

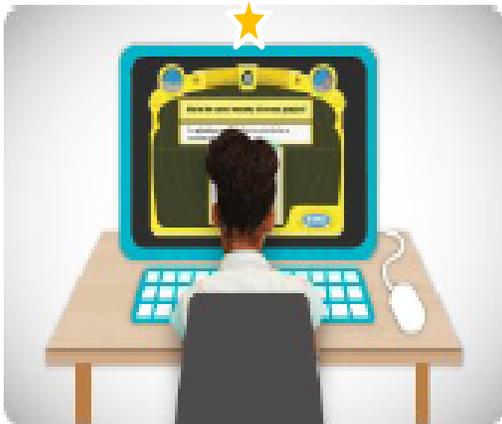
# Academy of Excellence

## Student/Parent Handbook

### 2015-2016

**Academy of Excellence is i-Ready®**  
**Get Ready to learn.....**  
**"HELPING EVERY CHILD SUCCEED"**

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provided  
602-389-4271**

425 N. 36th St  
Phoenix, AZ 85008  
[academyofexcellenceaz.com](http://academyofexcellenceaz.com)

Phone: 602-389-4271  
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***“Education is the most powerful weapon  
which you can use to change the world.”- Nelson Mandela***

### **About Academy of Excellence (AOE)**

Academy of Excellence Charter School was founded by two former teachers, Brenda H. Nelson, M.A. and Connie Burch, M.Ed. in 1998. Mrs. Nelson remains a part of the AOE community as a Governing Board member and Special Education consultant. The veteran support staff plays an extremely important role in making sure the school runs smoothly. Our very talented teaching staff was carefully “hand picked” for their extraordinary track records of personal and professional achievement and excellence that exemplifies our mission and vision for the students of AOE. ***The Academy of Excellence was granted renewal of its charter by the Arizona State Board for Charter Schools in May 2012. The renewal is granted for twenty years.***

AOE’s mission is “The mission of Academy of Excellence charter Schools, in partnership with parents and community, is to educate all students, including at-risk students to become a lifelong learner, able to function successfully in a global society.” Our role in that mission is to offer a high quality, academic-based alternative to traditional public and schools. With a campus limited to 250 students, each student can be served more personally. We offer a strong academic program that can be tailored to each individual student. Preparing students for high school and beyond is one of the features that set AOE apart from other schools. We also enjoy a family atmosphere here since we can serve the entire family Kindergarten through Eighth grade.

We encourage strong parental involvement. The purpose of the Parent Advisory Council (PAC) is to provide enrichment to the school experience through identifying and collaborating with parents, school and community resources, as well as fundraising. Every parent is a member and encouraged to participate. Teachers meet often with the parent and student to identify and address a student’s individual talents, academic level, learning style, and strengths and weaknesses. An educational program that specifies goals and strategies is then developed for the student.

Always feel free to call the office with questions or concerns. We constantly seek ways to improve service to students and parents to further the goal of providing an excellent education to our student body.



# Contact Information ~ School Year 2015-2016

<p><b>School Office Hours: M-F 8:00am – 4:00pm</b> <b>Phone (602) 389-4271</b> <b>Fax (602) 389-4278</b></p>
<p><b><i>Governing Board</i></b> <b>Chair ~ Dr. Eula Saxon Dean</b> <b>Secretary ~ Mrs. Brenda H. Nelson</b> <b>Member ~ Mrs. Jo Anne Parker</b></p>

## *Academy of Excellence School Policies & Guidelines*

### **ATTENDANCE**

Arizona has mandatory school attendance laws. Students are expected to be in school between the hours of 8:00am to 3:05pm except for absolutely necessary and important reasons. Such reasons include, but are not limited to, illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

Since a student's academic success is directly related to their consistent attendance, we encourage doctor and dentist appointments to be made after 3:00pm Monday through Friday and Teacher's In-Service Day's (see school calendar).

To encourage optimum attendance, the school regularly conducts attendance contests and recognition.

### **ABSENCES/TARDIES**

It is parents' responsibility to inform the school prior to absences, or as soon as possible. Students who have excessive or unexcused absences jeopardize their enrollment in the school and ability to pass to the next grade level. Students who accumulate a total of 10 consecutive absences during the course of the school year will be withdrawn from AOE. In addition, **excessive, unexcused absences and tardies** can result in after-school and/or Saturday detention. When students arrive late to school or need to leave before 3:00pm, they must be signed in or out at the front desk.

**Students may not have more than 20 total absences per school year.** A student who is absent more than 20 times per school year may not be eligible to pass that grade level, unless prior arrangements have been made and cleared by the Principal's office for chronic or other medical reasons. Medical documentation should be forwarded to the administrative office. Students with excessive non-medical absences must be on grade level as evidenced by standardized test results and teacher observations in order to progress to the next grade. The following procedures will be put in place for chronic absences:

- When a student reaches five (5) total absences, parents will be called, and a letter sent home indicating that continued absences may affect the student's progress.
- When a student reaches ten (10) total absences, the principal will call the parents and warn them that the student is in jeopardy of losing eligibility to pass their current grade level.
- When a student reaches fifteen (15) total absences, the teacher will notify the parents in writing of the student's possible retention.
- When a student reaches twenty (20) total absences, he/she may not be eligible for promotion to the next grade unless reading and mathematics test scores are on grade level, or absences have been excused by the principal.
- Students should ask all their teachers for make-up assignments. Assignments that are not made up will be reflected in grades.

### **Attendance Hotline** **(602) 389-4271**

Please leave the following information with the receptionist:

- Student's name & grade
- Date of absence
- Reason for absence
- Anticipated length of absence
- Parent/Guardian's name & daytime phone

# Academy of Excellence

425 North 36<sup>th</sup> Street • Phoenix, AZ 85008 • Phone: 602.389.4271 • Fax: 602.389.4278

## SCHOOL YEAR CALENDAR 2015-2016

<u>Date</u>	<u>Occasion</u>
Monday, August 3, 2015	First Day of School
Monday, August 17, 2015	Teacher In-Service <b>(TIS)</b> – <b>No School</b>
Monday, September 7, 2015	Labor Day – <b>No School</b>
Monday, September 21, 2015	Teacher In-Service <b>(TIS)</b> – <b>No School</b>
Wednesday, September 30, 2015	40 <sup>th</sup> Day of School
Monday, October 5, 2015	Teacher In-Service <b>(TIS)</b> – <b>No School</b>
Monday, October 12 – Friday, October 16, 2015	Columbus Day/Fall Break – <b>No School</b>
Thursday, October 29, 2015	<b>APPT</b> (Parent Teacher Conference) – <b>Early Release</b>
Wednesday, November 11, 2015	Veterans Day – <b>No School</b>
Wednesday, November 25, 2015	<b>Early Release @ 1:00 pm</b>
Thursday, November 26 – Friday, November 27, 2015	Thanksgiving Day – <b>No School</b>
Friday, December 18, 2015	<b>Early Release @ 1:00 pm</b>
Monday, December 21, 2015 - Friday, January 1, 2016	Winter Break – <b>No School</b>
Monday, January 11, 2016	Teacher In-Service <b>(TIS)</b> – <b>No School</b>
Monday, January 18, 2016	Martin Luther King Jr. Day – <b>No School</b>
Thursday, January 21, 2016	100 <sup>th</sup> Day of School
Monday, February 1, 2016	Teacher In-Service <b>(TIS)</b> – <b>No School</b>
Monday, February 15, 2016	President’s Day – <b>No School</b>
Thursday, February 18, 2016	<b>APPT</b> (Parent Teacher Conference) – <b>Early Release</b>
Monday, March 14, 2016 – Friday, March 18, 2016	Spring Break– <b>No School</b>
Friday, March 25, 2016	<i>Good Friday</i> – <b>No School</b>
Monday, March 26, 2016	Teacher In-Service <b>(TIS)</b> – <b>No School</b>
Monday, April 18, 2016	Teacher In-Service <b>(TIS)</b> – <b>No School</b>
Monday, May 2, 2016	Teacher In-Service <b>(TIS)</b> – <b>No School</b>
Friday, May 27, 2016	Last Day of School

