



ALTITUDE
ACADEMIES



ACADEMICS HANDBOOK

2024 - 2025



Dear Altitude Academies Parents and Students

I am both proud and honored to assume the role of principal at Altitude Academies and welcome you to the 2024-2025 school year. I feel immensely grateful for the opportunity to lead our school with over three decades of experience in the field of education as a classroom teacher, assistant principal, and principal. I have spent my career nourishing a deep passion for working with young individuals towards achieving educational success, and I take great pride in my role as the new principal.

At Altitude Academies we will strive to provide each student with the highest level of education possible. Our faculty, with decades of experience in the education field, will work effortlessly to provide engaging learning experiences that will challenge students to achieve their fullest potential. Our new school counselor, Jo Beckum, will assist and support students in determining their academic, personal and career goals. Our new Instructional Coach, Maggie Gonzalez, will focus on providing our staff with support, resources and professional development opportunities to ensure they are equipped with the tools needed to provide the best quality of education.

I believe in the proverbial saying that “it takes a village to raise a child,” and at Altitude Academies our village is made up of teachers, administrators, staff, coaches, and parents working together to provide the very best for our students’ academic success, social-emotional development and overall well-being.

This handbook is one of our communication tools and it details our expectations and policies which have been established for the students. This will play an important role in their future, ensuring that our students are equipped to make decisions that result in positive outcomes as they interact with their peers and staff members. Please review our handbook and discuss this with your child to ensure they have a smooth and successful school year.

I am looking forward to meeting all our students and know that with our dedicated staff and supportive school community, we will have an amazing school year.

Best Wishes,

Stacy Reese

Altitude Academies, Principal



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Mission, Vision, and Core Values

Our Mission

To provide an academic community in which educational excellence and focus on each student's potential is complimented by the physical, cultural and character development of the student.

Our Vision

To cultivate an environment where personalized learning and athletic development are harmoniously integrated, fostering student engagement, academic achievement, and athletic excellence through a unified approach, supported by robust evaluation protocols.

Our Core Values

Commitment:

To value your access to a high quality educational experience by committing to work hard, demonstrate loyalty to friends, colleagues and the school, and to support and care for others.

Opportunity:

To set personal goals for improvement, develop confidence through participation and pursue individual interests that support personal growth.

Respect:

To respect all members of the school community, demonstrate tolerance of others with different points of view and value the diversity of various cultures in our school community.

Excellence:

To focus on personal achievements by working at your fullest potential, and to set high standards in all areas of school life.

Faculty & Staff Directory

TITLE	NAME	EMAIL
Principal	Stacy Reese	Sreese@rpsacademies.com
Guidance Counselor	Jo Beckum	JBeckum@rpsacademies.com
Instructional Coach	Maggie Gonzalez	MGonzalez@rpsacademies.com
School Secretary	Vivi Rodriguez	VRodriguez@rpsacademies.com
Night School Supervisor	Daniel Sanchez	DSanchez@rpsacademies.com

TEACHERS		
FIELD	NAME	EMAIL
Middle School	Vana Renejuste	VRenejuste@rpsacademies.com
Middle School	Jenny Buback	JBuback@rpsacademies.com
Mathematics	Joelle Cordiello	JCordiello@rpsacademies.com
Mathematics	Antoinette Nardini	ANardini@rpsacademies.com
English	Ashley Hodges	AHodges@rpsacademies.com
English	Kristin Hayes	KHayes@rpsacademies.com
Science	Yvonne Cedeno	YCedeno@rpsacademies.com
Science	Ted Messinger	TMessinger@rpsacademies.com
Social Studies	Jeffrey Lanier	JLanier@rpsacademies.com
Social Studies	Chris Wehner	CWehner@rpsacademies.com
Spanish	Gladys Velez	Gvelez@rpsacademies.com
ELL	Carlleen Wright	Cwright@rpsacademies.com
Art	Tracy Canada	TCanada@rpsacademies.com
French	Linda Cahill	LCahill@rpsacademies.com

SPORTS DIRECTORS		
ATHLETIC DIRECTORS	NAME	EMAIL
Tennis	Juan Abuchaibe	JAbuchaibe@rpsacademies.com
Golf	RJ Schebel	RSchebel@rpsacademies.com
Volleyball	Piotr Marciniak	PMarciniak@rpsacademies.com
Soccer	Pablo Toledo	PToledo@rushselectacademy.com
Soccer	Ferdi DeMatthaeis	FDeMatthaeis@rpsacademies.com
Pickleball	Madi Gonzalez	M.Gonzalez@rpsacademies.com

