

Learner Handbook
2016-2017
Plano ISD Academy High School



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GENERAL INFORMATION AND TITAN SPIRIT

General Information

This learner handbook is composed of most of the rules and regulations that learners will need to know while attending Plano ISD Academy High School. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building policies.

Plano ISD Academy HS Academic Integrity Policy

Plano ISD Academy High School is committed to the principles of academic integrity. Learners are responsible for upholding the highest standards of honesty at all times. Activities interfering with education, pursuit of knowledge, or fair evaluation of a learner's performance are prohibited.

Accusations of academic dishonesty will be thoroughly investigated and students will be given an opportunity to explain their actions. Students who are guilty of violations are subject to disciplinary action and should not expect to receive credit for the work involved.

Plano ISD Academy HS Commitment

We are an innovative, project-based 9th-12th grade learning community committed to fostering a professional environment, inspiring creativity, and empowering learners to collaborate and compete in a rapidly changing world. With an emphasis on science, technology, engineering, arts, and mathematics (STEAM) and interdisciplinary connections, learner learning will be anchored in real world experiences which rely on continuous collaboration with others both inside and outside the school.

School Colors: Light blue and lime green

Mascot: Titans

PLANO ISD SCHOOL CALENDAR 2014-2015

School Hours: 9:30 am - 4:30 pm

Aug. 22	First Day of School
Sep. 5	Labor Day
Oct. 10	Parent/Teacher Conference Day
Nov. 21 - 25	Thanksgiving Holiday
Dec. 19 - Dec. 30	Winter Break
Jan. 2	Student Holiday/Teacher Work Day
Jan. 3	Students Return
Jan. 16	MLK, Jr. Holiday
Feb. 20	Student Holiday/Teacher Work Day
Mar. 6 - 10	Spring Break
Apr. 14	Student/Teacher Spring Holiday
Apr. 17	Student Holiday/Teacher Work Day
May 29	Memorial Day
Jun. 2	Last Day of School
*Apr. 17 & April 14	Inclement Weather Days

Academy HS Grading Periods

End of first nine weeks	October 14
End of second nine weeks	December 16
End of third nine weeks	March 21
End of fourth nine weeks	June 2

SCHOOL GUIDELINES AND PROCEDURES

ARRIVAL AND DISMISSAL

Early Arrival

Learners should arrive at Academy HS by 9:20 a.m. If learners arrive earlier than 9:20 a.m., they need to report to the cafeteria. Supervision will be provided in the parking lot and cafeteria after 9:00 a.m. Please make appointments with your facilitator if you need to meet with them before 8:30 a.m. and always get a signed pass from the facilitator. Parent passes will be accepted after 8:30 a.m.

Dismissal

Once a Learner arrives on campus, he or she will be required to stay until 4:30 p.m. unless appropriate arrangements have been made by the parent / guardian. Learners will need to exit the building after school in an appropriate and timely fashion unless the learner is working in a supervised area. The building will be cleared by 5:00 p.m.

ATTENDANCE

Absentee Notes

When a Learner is absent and returns to school, by state attendance laws, he/ she must present a written note from the parent/ guardian even if a parent / guardian called the attendance line (policy EIAB Local). The note should include: Learner's name, Learner ID number, reason for the absence, the date, and phone number where the parent/ guardian may be reached. If you have a doctor's note from a doctor visit, you can turn that note in. The note should be given to the attendance office before 9:30 a.m. After three school days, notes may not be accepted, and the absences may be deemed unexcused. Absences from school to extend holidays are discouraged. Be sure to check the school calendar prior to making travel arrangements or purchasing tickets. Excessive tardies and unexcused absences will result in truancy filings. See school board policy FEA Legal for more details.

Credit for Courses

Any time a Learner misses school resulting from personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal, the absence will be considered excused. Any Learner out of school for reasons other than those listed above considered truant and the absence will be unexcused. State law requires that learners attend each class 90% of each semester in order to receive credit. If a Learner falls below the 90%, make-up time will be assigned or credit will be denied in

that class. The Department of Public Safety requires an attendance verification form reflecting concurrence with state attendance law from your school to get a driver's license or a provisional driving permit. It is the primary responsibility of the Learner to contact an administrator about make-up time if in violation of the 90% rule.