### Hours of Operation

School Open (Breakfast):	7:30am – 8:00am	Class Begin:	8:00am
First Lunch Period (K - 4 <sup>th</sup> ):	11:00am – 11:20am	Class End:	3:00pm
Second Lunch Period (5 <sup>th</sup> - 8):	11:45pm – 12:05pm	Bus Depart:	3:05pm

## SCHOOL COMPACT

<b>COMPACT STATEMENTS</b>	Admin Initials
The Academy of Excellence will make every effort to provide a safe learning environment.	
Set high standards in Mathematics, Writings reading and other language arts.	
The Academy of Excellence will offer challenging instruction in a respectful environment.	
The Academy of Excellence will give assignments each day. Assignments will be an extension of what is learned in the classroom and not merely "busy work" or untaught concepts that may cause parents and students undue stress at home.	
The Academy of Excellence will notify the parents regarding their child's academic performance.	
The Academy of Excellence will solicit parent input by holding parent meetings, surveys, questionnaires, etc., whereby parents can provide input on ways to better their child's school.	
The Academy of Excellence will notify parents regarding any school incident that involves their child.	
The Academy of Excellence will notify the parents of school events in a timely, efficient manner.	
The Academy of Excellence will make every effort to help each and every child reach their full potential and feel respected and appreciated.	
The Academy of Excellence will allocate adequate resources to ensure that high standards can be met.	
The Academy of Excellence will hold workshops on the standards in reading--what they are, what they mean by grade, and how to set the standards into practice at school and at home.	
The Academy of Excellence will work with teachers to use these activities with families, and encourage families to use these activities at home.	
The Academy of Excellence will train tutors and families to work with children on home activities, like the School-Home Links.	
The Academy of Excellence will seek out and provide staff development opportunities to link reading teachers with after school staff and tutors.	

## Academic Program



The Academy of Excellence Academic Program incorporates these basic principles:

- Individualized Educational Opportunities and Planning
  - Our teachers have been specifically interviewed as to their ability to be a positive role model and counselor to the student. The teachers spend time getting to know each of their student's families to include their values and family situation. The teacher then gets to know the student on an individual basis to gain understanding as to strengths, weakness and learning style. From this information, the teacher, student, and parents create a year-long plan for the student. This plan is reviewed regularly and discussed at parent/teacher conferences. The underlying goal of this focus area is to provide students with enriching academic experiences that encourage them to reach their highest potential.
- Character and Leadership Development
  - As we put our educational program together, we felt it critical to address the character development of our students. Teachers and staff will work with students on a daily basis to encourage positive interactions in the AOE community.
- Creativity, Action, Community Service
  - We believe for a student to be a well-rounded individual he/she should have generous exposure to the arts, athletics and service. We offer Art, Coding, Music and Physical Education classes, opportunities in school community service, and an annual fundraising challenge for a local charitable organization.

### Common Core Curriculum Framework

- Mathematics is taught through the ***I Ready computer based instruction*** and *Saxon Math Intervention*. Both programs are unique because the entire program is based on introducing a topic to students and then allowing them to build upon that concept as they learn new ones. Topics are never dropped but are instead increased in complexity and practiced every day, providing the time required for concepts to become totally familiar.
- Basic reading and writing is taught through the Saxon Phonics Literacy Framework which provides a balance of the best practices in reading and writing that assures children of all levels of ability and styles of learning will be provided with instruction which consistently meets their needs. The Saxon Phonics approach also provides explicit instruction in spelling (including phonics and handwriting), writing, and listening comprehension.
- In Grades K-6, Reading /Language Arts is also taught through the ***Ready Reading*** program. Reading fine literature is one of the founding principles of the program. As children read classic and modern literature, they discover the importance of clarity of thought and word. They enjoy an abundant reading experience that moves them toward independent, self-directed learning.
- In Grades 7 & 8, Reading is also taught through the Prentice Hall Literature Series. Students are introduced to literary masterpieces from around the world.
- Social Studies and Science are primarily taught in thematic units and through creative, project-based learning experiences. All students receive subscriptions from the Weekly Reader™ series in these subjects to further enhance their skill and knowledge attainment.

### Study Skills Training

Beginning with the Kindergarten and continuing through Eighth grade graduation, each student will have a school notebook to help increase student organization skills, keep track of homework responsibilities and testing days, and increase teacher/parent communication. Students will receive instruction on how to use the notebooks properly. It is our hope that these tools will teach the behaviors, and organizational and study skills required for student success in a highly rigorous academic program.

### BEFORE AND AFTER SCHOOL



Students may arrive at school after 7:00 a.m., and should proceed directly to the cafeteria for breakfast and adult supervision. Students are released from the cafeteria beginning at 7:30 a.m. when teachers provide supervision outside.

When not participating in the After-School Program, all students should be off campus by 3:30 p.m., unless cleared by the office or under the direct supervision of a teacher.

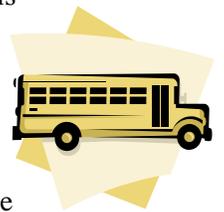
## **BUS TRANSPORTATION/RULES**

Bus transportation is available for students. If a student needs bus transportation, a Transportation Request Form must be completed. Allow 5-7 days for routing arrangements to be made. Parents will be contacted when this process is completed and the student may begin taking the bus. Students riding the bus are expected to be at their stop 5-10 minutes ahead of time.

Students being transported are under the authority of the bus driver and shall observe established and appropriate standards of classroom behavior and dress while riding the bus. These rules apply to any school transportation, both to and from school, as well as on field trips. Students may be suspended from being permitted to ride the bus after receiving one written warning, or immediately in extreme cases. Riding the bus should be considered a privilege, not a guarantee. For the safety of other students and the bus driver, please observe the following rules to maintain riding privileges:

