appropriate

Detentions may be assigned in hour/day increments

EXPULSION RELATED INFRACTIONS

Established Law and Local Infractions

Any student, who commits, is charged with or is convicted of any of the following criminal offences or local standards will face Expulsion from Advantage Academy.

- 1) Excessive Disciplinary Referrals, Issues or History; All Levels or Level Strikes (xxx xxx xxx) of the Advantage Academy Discipline System has been Exhausted
- 2) Severe Disciplinary Referrals, Issues or History; All Level III Strikes (--- --- xxx) of the Advantage Academy Discipline System have been Exhausted
- 3) Three Documented Incidents of Bullying
- 4) Campus or Classroom Presence is Detrimental to the Educational Process
- 5) Campus or Classroom Presence Threatens the Safety of Others, Including Students and/or School Employees
- 6) Retaliation Against any School Employee/ Volunteer (anytime, anywhere)
- 7) False Alarm or Report
- 8) Alcohol- use/ possess/ give/ sell/ deliver
- 9) Drugs- use/ possess/ give/ sell/ deliver
- 10) Criminal Mischief
- 11) Criminal Attempt
- 12) Assault
- 13) Sexual Assault
- 14) Aggravated Assault
- 15) Any Conduct Punishable as a Felony
- 16) Criminal Negligence
- 17) Uses, Exhibits or Possesses a Firearm, Illegal Knife (minimum, 5 and ½ inches), Club or other Item used as a Weapon.
- 18) Indecent Exposure
- 19) Public Lewdness
- 20) Indecency with a Child
- 21) Terroristic Threat
- 22) Arson
- 23) Aggravated Kidnapping
- 24) Aggravated Robbery
- 25) Manslaughter
- 26) Murder

Except for infractions related to local policy, all criminal related offences must be reported to law enforcement agencies and/or district juvenile courts.

Expulsions will not exceed 1 calendar year unless after a review, the district determines that:

- a) The student is a threat to the safety of other students or to school employees; or
- b) It is in the best interest of the student.

If a student withdraws or is withdrawn by a parent/guardian from Advantage Academy in an attempt to forego an applied expulsion or other discipline consequences and then attempts to re-enroll at any time, the district reserves the right to enforce the original applied expulsion order or other consequences at that time.

Advantage Academy does not accept students for enrollment who have been expelled from other school districts.

Terms and Definitions

Term	Definition
Abusive Language	Any language used to attack the social, religious, racial or ethnic well-being of a person
Arson	The willful burning or attempt to maliciously burn a structure
Aggravated Assault	Causing serious bodily injury to another or using or exhibiting a deadly weapon during the commission of an assault
Assault of an administrator/staff member/volunteer/aid - <u>Bodily Injury</u>	Intentionally, knowingly or recklessly causing bodily injury or harm to another (TPC 22.01(a)(1))
Assault of an administrator/staff member/volunteer/aid - <u>Verbal</u>	Intentionally or knowingly, verbally threatening another with imminent bodily injury or harm (TPC 22.01(a)(2))
Assault of an administrator/ staff member/ volunteer/ aid - <u>Contact</u>	Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as harmful, offensive or provocative (TPC 22.01(a)(3))
Assigned School Duties	Any service to the campus that is deemed helpful, useful or needed as directed by campus administration as a means of punishment
Blackmail	Obtaining money or other objects of value from an unwilling person or forcing the person to act through the use of force or threat of force
Bladed Object	Any sharp object used to cut, stab, or injure that includes, but is not limited to; Razor blades, box cutters, throwing stars, knives, etc.
Bodily Injury	Physical pain, illness or any impairment of physical condition
Bomb Threat/ Hoax	An expression of intention to use an explosive device to hurt, destroy, intimidate, or act in retaliation
Bullying	Persistent, persuasive or repeated harm either verbally or physically; to create an threatening or abusive environment for another person(s); acts or gestures intended to cause distress and harm; written, oral or physical expressions or conduct sufficiently severe to cause intimidation; hostile or offensive
Campus Disruption	Any negative activity that disrupts the educational process for a large number of the student population; degree of level I, II, or III is at administrative discretion; Behavior not specifically described which seriously disrupts the orderly conduct of school, a school function, or extra/co-curricular activity.
Class Disruption	Any activity which violates the rules of a particular classroom and interferes with the teacher's opportunity to present material or other student's opportunity to concentrate on the material or their assignment. Any action that disrupts the educational process; degree of level I, II, or III is at administrative discretion; Behavior not specifically described which seriously disrupts the orderly conduct of a classroom or other academic setting.
Club	Any instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument See penal code 46.01(1)
Coercion	Forcing another person to act or think in a given way by pressure, threats, or intimidation