Family Vacations/ Trips/ Extended Absences

Learners must obtain advanced approval from the administrator in order for make-up work to be allowed and for planned extended absences. A Learner's parent/ guardian should submit an absence request form to the administrator at least one week prior to the absence in order to be allowed to make up work. Learners will be expected to make up all of their work in a timely manner.

Tardy Policy

Learners will be in designated spaces at designated times throughout the day. The school day begins at 9:30am. Failure on the part of the learner to be in an assigned location at an assigned time will result in a tardy being recorded. Three tardies will be considered an unexcused absence. It is the responsibility of the learner to manage time and to be punctual. Persistent concerns regarding tardiness may result in administrative intervention to include filing truancy.

Checking In/ Out

Learners must sign in/ out with the attendance office even if it is between mods or activities. Learners are truant if they do not check out properly. If Learners must leave school during the school hours, a note from the parent or legal guardian must be sent to the attendance office the morning of, so the Learner can get a pass to leave the building area. The note should state the time the Learner will be picked up. Approval from the attendance office is necessary before a facilitator can allow a learner to leave class. Anyone who picks a Learner up during the day must be listed as an emergency contact and will be required to present identification. Learners must come to the attendance office to meet the parent / guardian who is signing the Learner out. Upon returning to school, a note excusing the absence must be turned into the attendance office. Learners who become ill during the school day must report to the clinic.

Drivers License - Verification of Enrollment (VOE) Forms

Verification of enrollment forms are needed to receive or renew a driver's license and are based on 90% attendance the previous semester. Any Learner, who has lost credit due to excessive absences in the previous semester, will not be given a VOE form unless credit has been reinstated. Learners needing a verification of enrollment form may pick up from the attendance clerk.

BUS CONDUCT

In bus transportation, safety is the most important goal of the school system. The following bus conduct procedures will be followed in order to ensure the safety of Learners to and from school and on any school sponsored trip:

1. The driver will maintain discipline on the bus and will report Learner misconduct to a building administrator.
2. Any rule that pertains to learners in school will pertain to Learners at the bus stop area and on the bus.
3. Learners will be picked up and dropped off at their assigned bus stop only.
4. Learners will remain seated while on the bus. No objects will be held outside the window.
5. Only Learners assigned to a bus may ride that bus unless written permission is given by a school administrator prior to riding the bus. This is only in emergency situations
6. Violation of any above policies/rules established by the driver or the school district may result in a Learner being suspended from the bus or other disciplinary measures.

CARE OF BUILDING/ PROPERTY

Learners are responsible for the proper care of all devices, books, supplies, furniture, computers, building and campus grounds. Any mistreatment or defacing of school property is the responsibility of the Learner, and the Learner may be subject to disciplinary measures as well as monetary fees to repair or replace these items. The Academy High School is an interactive learning environment which requires Learners to understand their impact on the space. Learners are expected to return furniture and materials to designated spaces.

VENDING MACHINES/ CANDY SALES

Learners are to use vending machines located on campus AT THEIR OWN RISK. Money lost in the machines will NOT be refunded. School personnel do not have keys to open the machines. Food and drinks are permitted ONLY in designated areas. No drinks - other than water - will be permitted outside the cafeteria.

CAFETERIA

The school cafeteria is a vital part of the school program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Breakfast items are available before school.

For convenience Learners are given a code to access their own lunch account. Learners should protect the code number. Learners may not leave the cafeteria in order to go to the library or other building area during the lunch period. Off-campus lunch is allowed for 11th and 12th grade Learners with their trust card and parent permission. Students who use the cafeteria are expected to throw away their trash and leave tables clean.

CLOSED/ OPEN CAMPUS

All Plano ISD Learners, grades K-10, are required to observe a closed campus policy during the school day. Once a Learner arrives on PAHS school property, Learners must have permission

to leave the premises. Administration must be notified by a parent/ guardian for a Learner to leave school during the school day. Learners who violate this policy are subject to disciplinary action.