### **Bus Safety Rules**

- Respect the bus driver at all times. Follow directions the first time they are given. The bus driver's instructions are for your safety.
- Students shall not crowd the buses while loading. A single line must be formed to board the bus. Students must stop at least ten feet from the bus.
- Students must be seated at all times, "Back to back and bottom to bottom." Take off your backpack and put it on your lap. Students must not sit on their books, backpacks or legs because serious injury could occur if the child rises above the height of the seat.
- Help keep the bus clean. Any student who intentionally or unintentionally, causes any damage, especially to windows or seats, while on or off the bus, will have their parent/guardian billed for the cost of damages.
- Throwing objects of any kind on the bus or from the bus is dangerous. State laws prohibit littering.
- Keep hands, arms and head inside the bus at all times. A bus is wider than a car, it gets very close to trees and poles, and you could be seriously injured if you have any body parts outside the bus.
- Keep aisles clear. Books and bags are tripping hazards and can block the way in an emergency.
- Avoid unnecessary noise. Excessive noise can distract the driver's attention and cause an accident.
- Be courteous. Use no profane language or obscene gestures.
- Use of tobacco, drugs, alcohol or controlled substances in any form is prohibited.
- Weapons, live animals, harmful, unsafe or disruptive objects are not allowed on the bus.
- Do not eat, drink or chew gum on the bus. You could choke on the food and the driver might not see you. Plastic water bottles are permitted but must remain in your backpacks
- Students are not to bring any fragrance to school. If so, it will be confiscated.
- Remain seated until the bus comes to a complete stop and the door is opened. Leave the bus carefully using the handrail. Walk down the steps – NO jumping.
- Take 10 giant steps in front of the bus before crossing in front of it. You should be able to see the driver's face. Remember if you cannot see the driver's face he/she cannot see you.
- Wait for the bus driver's signal before crossing the street. Your driver will signal you when it is safe to cross.
- Look both ways before crossing the road. Check the road yourself; the driver may not see everything.
- Stay away from the bus if you drop or forget something. NEVER go back to pick up something in the street - get an adult to get it for you. If you forget something on the bus, you can always get it later. The bus driver cannot see you if you are too close to the front of the bus.



## **CHILD FIND**

It is the Academy of Excellence Charter School's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years of age.

We are responsible for identifying, location, and evaluating all children with disabilities within school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AZEIP) for children birth through 2 years of age for evaluation and services if needed; and
2. School district of residence for children aged 3 through 5 for evaluation and services if needed.

We are responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional, and motor skills. If any concerns are noted the child may be referred for additional help.

If you have concerns about a child you know, please contact Brenda H. Nelson at (602) 389-4271 for more information.

## **CLOSED CAMPUS**

We have a closed campus for all students. Students are to remain at school and on campus from 8:15am to 3:05pm. Parents who want to take their children out of school during regular school hours should report to the office to sign their children out.

## **COMPACTS**

School, Student and Parent Compacts outline responsibilities for academic programs, attendance, behavior, and communication that all schools and individuals need to be successful. Compacts are sent home early in the school year for discussion between the parent and child, and for each to sign and return to the school.

## **CONFERENCES**

Parent-teacher conferences will be held twice during the school year. Several days have been scheduled to accommodate meetings between teachers and all the parents of their classroom students. Please see the school calendar for the dates of Parent/Teacher Conference days, and reserve some time to meet with your child's teacher. Other conferences may be scheduled by appointment.

## **COPIER/COMPUTERS/PHONES**

Students are not permitted to use the copier and computers in the Faculty Lounge or office unless under the supervision of a staff member. Each classroom is equipped with a phone. Students are not to use the phone in the classrooms unless it is urgent or an emergency and is monitored and cleared by the classroom teacher. Students are not to use the phone in the office unless it is after school and with office staff assistance.

## **DISCIPLINE**

Students' attitudes towards school will play a large role in determining how well they do in school. A student's primary purpose for coming to school should be to grow and learn through classroom and extracurricular activities. Students are held responsible for their actions. Students must decide whether they wish to be recognized for positive behavior, or face the consequences for violations of school rules. Students are responsible for their behavior on the way to and from school and during any school-sponsored activity.

Following is a description of guidelines for student behavior. Students may, at any time, be counseled by school personnel regarding their behavior. Please accept this advice as valuable and understand that the intent is to help students grow and be successful.

The Code of Conduct is based upon an agreement between members of the AOE community that:

**NO ONE HAS THE RIGHT TO INTERFERE WITH  
THE EDUCATION AND SAFETY OF ANOTHER.**

Any behavior which is disruptive to the learning environment will not be tolerated, and the steps described in the disciplinary process will be followed. It is important that parents strive to work with their children and school personnel in establishing clear expectations for student behavior.

### **Safety Rules**

- Keep dangerous articles away from the school. These include items such as matches, fireworks, guns, knives, etc. Bringing dangerous items to school is treated as a serious offense punishable by suspension.
- Walk on sidewalks and in the buildings. Running and horseplay is not allowed.
- Stay away from the fences and walls.
- Keep your hands and feet to yourself.
- Do not throw rocks, sticks, paper wads or other objects inside or outside of classrooms.
- Do not fight. Fighting, including play-fighting is treated as an offense punishable by detention or suspension.

Classroom teachers have developed discipline plans that are posted in the classroom and frequently reviewed with students. Every effort will be made to develop positive consequences for students and the class as a whole. Generally, the following levels are used to determine consequences for inappropriate behavior:

### **Disciplinary Process**

1. Warning from teacher
2. Discipline from classroom teacher
  - Informal talk
  - Completion of discipline form
  - Detention with teacher
3. Parent notification by teacher
  - Possible lunch or after-school detention with principal
4. Parent meeting with teacher
  - Possible lunch or after-school detention with principal
5. Principal discipline, parent notification
  - Lunch or after-school detention, suspension or expulsion

Severe infractions of the Code of Conduct, or disruptions considered serious by school personnel will warrant immediate teacher or administration intervention, and possible exclusion from extracurricular activities. Parents will be notified of serious behavior problems immediately. **Suspension or expulsion may result upon the *first* incident for any of the following:**

1. Defiance of authority.
2. Assault – verbal or physical threat or action against another person.
3. Fighting.
4. Leaving the campus without permission and/or “skipping” a class.
5. Drugs – using, possessing or selling dangerous, illegal or look-alike drugs, paraphernalia, non-approved prescription drugs, or over the counter medications.
6. Alcohol – using or possessing alcoholic or look-alike alcoholic beverages.
7. Tobacco – using or possessing any tobacco or tobacco products.
8. Gambling – wagering or betting money or other stakes on the outcome of any activity.
9. Theft – stealing property from another person or the school.
10. Weapons/Dangerous Items – bringing items to school that are considered dangerous or can be used as a weapon.
11. Intentionally damaging school property.

**Suspension or expulsion is the maximum penalty for repeated or severe misbehavior. Students may only be suspended three (3) times before a recommendation for expulsion is presented to the Governing Board. Please keep in mind that when a student is expelled from any school, no other school in the state of Arizona is required to accept their enrollment application.**

Below are *minimum* consequences for some infractions:

Infraction	Minimum Penalty
Tardiness and Truancy (Unexcused absences)	<ul style="list-style-type: none"> <li>• Complete missed assignments</li> <li>• After-school detention</li> </ul> <p><i>Note: Twenty-four absences per school year can lead to retention)</i></p>
Defiance of authority	<ul style="list-style-type: none"> <li>• Conference/detention with teacher</li> <li>• Conference/detention with administrator</li> </ul>
Fighting/Play-fighting	<ul style="list-style-type: none"> <li>• Conference/detention with teacher</li> <li>• Conference/detention with administrator</li> </ul>

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- ◆ Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- ◆ Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- ◆ Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. This notice serves as AOE's annual notification of parent rights under FERPA.

### **FIRE DRILLS**

Periodically the school will conduct Fire Drills. During a fire drill, everyone should be calm and not push or run. Students must follow directions in a quiet, orderly manner, and stay with their classmates and teacher. Exit directions are posted in each room. Students will be taught the correct procedures and will practice to follow them exactly.

### **GRADING SYSTEM**

In the interest of school-wide continuity, the following guidelines should be used. A teacher may decide to use +/- indicators along with the letter grades.

