



“Building Champions with a Future and a Hope”

Student / Parent Handbook

2011-2012

Advantage Academy - North Duncanville
Advantage Academy - Waxahachie
Advantage Academy - Grand Prairie
Advantage Academy - Rowlett

ADVANTAGE ACADEMY EST.1998

OFFICERS

Dr. Allen Beck, Ph.D., FOUNDER and SUPERINTENDENT

Angie McDonald, ASSISTANT SUPERINTENDENT

J.K. McDonald, CHIEF OPERATIONS OFFICER

DISTRICT DIRECTORS

Tonya Williams, ACADEMICS

Joseph Busalacchi, TECHNOLOGY

Lizette Mandola, BUSINESS

Leanne Sierra, ADMINSTRATIVE SERVICES

Sherri Busalacchi, MARKETING and PUBLIC RELATIONS

Charles Sisneros, OPERATIONS

Wilma Sneed, COMPLIANCE

SITE PRINCIPALS

Shedrick Hay, NORTH DUNCANVILLE

Isabel Green, WAXAHACHIE

Herbert Fitzpatrick, GRAND PRAIRIE

Lisa Hiatt, ROWLETT

Eagle Advantage Schools, Inc. (dba Advantage Academy) – 501© 3 non-profit organization
618 W. Wheatland Road, Duncanville, TX 75116 ph. 214-276-5800 www.advantageisd.com

PREFACE

To All Students, Parents and Guardians:

The Student/Parent Handbook has been designed as a resource for some of the basic information that students and parents will need to know during the course of the academic school year. We encourage you to take some time to review each section of the handbook.

This handbook is updated periodically while policy adoption and revisions occur throughout the year. Changes in policies, procedures or processes that affect information contained in the Student/Parent Handbook will be communicated to students and parents through newsletters or other forms of communication. The Student/Parent Handbook is designed to work in harmony with the Student Code of Conduct and is available for viewing in each Site Office.

Both students and parents should make themselves familiar with Advantage Academy's Student Code of Conduct, which is a handbook approved by the school's Board of Directors that includes school rules, regulations and procedures that are designed to promote the safe orderly operation of the school's campus's in order to enhance an atmosphere of learning and academic gain. Student discipline measures, including infractions and consequences, are also included.

The term "the student's parent/guardian" is used to refer to the parent, legal guardian, or any other person(s) who have agreed to assume school-related or legal responsibility for the student.

After reading through the entire handbook, keep it available as a reference. If you have questions about any of the material contained in this handbook, please feel free to contact your Site Principal for clarification.

The Advantage Academy Student/Parent Handbook and the Student Code of Conduct can be found at, www.advantageisd.com.

Freedom from Discrimination

Advantage Academy does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in providing education services, activities, and programs, including vocational programs, in accordance with Title IV or the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For inquiries regarding the non-discrimination policies, contact: Director of Human Resources (214-276-5800), Director of Special Education (214-276-5800) 618 W. Wheatland Road, Duncanville, TX 75116.

SCHOOL PROFILE

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”

Our History

In 1998, Dr. Allen Beck envisioned a charter school system that would provide the best available education and academic experience using both public and private school contributions. Building upon the best of both types of schools, Dr. Beck set out to provide young people with a school that would mold “academically superior young people of integrity.” As such, his vision makes Advantage Academy accountable to do the following:

- Develop students of higher character
- Teach the founding principles of America's Forefathers
- Give students a solid academic foundation of reading, mathematics, science, social studies and technology
- Create and maintain partnerships with our community
- Provide a safe learning environment

Advantage Academy will provide young people with an equal-opportunity education, where there exists a program of study for a wide variety of student interests, skills, and aptitudes in such a way that students will have a positive influence on their families, school and community.

STUDENT PROFILE

Students enrolled in Advantage Academy are expected to portray and uphold the following qualities adopted from Dr. Beck's "**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*

CAMPUS PROFILES

ADVANTAGE ACADEMY - NORTH DUNCANVILLE

4009 Joseph Hardin Dr., Dallas, TX 75236
Tel: 214-276-5800 Fax: 214-467-4499 Elementary
Middle School Fax: 214-467-2510
Pre-Kindergarten through Eighth Grade Programs
Shedrick Hay, **Principal**
Kimberly Luna, **Campus Administrator K-5**
Shakendra Allen, **Campus Administrator 6-8**

ADVANTAGE ACADEMY - WAXAHACHIE

701 West Highway 287 Bypass, Waxahachie, TX 75165
Tel: 972-937-9851 Fax: 972-937-9876
Pre-Kindergarten through Twelfth Grade Programs
Isabel Green, **Principal**
Andrew Amaro, **Vice Principal/District Discipline**
Valerie Trinkle, **Campus Administrator**

ADVANTAGE ACADEMY - GRAND PRAIRIE

300 West Pioneer Parkway, Grand Prairie, TX 75051
Tel: 214-276-5800 Fax: 972-262-6940
Pre-Kindergarten through Twelfth Grade Programs
Bilingual Program
Herbert Fitzpatrick, **Principal**
Rueben Soto, **Vice Principal**
Sheila Hawkins, **Campus Coordinator**

ADVANTAGE ACADEMY - ROWLETT

8200 Schrade Road, Rowlett, TX 75088

Tel: 214-276-5800 Fax: 972-412-2320

Pre-Kindergarten through Eighth Grade Programs

Lisa Hiatt, **Principal**

Steve Cipriano, **Discipline Coordinator**

Louis Carter, **Campus Coordinator**

TABLE of CONTENTS

OFFICERS	2
Dr. Allen Beck, Ph.D., FOUNDER and SUPERINTENDENT	2
Angie McDonald, ASSISTANT SUPERINTENDENT	2
J.K. McDonald, CHIEF OPERATIONS OFFICER	2
DISTRICT DIRECTORS	2
Tonya Williams, ACADEMICS	2
Joseph Busalacchi, TECHNOLOGY	2
Lizette Mandola, BUSINESS	2
Leanne Sierra, ADMINSTRATIVE SERVICES	2
Sherri Busalacchi, MARKETING and PUBLIC RELATIONS	2
Charles Sisneros, OPERATIONS	2
Wilma Sneed, COMPLIANCE.....	2
SITE PRINCIPALS	2
Shedrick Hay, NORTH DUNCANVILLE	2
Isabel Green, WAXAHACHIE	2
Herbert Fitzpatrick, GRAND PRAIRIE	2
Lisa Hiatt, ROWLETT	2
PREFACE	3
SCHOOL PROFILE	4
Our Vision	4
Our Mission	4
Our Motto	4
Our History	4
STUDENT PROFILE	5
CAMPUS PROFILES	5
TABLE of CONTENTS	7
ACADEMICS	12
ACCELERATED INSTRUCTION	12
ATTENDANCE	13
Compulsory Attendance	13
Attendance for Course Credit	13
Excuses	14
CELL PHONES and ELECTRONIC DEVICES.....	14
CHARACTER EDUCATION	15
CHEATING / ACADEMIC DISHONESTY / PLAGIARISM.....	15
CHILD NUTRITION.....	16
Cafeteria Guidelines	16
Guideline Exceptions.....	16

CLASS RANK	17
CLASSROOM / SCHOOL DAY INTERRUPTIONS	17
CLUBS, ORGANIZATIONS and EXTRACURRICULAR ACTIVITIES	17
COLLEGE READINESS ASSESSMENTS	17
COMMUNICATION	17
COMMUNITY VOLUNTEER SERVICE	18
COMPLAINTS	18
CONTACT INFORMATION	18
DATING VIOLENCE	18
DIRECTORY INFORMATION	19
DISCIPLINE GUIDELINES [Refer to the Advantage Academy Student Code of Conduct]	19
DONATIONS	19
DRESS AND GROOMING	20
District Authority	20
Student and Parent Responsibility	20
School Uniform Guide.....	20
DUAL CREDIT / COLLEGE COURSES	21
EMERGENCIES	21
Procedures	21
Drills	21
ENROLLMENT	22
Admission.....	23
FALSE ACCUSATIONS	23
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	23
FEES / DEPOSITS / FINES	23
FOOD AND DRINK	24
FUND-RAISING	24
GRADING	24
Grading Guidelines	24
Numerical Grading Scale.....	24
Failing Grade(s).....	25
Grade(s) of Zero	25
Missing Grades (absences)	25