For Learners in grades 11 and 12, off-campus lunch is an option with parent/ guardian approval. Learners must return to school at the designated time. Learners are not permitted to bring food back to campus for themselves or for others. Violators may lose off campus lunch privileges and face additional consequences as determined by administration to include truancy.

CLINIC

PAHS provides a clinic staffed with a full-time nurse. The clinic is for temporary care of Learners who are ill or injured. If a Learner is ill or injured, he / she is to obtain a clinic pass from his/her facilitator in order to go to the clinic during class time. The nurse will contact the parent / guardian for permission before a Learner is allowed to go home. **All medication-prescription and non-prescription in their original container are to be dispensed through the clinic only!!** Learners are not allowed to carry prescription or non-prescription medication on their person, backpacks, purses, etc. This is for the safety and welfare of all Learners. Violation of this policy can result in suspension and removal from school. It is not appropriate for Learners to call on their cell phones to be picked up from school without being evaluated by the nurse. An ill Learner will not be allowed to leave school unless parental permission has been given to the nurse prior to the learner leaving campus.

COUNSELING/ GUIDANCE

The purpose of the counseling and guidance department is assist Learners and their parents in academic planning. Through this department, current educational, occupational, personal and social guidance and support will be available.

Due to the unique interdisciplinary work done at the Academy, learners will not be able to alter their courses except in the case of Languages Other Than English (LOTE).

TRANSFERS

Upon acceptance to Plano ISD Academy High School, families make a commitment to graduate from the Academy. However, if a transfer to the zoned campus is needed for the learner, the commitment to complete the school year is mandatory. There will not be an opportunity to transfer in the middle of the school year. The learner will present before a board of administrators and facilitators why a change in learning environment is needed. Parent participation in the process is required. This board will approve or deny the request.

EXTRACURRICULAR ACTIVITIES

Extracurricular Activities Guidelines

Learners involved in extracurricular activities are held to a higher standard of conduct than the general learner body. Plano ISD views participation in extracurricular activities as a privilege, not a right. Any learner who violates the learner Code of Conduct may be subject to disciplinary action. This includes any misconduct, regardless of time or location, that would reflect negatively upon Plano ISD in an extracurricular activity. Learners clearly involved in major disciplinary infractions will be placed on probation, removed temporarily, or removed permanently from extracurricular activities.

Clubs, Organizations, and Competitive Teams

Clubs, organizations, and teams provide many opportunities for learners to participate in activities that contribute to the total development of an individual. It is required that all learners participate in some of the numerous clubs or organizations that are listed on the PAHS website.

Learners and facilitators will have opportunities to develop a variety of clubs and activities that reflect learner interests. Learners will be notified of the process to start a club during the first week of school.

Since Plano ISD Academy High School is the home campus for learners, they will not be able to go to other campuses to participate in extracurricular activities.

Learners will have the opportunity to earn patches on a letterman jacket. Letterman jackets are available to 2nd - 4th years for purchase.

DETENTIONS

Detentions are assigned for violation of school policies and/ or unacceptable learner conduct. They are assigned before school, during lunch, and after school. Detentions may also include an extended weekday or Saturday detention and/ or community service. Detentions are considered part of the school day when assigned and if missed, could result in further disciplinary action, including truancy.

DRESS CODE PISD (Updated 8/9/13)

Learners' dress and grooming are expected to be in keeping with accepted community standards. Learners are to follow the below guidelines for dress and grooming unless otherwise communicated by facilitators or administrators for the purpose of a project.

Guidelines for Dress and Grooming

1. Shoes must be worn at all times.

2. Shorts but must meet the following standards:
 - a. Must be loose-fitting; no biking shorts, cutoffs, boxer shorts or combination thereof.
 - b. Must be hemmed or cuffed.
 - c. Length must be to the fingertips or longer.
3. Dresses or skirts must be longer than fingertips.
4. Tank tops, tube tops, halter type blouses or mesh shirts will not be permitted.
5. Sundresses will be permitted if modestly cut.
6. Shirts should overlap the waistband of skirts, shorts, or pants.
7. Items with provocative, offensive, violent, or drug related pictures or slogans will not be permitted. Items advertising alcoholic beverages or tobacco products will not be permitted.
8. No bandannas, hoods, wallet chains, or sunglasses.
9. No type of clothing which has been torn or has holes will be allowed.
10. No sagging pants or shorts.
11. No gang paraphernalia.
12. No visible pierced jewelry other than earrings.
13. All Learners are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed.