Contraband	Property whose possession is prohibited by law, district policy, or campus policy
Criminal Mischief	Without the obsessive consent of the owner, intentionally or knowingly damaging or destroying the taxable property of the owner, or intentionally or knowingly making markings, including inscriptions, slogans, drawings, or painting on the tangible property of the owner. Any loss in excess of \$1500.00 is considered a felony
Dagger	Any sort of pointed fixed weapon with sharp edges
Days/ Calendar Days	Unless otherwise noted: “days”, “calendar days” shall mean school days
Defacing/ Damaging School Property	Defacing, damaging or destroying school property, including school buses, either during school hours, after school hours, or during vacation times
Defamation of Character	Any intentional false communication, either written or spoken, that harms a person's reputation; decreases the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person
Detention	The time of or a day that a student is detained before, during, at lunch, or after school by school administration; may include Saturdays
Emergency Removal	The removal of a student from regular classes or from other educational settings for serious disciplinary reasons, including abusive or threatening behavior
Expulsion	The deprivation of educational services from the school district; the removal of a student from educational services based on certain unlawful behavior or serious offences; the removal of a student from educational services based on serious or persistent local misbehavior or repeated disciplinary actions (accumulative disciplinary system)
Extortion	The act or instance of obtaining money or other object(s) of value by coercive means, such as threats or intimidation
False Fire Alarm	Knowingly making or aiding in the making of sounding a fire alarm when the alarm is not needed or there is no fire
Fighting	Mutual combat, aggression or physical contact that may or may not result in bodily injury
Firearm	Any device designed, made, or adapted to expel a specific projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily converted convertible to that use
Formal Removal	The removal of a student from regular classes or from other educational settings for disciplinary reasons, including disruptive, unruly or persistent misbehavior
Forgery	Imitating an original piece of writing with the intent to deceive
Gambling	Betting money or any other item of value on the outcome of an event, game or contest
Gang/ Cult	Two or more persons who have a common identifying sign, symbol or leadership; Wearing, possessing, using, distributing, displaying or selling of clothing, emblems, badges, symbols, signs, graffiti or other that are evidence of membership or affiliation in a gang/cult

Gang/ Cult Activity	(1) Committing any act or using any speech, either verbal or nonverbal, such as gestures, handshakes, and the like, that indicate membership or affiliation in a gang; (2) Promoting interest in any gang or gang activity including but not limited to: (a) soliciting others for membership, (b) requesting any person to pay protection, or otherwise intimidating or threatening any other person; (c) committing illegal or unlawful acts or violations of district policies; (d) involvement in activities or behaviors that are illegal or in violation of the Student Code of Conduct
Graffiti	Making marks with an indelible marker or aerosol paint or other marking implement on tangible property of the owner without the effective consent of the owner
Harassment	Maliciously and substantially harming another person's physical or emotional health or safety; conduct that threatens to cause harm or bodily injury to another person; sexually intimidating; persistent negative behavior that has the effect or purposed effect of creating an intimidating, hostile, or offensive environment
Hazing	Willful actions by a student(s) to other student(s) for the purpose of subjecting the student(s) to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace
Hit list	A list of people targeted to be harmed
Illegal Knife	A knife with a blade of 5 ½ inches or longer; a hand instrument designed to cut or stab another by being thrown; a dagger, including but not limited to a dirk, stiletto, or poniard; bowie knife; sword or spear
Immoral Conduct	Lewd, lascivious, or indecent acts including indecent sexual propositions, indecent exposure, or obscene gestures
Inappropriate Behavior	Any act(s) which, in the judgment of site administration; disrupts the class or campus. Anything that disrupts the educational process; degree of level I, II, or III is at administrative discretion
Inappropriate Display of Affection	Any act of kissing, hugging, etc. between students that campus administration deems inappropriate during school hours or while attending a school related activity on or off school property
Inappropriate Display of Body Parts	Any act that would make certain body parts (buttocks, breast, etc.) visible
Insubordination	Persisting in acts of disobedience; defying the authority of school personnel; unprovoked display of disrespect towards school personnel
In-school suspension (ISS)	An on-campus placement designed to remove students from the classroom setting for making poor choices, disobeying district, campus, or classroom policies
Integrity (district)	A concept of consistency of actions, values, methods, measures, principles, expectations and outcomes that derives from qualities such as moral and ethical principles, honesty and character; An unimpaired condition; A state that regards internal consistency as a virtue and suggests that parties or associates holding conflicting values should act accordingly, alter their beliefs or be accountable for the discrepancy consequences applied for misconduct as indicated