Calendar 2024 - 2025

2024

2025

	SUN	MON	TUE	WED	THU	FRI	SAT
JULY		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
AUGUST	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
SEPTEMBER	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
OCTOBER	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
NOVEMBER	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
DECEMBER	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

	SUN	MON	TUE	WED	THU	FRI	SAT
JANUARY				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
FEBRUARY	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	1
	2	3	4	5	6	7	8
MARCH	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
APRIL	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
MAY	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
JUNE	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

	SUN	MON	TUE	WED	THU	FRI	SAT
JULY			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
AUGUST	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

Aug 1-9	Teacher Work Days
Aug 11	Boarders Return
Aug 12	School Starts
Sept. 2	Labor Day
Sept. 25	Parent/Teacher Conf.
Oct 11	End of First Quarter
Nov 11	Veteran's Day Holiday
Nov 25-29	Thanksgiving Holiday
Dec 20	End of Second Quarter
Dec 21-Jan 5	Winter Break
Jan 3	Teacher Workday
Jan 6	Students Return
Jan 20	MLK Day Holiday
Feb. 26	Parent/Teacher Conf.
Mar 14	End of Third Quarter
Mar 17-21	Spring Break
Apr 18	Holiday
May 14	Prom Parent/Teacher Conf.
May 26	Memorial Day Holiday
May 30	Graduation
May 30	End of Fourth Quarter
June 2-6	Teacher Workdays

NWEA READING and MATH:

8/21 and 8/22, 11/13 and 11/14, 1/15 and 1/16, 5/7 and 5/8.

Teacher Pre-Planning:

8/1 to 8/9

School Supplies

School Supply List

- 12 Month Planner
- Pencils
- Pens (Black & Red)
- Highlighters
- Glue Sticks
- Erasers
- 6 Composition Notebooks
- Headphones
- Ruler (Meter Stick)
- Scientific Calculator
- TI-84 Plus Calculator (Pre-Calculus and Calculus)

Laptop Specifications

- Windows 10 or higher
- 8 Gigs of RAM Minimum
- 64 bit
- Microsoft Office 365

School Supply List

- 12 Month Planner
- Pencils
- Pens (Black & Red)
- Google Chrome
- USB 2.0 and up
- Built-in Camera
- Wi-Fi Capable

Class Schedule

Class Schedule	
Period 1	8:00 AM - 8:55 AM
Period 2	9:00 AM - 9:55 AM
Period 3	10:00 AM - 10:55 AM
Period 4	11:00AM - 11:55AM
LUNCH	12:00 PM - 1:00 PM
Period 5	1:00 PM - 1:55 PM
Period 6	2:00 PM - 2:55 PM
Period 7	3:00 PM - 3:55 PM
Period 8	4:00 PM - 4:55 PM

Night School	
Monday - Wednesday	7:00 PM - 8:30 PM

Application Process

Enrollment and Required Documents

All Altitude Academy enrollment, including receiving documents such as Birth Certificates, Social Security cards, Passports, Health Records, Student Visas, Physical Fitness Forms, etc. are managed by the Student Services Department.

Transcripts

Previous school transcripts are required for all students and all students must be in good standing with their previous school.

Accommodations

If the applicant is currently receiving extended time or any other accommodation to complete assignments, quizzes, tests, and/or standardized tests (ACT, PSAT, SAT, TOEFL), a current and complete psychological-educational evaluation must be submitted. The psychological-educational report must be from a licensed psychologist and administered within the last 12 months, and if applicable, a copy of the Individualized Education Plan (IEP) must be on file.

Academic Plan

Our teachers will be instructing courses based on the Florida State Standards while using a variety of resources to accomplish these requirements. Our entire team, including ownership, administration, and student services fully supports education. We challenge our students to achieve their fullest potential through our inspiring learning environment and our high-level curriculum.

High School Academic Plan

A four year study plan will be developed with our School Counselor upon arrival. Also, keeping within the credit requirements for the state and the 16 credits required by NCAA, the core subjects are: 4 Mathematics, 4 English, 4 Science, and 4 Social Studies. With a minimum of 2 World Language courses.

College Courses Dual Enrollment - USF

University of South Florida's dual enrollment program allows our students to simultaneously earn high school credits toward their high school diploma and credits toward an associate degree. This gives students a jump start on college. Dual enrollment classes can be offered starting in 10th grade. The courses we consider (Mathematics, English, Science, and Social Studies) are general education credits that can be transferable to any college in the United States.