GRADUATION	25
Graduation Ceremony.....	25
Graduation Expenses	25
HARASSMENT / DISCRIMINATION / BULLYING	26
HEALTH / WELLNESS	26
Immunizations	26
Medication.....	26
Bacterial Meningitis	27
Fever	27
Head Lice.....	27
Pink Eye (conjunctivitis)	27
Rashes.....	27
Vomiting and Diarrhea	27
HIGH SCHOOL GRADE LEVEL CLASSIFICATION	27
INAPPROPRIATE DISPLAY OF AFFECTION	28
INCLEMENT WEATHER	28
INTEGRITY (District).....	28
LOST AND FOUND	28
MOVIES & VIDEOS	28
Proper Use, Review and Approval	29
Parent Notification and Waiver of Participation.....	29
PARENTAL INVOLVEMENT	29
Parental Partnership.....	29
Parent-Child.....	30
Parent-Teacher.....	30
Parent-Teacher Conferences	30
Parent-Teacher Organization (PTO).....	30
PARENTAL GUIDELINES	31
PLEDGE OF ALLEGIANCE / TEXAS PLEDGE OF ALLEGIANCE / MINUTE OF SILENCE	31
POSTERS / SIGNS	32
PRAYER	32
PROHIBITED ITEMS.....	32
PROMOTION / RETENTION.....	33
Flexible Year Program.....	33
RELEASE OF STUDENTS FROM SCHOOL	33
RETURNED CHECKS.....	34
SAFETY	34

SCHOOL DAY	34
Arrival	34
Dismissal	34
Drop-off / Pick-up	35
SCHOOL SUPPLIES.....	35
SEARCHES / INTERROGATIONS	35
SEXUAL HARASSMENT	35
SPECIAL EDUCATION.....	36
SPECIAL PROGRAMS.....	36
504	36
Bilingual Education	36
E.S.L.	37
Reading Recovery / Dyslexia	37
STUDENT RECORDS.....	37
STUDENT RECOGNITION.....	37
STUDENT SCHEDULE CHANGES.....	37
SUBSTANCE ABUSE [Refer to Advantage Academy Student Code of Conduct].....	37
TECHNOLOGY*	37
Technology Resources	38
Authorized Users	38
Students and Parents	38
Technology Privilege.....	38
Violations	38
Liability	38
SCHOOL RESPONSIBILITIES	38
Technology Access and Use.....	38
Duplication and Licensing of Software	39
Expectation of Privacy.....	39
Proper Use	39
Internet Guidelines	39
Electronic Mail	39
Electronic Media.....	39
Electronic Data	39
Personal Electronics	40
USER RESPONSIBILITIES	40
Technology Use.....	40
Internet Access	40
Electronic Mail	40
Network Use.....	40
TESTING	40
STAAR / Benchmark / District Testing Policy-Protocol and Consequences:	41

TEXTBOOKS / INSTRUCTIONAL MATERIALS / TECHNOLOGY INSTRUCTION MATERIALS.....	41
TRANSCRIPTS.....	41
TRANSPORTATION.....	42
School Bus Conduct Guidelines	42
TRUANCY.....	42
Truancy Process.....	42
Tardiness / Early Check-Out	43
VANDALISM AND DAMAGE TO SCHOOL PROPERTY.....	43
VEHICLES / PARKING on CAMPUS.....	43
VIDEO SURVEILLANCE / MONITORING.....	44
VISITORS.....	44
VOLUNTEERS / CHAPERONES.....	45
WEB SITE.....	45
WITHDRAWALS.....	45

ACADEMICS

Academics at Advantage Academy begin with the Texas Essential Knowledge and Skills (TEKS) and state-adopted curriculum materials, including other instructional strategies that have been developed from research into brain-based learning. The distinctive difference between our academic program and that of other schools is our use of the Switch on Your Brain™ 5-Step Learning Process developed by Dr. Caroline Leaf*. Advantage Academy has adopted and implemented Dr. Leaf's, Switch On Your Brain™ 5-Step Learning Process at all campuses. Our teachers have been personally trained on this neuroscientific, classical approach to classroom instruction.

Other curriculum used by the district is developed around the phonics program of ABeka Books for grades K-2 and the Shurley English program for ELA grades K-8. Through the ABeka Books program, students are introduced to reading through an orderly, logical phonics approach. Shurley English is a rigorous curriculum of grammar, writing, and literacy skills that provides students with a foundation of advanced skills in language arts.

Ongoing vertical and horizontal alignment of the curriculum includes implementation of the Texas College and Career Readiness Standards in high school courses, and appropriate adjustments in the K-8 curriculum to direct students through necessary preparation for the increasing academic demands. The curriculum is currently undergoing review and revisions to integrate all of the curriculum components in the most seamless way possible and to adjust for the implementation of the State or Texas Assessments of Academic Readiness (STAAR).

The District also utilizes the following Academic Programs and/or Curriculum:

- CTE Courses
- Online High School courses including AP
- Dual Credit with local colleges
- Technology training for all grade levels
- High School Bible elective
- Character education using "Seven Pillars of a Champion" and Rachel's Challenge
- Community Service (required for all graduates)

The Metacog™ is a brain-friendly format for reinforcing and strengthening memories and stimulating thinking. Advantage Academy is creating annual Metacogs™ and content Metacogs™ for each of the core subject areas (English Language Arts and Reading, Mathematics, Science, and Social Studies). Essential information is presented to students in the form of the content Metacogs™, and understanding is facilitated through the continuous process of ask-answer-discuss led by the teacher. A high priority is placed on the active engagement of all students through the process. Books and traditional curricular materials are utilized for input and student application of learning. The goal of the Switch on Your Brain™ 5-step process is meaningful, lasting learning, which leads to the self-confidence and healthy attitudes that a person needs for success.

ACCELERATED INSTRUCTION

Any student whose academic performance is consistently unsatisfactory (70 or below), does not meet state mandated requirements or who fails any subject area test will be required to participate in **Accelerated Instruction**. Accelerated Instruction shall be designed to enable the struggling student to perform at grade level. Furthermore, students who are required to participate in any **AI** program will be closely monitored to ensure appropriate progress. **AI** programs may include: Educator Lead Tutoring, Individualized Instruction, Daily Personal Academic Exercises, Peer Lead or Mentor Tutoring and/or Parent Academic Contracts. Parents of students who require **AI** sessions will be notified in writing. Notices must be signed by

parent/guardian and returned.

- a) Any student who fails **ANY** subject area test will be required to participate in and begin receiving accelerated instruction in that subject area.
- b) Any student whose academic performance is consistently unsatisfactory in **ANY** subject area will be required to participate in Accelerated Instruction.
- c) Participation may require the student to attend before or after regular school hours, Saturdays and/or may also include times of the year outside normal school operations.
- d) Students **MUST COMPLETE** all required accelerated instruction assignments in order to be promoted or placed in/at the next grade level.

Scheduled AI session attendance is required; non-attendance will be recorded in conjunction with state compulsory attendance laws.

ATTENDANCE

The first and most basic factor necessary for a student to be successful in school is regular and punctual attendance. Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s learning and to grow as an individual. 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 attendance and absences have a detrimental effect on student grades.

Two state laws - one dealing with Compulsory Attendance, the other with Attendance for Course Credit, are of special interest to students and parents. The primary responsibility for attendance rests with students and their parent(s)/guardian(s).

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 or more days, or parts of days, within a six-month period in the same school year, or***
- ***Is absent three 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.

Excuses

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 student's name; 3) the date of the absence or tardy; 4) the specific reason for the absence or tardy; and 5) the parents' signature.

Students enrolled in kindergarten are required to attend Advantage Academy fulltime and must follow all established district requirements.

[Refer to the "AA Attendance Policy" for more information]

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 Assessment 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 devices
 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***

CHARACTER EDUCATION

Advantage Academy's commitment to character education and champion development is at the heart of its mission. While assisting students in their knowledge of and development of key character qualities, Advantage Academy's character education will enable students to set aspirations high and to obtain personal goals while living a champion's life. It is Advantage Academy's belief that a student and their parent's commitment to character education will play an essential part in the success of the students.

Advantage Academy will involve all students and school employees in character education on a weekly or by-weekly basis by assembling the students.

CHEATING / ACADEMIC DISHONESTY / 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.
7. Claiming work taken from the Internet or other resources as his or her own.
8. 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.

Other Accepted 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.

CHILD NUTRITION

The district participates in the National School Breakfast and Lunch Programs and offers students nutritionally balanced meals daily. The intent of this program is to encourage the consumption of nutritious food by students and to limit access to high-fat, high-sugar and other food items considered; Foods of Minimal Nutritional Value during the school day. Foods of Minimal Nutritional Value (i.e. carbonated beverages, hard candy, or popsicles) may not be made available or provided access to during the school day. Furthermore, these items may not be given away or sold to students.

Parents may only provide lunch, other food items, or drinks to their own child. Parents may provide any kind of snack for their own child's consumption, but they may not provide any food items for other children. Parents should be aware of possible liability and exercise caution knowing that other children may be allergic to specific foods or food products.

Free and reduced-price lunches are available; participation and acceptance in the program are contingent upon application completion; Applications are available at all site offices or the district Child Nutrition Department. Student participation Information is confidential.