The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operation including, but not limited to, costumes and masks.

Professional dress will be required dress code for events as determined by the facilitators. In the event that a Learner is in need of assistance, a professional clothing closet is maintained on campus and available for student use.

DISCIPLINE

Learner Conduct/ Discipline Guidelines

At Plano ISD Academy High School, learners are expected to demonstrate conduct in keeping with the PAHS profile of a graduate. Learners are expected to:

1. Be on time and prepared to work.
2. Complete tasks and submit evidence of learning on designated dates by facilitators. Failure to submit evidence on a requested date may result in a grade of zero assigned. Missing due dates and deadlines have an adverse affect on the learning, the project team, and the ability to manage completion of future tasks.
3. Bring all materials, including technological devices, to the learning space.
4. Respect others (Learners and adults), property, and space.
5. Be on task.
6. Behave in a responsible and professional manner at all times.

Learners are responsible for a positive learning environment at school and school-sponsored activities by maintaining a courteous and respectful attitude toward others at all times. Learners are expected to know and follow school rules and policies. Learners who disrupt and/or violate rules and policies will be subject to disciplinary action. The disciplinary actions may range from facilitator-learner conference, withdrawal of privileges, detention time, extended weekday or Saturday school, community service, parent / guardian conference, suspensions from class/school, assignment to Special Programs Center, expulsion, or judicial proceedings. Extracurricular activities are considered an extension of school. Learners who do not comply with these guidelines will be removed from the event and may not be allowed to attend future extracurricular activities. Learners that attend extra-curricular activities are expected to be picked up within 30 minutes after the activity is over. If there is a persistent problem with learners being picked up, learners' privilege of attending these activities could be taken away.

Drugs / Alcohol/ Tobacco Policy

DRUG/ALCOHOL - A learner possessing, consuming, or having consumed drugs/alcohol on the way to or from school, while at school, a school function, or in adjacent areas to school will be considered as having a drug/alcohol offense. (The term "drug" includes a prescription or over-the-counter drug that has not been placed in the nurse's office with the parents' instructions). Possession of drug paraphernalia will be considered an offense. Cars and lockers may be searched periodically for alcohol, narcotics, or other potentially dangerous substances / drugs.

TOBACCO - Learners shall not possess or use tobacco products, including but not limited to cigarettes, e-cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or adjacent areas. Tobacco products are also prohibited at any school-related or sanctioned activity, on or off campus.

School Board Policy states that the administrator will take one or more of the following:

1. The parent (s) and learner may be required to participate in a district drug/alcohol assessment and follow through on the recommendation for counseling. A copy of the assessment should be forwarded to the administrator.
2. A CMIT/Campus Management Intervention Team, parents and learners will convene to review the violation and determine appropriate interventions and consequences. Drug and alcohol offenses require mandatory placement in an Alternative Educational Environment and may also result in expulsion.
3. File a report to the District security officer and police liaison officer to determine if there has been a criminal offense.
4. Learners will be issued a citation for violating policy regarding drug, alcohol or tobacco possession.

Fighting

At the Plano ISD Academy High School, fighting will not be tolerated. When learners recognize a potential conflict, they should immediately enlist the help of an adult to help resolve the

conflict. It is rare when a fight erupts so quickly that adult intervention cannot be used. Learners who fight have engaged in a serious violation of school rules, and may be subject to various types of suspension, Wednesday Night Academy, community service, Special Programs placement, & referral to the Plano Police Department.

Harassment: Sexual, Bullying, Teasing, Taunting

School officials (School Board Policy FNC) will deal with all forms of harassment including: sexual, bullying, cyber bullying, taunting and teasing complaints which are immediately and thoroughly investigated. All harassment complaints will be reported to District officials.

ELECTRONICS

Cell Phones/ Electronic Devices (including laptops, tablets, etc.)