College and University

A graduating F-1 high school student, whether at a private school or who would like to continue studying in the United States, may apply to a SEVP-certified college or university. As with graduating domestic high school students, it is in your best interest to initiate the application and approval for college in the United States well in advance of high school graduation.

Middle School Academic Plan

In order for a student to be promoted to high school from the middle grades, they must successfully complete the following courses:

- Three middle grades or higher* courses in English language arts.
- Three middle grades or higher* courses in mathematics.
- Three middle grades or higher* courses in science.
- Three middle grades or higher* courses in social studies.
- One Music/Art Course
- One of these social studies courses must be Civics.

*May include high school courses for high school credit with the recommendation of the Principal and Guidance Counselor.

Academic Year

Our Academic year consists of 2 semesters (Fall & Spring), each is 18 weeks in length.

Grading Scale:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-59

Student of Month

Every month we will recognize one student for outstanding performance, behavior, attendance, and/or showing extra initiative in class, lessons, or projects. Teachers need to nominate their most outstanding students. The administrative team will make the final determination of winners. Winners are announced in our newsletter and receive a certificate.

Exemptions – Final Exams

Students may be exempt from Final exams in all content areas if the student has produced mastery level work by maintaining an average of 95-100. The teacher must have at least 2 exams in the gradebook to determine mastery. Exemptions may only be approved by the Principal with teacher submitted documentation of mastery.

GPA Requirement for Sports

We want all our students to achieve their maximum potential in their academics, sports and overall character development. To further this goal, we reserve the right to restrict any student who does not maintain a 2.5 GPA or have incomplete assignments from participating in sports or any school activities.

Student Responsibilities

- Attending classes on time and regularly
- Be prepared for classes with all necessary supplies
- Taking care of school properly
- Completing all homework and class assignments
- Organizing their time well
- Respecting themselves and others
- Making up work missed by absence
- Asking questions so it is clear what is expected.

Parents Responsibilities

- Set a clear homework policy.
- Monitor assigned homework and finished products.
- Stay in communication with the child's teachers to remain well-informed of the progress.
- Parents will have access to all student's grades & attendance through the PowerSchool Parent Portal

Make-up Work

- Students who are absent from class are required to make up class work and/or tests.
- Students are responsible for arranging to make up all such work.

Individualized Learning Path

One of the ways we measure academic progress is through standardized testing. Our students complete the Northwest Evaluation Association (NWEA) four times a year. Each student will take an entrance exam at the start of the school year. We then develop individualized learning paths based on each student's data, providing an opportunity for students to strengthen specific subject areas.

NWEA Testing

Altitude Academies uses NWEA testing and diagnostic testing tools which provide unprecedented insight into each student's performance ensuring they receive efficient and targeted instruction based on their specific strengths and challenges. Our students test four times a year so that we can constantly monitor and implement effective changes for our learners.

With NWEA testing we collect data on an individual student basis as well as our student body as a whole. Data reports we receive from the NWEA allow us to implement customized curriculum aligned with Florida standards to not only support gaps in learning, but we are able to implement curricula to encourage targeted growth projections.

Another asset of using the NWEA testing is that The NWEA College Explorer Tool uses correlations between MAP Growth scores (RIT), ACT®, and SAT® scores to pinpoint the colleges and universities for which a student's forthcoming scores would likely be near the median admissions scores.

Altitude Academies has a small student population and because of our student-teacher ratio, all our students are individualized learners. Through relationship building with our students, test data, and daily review of student progress, we can build a personalized education to meet our students' varying needs. By using this method, we can support students as they prepare in taking the following exams ACT/SAT/PSAT and PERT and in finding the right college.

Policies & Guidelines

Checking Students out of School

Anyone wishing to check a student out of school prior to dismissal time must do so through the office. To protect the safety of the children, we require any adults that have documented authorization to pick up a student to present a picture I.D. If the adult's name is not on the list or persons with authorization to pick up the student, they will not be allowed to check them out.

Parents Visiting School During School Hours

Parents visiting the premises of a school shall report to the school office to explain the purpose of the visit. This rule shall apply to all visitors and parents, it shall not be disregarded except in the case of an emergency where a special condition exists. The following procedures shall be followed.

- All visitors and parents shall check in at the school's office and present an ID.
- Student's parent(s) or legal guardian shall request a conference during non-student contact time to avoid interrupting the daily program.
- When visits are made for the purpose of conferences with teachers, every effort should be made to pre-arrange such visits.
- The principal or designee shall approve all visitors and parents who wish to enter a classroom during an instructional period.
- Visitations by non-enrolled students unaccompanied by their parent(s) or legal guardian are prohibited unless they have business with the principal or prior approval has been granted by the principal.
- Loitering in and around the school premises is prohibited.
- Unauthorized persons shall not be allowed to interrogate or question a student during the school day without consent of the student's parent(s) or legal guardian or in their presence or upon the principal's immediate authorization.
- The principal may request any visitor or parent to leave when it is deemed to be in the best interest of the school.