Schools may not serve competitive foods (All foods and beverages that are not provided by the school's food service program) or provide access to them directly or indirectly until 30 minutes after student lunch periods have ended.

For more information contact the Texas Department of Agriculture, Food and Nutrition Division, Tel. 888.TEX-KIDS, www.squaremeals.org.

Cafeteria Guidelines

Advantage Academy sites are considered **CLOSED CAMPUSES**: students are not allowed to leave for lunch

- Students must present their Student ID Badge and money to the cashier at the time of meal purchase.
- Students are not allowed to order commercial food to be delivered to campus.
- Students are to remain in the lunch room at all times during lunch, and are not allowed to return to classrooms, be in the halls, on the playgrounds or in the parking lots.
- Students must clean up their area and dispose of trash in designated containers before leaving the cafeteria.

Lunches provided by parents or guardians may only be consumed by their legal child and cannot be shared with non-custodial students.

Guideline Exceptions

Exceptions to the National and Advantage Academy Guidelines are as follows:

- Three exempt days as allowed by the TEA. District designated days are Christmas, Valentine's Day and Field Day.
- Students who leave campus for approved field trips or to travel to athletic events, UIL or other school related events or activities.

CLASS RANK

Ninth grade students (freshman) will not be ranked until the completion of their first year. Class rank is calculated twice a year for sophomores, juniors and seniors following the close of each semester. Class rank for valedictorian and salutatorian will be determined at the end of the third nine-week period of the school year.

Local courses are not included in GPA or class rank calculations

CLASSROOM / SCHOOL DAY INTERRUPTIONS

Classrooms and the school day should not be interrupted needlessly. Parents are asked to observe the following guidelines **[List is non-inclusive]**:

- Make appointments to meet with teachers.
- Call the campus office or e-mail the teacher directly (e-mail communication is preferred).
- Teachers are asked to respond to appropriate parent request within 24 hours.
- In the case of an **EMERGENCY**, office personnel will deliver emergency telephone messages to the appropriate student.
- Deliveries such as forgotten lunches, money or supplies are to be left in the office and will be delivered to the appropriate student by school personnel.

CLUBS, ORGANIZATIONS and EXTRACURRICULAR ACTIVITIES

Students are encouraged to become involved in one or more school clubs and/or organizations. Club eligibility requirements vary; club sponsors will provide specific club requirements and any applicable fees involved. The objective of student clubs, organizations or other school sponsored activities will be to:

- Teach students the importance of giving back to their school and the community.
- Provide students with creative outlets.
- Create leadership skills in students.
- Encourage the discovery of hidden talents.
- Allow students to continue to learn outside of their regular classroom setting.

Participation in any Advantage Academy club, organization or extracurricular activity is a privilege, not a right and is contingent on all academic requirements and standards being met and maintained by student. Applicable fees may apply.

COLLEGE READINESS ASSESSMENTS

To ensure that all students are prepared and meet all requirements for college entrance, all Advantage Academy students are required to participate in college readiness assessments. Guidance Counselors will inform students of the appropriated exam/assessment and scheduled testing dates. Testing fees may be applicable for College Readiness Assessments/Testing requirements. Required college readiness assessments are listed below.

- 8th grade – ReadiStep (College Board)
- 9th grade – EXPLORE (ACT)
- 10th grade – PLAN (ACT)
- 11th grade – PSAT (COLLEGE BOARD)
- 11th grade – ACT, April or June
- 11th grade – SAT, May or June
- 12th grade – seniors who have not yet taken ACT or SAT, September, October or November

COMMUNICATION

Communication between the school and its students' parent(s)/guardian(s) is vital to a student's success. We encourage parents to communicate with their child's teachers and the Site

Principal on a regular basis. Additionally, the district will utilize newsletters, the district website, parent conferences and meetings, school messenger notifications and take-home folder communications or alerts for sharing important information and gaining needed feedback.

COMMUNITY VOLUNTEER SERVICE

The purpose of the community volunteer service program is to create an opportunity for students to engage in volunteer service that benefits the community and people in need. The program will be required of all 9th thru 12th grade students. The students will be required to accumulate a total of 40 hours of community service before they are eligible to graduate from Advantage Academy. The Government Credit will be awarded only to students who complete the 40-hour requirement. Students who have not completed 40 hours of community service will be assigned a grade of "Incomplete."

Resources that students may use for community service may include, but are not limited to the following: hospitals, food banks, social service agencies, nursing homes, retirement centers, churches etc. Community service hours must be completed through a local non-profit organization. Parents are encouraged to be actively involved with their student in their selection of community volunteer service activities.

COMPLAINTS

Complaints from Advantage Academy parents/guardians can usually be addressed simply with an e-mail or phone call at the point of concern. Complaints or concerns must be reported at the lowest administrative level for proper resolution. For complaints and concerns that cannot be resolved at the lowest level, parent/guardian should request a conference with the Site Principal. If the problem cannot be resolved at the campus level with the Principal, a formal written complaint may be submitted to the school's Administrative Services Division. The parent/guardian will be contacted to schedule a meeting with District Administration and the appropriate school personnel, division or department. All complaint resolutions or school district decisions may be appealed. However, Board of Director decisions are final.

All complaint resolution requests either verbal or written must be made to the appropriate person and be complaint or concern specific. Teachers and other School Administrators will not assist with matters that include mass complaints or that are accompanied by inappropriate behavior.

CONTACT INFORMATION

Parents should inform the campus registrar of any change of address or telephone numbers in order to keep their students contact information current. If a family moves or changes their home, work or emergency contact telephone numbers, parents should notify the campus registrar in writing. It is important that student information be kept current at all times, in case of any illness or emergency.

DATING VIOLENCE

Dating violence is a pattern of abusive behaviors used to exert power and control over a dating partner. "Partner" might mean different things to different people, particularly across generations. The relationship may or may not be sexual. It may be serious or casual, monogamous or not, short-term or long-term. The important thing to remember is that dating violence does occur in intimate relationships. Calling dating violence a pattern doesn't mean the first instance of abuse is not dating violence. It just recognizes dating violence as a series of abusive behaviors over a course of time. Every relationship is different, but the most common aspect of most abusive dating relationships is the escalation of violence, which, over time becomes more and more dangerous for the young victim.

In The Beginning: The abuser apologizes, trying to make up with his or her partners and to shift the blame for the explosion to someone or something else.

Tension Begins Building: Things start to get tense between a teen and their dating partner.

Frequent Uncontrollable Explosions: There is an outburst of violence that can include intense emotional, verbal, sexual and/or physical abuse.

Teens and young adults experience the same types of abuse in relationships as adults. Dating Violence can include:

Physical abuse: any intentional use of physical force with the intent to cause fear or injury, such as hitting, shoving, biting, strangling, kicking or using a weapon

Emotional abuse: non-physical behaviors such as threats, insults, constant monitoring, humiliation, intimidation, isolation or stalking

Sexual abuse: any action that impacts a person's ability to control their sexual activity or the circumstances in which sexual activity occurs, including rape, coercion or restricting access to birth control

The following are ten of the most common warning signs of abuse:

- Checking your cell phone or email without permission
- Constant put-downs
- Extreme jealousy or insecurity
- Explosive temper
- Financial control
- Isolating you from family or friends
- Mood swings
- Physically hurting you in any way
- Possessiveness
- Telling you what to do

DIRECTORY INFORMATION

The law specifies that certain general information about students be considered "directory information" and will be released to anyone who follows proper requesting procedures. Directory information is any information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of information being designated as directory information is to allow schools and the school district to include this type of information in school and district publications. A student or his/her parent may object to the release of directory information during the enrollment process or at any time when presented in writing.

DISCIPLINE GUIDELINES [Refer to the Advantage Academy Student Code of Conduct]

DONATIONS

Advantage Academy welcomes and will gladly receive any donation that is intended to support or enhance the school's mission, campus or district programs, student activities or helps to promote the successful daily operations of the school in any way. Donations are tax exempt and receipts will be presented upon request. Donations made to Advantage Academy are subject to the following guidelines:

- Donations shall not conflict with Advantage Academy policies and procedures nor actions set forth by its Board of Directors or the TEA.
- Donations must have a purpose consistent with Advantage Academy's mission and vision statements.
- Donations shall not place restrictions on any Advantage Academy school program.
- Donations shall not establish curriculum guidelines.
- Donations shall not require the exclusive endorsement of a particular business product.

DRESS AND GROOMING

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.

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.

District Authority

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.

Student and Parent Responsibility

Students and parents are responsible for ensuring that the student arrives to school each day in compliance with the Uniform 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 Uniform Dress and Grooming Code or Standards will be required to leave the classroom, activity or event until the violation is corrected. Persistent Uniform Dress and Grooming Code violations will cause the student to enter the discipline system under level I Persistent Uniform Dress Code Violations.