- Learners **may not talk on their cell phones during learning time.** If a learner needs to use a phone, they may use the phone in the main office or a classroom phone with the facilitator's permission. Cell phones must be muted during the school day.
- May be used for academic purposes during the school day with permission from facilitator.
- May be used during transition periods (hallways) and during Learners' assigned lunch.

If a cell phone / electronic device is audible, causes a disruption to the learning environment, to the learner's engagement in his/her own learning, or is used in a manner deemed as inappropriate by a staff member the following consequences will result:

- 1st: Verbal Warning.
- 2nd: The item will be confiscated but returned at the end of the mod.
- 3rd: Item will be confiscated and turned in to the front office. The Learner must meet with the administration to retrieve the item. Additional consequences may be assigned.

Persistent disruption related to a device will result in a parent conference to retrieve the item. Additional consequences may be assigned.

Plano ISD Policy:

The principal has authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices. Learners who violate this policy shall be subject to established disciplinary measures. Parents shall be notified within two school days after a telecommunication device is confiscated. (FNCE LOCAL)

*Plano ISD is not responsible if any such device is lost or damaged while in possession of district employees. Every school district in Texas is immune from liability for damages to property. This is the state immunity law and not a local school policy. A campus cannot reimburse a Learner or parent for loss or damage of a telecommunication or electronic device.

PLANO ISD ACADEMY HIGH SCHOOL COMPUTER ACCEPTABLE USE POLICY

The computer network system for Plano ISD is designed for educational purposes only. The use of this technology resource is a privilege, not a right. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Plano ISD activities. All users are expected to use the computers, computer networks, and related technologies in a responsible, ethical, and appropriate manner.

The technology resources at Plano ISD Academy High School will be used for learning and teaching in a manner that is consistent with the District's and school's mission and goals. Software or external data may not be placed on any computer, whether stand-alone or networked to the district's system, without permission from the Superintendent, Principal, Facilitator, or designee. All users are expected to adhere to the standard of acceptable use guidelines.

Examples of acceptable use include but are not limited to the following:

- Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
- Learner use of the computers and computer network is only allowed when supervised or granted permission by a staff member.
- Attempting to log on or logging on to a computer or email system by using another's password is prohibited: Assisting others in violating this rule by sharing information or passwords is unacceptable and will result in disciplinary consequences.
- Improper use of any computer or the network is prohibited. This includes but is not limited to the following:
 - Using racist, profane, or obscene language or materials
 - Using the network for financial gain, political or commercial activity
 - Playing or downloading games
 - Attempting to or harming equipment, materials or data
 - Knowingly placing a computer virus on a computer or the network
 - Using the network to provide addresses or other personal information that others may use inappropriately
 - Accessing of information, resources, files and documents of another user without their permission.
 - Downloading material from the internet or any other source that is not directly related to educational research projects
 - Permission to use a floppy disc to import or export information from the system will be determined by each department
 - Excessive printing
- The individual in whose name a system account is issued will be responsible at all times for its proper use. Learners should not share their passwords to these accounts for any reason.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.

- System users may not use another person's system account without written permission from the campus coordinator or principal as appropriate.
- All Learner files placed on the projects drive must be in a facilitator folder. Files placed outside a facilitator folder will be deleted daily.

Technology Discipline Guidelines for PISD

Technology is a diverse educational asset which includes a wide variety of uses (i.e., including, but not limited to, telephones, computers, audio and visual equipment, fax machines, etc.). Any Learner who violates technology operations shall be subject to disciplinary action as stated in the Campus Discipline Management Plan. This includes any misconduct involving any related PISD technology use, regardless of time or location. When Learners are involved in disciplinary infractions regarding technology equipment or its uses (i.e., including, but not limited to, destruction of equipment, accessing or altering any form of technology communication without consent, transmission or receiving of inappropriate language picture, or games, disruption of technology operations, etc.) appropriate disciplinary action will be taken.

Learners are expected to comply with the Chromebook policy agreed to at the issuance of the device at registration.

TRUST CARDS

Learners will wear a Learner identification/ trust card with them while at school and events. Learners will need an identification card to check out books, devices and materials, to enter school dances, games, activities etc. Replacement ID cards cost \$5.00. 3rd and 4th year Learners must have their identification card to leave campus for lunch.