Grade of A (100 - 90%) is indicated when:

- the quality of work is superior;
- the work is among the best in a group

Grade of B (89 – 80%) is indicated when:

- the quality of work is superior;
- the work is above average in a group

Grade of C (79 – 70%) is indicated when:

- the quality of work is average;
- the work is acceptably prepared;
- it is the mean grade in a group.

Grade of D (69 – 60%) is indicated when:

- the work is below average quality;
- there is inadequate preparation of materials;
- the student deserves course credit, but has not adequately mastered subject matter.

Grade of F (59% and below)\*\* is indicated when:

- performance has been below minimal expectations of quality and achievement;
- no course credit should be earned because of inadequate mastery of subject matter.

***\*\*Note: Students may not receive a failing grade in a class unless the parents have received written notification of the impending failure in time to take remedial action.***

### **HALL PASSES**

To reduce classroom interruptions, students are encouraged to use the restroom and get drinks during breaks. A Classroom Pass is required for students to be out of their class during regular class time for these and other reasons such as going to another classroom or the front office. Students out of class without a Classroom Pass are considered truant, or "ditching," and will be subject to disciplinary action.

### **HEAD LICE**

In any school, it is not uncommon for students to contact head lice. Head lice can occur in any family regardless how careful the family is about cleanliness. If a case of lice is suspected, a member of the school staff will examine the student privately. If head lice are found, all students in the classroom will be examined. Siblings of the student with lice will also be checked. A notice will be sent home with all students who have been checked for head lice. If a student is found to have head lice, a parent will be required to pick up the student from school for treatment. The student must be properly treated before returning to school. Students found to have head lice will be confidentially examined from time to time for a few weeks following treatment.

## HEALTH AND MEDICINE

Students should attend school each day it is in session. However, if they have a temperature of 100 or more, or have a contagious or infectious disease, they should be kept home. If a student becomes ill at school or is running a temperature of 100 or more, the parent will be notified to pick up the student from school. If the parent is unavailable, someone listed on the student's Emergency Contact list will be contacted to pick up the student.

If a student requires medicine to be administered during school hours, the medicine must be in the original container. Students are not to transport prescription drugs to or from school. Please keep the amount of doses to be given during school as minimal as possible.

The school has a limited supply of over-the-counter medications that can be given to students in urgent cases. It is primarily the parent's responsibility to provide this type of medicine as well. Parents may wish to send medicine(s) labeled with student's name to be kept at the school for their use as needed.

## HOMEWORK

The AOE staff recognizes the value of homework when it is planned for such purposes as:

- ❖ Meaningful practice to reinforce the mastery of basic skills introduced and taught in the classroom.
- ❖ Making up work missed during absences.
- ❖ Developing self-discipline and learning to work independently.
- ❖ Accepting responsibility for completing assignments.
- ❖ Developing personal time management and better study skills.
- ❖ Encouraging, enriching and enhancing learning experiences.



Homework is not used as a punishment or to introduce new concepts or material. The content of each assignment is carefully taught and fully explained in advance.

## IMMUNIZATIONS

Arizona law requires documentary proof of immunity against certain childhood diseases. Unless students are exempt from this requirement, they cannot attend school until proof that immunizations are current can be provided.

## INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a normal part of growing up. Parents need to be prepared for possible medical expenses that may arise should their child be injured at school. The school does not provide medical insurance to pay for medical expenses when students are injured at school. If families do not already have medical insurance, we strongly recommend parents provide insurance for their children, especially if they are participating in sports and other physical activities.

## LOST AND FOUND

Many items get lost or misplaced at school. **Any items brought to school, including clothing, should be labeled with the student's name.** Lunch boxes, sweaters, backpacks, plastic food containers, etc. are gathered in the Lost and Found where they will be kept for one month, after which they will be given to charity.

## MEALS AND RECESS

The school cafeteria serves **FREE** breakfast and lunch to all students daily. If a child brings his/her lunch, it should include juice and/or milk - **sodas are not permitted.** Please pack a nutritious lunch that includes fruit. **Please note that no student lunches such as soups or home cooked meals will be heated in the cafeteria.** If your child brings lunch, please make sure that it is packaged properly to maintain as safe temperature for eating. All students are to remain in the cafeteria for at least 20 minutes to ensure that they have time to eat their full meal. Students are responsible for obeying the following food/cafeteria/recess rules:

- Gum, sunflower seeds, Hot Cheetos, candy, and sodas are not allowed on campus (unless directed by staff for organized events).
- All food must be eaten in the cafeteria. Food is not allowed in other areas of the school except as part of an organized event. Students will be asked to dispose of any unauthorized food or beverage with the exception of

water.

- Throwing food is not allowed and will be treated as a serious offense.
- Students are expected to clean up after themselves by checking their areas and throwing away any trash.
- No one is allowed in the classrooms during recess unless a teacher is present.
- Use restrooms during recess. With a later lunch period, afternoon bathroom breaks for upper pod students will rarely be permitted.

### **MAKEUP WORK**

Students are required to make up all work missed due to absence. It is the student's responsibility to obtain makeup work. Any parent who wants to pick up work should call and make the request at least one day in advance.

### **PARENT ADVISORY COUNCIL (PAC)**

A strong and effective parent board is vital to providing for the enrichment, features, services, and activities of the school by developing a collaboration of effort between parents, educators and the community. All parents are automatically members of the PAC, and are encouraged participating whenever and however they are able.

### **PERMISSION SLIPS**

In the event of a Field Trip or other school sponsored off-campus activity, it is necessary for each student to have a signed Permission Slip prior to the event. Students who do not have signed Permission Slips on the day of the event cannot participate and must stay behind. **A phone call to or by a parent is NOT an acceptable alternative to a completed and signed Permission Slip.**

### **PERSONAL ITEMS AT SCHOOL**

All clothing and other items brought from home should be labeled with the student's name. The school cannot assume responsibility for damage, theft or loss of any personal items that belong to the student. Due to their disruptive/distracting nature or their potential for theft, the following items are not allowed on campus:

- ❖ Skateboards, roller blades, roller skates.
- ❖ Electronic devices such as cell phones, cameras, CD players, video games or any battery-operated toy, etc.
- ❖ Toy guns, squirt guns, or any weapon, real or fake.
- ❖ Cigarette lighters, laser pointers, matches, etc.
- ❖ Clothing items or jewelry not permitted by the AOE Dress Code (see Dress Code Pokicy).

These items will be confiscated. Repeated violations may result in the permanent confiscation of the item at the sole discretion of the administrator.

### **PICTURES**

School and class pictures will be taken in the fall or spring. If parents wish to purchase pictures, the order and payment may be required on the day photographs are taken depending on the studio that is hired to provide this service.

### **PROBATIONARY STUDENTS**

Probationary students are those who are two or more grade levels behind in Reading and/or Mathematics at the end of the school year, and also have poor attendance and/or work ethic making them ineligible to pass to the next grade level. Probationary students will be required to complete summer work given by the teacher, and demonstrate improved academic performance, attendance, and work ethic to be eligible for promotion to the next grade level. Upon successful completion of these requirements, a probationary student may move to the next grade at any point during the school year. Appeals of a student's probationary status must be filed in writing to the school's governing board.