School Uniform Guide

School officials have a liability to provide a protected, safe, and dynamic learning atmosphere for children. Advantage Academy believes that uniforms and subsequent dress and grooming codes of standard are an absolute necessity which brings a sense of belonging and discipline. Standard school uniforms also help school authorities to identify non-students, intruders and other visitors who stand out in the crowd, thereby enhancing safety and security. School Uniform Dress and Grooming standards also aid in:

- Promoting a sense of society or community
- Decreasing commotion among students
- Insinuating discipline and regulation among students
- Invoking thoughts of being organization and professionalism
- Reducing violent behavior and stealing due to garments and shoes
- Averting gang colors, etc.
- Assisting schools in identifying individuals who do not belong on campus
- Decreasing the need for authorities and teachers to be 'clothing police' (for instance, deciding whether skirts are too short, etc.)

The school has attempted to make the school uniform more informal and more satisfactory for parents and students while ensuring that they meet set standards and include the school logo. The following are suggested clothing vendors where Advantage Academy uniforms may be purchased. Students and their parents are under no obligation to purchase uniforms from the suggested vendors. However, uniforms purchased from other clothing vendors must meet set standards such as: size, color, style and must be logoed with the school's Eagle w/stars. Please

contact your site for more details and uniform examples.

Parker School Uniforms
www.charteruniforms.com
413 Casa Linda Plaza
Dallas, TX 75218
Phone: 214-324-2483

Absolute Uniform Company
1126 South Cedar Ridge #102
Duncanville, Texas 75137
Phone: 972-572-9191
Fax: 972-572-9126

Charter Uniforms (Parker School Uniforms)
www.charteruniforms.com
711 W. Wheatland
Duncanville, TX 75116
(Corner of Cedar Ridge \ Wheatland)

[Refer to the Student Code of Conduct for additional Uniform Dress and Grooming information]

DUAL CREDIT / COLLEGE COURSES

Advantage Academy offers dual credit in conjunction with surrounding community colleges. This provides students a way to earn high school and college credit at the same time. A student may request in writing to be permitted to earn credit for college course(s) taken in approved institutions.

Students/Parents are responsible for all costs associated with enrolling in college course(s) and will be required to provide the District with an official college transcript showing a numeric grade earned and an indication of the credit received. A student will be required to earn a minimum grade of "C", to qualify for high school credit.

Dual credit courses are available for 11th and 12th grade students. Students may petition to take dual credit classes, but must submit their petition in writing to the Registrar for evaluation, with final approval by the Compliance Department.

In order to be eligible, a student must have completed 10th grade, have passed all required state assessments and have passed the requesting college's admission entrance requirements and entrance examination. Students enrolled in dual credit classes will be required to provide the district with an official transcript for all dual credit classes.

- Dallas County Community College District: <http://www.dcccd.edu>
Telephone 214-378-1824
- Navarro Community College: <http://www.navarrocollege.edu>
Telephone 1-800-NAVARRO

EMERGENCIES

Procedures

Advantage Academy will follow all established state laws and district guidelines in the case of any individual or school-wide emergency. Each campus has a trained Emergency Response Team, which will coordinate all emergency procedures according to policy. In case of an emergency, students should follow all emergency procedures and the directions of their teacher, school Administrator or ERT members. When alarms sound, students must follow emergency procedures and/or directions in a quiet, orderly and timely fashion. Telephones will not be available for student use during school emergency situations. In case of a campus wide emergency, parents/guardians will be notified as soon as possible using the schools available messenger system. Parents are encouraged to sign up for notifications for safety purposes.

Drills

Advantage Academy is required by state law to conduct numerous emergency drills per school year. Each aspect of the school's Emergency Response Plan will be practiced numerous times throughout the school year. Emergency drills develop safety practices that will help students move quickly and orderly to assigned areas during an emergency safely.

During drills or an actual emergency, student safety and well-being will be the top priority

ENROLLMENT

Advantage Academy is an open enrollment charter school which accepts eligible age/grade appropriate children. Advantage Academy accepts students in grades PK through 12th Grade. K5 students must be five years of age by September 1st in order to enroll. Parents should be aware of the limitations to the number of slots available per classroom and/or grade level. Available slots will be filled on a first-come first-served basis which may require eligible students to be placed on a waiting list until slots become available. Advantage Academy requires all PreK-12 students to be “full time” students. PreK-11 students are required to attend the entire school day to be considered “full time.” Seniors must have no less than 4 instructional hours per day to be considered “full time.” *

The parent/guardian and prospective student must complete all Texas Education Agency enrollment requirements and agree, in writing, to comply with Advantage Academy’s established requirements and standards prior to becoming accepted as an enrolled student.

Parent(s)/guardian(s) are required to furnish records or other approved documentation which verifies the identity of the student. Any student interested in enrolling at Advantage Academy must provide verification of residency and/or evidence of prior schooling, such as report cards and/or transcripts from previous schools attended. Every prospective student must present current immunization records, documentation of immunizations or a signed statement from a physician as required by the Texas Department of Health.

Students who desire to enroll, including new students, students who enroll after the first day of school or students who enroll mid-year must provide the district with an official attendance report and proper documentation of grade promotion from their previous school district. Students will be enrolled in the grade level that follows their last successfully completed grade or the grade level that is determined by the District Grade Placement Committee.

New Students seeking enrollment shall be placed at the grade level attained outside the district if the student is transferring from a school accredited by a state or regional accrediting organization. Students who do not meet this requirement may be required to take ITBS testing and/or other test determined by the district’s Grade Placement Committee.

Homeschooled/Private School Students and other students from an unaccredited setting shall be scheduled for academic evaluation by the district’s Grade Placement Committee and placed at the appropriate grade level determined by testing of the student’s academic skills.

Returning Students must continue to remain admission eligible by meeting all established enrollment and admission requirements.

- Students and parents must remain aware of their eligibility status including all new and revised state and local requirements.
- High school students are not officially enrolled until they attend, along with a parent or guardian, one of the available High School Orientation and Class Scheduling sessions.

- With approval from the Site Principal, the district’s Guidance Counselor and the student’s parent/guardian, seniors may be permitted to complete a minimum of two classes on campus while being enrolled in two dual credit classes off campus per semester.

* Seniors may be permitted to leave campus before the end of the school day only with prior written approval and by satisfying all district requirements (see Guidance Counselor for

requirements). All information included on early release requests will be substantiated by the school's District office prior to approval. Supporting documentation will be kept on file in the campus office.

Admission

State law requires that students who receive approval for enrollment must attend school on the first day of the school year to be officially enrolled. If a child fails to attend school on the first day after school begins or any of the enrollment requirements has not been fulfilled, is inaccurate or remains incomplete, the child may lose their classroom or grade level spot and that spot may be awarded to another eligible child on the schools waiting list. Students with documented serious behavioral or disciplinary incidents, such as an expulsion, a felony, probation, parole or time spent in an alternative education facility such as a Disciplinary Alternative Education Program (DAEP), Juvenile Justice Alternative Education Program (JJAEP) or whose records indicate a history of excessive disciplinary problems or incidents will be denied enrollment at Advantage Academy.

Falsification of enrollment information is a serious offense. In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information required for enrollment of a student in a public school will become ineligible for enrollment at and will be subject to immediate withdrawal.

Although open-enrollment charter schools are considered public schools, there are differences allowed under the law and the State Board of Education.

Enrollment applications are available online, at: www.advantageisd.com.

FALSE ACCUSATIONS

Be advised that teachers, administrators or any district employee or school volunteer, falsely accused may file a criminal complaint against any person making a false police report. If any school employee is harmed by a student or his/ her parent's false accusation or report, the victim may seek civil damages from the student/parent/ guardian. These are individual rights and do not belong to and are separate from the Advantage Academy school district.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Both federal and state law safeguards student education records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For the purpose of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. For additional FERPA information, please contact the schools Compliance Department.

FEES / DEPOSITS / FINES

A student may be required to pay certain fees or deposits for services not considered part of the basic educational program, such as a user fee, optional club/program dues or extra materials. Fines may also be imposed for loss, damage or misuse. Fees, Deposits and Fines may include but are not limited to:

1. Club dues and supplies
2. Materials for class projects
3. Athletic, including athletic uniform/equipment loss or damage
4. Technology user
5. College readiness assessments
6. Physical Education uniforms
7. Library books
8. Damaged books, school-owned equipment, facilities or technology damages
9. Student parking permits
10. Optional courses offered for credit
11. Security

12. Voluntary purchases of pictures, publications, class rings, etc.
13. Student accident insurance and insurance on school-owned instruments
14. Student identification card replacement
15. Summer School

FOOD AND DRINK

No type of food, candy, gum or drinks other than bottled water are allowed anywhere on school property, during the normal school day, except in the cafeteria during the students scheduled lunchtime.

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.