SPECIAL SPACES

Library

Hours 8:00 a.m. – 4:30 p.m. Monday- Friday. To go to the library before school, Learners may get a library pass from the hall monitor outside the cafeteria. To gain access to all the library resources, please go to the following website:

<http://009.catalog.pisd.edu/>

Username: planoisd

Password: discover

Fitness Room

Learners will have access to the fitness room before, after and during school at designated times with facilitator supervision. Learners may lose privileges to this space if appropriate and safe behavior is not demonstrated. Learners must participate in a training session prior to being able to use any equipment.

Idea Rooms

Idea rooms may be reserved and utilized with facilitator approval. No Learners may be in the idea rooms without permission. If a space is not respected, Learners may lose privileges to these spaces.

Fab Lab and Makerspace

Learners may only use the Fab Lab and Makerspace with appropriate facilitator supervision. Learners **MUST** complete safety training prior to be allowed use of any power tools. Learners may lose privileges to this space if appropriate and safe behavior is not demonstrated.

MESSAGES/ DELIVERIES

It is the policy of the Plano ISD Academy High School to give only medical or emergency messages to Learners. **Flowers, balloons, and gifts will not be permitted or accepted during the school day.** Notes and items will not be delivered during school hours.

PARKING (LEARNER)

All Learners must park properly in the Learner parking lot with a PAHS parking permit (purchased at the front desk). Learners will lose their privilege of driving on campus if they exhibit reckless or unsafe driving. Learners **ARE NOT** allowed in the parking lot during school hours without a pass.

PERSONAL PROPERTY

The security of personal property items and money while at school cannot be guaranteed; therefore, use caution at all times and **BRING VALUABLE ITEMS AT YOUR OWN RISK!** The campus is not responsible for lost or missing items.

If a Learner chooses to use their personal device rather than school assigned Chromebook, the above policy also applies.

POLICE LIAISON

The Plano Police Department and PISD provide a police officer to visit and monitor the Plano ISD Academy High School regularly. Safety is of utmost importance for staff and Learners. The officer promotes a positive relationship between teenagers and police officers. The primary goal is to establish and maintain good communication between Learners, parents, and school administrators

RECYCLING PROGRAM

Please recycle all paper and plastic in the blue recycle trash cans throughout the campus.

SAFETY DRILLS

Each semester Learners will practice a fire (monthly), tornado (1 per semester), and lock down drill (2 per semester). Locations for fire and tornado emergencies are located in each area.

WEAPONS

Learners are prohibited from bringing weapons of any kind onto school property. School personnel may inspect lockers and cars parked on school premises if there is reasonable suspicion to believe they contain weapons. A weapons violation could result in immediate expulsion. **Knives, brass knuckles, firearms, fireworks, razors as well as facsimile weapons and laser pointers are examples of weapons.**

TUTORIALS

Tutorials are available on a regular basis: a tutorial schedule is shared with Learners and parents through Canvas. Additional tutorials may be scheduled with the facilitator. Learners should come to tutorials prepared with necessary materials and specific questions.

PROJECTS

Projects are consistent within each grade level. (Ex: all 9th grade Learners are working within the same project) The driving question within each project is broad enough that the final product can vary greatly among groups. Each project has different constraints put upon it; the facilitators have strived to create as much Learner voice and choice as possible. Learning outcomes for the projects have been determined. Learners will have the responsibility of gathering the evidence to demonstrate understanding of those outcomes.

Learners will move within the day within similar groups for the duration of a project. The Learner to facilitator ratio is 30:1. Groups may change by project.

Projects may include a presentation night at which learner attendance is MANDATORY. Information regarding these events will be shared with learners and parents at the beginning of each project.

PLANO ISD ACADEMY HIGH SCHOOL PTSA
JOIN YOUR PARENT, TEACHER, & STUDENT ASSOCIATION!
www.planoacademyptsa.org

We encourage all parents and Learners to join the Plano ISD Academy PTSA. Your membership dues help pay for classroom supplies, facilitator appreciation, programs for learners, and wish list items for the staff. The PTA is the largest child advocacy association in the US. A small portion of your dues helps support legislative action teams at the state and national level.