### **PROGRESS REPORTS & REPORT CARDS**

Each student's grades are placed on a permanent record card. This record follows a student throughout the rest of their education, therefore we encourage students to do their best and take their education seriously. Report Cards are issued after each quarter. A student must be present 20 days to receive a report card or have grades recorded.

Progress Reports are sent home at the quarter's mid-way point. Progress Reports and Report Cards are to be signed by a parent/guardian and returned no later than the following Friday. Students who fail to return signed progress reports are not eligible to participate in Club Activities or may lose recess time.

## **PUBLIC DISPLAYS OF AFFECTION**

To promote the wholesome and respectable atmosphere AOE currently enjoys, and to establish an appropriate environment for students of all ages, **there are to be no “public displays of affection”** (i.e. boyfriend/girlfriend behaviors such as kissing, hugging, holding hands, etc.) at school, or during any school-sponsored activities.

## **SEARCH AND SEIZURE**

The Academy of Excellence reserves the right to search and seize when there is a reasonable belief that there exists some material or matter which is detrimental to the health, safety and welfare of students, employees and/or to school facilities.

1. Searches of school property may be conducted at any time.
2. Strip searches of students will not be conducted by the school, and are not permitted.
3. Illegal items or other possessions reasonably determined to be a threat to the health, safety or security of any person or facilities will be seized by school authorities.
4. Items which are used to disrupt or interfere with the educational process may be removed from students' possession.
5. Items seized by the school may be held at the school, returned to the student's parents or turned over to the appropriate law enforcement agency. The school will maintain records of items seized and their disposition.

## **STUDENT RECORDS**



It is extremely important that the school has updated telephone numbers, emergency contact names and numbers, parent work numbers, immunization information, etc. If a student moves during the year, and/or if there are any changes made to the original enrollment forms, please get that information to the front office immediately.

Parents may request a copy of their student's records at any time by contacting the school office. Keep in mind that a new school will automatically request the student's records so it is not necessary for the parent to provide them in order to enroll their student into the new school. Schools generally require only proof of residency, updated immunizations, and a birth certificate for the student to begin school (for secondary students, add grades/transcripts). No student transcripts will be released until all outstanding fees or fines are paid in full.

## **STUDENT RELEASE AND TRANSPORTATION**

During the school day, students will be released only to parents or those persons listed on the student's Emergency Card and Transportation Release Form, except in certain specific instances such as Child Protective Services or law enforcement officials. Exceptions to this policy must be submitted in writing with a parent's daytime telephone number for verification, and given to the teacher by that morning. Permission for students not to ride the bus (to walk home, etc.) or be dropped off at a different location along the bus route must also be submitted in writing to the teacher.

When students need to leave early, parents or other authorized persons **must** sign them out first in the office. A phone call from a parent seeking to release a student early is not generally acceptable.

## **TELEPHONE AND MESSAGES**

The telephone may be used by students only in the case of extreme urgency or emergency, at the discretion of the teacher. Calls should be made only during breaks unless an emergency requires immediate attention. Phone conversations should be kept to a minimum and students **may not** use the phone to visit or “chat” with friends and family.

## **TEXT & LIBRARY BOOKS AND OTHER SCHOOL PROPERTY**

It is a student's responsibility to take good care of all school property and textbooks. In the event of vandalism or other damage caused by a student, the student and his/her parent/guardian will be responsible for the cost to repair or replace the damaged item. Where it is feasible for the student to clean up or otherwise fix the damage, he/she will be required to do so.

## **Book Fines**

Any textbook found by teachers or administrators will be held in the office for student pick-up. When a student realizes that his/her book is missing they will need to get the book number and a note from their teacher. The student should bring this note to the office. The book will be released to the student with a \$5.00 fine. If the student cannot pay the fine we will release the book but will hold all grades until the fine(s) are paid in full.

Grades, report cards and/or transcripts will not be released until all books are returned or paid for, and any fines, money or labor due for the repair or replacement of damaged school property is received.

### **UNIFORM DRESS STANDARD**

A committee of parents, teachers, and administrators established the Uniform Dress Standard for the purpose of helping students focus on their academic, creative and physical performance, and not be burdened by the social demands of the latest trends in fashion. We encourage students to express their individuality through the products of their academic, creative and physical efforts, not through their ability to dress in a particular way.

The spirit of our uniform dress standard is clean, well dressed, and conservative to encourage a professional and serious attitude towards learning, and to avoid extremes in appearance that may draw attention away from studies and other school activities. Free Dress is permitted for special events at the administration's discretion. Please refer to the following page for more specific information on the uniform dress code standards.

### **VISITORS AND VOLUNTEERS**

Visitors must check-in with the Office Secretary upon arrival to campus. Visitors are expected to sign-out as well. If a visitor disrupts the learning environment, he/she will be asked to leave the campus.

Visitors that would like to serve as volunteers on a regular basis, whether parents, friends, or community leaders, will be required to complete an application and undergo the fingerprinting process. These documents must be on file prior to volunteer approval.

## UNIFORM DRESS STANDARDS

<b>SHIRTS, BLOUSES</b>	<p>Clean, solid white or solid navy shirts/blouses with collars are required. Shirts must be long enough to be tucked into pants, shorts, skirts, etc. Shirts are to <b>remain tucked in throughout the school day</b> (with the exception of recess and PE class). Shirts may be long or short-sleeved. Sweatshirts may be worn during the cold season, and should also be white or navy.</p> <p><b>NO</b> striped shirts, jerseys, tank tops, halter-tops, or sleeveless shirts are to be worn.  <b>NO</b> T-shirts or logos on shirts (Nike, Tommy, etc.) except AOE logos.</p>
<b>PANTS, SHORTS, SKIRTS, SKORTS, and JUMPERS</b>	<p>Clean, solid khaki or solid navy is required. <b>Clothing must be fitted around the waist</b>, and must be in good repair. Shirts are to be tucked into pants with a belt supporting the pants at the waist. The length of shorts/skirts must be at or below the student's fingertips when standing.</p> <p><b>NO</b> stripes, denim/jean material, skinny jeans, baggy pants/shorts or sweatpants/shorts.  <b>NO</b> pedal pushers, bell-bottom style pants, and extra long shorts.</p>
<b>SHOES &amp; SOCKS</b>	<p>Solid navy, brown, black, or white shoes (with laces matching the shoe color). Socks must be worn at all times, and must either be solid white or solid navy. Socks must be long enough to be neatly folded down once and still remain an inch or more above the ankle.</p> <p><b>NO</b> sandals or open toed shoes due to PE class and for other safety reasons.  <b>NO</b> thick-soled shoes no more than one (1) inch in height. No knee-high sneakers.  <b>NO</b> ankle socks, leggings, jeggings, or multi-color socks are allowed.</p>
<b>JACKETS AND SWEATERS</b>	<p>Students are encouraged to wear navy blue or white jackets and coats. Once students enter the classroom, jackets are to be placed on the back of their chairs. We ask that students avoid wearing red jackets.</p> <p><b>NO</b> hoodies, gloves, beanies are to be worn inside the buildings (classrooms, cafeteria, etc.)</p>
<b>JEWELRY, HAIR DRESSINGS</b>	<p>Girls may wear <u>one</u> pair of earrings, no more than ¼ inch in diameter and length. However, boys <u>are not</u> to wear any type of plastic or metal ear piercing objects. One wristwatch is acceptable for both boys and girls, otherwise...</p> <p><b>NO</b> permanent hair colors ( red, yellow, blue etc.)  <b>NO</b> facial jewelry or piercing.  <b>NO</b> jewelry is to be worn at school by both boys and girls.  <b>NO</b> outrageous haircuts (for example, Mohawks, designs cut in the hair, etc.) or dyes (for example, purple, blue, yellow, orange, or red) are permitted except on special occasions with the approval of the administration.  <b>NO</b> visible tattoos.  <b>NO</b> bandanas are to worn during school hours.</p>
<b>OTHER</b>	<p>If clothing is in need of repair, it must be mended or patched before the child comes to school.</p> <p><b>STUDENTS WHO FAIL TO MEET DRESS CODE STANDARDS, PARENTS WILL BE CALLED TO BRING A CHANGE OF CLOTHING OR THE CHILD WILL BE REQUIRED TO STAY IN THE FRONT OFFICE AND A DRESS CODE VIOLATION WILL BE ISSUED. JEWELRY MAY BE CONFISCATED AND HELD UNTIL THE END OF THE SCHOOL YEAR OR INDEFINITELY.</b></p>