FUND-RAISING

Student groups, classes, athletics, boosters and/or parent groups may be permitted with proper approval to conduct fund-raising events or activities for school or program enhancement and support purposes. A completed Fund Raising Request form must be submitted 30 days prior to the purposed event. Student participation in an approved fund-raising activity or event shall at no time interfere with the student's regular instructional programs including tutoring or other learning opportunities.

All fund-raising projects must receive authorization from the Site Principal before being submitted for District approval.

GRADING

Grading Guidelines

Report cards are issued to students each nine (9) week period. The report card must be signed by the student's parent and returned to the student's homeroom teacher. An official report card will be mailed to the student's address on file following the end of the academic school year.

- Daily Grades (class work, homework, quizzes, projects, writing assignments, etc.) - 40%
- Unit Tests - 30%
- Semester/Final or Nine (9) Week Exams - 30%

Numerical Grading Scale

KINDERGARTEN

Excellent	90-100%
Satisfactory	80-89%
Needs Improvement	70-79%
Unsatisfactory	69% or below

GRADES 1 THROUGH 12

98-100% = A+	80-84% = B-
95-97% = A	78-79% = C+
90-94% = A-	75-77% = C
88-89% = B+	70-74% = C-
85-87% = B	

A grade below 70 indicates a student is not meeting the passing standard for the course and is not accepted for credit. If a student receives a grade at or below a 70 in any subject, during a grading period, a parent/teacher conference is required in order to discuss the student's academic progress and remediation methods including Accelerated Instruction. ***[See Accelerated Instruction pg. 12]***

Failing Grade(s)

Students with a Failing Grade(s) will be required to attend provided Accelerated Instruction programs or other remediation sessions. Parents will be informed and arrangements made for intervention strategies in order to assist the student with their academic achievement in that subject(s). Students with a failing grade(s) may be required to attend tutoring sessions before and/or after school or on Saturdays when available. Scheduled tutoring session attendance is required and is recorded under the compulsory attendance law.

Grade(s) of Zero

Grade(s) of Zero "0" for missed assignments are not acceptable at Advantage Academy and may require the student to attend tutoring.

Missing Grades (absences)

Missed Assignments because of an absence must be completed and turned in within the same number of days as the number of days the student was absent in order to receive a grade. Students who miss tests or quizzes because of an absence must make up these grades during a pre-determined time set by the teacher, either before or after school.

GRADUATION

In order to receive a high school diploma from Advantage Academy and be allowed to participate in graduation ceremonies, students must successfully complete the required number of credits, including the 40 hours of community service requirement and pass the statewide exit-level exams. Students who entered the 9th grade during or after the 2009-2010 school year and thereafter shall enroll in courses necessary to complete the curriculum requirements for the Recommended High School Program, unless the student, the student's parent or guardian, the Districts Guidance Counselor and a District Administrator agree that the student should be permitted to take courses under the Minimum High School Program.

Graduation Ceremony

Advantage Academy offers one graduation program for all sites. The program will be held at a central location as dictated by the Superintendent. The student graduating with the highest cumulative grade point average at the close of the third nine weeks grade reporting cycle will be deemed valedictorian. The student with the second highest cumulative grade point average at the close of the third nine weeks grade reporting cycle will be the salutatorian. Calculations of cumulative GPA shall be carried to four decimal points.

The following course categories will be averaged into a student's grade point average: Language Arts, Mathematics, Science, Social Studies, Foreign Language, Physical Education, Fine Arts, and Technology. A second GPA known as the (college 4.0 GPA) includes all courses on the student's transcript. This college 4.0 GPA does not impact class rank.

In order to be eligible for the ranking of valedictorian or salutatorian, the student must have been enrolled consecutively in Advantage Academy for both their 11th and 12th academic school years. Each recipient must present a speech suitable to the school district and the occasion at the graduation ceremony. Speeches must be proofed for appropriate content and receive approval from the district prior to presentation.

Graduation Expenses

Because students and their parents/guardians will incur expenses participating in the traditions of graduation; such as the purchase of invitations, senior ring, cap, gown and pictures, progress made toward completion of all graduation requirements should be monitored closely to ensure the student will graduate. Students and their parents/guardians are responsible for all graduation expenses incurred whether the student fulfills all requirements or not.

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. 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.

HEALTH / WELLNESS

Students who are injured or become ill will be sent to the nurse’s office by the teacher. If applicable, provisions should be in place and available in case child(ren) need to be picked up if diagnosed ill. It is the parent’s responsibility to keep student’s emergency information card current regarding contact telephone numbers to be called or notified in case of accident, illness or emergency, if parent/guardian cannot be reached.

Immunizations

Advantage Academy adheres to the State of Texas immunization requirements stipulated in the Texas Education Code, Article 2.09, which requires specific immunizations for children attending schools in the state of Texas. No person may be admitted to any school in the district unless they have been fully immunized and such immunizations are current and up-to-date. For specific immunization requirements, please contact the district nurse or review the school’s Attendance Policy.

Medication

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 student's 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.

Bacterial Meningitis

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

Fever

A student with a temperature > 100 will be excluded from school. The temperature must be below 100° for a full 24 hours before returning to school.

Head Lice

If your child has head lice, he/she must be excluded from school until he/she has received treatment with a special shampoo and after the removal of all nits. If your child has a known or suspected case of head lice, please notify the school nurse so that all children in the class can be checked. Students will be sent home from school when the nurse finds lice or nits. Students must report to the nurses' office with parent/guardian the morning after returning to school due to being sent home for lice infestation. If the nurse finds any nits, the student will be sent home again.

Pink Eye (conjunctivitis)

A student with red painful/itchy eyes especially with discharge/crusting should have a medical evaluation. This is very contagious and students must be excluded from school until they have completed 24 hours of prescription antibiotic eye medication.

Rashes

Students with a "questionable" rash should be referred for a medical diagnosis.

Vomiting and Diarrhea

A student with vomiting or diarrhea must be excluded from school.

HIGH SCHOOL GRADE LEVEL CLASSIFICATION

Students who entered the 9th grade during or after the 2009-2010 school year must meet the following credit requirements for graduation:

- Minimum Program (22 credits)
- Recommended Program (26 credits)*

Freshman	0 – 6 Credits
Sophomore	6.5 – 12 Credits
Junior	12.5 – 19 Credits
Senior	19.5 – 26 Credits

* Indicates the minimum requirement students must follow unless another plan has been approved by the District and the student's parent/guardian.

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 Site 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.

INCLEMENT WEATHER

All Advantage Academy campuses are required to have the same attendance days. Anytime there is a question of inclement weather or hazardous road conditions, the District, putting safety first, will strive to make an informed decision that is in the best interest of the majority of our parents, students and staff.

Advantage Academy's site/campus weather closing information can be found on TV NBC 5, WFAA 8, KTVT 11 and Radio 94.9 KLTY. If you do not see your campus listed on the closings or delays list, the school will be on regular schedule. The school district is independent and will not always follow the large ISD's in your area. If there is questionable weather or conditions and your site/ campus is open, for safety purposes, the school will not record any student who arrives late on that day as tardy.

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.

LOST AND FOUND

Lost items are easily returned if they are labeled with the student's name. Students should turn in any item they find (such as money, clothing, lunch boxes, books, etc.) to the school office. If a student loses any item at school, he/she should first check in the Lost and Found. At the end of each semester, unmarked and/or unclaimed articles in the Lost and Found will be donated to a local charity. The school is not responsible for lost, misplaced or unclaimed items, properly labeled, marked or not marked.

MOVIES & VIDEOS

Advantage Academy believes that movies, videos and other audiovisual materials are important tools in the educational process. However, the school believes the use of movies and videos

should be limited and that they should be used appropriately in achieving legitimate educational objectives.

Proper Use, Review and Approval

Teachers bear the responsibility to ensure that educational activities and support materials are relevant to the curriculum, appropriate for the age and maturity of students and consistent with specific educational objects. All movies and/or videos should be privately reviewed before being submitted for district consideration and approval. Advantage Academy only allows G and PG rated movies/videos to be shown.

Parent Notification and Waiver of Participation

Parents will receive written notification of the proposed showing at least three (3) school days prior to the movie or video being viewed by students. If a parent objects to a student's viewing of an approved movie or video and personally communicates that objection in writing to the teacher or site administrator, the teacher shall not allow that student to view the movie or video. The teacher shall provide the student alternate assignments or course work similar to that completed by students who view the movie/video.

PARENTAL INVOLVEMENT

Advantage Academy is committed to providing countless opportunities for parents to get involved in their children's education. Parental involvement provides kids with guidelines and support and lends itself to better student performance in all areas of a child's educational journey. Parental involvement is an excellent way for parents to partner with the school and help their child navigate more easily some of the challenges of school life, the academic demands and in just "growing up". Parents are highly encouraged to voluntarily commit to partnering with the school when and where their child is concerned.