If a visitor or parent suffers an accident or incident while visiting a location, a Visitor Accident Report must be completed within 48 hours of the accident and submitted to Risk Management. Provide specific details of the occurrence (answer: who, what, where, and when).

Student Attendance Policy

Students who miss 20 or more consecutive days of school may be disenrolled and designated as truant. All students disenrolled for truancy and their parents, will be required to attend an Attendance Improvement meeting before re-enrollment.

Our goal for all students is to maintain an attendance rate of 95% or above. Please email/ call the main office (every day of absence) to notify the school if your child will not be in school that day. We ask all parents/guardians to keep children at home during the early infectious period of a cold, illness, or communicable disease. Absences will only be considered excused if a doctor note, with their letterhead, is provided.

Please check the school calendar when planning family vacations or making appointments. Taking your child out of school for family trips is actively discouraged. It is academically and socially disruptive to your child's learning. If your child needs to miss school days, it is their responsibility to make-up all the missed assignments and assessments.

Every Minute Counts

Attendance is the number one predictor of academic success. Just like our staff, children are expected to be at school every day on time. Patterns of lateness affect your child and their classmates upon their arrival. You will receive daily notifications when a pattern of one or more late entries for the day has been established. Our school day is designed to ensure that your child is fully engaged in purposeful learning that is designed to promote critical thinking, prompt ongoing discussion, and provide multiple opportunities for our children to show us what they know by applying their newly learned skills to broader concepts and applications. Our objective is to prepare our children to feel confident enough to solve problems and address challenges that they have never seen before. If your child is consistently late and/or absent, expect lots of communication with the teacher, guidance counselor, and principal

Tardy

Classes start promptly and on time. A student who is not in the classroom when class begins will be considered tardy. There will be consequences for a student who is consistently tardy. Students should make every effort to attend class on time.

Students Dress Code

No sleeveless shirts, vests and sun tops for boys and girls.

- Tattoos must be covered.
- No see-through garments.
- No tops that show cleavage or tank tops that show the chest, side and/or stomach.
- No bare midriff tops or tops and pants that do not touch when standing straight.
- No clothing displaying profane, obscene or otherwise inappropriate language and/or symbols (e.g., drug, alcohol or sexual references, etc.)
- No clothing displaying gang-type symbols, or patently offensive symbols or statements associated with race, religion, clubs, sects, or groups.
- No hats/head covering, no hoods of sweatshirts over their heads, handkerchiefs, do-rags, sunglasses, masks, face paint, or other disguises that inhibit the identification of the individual during the school day, detention, or on school grounds.
- Jewelry – no loops or tangled earrings – Stud only. One necklace only. No rings unless married or engaged.
- Nails should be neat and clean.
- Hair should be well groomed and off your face.

Note: *This policy does not apply to after-school activities that occur outside the regular school day, such as athletic events, activities, meetings, etc.*

Exceptions:

- Head coverings that have religious significance (must be approved by an administrator).
- Head coverings worn for medical reasons (must be approved by an administrator).
- Special events and/or circumstances that receive administrative approval in advance.

Student Cell Phone Policy

Personal electronic devices, such as cell phones, digital music players, smart watches, and any other electronic device that may capture images or sound, project or create sound, or be used to generate communication to other devices, are often disruptive to effective classroom instruction when not part of the teacher's planned learning activities.

For this reason, all personal electronic devices and peripherals (earbuds, headphones, etc.) are to remain turned off and stored away from students during class time, unless explicit permission is given by an instructor for use.

Violations will result in progressive corrective action, parent/caregiver contact, and possible confiscations by our administration. Classroom teachers will attempt to redirect and intervene to remind students to meet this expectation prior to referral to an administrator, if necessary. Insubordinate or argumentative behavior may result in further disciplinary consequences.

Calls During School Time

If a parent has an emergency and needs to contact their child, please call the school at 772-800-2444.

Classroom Conduct Standards

- Follow all campus rules and classroom policies.
- Act in a manner that shows respect for self and others.
- Keep our school clean by disposing of trash properly.
- Except for bottled water, absolutely no food, candy, or drink is allowed in classrooms.
- Hall passes will be issued to students who must leave the classroom for any reason.
- Students are required to maintain high standards of behavior at all times. If a student misbehaves after receiving a warning, they will receive detention and call home. If the behavior continues, a referral will be written.