# ACADEMY OF EXCELLENCE

Estimado Padre/Madre/Tutor:

Nos complace informarle que todos los niños que asisten a la escuela Academy of Excellence recibirán alimentos gratuitos debido a una nueva opción disponible a escuelas que toman parte en el Programa Nacional de Almuerzo Escolar y Programa de Desayuno Escolar llamado Suministro de Elegibilidad Común, durante el año escolar 2015-2016. Todos los matriculados de Academy of Excellence son elegible de recibir un desayuno y almuerzo nutritivo a ningún costo para usted durante el año escolar 2015-2016. No se requiere ninguna otra acción de su parte. Su hijo(s) podrán participar en este programa de alimentos sin pagar of llenar una solicitud.

**¿MI FAMILIA REQUIERE DE MAS ASISTENCIA. EXISTEN OTROS PROGRAMS DE LOS CUALES PODRAMOS QALIFICAR?** Para detalles de cómo aplicar al Programa de Cupones para Alimentos o Food Stamps en inglés (SNAP), o otros beneficios llame a su oficina local o llame al 1-855-432-7587.

*Si necesita ayuda, por favor llame al teléfono: 602-389-4271*

Atentamente,

**Dr. Eula S. Dean**  
**Mrs. Brenda H. Nelson**

Declaración de no discriminación: Explica qué hacer si cree que lo han tratado de manera injusta. "De conformidad con el derecho federal y con la política del Departamento de Agricultura de EE.UU., se prohíbe a esta institución discriminar por motivos de raza, color, nacionalidad de origen, sexo, edad, o discapacidad. Para presentar una queja por discriminación, escriba a USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, o llame gratuitamente al (866) 632-9992 (voz). Las personas con impedimentos de audición o discapacidades del habla se pueden comunicar con el USDA por medio del servicio de retransmisión federal (Federal Relay Service) al (800) 877-8339 o al (800) 845-6136 (en español). El USDA es un proveedor y empleador que ofrece igualdad de oportunidades para todos".

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# ACADEMY OF EXCELLENCE

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Dear Parent/Guardian:

We are pleased to inform you that all children attending Academy of Excellence will receive meals at no charge due to implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for school year 2015-2016. Great news for you and your student(s)! All enrolled students of Academy of Excellence are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2015-2016 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

**MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **Supplemental Nutrition Assistance Programs** or other assistance benefits, contact your local assistance office or call 1-855-432-7587.

If you have other questions or need help, call 602-389-4271

*Si necesita ayuda, por favor llame al teléfono: 602-389-4271*

*Si vous voudriez d'aide, contactez nous au numero: 602-389-4271*

Sincerely,

**Dr. Eula S. Dean**  
**Mrs. Brenda H. Nelson**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

**PLEASE ENSURE YOU UNDERSTAND  
AND HAVE DISCUSSED THE  
COMPONENTS OF THE SCHOOL  
HANDBOOK WITH YOUR CHILD.  
PLEASE SIGN AND RETURN THE  
FOLLOWING PAGES TO THE SCHOOL  
OFFICE.**

**THANK YOU!**

## STUDENT COMPACT

In our attempt to live the vision and mission of our educational program, we have initiated an elevated dress standard and behavior code for our students. To that end we require each student to initial and sign the following compact articulating your agreement with the need to meet these new and higher standards. Please read carefully and initial each statement. Contact your teacher if you have any questions regarding this compact.

COMPACT STATEMENTS	Student Initials
I acknowledge that good attendance and being on time are my responsibility. I recognize that there may be legitimate times I may be sick, or there may be an emergency at home during the school year. However, I pledge to attend school, on time, every day it is in session.	
I understand that I have a responsibility to appropriately contribute to the learning environment of the school and do not have the right to keep another student from learning. I pledge to respect the right of others to learn, and will not distract them or interrupt the learning environment in any way.	
I recognize that the school has a Uniform Dress Standard designed to help our learning environment. I pledge to wear the appropriate clothing to school each day. If I do not, I will not argue debate or otherwise challenge the policy with any school official and will willingly change into the approved article of clothing from the school wardrobe without argument.	
I pledge to make schoolwork a priority, to stay focused on my education, and to do all the assignments on time, all to the best of my ability.	
During school hours away from campus: I pledge that my behavior and attitude will be mature, professional and respectful when on field trips or other outings associated with the school. When corrected by any adult associated with the school outing, I will immediately and respectfully cooperate.	

I acknowledge that I have read, understood, and agree to the statements of this Student Compact:

STUDENT'S NAME (PRINT)	Student's Signature	Date
Parent's Name (print)	Parent's Signature	Date:

## PARENT COMPACT

As an Academy of Excellence (AOE) parent, I recognize that high standards of behavior, parent-school partnership, and high expectations of students are necessary for a school to provide a quality education. The declining behavior standards in traditional public schools, negative peer pressure, and the lack of parental support are all substantial contributors to unsafe schools and impediments to education. I also recognize that I have the most influence and effect on my child's education and success and will be acting in partnership with the school to best educate my child. My support can be demonstrated by carefully reading and initialing the following statements.

COMPACT STATEMENTS	PARENT'S INITIALS
I pledge to ensure that my child attends school every day it is in session. I recognize that excellent attendance is necessary for my child to receive the quality of education for which I have chosen AOE. I have the responsibility to see that my child attends school promptly each day except under extraordinary circumstances such as illness or family emergencies. If my child is absent, I agree to report the absence by calling the school office in advance or as soon as possible.	
I will encourage my child to use the speech, attitudes and behaviors of a respectful, and courteous student, and to obey quickly the instructions from any adult at AOE, especially if being asked to correct inappropriate behavior.	
I agree that the educators are to be given respectful attention and on all appropriate requests. While I reserve the right to advocate for my child if it becomes necessary, I will encourage my child to take responsibility for his/her own behavior and will act as a partner with school personnel in any behavior or discipline issues involving my child.	
I pledge to provide the approved school dress code clothing for my child. I agree to check to be sure that appropriate clothing is worn by my child each day. I pledge to honor the spirit of the code and work with the teacher to achieve the environment that the dress-code standard is meant to help provide.	
I know that I have a strong influence on my child's attitude towards the school, the educators, and his/her schoolwork. I pledge to only speak positively about, and in support of, AOE and its staff, and to address any problems I may have directly with my child's teacher in confidence.	
I pledge to encourage reading for pleasure at home, to support my child in his/her homework, and to encourage my child to complete assignments on time. I will stay in close contact with my child's teacher regarding his/her progress, and communicate any problems or concerns I may have with the teacher. I also agree to review, sign, and promptly return weekly Progress Reports, Student Planners, Report Cards, Permission Slips, etc. as required.	
As a member of the Parent Advisory Council (PAC), I pledge to be effectively involved in the support and enrichment of the school by participating and supporting PAC whenever and however I am able.	