Available Parental Involvement Opportunities include:

1. Attending Student/Parent Orientations
2. Staying in Communication with Teachers Concerning their Child's Academics
3. Responding to Meeting Request for Student Grade Reviews, Concerns etc.
4. Attend Parent-Teacher Conferences, each Semester
5. Complete Parent Survey's as Requested
6. Other voluntary activities (volunteer/chaperone, student assistance, observe in a classroom, assist teachers or assist with a class party, etc.)

Other opportunities for parents to get involved with the school and their child:

Promoting Learning/Academics at Home;
 Communicating Student/Classroom Needs to School Administrators;
 Organizing Positive Student Learning Activities or Events;
 Volunteering for Organizations, Clubs, Offices or Committees; and
 Collaborating with the School to Promote Community.

Parental Partnership

Parents who get involved and partner with the school are usually more informed, up-to-date and pro-active in assisting or redirecting their child who may have fallen below acceptable standards. Partnering parents are able to provide the school with positive feedback which might include the following:

Which partnership practices are currently working well at each grade level?
 Which partnership practices should be improved or added in each grade?
 Which present practices should change and which should continue?

Which parents are you reaching and which are hard to reach?
What can be done to improve communication with parents?

Advantage Academy would like to thank its parents who do take full advantage of all provided involvement, meeting and partnership opportunities. It is always a positive and in the best interest of the student when parents get involved. Partnership and involvement are examples to show students that education is important.

Parent-Child

Parents are a child's first and most influential teacher. The following are professional recommendations for how to encourage your child to do his/her best in school:

- Spend time each day talking to your child about what he or she is learning in school. Offer encouragement.
- Respect learning style differences in your children. Kids have differing interests and talents, encourage those interests and talents.
- Treat each child as an individual.
- Communicate the value of learning. Review their homework and discuss their futures and the necessary skills to be successful.
- Use positive statements such as: "I knew you could do it!" "You're really a smart kid!" "I'm so proud of you!"
- Ask to see your child's schoolwork daily.
- Stay in contact with your child's teacher. Teachers want to build partnerships with their students' parents. Don't hesitate if you have questions.
- Talk with your child and together plan a focused time and place for study each day.

These are positive examples of the things that emphasize the importance of learning and reiterate to a child that his/her parent believes in them.

Parent-Teacher

Parents and parent organizations are required to follow the same standards of conduct as district employees when chaperoning, sponsoring or attending any school or student activity, both on and off campus. Student activities, parties, meetings, travel, or other gathering in the name of the school or school organizations are prohibited, unless prior written permission has been received from the Principal and a District representative. All activities will be under the auspices of the School and the District.

Sponsorship and participation in student events, clubs, and other school-sponsored events is considered to be a privilege and not a right. Failure to comply with policies and procedures of the District will result in refusal by the District to allow related activities on the campus.

Parent-Teacher Conferences

Parents are encouraged to confer with their child's teacher at least once per semester to discuss academic progress. The teacher may wish to contact the parent to confer about the child's progress. Parents may schedule appointments through the site office or with teachers individually. Conferences should be scheduled before or after school or during planning periods if teachers approve. Teachers are not allowed to be interrupted during instructional times for conferences or related phone calls. Parents may also take advantage of designated Parent-Teacher Conference week at their perspective site. Parents will be notified of specific dates prior to these events.

Parent-Teacher Organization (PTO)

The schools' Parent Teacher Organization works to help foster the relationship between school, parent and teacher. These groups work in partnership with the school and community to enhance the educational opportunities and experiences for students. In order to stay informed,

parents are encouraged to join the PTO, become involved and attend campus meetings.

PARENTAL GUIDELINES

School policies and/or procedures and regulations are put in place at all Advantage Academy campuses in an effort to enhance, exercise and promote a safe and secure learning environment for every child and member of the school community including teachers, administrators and faculty. Parents/Guardians who are cited for unsafe or negative behavior and/or obstruct the school's basic functions in regards to safety and security shall lose their school participation privileges as outlined below:

1st Violation: Suspended from all school activities for 30 school days.

2nd Violation: Suspended for an additional 60 school days.

3rd Violation: Suspended for an additional 90 school days.

Suspended days will run concurrent from school year to school year.

"Parental Guidelines" are listed below and may also be viewed on the school's website at advantageisd.com.

Parent(s) must:

- Cooperate with school officials in the school's effort to provide their child with a quality education in a safe, secure and positive environment.
- Help their child meet dress code each and every day; including haircut and hair style.
- Abide by all school policies, procedures, and regulations while visiting any campus, classroom, or school sponsored activity.
- Not exhibit negative or offensive behavior either verbally or by their actions while in attendance at athletic events, sports functions or any school sponsored activity.
- Follow all traffic flow patterns, rules, and instructions while picking up or dropping off their child, and exercise extreme caution while in the school's Pick-up/Drop-off Zone (also called the No Phone Zone).
- At no time make threats of any kind toward a school administrator, principal or other school staff member, verbally, in writing, or by any other means of communication or action.
- Cooperate with school officials in the school's effort to discipline their child according to the standards outlined in the Texas Education Code and the Advantage Academy "Student Code of Conduct".
- Not make false accusations toward or against any school employee, campus or the district itself.

All violations of the "Parental Guidelines" are at the discretion of school Administrators.

Parent/Guardian will be notified of their violation(s) in person at the time of offense, if possible. If verified and approved, official notification from the school district will be forwarded via certified mail (official violation recorded).

PLEDGE OF ALLEGIANCE / TEXAS PLEDGE OF ALLEGIANCE / MINUTE OF SILENCE

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.

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.

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.

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.

POSTERS / SIGNS

The Site Principal must authorize and approve all posters and/or signs before they are posted or used for any reason in any school sponsored activity, event or for any other purpose on or off school property

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 hours.

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.” at the time of discovery.

Students who possess a prohibited item 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 school property. The school shall assume liability for items that are confiscated until their return, if applicable.

PROMOTION / RETENTION

A student may be promoted only on the basis of academic achievement with demonstrated proficiency of the grade level/subject matter; standardized and state testing, including state assessments; and attendance. Promotion or retention decisions must be made for students who have failed one or more core subjects, have failed state assessments in specifically identified grade levels from the current school year or students whose attendance (unexcused absences) has caused them to fall below the required 90% attendance law thereby losing course credit. A Grade Placement Committee shall be in place to make promotion and retention decisions based on the above criteria and shall consist of the teacher, parent and principal and/or other district administrator.

Flexible Year Program

The Flex-Year program is a maximum of 10 days instructional time and/or targeted remediation for struggling students in a smaller than usual setting in an effort to help them meet their educational requirements. Students who meet all state and local requirements are exempt from the program and are not required to attend. Under the flexible-year program all PK through 12th grade students who fail to meet state and local academic and attendance requirements will be required to participate. Criteria for participation in the Flex-Year Program may include one or more of the following:

- Failed to meet standard score on all state and/or local assessments (when applicable)
- Promotion to the next grade level standards has not been fulfilled
- Required participation in the Student Success Initiatives (state or local)
- Compulsory attendance process has been implemented

Students who are required to participate will be notified by the district and must attend each day of the program. Flex-Year participants shall be considered full-time students of the school district and will be counted in the school's average daily attendance for compulsory attendance purposes. Flex-Year students will remain subject to district policies, procedures and jurisdiction under the direction and guidance of certificated teachers and School Administrators.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled at times when the student will not miss instructional time. A student who needs to leave school during the day must be signed out by the student's parent/guardian. If a student becomes ill during the school day, the student should receive permission from the teacher and report to the school nurse. The nurse will decide whether or not the student should be sent home and if so will notify the student's parent. Students may not call parents to pick them up.

Parents are not allowed at any time to go directly to their child's classroom when arriving for pick-up. To pick up a K-5 student, the Student Pick-Up card or a valid form of identification must be presented to the school office and the name of the person picking up the child must be listed

on the Student Release Authorization form. Students will not be released to anyone including legal parents or guardians without an issued Pick-up Card or proper identification and listing. Stricter Student Release Guidelines will be enforced during testing days.

RETURNED CHECKS

In the event a non-sufficient funds check is issued to Advantage Academy, the district will utilize an outside collections agency to pursue reimbursement of the amount issued and the cost and fees associated with the collection of the amount owed.

SAFETY

Student safety on campus and at school-related events is a high priority of Advantage Academy. Although the district has implemented safety procedures, the cooperation of students and parents is essential to ensuring school safety. Students should always:

- Avoid any conduct that is likely to put the student, other students or school staff at risk.
- Follow the behavioral standards in this handbook and the **Student Code of Conduct** as well as any additional rules for behavior and safety set by the principal, teachers or bus drivers.
- Remain alert and promptly report to the principal, a teacher or other school employee, any safety issues, concerns or hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Proceed to the known emergency evacuation area when signaled to do so, using the approved routes as practiced.
- Follow the instructions of administrators, teachers, bus drivers and other school employees who are supervising or overseeing the safety and welfare of students.