Loitering	Lingering around the school premises or district property, in general, in an aimless fashion, after official hours
Misbehavior	Behavior which disrupts the educational process or violates the standard expectations as stated in the school's Student Code of Conduct, Campus or Classroom rules or is otherwise contrary to acceptable normal behavior
Obscene Material	Material which is offensive to the acceptable standards of the majority of the community
Offensive Language/ Profanity	Using language which is outside the standards of acceptable language of the majority of the persons in the community
Out-Of-School Suspension (OSS)	Removal of a student from the school or campus setting for a period not to exceed three (3) days per infraction of the Student Code of Conduct
Paraphernalia	Any device(s) that can be used to inhale, inject, ingest, or otherwise introduce a controlled substance into the body
Persistent (Misbehavior)	Misbehavior or negative action(s) that violate specific standards of school conduct on at least three (3) occasions; repeated misconduct may be the same or of a different type infraction or behavior
Possession	To have on a student's person, in the student's possession or in the student's personal property during normal school hours or any school related activity after hours on or off school property including, but not limited to; the student's clothing, purse or backpack; in any private vehicle on school property or used by the student for transportation to and from school or school-related activities; in any school property used by the student including, but not limited to, a locker or desk
Probable Cause	A reasonable amount of suspicion or belief that becomes evident with circumstances or when supported by witness affirmation, reports or statements; sufficiently strong enough suspicion or belief to warrant or justify a prudent and cautious person to believe that certain information is probably true
Profanity Directed at an Employee	Any profanity, obscene gesture, or vulgar language directed toward, about or used within an incident involving a student and an employee. This also includes any profanity or vulgar language in written form
Prohibited Items	Any item, article or object that <i>can be or is</i> used to disrupt the educational process or other school event; items used to cause injury, pain or to threaten; items defined as restricted, not permissible or unlawful
Prohibited Weapons	Includes but is not limited to; a club, explosive weapon, firearm, illegal knife, handgun, switchblade knife, hoax bomb, chemical dispensing device
Racial Slurs	Any statement that degrades or demeans any person's racial, ethnic, cultural or natural origins
Reckless Conduct	Behavior which, in the judgment of the school administrator, places the student and/or other students and/or district employees at risk of injury
Restitution	Making good or restoring objects that have been lost or damaged, including financial responsibility, returning to the former condition
Retaliation	Intentionally or knowingly harming or threatening to harm another by an act based upon revenge

School Property	Any Property owned by the school district or over which the school district or its personnel exert lawful authority, including property visited by students in connection with a school sponsored activity, such as a field trip, sporting or extracurricular activity
Self-Defense	Action(s) taken by a person to prevent another person(s) from causing or attempting to cause immediate bodily harm when there is no perceived means of escape from harm
Serious (Misconduct)	Addressing grave and earnest matters, serious, not trifling; Requiring careful consideration or thought, involving difficult action; Concerned with important, complex matters or serious problems, etc.; Weighty, of considerable size or scope, substantial; i.e. (criminal laws, level III infractions, expulsion)
Sexual Misconduct/ Harassment	Includes unwanted and unwelcome verbal, physical or written (in any form) contact of a sexual nature, whether by word, gesture, or other sexual conduct, including requests for sexual favors
Stealing	Taking and carrying away the personal property of another without the consent of the owner
Site	District school or campus building or facility
Terrorist Threat	A threat of violence to any person or property with intent to: (1) Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies; (2) Place any person in fear of imminent serious bodily injury; (3) Prevent or interrupt the occupation or use of a building, room, place of assembly, or place to which the public has access, including place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) Cause impairment or interruption of public communications, public transportation, public water, gas, or poor supply or other public service; (5) Place the public or a substantial group of the public in fear of serious bodily injury; or (6) Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district)
Theft	The unauthorized possession and/or sale of the property of another without the consent of the owner
Time-Out	A period of time that a student's school activities are modified and/or limited. It can take place in the classroom, playground or specified place in a building
Trespassing	Entering school property without permission or right; not leaving when instructed to do so either by written or verbal directive
Truancy	Nonattendance or absence from school without permission; failure to comply or in violation of the state's compulsory attendance law; not in attendance of required educational services, school event or activity
Under the Influence	Lacking or impairment of a person's normal use of mental or physical faculties (may be evident by a pattern of abnormal or erratic behaviors or the presence of physical symptoms); a person perceived or deemed "under the influence" need not be legally intoxicated to cause disciplinary or lawful action

Use	Voluntarily introducing into one's body by any means a prohibited substance recently enough that it is detectable by the students physical appearance, actions, speech, or breath (students may be lawfully tested in some instances); smell lingering in the air or in the area of suspected use
Unexcused Absence	Any excuse for an absence that is not acceptable according to district policy and/or state law
Vandalism	Willful action which results in destruction, damage or defacement of property belonging to or rented by the district
Vehicle	Any form of transportation in the students possession or under the students control or supervision
Warning	The state of being warned; a notice; an alert; something that serves to warn
Weapons	Instruments used to cause bodily harm or create the fear of physical harm, injury or death

This publication is updated periodically, while policy adoptions and revisions are ongoing throughout the school year. Changes in policy that affect provisions in this publication will be communicated to students and parents when approved the Board of Directors. The contents of this publication are not contractual and do not give rise to a claim of breach of contract against the school district, campus, employee or administrator.

Advantage Academy Student Code of Conduct Student & Parent Signature Agreement

I _____, and my child _____, have received, read and hereby agree to abide by all stated and otherwise implied guidelines, rules, responsibilities and other conduct provisions outlined in this Student Code of Conduct handbook. We are aware of the policies and procedures of this handbook as written including the Discipline System and its infractions and consequences for misbehavior as indicated. Our signatures below

Student Printed Name: _____ Site/Campus: _____

Student's Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Please complete, sign, date and return this agreement to the main office of your child's site/campus. Keep the handbook for future reference.