**I acknowledge that I have read, understood, and agree to the statements of this Parent Compact.**

Parent's Name (print)	Parent's Signature	Date

## ABSENCE REPORTING POLICY

Pursuant to ARS 15-807: Absence from school, Notification of parent or person having custody of pupil:

1. In case of absence from school, the parent/guardian is required to notify the school attendance personnel in advance of /at the time of the absence.
2. At time of registration, the parent/guardian is required to furnish the school with at least one telephone number, if available, where the parent/guardian may be contacted during the school year; the parent/guardian is to promptly notify the school office of any changes to the contact information.
3. In case a student is absent from school and the parent/guardians has not notified the school, school attendance personnel will make a reasonable effort to notify the parent/guardian within a reasonable amount of time after attendance has been taken and reported to the office.
4. **Students may not have more than 20 total absences per school year.** A student who is absent more than 20 times per school year may not be eligible to pass that grade level, unless prior arrangements have been made and cleared by the Principal's office for chronic or other medical reasons. Medical documentation should be forwarded to the administrative office. Students with excessive non-medical absences must be on grade level as evidenced by standardized test results and teacher observations in order to progress to the next grade.

### Statement of Acknowledgment

If \_\_\_\_\_ is absent from school, I understand and will follow the above requirements.

\_\_\_\_\_  
Signature (Firma)

\_\_\_\_\_  
Date (Fecha)

## POLIZA DE REPORTE DE AUCENCIAS

Conforme con ARS 15-807: Ausencia de la escuela, Notificación de padre o persona con custodia del estudiante:

1. En caso de una ausencia de la escuela, el padre/guardián se requiere que notifiquen al personal de la escuela avanzado o el día de la ausencia.
2. Al tiempo de registrar, el padre guardián es requerido que informe a la escuela de cualquier cambios de la información del estudiante.
3. En caso que el estudiante falte en la escuela, y si el padre/guardián no ha notificado a la escuela, la persona encargada de asistencia dará un desfuerzo a contactar al padre/guardián para reportar la ausencia después que la asistencia a sido tomada y entregada a la oficina.
4. **Estudiantes no pueden tener más de 20 ausencias durante el año escolar.** El estudiante que este ausente más de 20 veces por año puede que no sea elegible para pasar al siguiente nivel de grado, alómenos que arreglos previos estén aclarados por la oficina de la Principal por razones médicas. Documentaciones médicas deben de ser entregadas a la administración de la oficina. Estudiantes con ausencias excesivas que no sean médicas tienen que estar al nivel de su grado con evidencia de resultados de exámenes y observación del maestro para poder progresar al siguiente nivel de grado

### Declaración de Reconocimiento

Si \_\_\_\_\_ está ausente de la escuela, yo entiendo y estoy de acuerdo en seguir los requeridos de arriba.

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

# ACADEMY OF EXCELLENCE

## GUIDELINES FOR COMPUTER USE

At Academy of Excellence, there has been a constant increase in technology use. High speed internet access is provided and new software purchases to benefit our students are being reviewed. We know that access to technology will help prepare our students for future education and employment. It is important that all adults and children agree to use the equipment and the Internet responsibly. This policy requires that parents, students and teachers agree to abide by appropriate use guidelines. These guidelines place responsibility for behavior with the students and parents, but require and ensure that students receive proper instruction and supervision by teachers.

It is very important that these agreements are in place to ensure the safe use technology for our students and their families. We appreciate your support of technology as an asset to the educational process.

### **All students and staff agree...**

- To report any misuse of technology to a parent, teacher, or system administrator.
- To be polite and use appropriate language.
- To respect privacy by not revealing your own personal passwords, addresses or phone numbers on the Internet.
- To not use the system in a way that would disrupt use of the system by others.
- To not access inappropriate materials.
- To not harass, intimidate or attack others.
- To not illegally copy or distribute copyrighted materials.
- To not trespass into another's files or work.
- To not incur any charges, download programs, or print without authorization.

### **All staff members agree...**

- To train students in Internet use and monitor student use.
- To utilize the Internet in support of the curriculum.
- To respect privacy and copyright laws.

### **All parents agree...**

- To educate their child in the ethical use of the Internet to the best of their ability.

***Students who choose to misuse educational technology could lose all privileges to use the equipment and are subject to further disciplinary action.***

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Student's Signature

Date

---

Parent's Signature

Date

# ACADEMIA DE EXCELENCIA

## CONVENIO PARA EL USO DE TECNOLOGÍA

En la Academia de Excellence ha habido un aumento en el uso de tecnología. También tenemos acceso de alta velocidad al Internet y nuevas adquisiciones de programas están siendo revisadas y evaluadas.

Creemos que el acceso a la tecnología nos servirá para preparar a nuestros estudiantes para su educación y empleo futuro. Ya que el uso de tecnología continua aumentando, es importante que todos los adultos y niños se pongan de acuerdo de utilizar el equipo y el Internet con un nivel de alta responsabilidad. El convenio requiere que los padres, estudiantes, y maestros esten de acuerdo en seguir las normas apropiadas para su uso. El convenio también establece la responsabilidad por el comportamiento del alumno y sus padres, pero requiere y asegura que el alumno reciba la enseñanza y supervisión por parte de los maestros.

### **Todos los estudiantes y empleados estan de acuerdo de...**

- Reportar el mal uso de tecnología a un padre de familia, maestro/a, or el administrador del sistema.
- Ser cortés y usar lenguaje apropiado.
- Respetar la privacidad – Yo no revelaré ni direcciones personales ni números telefónicos en el Internet.
- No usar el sistema en una manera que podría interrumpir el uso por otras personas.
- No buscar acceso a material inapropiada.
- No acosar, intimidar o atacar a los demás.
- No copiar ni distribuir ilegalmente materiales que tienen Derechos Reservados.
- No transgredir los archivos ni el trabajo de otra persona.
- Incurrir en cualquier cargo por el uso de la Red sin autorización.

### **Todos los maestros estan de acuerdo de...**

- Entrenar al estudiante en el uso del Internet y en vigilar como lo usa el alumno.
- Utilizar el Internet de acuerdo al programa de estudios.
- Respetar la privacidad y los materiales que tienen Derechos Reservados.

### **Todos los padres de familia estan de acuerdo de...**

- Educar a su hijo/a en la ética sobre el uso del Internet en base a su conocimiento y capacidades.

*Los estudiantes que mal usen la tecnología pueden perder sus privilegios de utilizar el equipo y es posible que tengan consecuencias adicionales .*

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Firma de estudiante

Fecha

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Firma de padre/guardian

Fecha

## Dress Code Policy for Academy of Excellence

A uniform committee of parents, teachers, and administrators has expressed strong support for the establishment and enforcement of a more uniformed dress code. In order to provide for a more productive learning environment, the Academy of Excellence has established the following dress code for the school year.