SCHOOL DAY

Arrival

All Advantage Academy sites/campuses begin the school day at 8:00 a.m. Afternoon PreK classes begin at 12 noon. The school does not provide supervision for students at school until 7:30 a.m. Students will not be allowed to enter their first period classroom until 7:45 a.m., unless approved events are in progress. For safety reasons, parents should not drop their child(ren) off before 7:30 a.m. unless school approved events are in progress.

Dismissal

PreK (morning) dismisses at 11:30 a.m., PreK (afternoon) dismisses at 3:30 p.m., K through 5th grade students will be dismissed at 3:25 p.m., 6th through 12th grade students will be dismissed at 3:55 p.m. Advantage Academy does not provide supervision for students after 4:15 p.m. For safety reasons, parents should not leave their child(ren) at school after 4:15, p.m. unless school approved events are in progress.

Students should leave the school grounds as soon dismissed with the exception of scheduled school-sponsored activities. Students may not leave school property for any reason during normal school hours, during tutoring sessions, athletic events or any other scheduled event or activity without the student's legal parent/guardian signing the student out under Early Checkouts. Early Checkouts without an approved excuse will be recorded as **UNEXCUSED** for compulsory attendance purposes.

Drop-off / Pick-up

Different grade levels may use different exits of the buildings. Drivers must observe all established traffic flow patterns and safety precautions. **Cell phone** use is prohibited in the designated drop-off / pick-up zone of each campus. Please do not block other vehicles that are attempting to drop-off / pick-up or that are exiting or parking. Parents must never exit from or leave their vehicle unattended in the Student Drop-off /Pickup zone. If you must enter the school for any reason, please park in designated parking spaces.

REMEMBER, for safety consideration, we ask parents not to bring children or leave them unsupervised outside the specific times listed above, unless your child is involved in a scheduled school sanctioned activity or event.

SCHOOL SUPPLIES

Each school year the district publishes a list of school supplies students need for the upcoming academic year. The provided lists are available on the district's web page. Be advised that teachers often require additional items after classes begin. Students will need to replenish needed supplies during the course of the year dependent on usage or as directed by the teacher, the Principal or the District.

SEARCHES / 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.

SEXUAL HARASSMENT

Advantage Academy employees and students are expected to treat other students and employees with courtesy and respect and to avoid all behaviors that are known to be or may be offensive. Employees and students are prohibited from engaging in any unwanted and unwelcomed verbal or physical conduct of a sexual nature directed toward another student or school employee. Romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are strictly prohibited. Sexual harassment of a student by an employee, volunteer, or another student is also strictly prohibited. Consensual does not constitute a defense. Sexual harassment of a student by an employee or volunteer cannot be claimed and does not include necessary or permissible physical contact not reasonably construed as sexual in nature.

Examples of prohibited sexual harassment may include, but is not limited to, repeated, unwanted or unwelcomed: physical contact that is sexual in nature; touching private body parts; coercing; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications or contact. This type of conduct is considered harassment if the conduct is so severe, persistent or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment or substantially interferes with the student's

academic performance.

SPECIAL EDUCATION

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. Prior to referral, students experiencing difficulty in the general classroom should be considered for all intervention and support services available to students, such as tutorial, remedial, compensatory and other academic support services. If the student continues to experience difficulty in the general classroom after the provision of interventions, district personnel must refer the student for a full and individual evaluation. This referral for a full and individual evaluation may be initiated by school personnel, the student's parent or guardian or another person involved in the education or care of the student. Academic support services that are available to all students include a process based on Response to Intervention (RTI). The implementation of Response to Intervention has the potential to have a positive impact on all struggling students and the ability to meet the needs of those students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed.

If the district determines the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district has 60 calendar days from the date the district receives the parents' written consent to complete the students evaluation and the report. Parents will receive a copy of the report.

If the district determines the evaluation is not needed, the district will provide the parent with a written notice explaining why the student will not be evaluated. The written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the districts findings. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards- Rights of Parents of Students with Disabilities*.

Parents may contact the district's Special Education Services Department to learn more about the district's referral or screening systems or to obtain other Special Education Services information.

SPECIAL PROGRAMS

The district provides special programs for 504, bilingual students, students with limited English proficiency, dyslexic students and students with other identified disabilities. Department Coordinators can answer questions about programs and services as well as eligibility requirements.

504

Section 504 requires the provision of appropriate educational services; services that are designed to meet the individual needs of qualified students to the same extent that the needs of students without a disability are met. To qualify under Section 504, a student must:

- Be determined to have a physical or mental impairment that substantially limits one or more major life activities including learning and behavior;
- Have a record of having such impairment; or
- Be regarded as having such impairment.

Bilingual Education

This is a full-time instructional program offered in K4, in which both English and Spanish are used for instruction within the regular curriculum. The student's native language (Spanish) is maintained and utilized to enable students of limited English proficiency to have an equal

opportunity to master grade level essential elements and objectives while attaining proficiency in all areas of the English language.

E.S.L.

English as a Second Language is offered in K4 through 12th grade for students who speak a language other than English and are identified as being limited in their English proficiency. This program, with instruction only in English, is designed to develop the student's proficiency in listening, comprehension, speech, reading and writing in the English language to ensure academic excellence in all content areas.

Reading Recovery / Dyslexia

Students who have been identified through a reading screening to have diagnosed needs may be eligible for special adaptations and multi-sensory teaching programs for reversing reading failure.

Other disabling conditions may include: Auditory Impairment, Autism, Deaf-Blindness, Emotional Disturbance, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Learning Disability, Speech Impairment, Traumatic Brain Injury, Visual Impairment, and Non-Categorized Early Childhood.

STUDENT RECORDS

In order to adhere to privacy laws and to ensure privacy of records the district must verify the identity of the person requesting the information; including a parent, student or eligible student. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or his/her designee will respond to reasonable records requests but is not responsible to provide explanation and/or interpretation of the records. Explanation or interpretation assistance will be provided upon request.

The district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. A parent or eligible student who provides a written request and pays associated copying costs may obtain copies.

STUDENT RECOGNITION

Advantage Academy is committed to developing each of its student's to his or her maximum potential. Student excellence will be promoted and encouraged through various student recognition awards or presentations at each site. Incentive based awards such as Honor Roll, Soaring Eagle, Character Champions, Attendance and other awards intended to enhance individual student effort will be awarded to deserving students each school year.

STUDENT SCHEDULE CHANGES

Students have the opportunity to meet with the registrar or Guidance Counselor before the first day of school. After school starts, schedule changes must be submitted to the Guidance Counselor within the first 10 days of each new semester.

SUBSTANCE ABUSE [Refer to Advantage Academy Student Code of Conduct]**TECHNOLOGY***

This Acceptable Use Policy for Technology serves to protect the interests of the school district and users of its technology resources.

The school district reserves the right to amend this policy at any time and to enforce such amended policy after giving notice of such amendments.

Technology Resources

Technology resources at Advantage Academy are intended to offer enhanced learning opportunities. Technology resources include, but are not limited to, computing devices, PC's, laptops, monitors, keyboards, mice, wires, storage containers, printers, software, online catalogs/databases, network file servers, data files, the e-mail system, access to the internet, network equipment and audio/video devices.

Authorized Users

Advantage Academy students who complete and sign the Acceptable Use Policy for Technology are considered authorized users of the school districts technology resources.

Students and Parents

Students and their parents or legal guardians shall receive and sign an acknowledgment of this Policy and return it to the appropriate campus. The school shall maintain an accurate record of those who have returned the signed acknowledgment.

Technology Privilege

Use of the Advantage Academy technology resources is a privilege, not a right. Inappropriate use can result in an immediate termination of access and other privileges relating to use. Inappropriate use can also result in disciplinary action as well as potential civil or criminal liability and prosecution. Administration, faculty, or staff may request that the Technology Department deny, revoke or suspend specific user access in the event of violation of this policy.

Violations

Use of technology resources or transmission of any material in violation of any federal or state law is strictly prohibited. Also prohibited are the use or transmission of material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing, obscene and/or pornographic material. In addition, users are prohibited from accessing or attempting to access, using or attempting to use, the internet or other computer network or non-network facilities for any other unauthorized purposes. This includes but is not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files and other related resources. Any illegal activities will be reported to the appropriate agencies.

Liability

Advantage Academy cannot guarantee the availability of technology resources. The school will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Although the school will enforce best-practice security measures, the school cannot ensure that all electronic transmissions are secure and private and cannot guarantee the accuracy or quality of information obtained. The school will employ technology protection measures to comply with Federal and State requirements to filter or block material defined to be objectionable. However, no known process can control or censor all illegal, defamatory, or potentially offensive materials that may be available to the user on systems accessible through technology resources at Advantage Academy.

SCHOOL RESPONSIBILITIES**Technology Access and Use**

The school will provide access to technology resources. Users should be aware that use of these resources will be monitored in order to provide an acceptable level of service to all users. Users should also be aware that data that resides on, or passes through, the school's technology infrastructure (computers, network file servers, and network access methods) is subject to review. In order to maintain system integrity and to ensure users are using the system responsibly, the Technology Department may review files and communications without prior notice or permission of the user.

Duplication and Licensing of Software

The school maintains all software licensing and proper software installation methods. In order to maintain compliancy with copyright laws, no software may be duplicated, installed, uninstalled or distributed, in any form without authorization from the Technology Department.

Expectation of Privacy

Users should not expect privacy when using any technology provided by Advantage Academy. This includes but is not limited to, all data viewed or captured while using Advantage Academy provided technology.

Proper Use

School district staff will provide instruction on proper use of technology resources, including areas of proper care of equipment, management of resources (time and materials), search strategies, user safety, copyright laws, and computer etiquette. Staff shall report any incident of harassment or any other unauthorized or inappropriate use of school division technology resources to the building or department administrator who will report the incident to the Technology Director.

Internet Guidelines

The school district will provide access to the internet based on the following guidelines:

1. In elementary schools (K-6), teachers will actively supervise student use of the internet. Access is password driven. Teachers will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material. Best teaching practice recommends teachers bookmark or use portals to direct usage.
2. In middle school (7-8), teachers will provide guided practice and model appropriate use of the internet. Teachers will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the internet. Teachers will make every effort to ensure that students explore only sites with age- and topic-appropriate material and resources.
3. In high school (9-12), students will participate in independent internet use with teachers assuming less of a monitoring role and more of an advisory role.

Electronic Mail

The school district will provide access to electronic mail for all employees. Students may not be issued individual e-mail accounts; students may only access electronic mail through a teacher supervised class account. The teacher will maintain security of the class account password and will directly supervise individual student use of the account. Students who have electronic mail accounts from sources which are not provided by the school may not access those accounts using the school's technology resources.

Electronic Media

Throughout the school year, students may have their image, likeness and/or voice captured on digital video, photos, slides, audio and other electronic media. Advantage Academy reserve the right to use this media to promote continuation and improvement of the division and its educational programs through the internet, mass media, displays, brochures, presentations and other forms of distribution.

Electronic Data

All data reports extracted or generated from the school's data warehouse or any other school data source must be submitted to and approved by the Assistant Superintendent before being released to the public or any other organization outside of Advantage Academy.

Personal Electronics

Personal electronic devices are prohibited on school premises without authorization of the Site Principal and written approval from the Technology Director prior to the device being brought onto school property, unless such a device is otherwise provided by the school. A Personal electronic device includes, but is not limited to, MP3 player/device, CD or DVD Players, portable audio and video players, portable data storage devices such as flash drives or external hard drives, cameras of any type, video recording device of any type, I-Pods/Pads, electronic/video games or gaming systems, etc.*

****See Cell Phones and Electronic Devices for more information***

USER RESPONSIBILITIES***Technology Use***

Users will only use technology for school-related purposes in a responsible, ethical, and legal manner. Provisions in the student code of conduct will apply to all student interaction with the use of technology resources. Users should not access, modify, or destroy other user's data without appropriate authorization. Users should not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others.

Internet Access

Users will only access the internet under appropriate supervision. Users will view sites that directly relate to a school-related assignment, activity, or responsibility. Users should not use school technology resources to create, distribute, download, or view obscene, threatening, illegal, or inappropriate content. Users should immediately inform a staff member if they encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes them feel uncomfortable. Users should not use technology resources to engage in any commercial activity including the purchase of goods and services; staff members may use technology resources to purchase school supplies and resources provided they follow established school division purchasing guidelines.

Electronic Mail

For personal safety reasons when communicating electronically, students shall only use their first or *called* name. Full names, home phone numbers, addresses, or other personal identifying information shall not be revealed without written parental and teacher permission. Users should use electronic mail responsibly. Users should not create, distribute or forward chain letters, offensive or harassing messages, or messages that contain false information. Users must obtain the owner's written permission prior to distributing copyrighted material. The electronic mail system and all of its constituent software, hardware, and data files is owned and controlled by the school and is school property. In order to protect the interests of the school, its employees and students, the school reserves the right to access and disclose, without prior notice or permission from the user, the contents of any account on its network. Users should not download any file attached to any internet-based message unless the user is certain of that message's authenticity and the nature of the files so transmitted.

Network Use

Users will use resources responsibly. Users will not give out passwords. Users will not disrupt network usage by others, monopolize technology resources, print excessively, nor use excessive amounts of shared data storage space. Users may not use the network for financial gain, commercial or political activity or illegal acts such as hacking.

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 only. Talking, card playing or visiting with friends is strictly prohibited.

*Students found with unauthorized electronic devices in testing 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.

Please discuss these guidelines and consequences with your child before testing day(s).

TEXTBOOKS / INSTRUCTIONAL MATERIALS / TECHNOLOGY INSTRUCTION MATERIALS

Textbooks and instructional materials must be used for several years; therefore, it is imperative that students take good care of them. All textbooks and materials assigned to a student must be kept in their original form and maintained in good condition, including all inventory barcodes. Teachers will assign textbooks and other instructional materials to each student as needed. Students are required to keep all textbooks properly covered at all times. Lost or damaged textbooks or any other instructional materials, including technology materials, must be paid prior to receiving an assigned replacement (loaner material will be available).

Materials that are damaged, destroyed or misused by a student become the financial responsibility of that student or the legal parent/guardian of that student and must be reimbursed in full, before student's transcripts or report cards can be released.

TRANSCRIPTS

Official transcripts of all Advantage Academy student academic work are kept on file with the school district. Students requesting official transcripts must make the request using the

Advantage Academy “Release of Student Records” request form available on the school’s web site or from the Campus Office. The student or the student’s parent or guardian must provide the school office with a valid state driver’s license or identification card before records can be released. All record requests will be processed within five business days following receipt of the request.

TRANSPORTATION

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 in accordance with the School Bus policy included in the **Student Code of Conduct**.

School Bus Conduct 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

TRUANCY

Schools are required by law to file truancy report(s) on parents of students who have accumulated numerous unexcused absences within a specific period of time. Any absence puts a student behind and has a detrimental impact on that students learning. It is essential that the school have the support of parents to help our students achieve maximum success and to become champions.

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. Additionally, you may be required to attend a class to help you work with your child to ensure he or she attends school.

Truancy Process

Advantage Academy will:

- Send out warning letters to the parents of students who accumulate unexcused

- absences (numerous notification letters will be sent and must be signed and returned).
- 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.
 - 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.
 - Call an Attendance Committee hearing for students who fall below the 90% attendance requirement excused or unexcused absences to determine whether the student shall be retained or lose credit. The Committee may also recommend a Credit Recovery Plan.

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 period. 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 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.

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.

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.

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.

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 Visitor's 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 or visit) 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 not obligated to approve visits or observation requests. 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 Visitor's Pass (current) is trespassing and is subject to arrest and prosecution.

VOLUNTEERS / CHAPERONES

Parents interested in becoming a volunteer/chaperone at any site should contact the campus office for information. All volunteer/ chaperone applicants are required to complete the appropriate school form and include all requested information. Incomplete forms will not be reviewed for approval. All applicants must sign the release giving the district permission to conduct a criminal background check. The district reserves the right to deny or otherwise not approve any application based on information provided or acquired, including criminal background information. The district is under no obligation to make available to the applicant the reasons considered for any denial or non-approval. A new volunteer/ chaperone application must be completed each school year and must be on file with the district before duties will be approved. Volunteers/Chaperones are not allowed to bring small children with them while performing their duties.

WEB SITE

The Advantage Academy website is: www.advantageisd.com.

WITHDRAWALS

If an Advantage Academy student must withdraw for any reason, the student's legal parent/guardian must notify the school's Administrative Services Division at least 72 hours prior to the student's withdrawal date. At the time of notice, the student's parent/guardian must complete and submit an official school withdrawal form.

A student who is 18 years or older, who provides valid proof of marriage or has been declared by a court to be an emancipated minor, may withdraw without a legal parental/guardian's signature but is required to complete the same official school withdrawal form and procedures.

All fees, dues or other outstanding balances must be paid in full before the student records, grades and/or transcripts are released. Any fees or dues paid to the school by the student or his/her parent prior to the withdrawal cannot be reimbursed or refunded. Any purchase(s) made by the student or his/her parent, required or not, such as supplies, uniforms etc. will be considered the property of the purchaser and cannot be reimbursed or refunded.