### **SHIRTS/BLOUSES/ JACKETS**

Clean solid white or solid navy/blouses with collars are required. Shirts/blouses must be long enough to be tucked into the pants/shorts/skirts, etc. The shirts /blouses are to remain tucked in while the students are on the AOE campus (with the exception of during PE class.) Shirts/blouses may be long or short sleeved. No striped shirts, jerseys, tank tops, halter-tops, or sleeveless shirts/blouses may be worn. No logos on shirts (Nike, Tommy, etc.) except AOE logos. T-shirts are not acceptable. Sweatshirts may be worn during the cold season but they are to either white or navy with no logos. Students are encouraged to wear navy blue or white jackets and coats. Once students enter the classroom, jackets will need to be placed on the back of their chair. We ask that students avoid wearing red jackets.

### **PANTS/SHORTS/SKIRTS**

Clean solid khaki or solid navy is required. No striped, denim/jean material, baggy pants or shorts, sweat pants or shorts, jersey pants or shorts. Pedal pushers, bell-bottom style pants, and extra long shorts will not be accepted. Pants must be appropriately fitted with a belt if needed. The length of shorts and skirts must be at or below your child's fingertips when standing and above the knees.

### **SHOES/SOCKS/JEWELRY**

Due to PE and safety reasons, there will be no sandals or open toed shoes. No thick soles more than one (1) inch in height. The colors for shoes are solid navy with navy laces, solid brown with solid brown laces, solid black with solid black laces, or solid white with solid white laces. Socks must be worn at all times. Socks must be either solid white or solid navy. The socks must be worn where they are long enough to neatly folded down once and still remain an inch or more above the ankle. No jewelry is to be worn at school by both boys and girls. Boys are not to wear any type of plastic or metal ear piercing paraphernalia. However, girls may wear one pair of earrings that may be no more than ¼ inch in diameter. One wristwatch is acceptable for either boys or girls.

**We recommend you purchase clothing from the uniform department of any department store.**

### **HAIR DRESSINGS**

- No bandanas or mixed colored hair are to be worn during school hours.
- If clothing is in need of repair, it must be neatly mended or patched.
- If your child arrives at school about of dress code, the Academy will not furnish temporary uniform clothing. Instead, the following will occur:
  - ❖ **1<sup>st</sup> Time - Warning**
  - ❖ **2<sup>nd</sup> Time - Detention or In-School Suspension**
  - ❖ **3<sup>rd</sup> Time - Out-of-School Suspension for (1) day**
  - ❖ **4<sup>th</sup> Time - Out-of-School Suspension for (3) days**

The parent will be notified of each occurrence. Teacher discretion will be used to determine if students will be allowed to make up missed assignments due to dress-code violations. If the student is not allowed to make up assignments, the teacher will record these grades as zero/no credit.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Vestuario Del Uniforme Para Academia de Excellencia

El comite del uniforme de padres, maestros, y la administracion a expresado sus ideas para el inifpome y lo requerido. Para que los estudiantes tengan mas seguro la Academia de Excellencia a establecido la informacion siguiente para el vestuario del ano escolar 2006-2007.

### Camisas/Blusas

Limpias, color blancas o azul marino solido. Can cuello es requerido. Las camisas y blusas tienen que ser largas para que se puedan fajar y deben permanecer fajadas todo el dia durante la hora de clases. Pueden ser manga larga o corta. No linas, de deporte o camisas sin mangas deven de ser usadas. No logos en las camisetas (Nike, Tommy, etc.) nomas el logo de la escuela. ***Cimsetas sin cuello no se deben de usar.***

### Pantalones/ Shores/ Falsas

Limpios color crema o azul marino. No lineas, o material de mesculia, pantelones muy flojos o shores, no pantelones pare corer. Pantalones al tobillo, acampanados, o shores muy largos no seran aceptados. Los pantalones tienen que quedar ala medida con cinto. Los shores y faldas deven estar de largo de la punta de los dedos cundo estan parados. Las faldas con tirantes son aceptables de color azul marino o crema.

### Zapatos/ Calestines/Jollas

Por las clases de educacion fisica, no padran usar sandalias o zapatos con abierturas. Perderido color de zapatos azul marino o blancos. Calsetines los tendran que usar todo el tiempo color azul marino o blanco. Tienen que ser del estilo que se doblen una ves. Jollas no srenan permitidas. Los ninos no podran usar areter de ni una calse. Las ninas pueden usar artes pero que no esten mas largo de 1/4<sup>th</sup> pulgada de diametro.

Las recommendamos que compre la ropa del departamento de uniformes en culquir tienda.

### Chamarras

- No pañuelos ni mezclado coloró pelo es de ser llevado durante horas de clase.
- Si ropa necesita reparación, debe ser reparada ordenadamente o debe ser remendada.
- Si su niño llega en la escuela acerca de de código de vestido, la Academia no proporcionará ropa uniforme temporaria. En vez de eso, el siguiente ocurrirá:
  - ❖ primer Tiempo – Advirtienddo
  - ❖ segundo Tiempo - Suspensión de Detención o En-Educa
  - ❖ el Tiempo tercero - Fuera–de Educa Suspensión para (1) día
  - ❖ Tiempo cuarto - Suspensión Extraescolar para (3) días

Pade sera abisado cada vez. Estudiante que falle acausa de violacion de vestuario no podra ader las tareas de su clase. Los mestros repotaran com un cero de grade.

Firma del Padre \_\_\_\_\_

Date \_\_\_\_\_

Fima del Eatudiante \_\_\_\_\_

Date \_\_\_\_\_

**ACADEMY OF EXCELLENCE**  
**Expected Bus Behaviors**

1. The student will stay seated at all times while the bus is in motion, and will not get out of his/her seat until departing the bus.
2. The student will use conversational tones (inside voices) at all times to avoid distracting the driver from his/her responsibilities.
3. The student will get on/off the bus at their designated stop, unless given written permission to do otherwise.
4. The student will follow all directions given by the bus driver without question.
5. The student will follow safety and traffic rules by crossing the streets at specified crosswalks while the bus stop sign is displayed and the bus lights are flashing.
6. The student will stay in his/her assigned seat and report any damage to the seat when first getting on the bus. Failure to do so may result in being charged with vandalizing the bus.

**ACADEMIA DE EXCELENCIA**  
**Comportamiento Esperado del Autobus**

1. El estudiante debe estar sentado todo el tiempo que el autobus este en movimiento.
2. El estudiante debe usar una conversacion a un tono reasonable todo el tiempo, para que no distraiga al conductor del autobus con sus responsabilidades.
3. El estudiante debe subir y bajar del autobus en su area disgnada.
4. El estudiante debe seguir todas las reglas que a asignado el conductor del autobus sin preguntas.
5. El estudiante tiene que conocer todas las seguridades de cruzar las calles traficadas. Cuando el terror del autobus dice alto y las luces se esten aprendendo y apagando.
6. El estudiante debe estar sentado en su asiento asignado y reporter cualquier daño del asiento, en cuanto se suba al autobus. Si no lo reporta puede resultar contra su hijo/a.

**ACADEMY OF EXCELLENCE**  
**Verification of Receipt of the Student/Parent Handbook**

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Student Signature	Grade	Date
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*I have reviewed the AOE Handbook with my child.*

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Parent Signature	Date
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Student's Signature (Firma de estudiante)	Date (Fecha)
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Parent's Signature (Firma de padre)	Date (Fecha)
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