Transcripts Requests for Universities

Official transcripts may be mailed upon request to the University of your choosing. Your request must include the name and address of the University. The first request is free, additional copies will have a small charge.

Academic and Integrity Policy for Students

Academic integrity is the foundation of our school's commitment to the academic honesty and personal integrity of the school community. Academic integrity is about honesty, it applies to homework, schoolwork, and assessments regardless of point value. The school cares about the students learning and character development, therefore, academic integrity violations will not be tolerated.

Knowledge and maintenance of academic standards of honesty and integrity are the responsibility of the entire academic community, including the instructional faculty, staff, and students.

The Academic and Integrity Policy is intended to clarify the expectations the school has for all students. This policy outlines the expectations, guidelines, and consequences related to academic conduct to ensure fair and ethical practices among all students.

Cheating

Cheating is a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam. Examples of cheating include, but are not limited to the following:

- Copying an assignment or test
- Improper electronic capturing, recording or photography of exams and other testing materials.
- Allowing others to copy an assignment or test.
- Giving or receiving test information.
- Using unauthorized resources during an assessment.
- Submitting the same assignment or presentation more than once without prior teacher approval.
- Working on and/or completing an assignment collaboratively without teacher authorization.
- Making up information (data, quotations, sources, citations).
- Stealing testing materials.
- Pressuring or encouraging another student to violate this Academic Integrity Policy or planning with another to commit a violation of this policy.

Plagiarism

Plagiarism is a form of academic dishonesty in which an individual submits or presents the work of another person as their own. Plagiarism includes the use of someone else's ideas, words, or work without proper citation. Students must give credit to the original sources they use in their academic work.

Plagiarism exists when:

- Recognition is not given to the original author for phrases, sentences, and ideas of the author incorporated in a paper or project.
- A portion of a document is copied from another author, or composed by another person, and presented as an original work.
- When material from another source is paraphrased or summarized, even in your own words, the source must be acknowledged by citations.
- When working in a group, make sure you understand the rules for collaboration. Make sure your final submission is your own work and not that of your group members.
- You cannot submit your own work for more than one project. That's plagiarizing yourself, and it is not allowed.
- The use of AI unethically.

Guidelines for Using AI Ethically

Students must understand that all work submitted must be their own original work. Using AI-generated content as their own work is considered plagiarism.

- Students must give credit to the source of AI-generated content used in their work. This includes providing proper citations and referencing any materials used.
- Students should be transparent about their use of AI in their work. This includes identifying any AI-generated content used in their work and explaining how it was used.
- Students should be aware of the potential for AI to include bias and discrimination and should strive to use AI in an unbiased manner.
- Students should critically evaluate the source of any AI generated content and assess its reliability, credibility, and potential bias.
- Students should be aware of the privacy implications of using AI and should protect personal information when using AI.

Plagiarism Detection Software

A plagiarism detection software may be used when a document is submitted as an assignment. It is scanned and compared to everything found on the Internet.

Collusion

Collaboration is encouraged in appropriate circumstances, but collusion, where students submit work as their own when it was produced with unauthorized assistance, is considered a breach of academic integrity.

Fabrication

Students must not falsify data, sources, or any academic information presented in their work.

Procedures and Consequences

When a student has violated the Academic Integrity Policy, the penalties for academic misconduct may vary based on the severity and the nature of the offense.

- 1. First-time offenders may receive a warning and educational intervention to understand the importance of academic integrity and the consequences of future misconduct.*
- 2. Subsequent offenses or severe cases of academic misconduct may result in one or more of the following:*
 - Parents are contacted and an explanation of the violation that occurred.
 - Detention
 - School or community service
 - Grade deduction or failure for specific assignment or examination.
 - Disciplinary probation during which the student's academic progress will be closely monitored.

Respect and Dignity Policy

Respect is the way in which an individual (or group of individuals) behaves toward others. By ensuring politeness, sensitivity, being thoughtful, caring, and communicating appropriately, we demonstrate our 'respect' towards others.

Dignity is the result of being treated fairly and with respect by others; this means the individual's feelings of self-worth, being valued, and general well-being are not devalued.

It is the responsibility of everyone within our school community to create an environment where people are treated with dignity and respect ensuring no one is treated less favorably than any other person is. Anyone failing to adhere to the principles set out within this policy will be held accountable for their actions.

We ensure that appropriate consultation takes place with all stakeholders as part of the development of our policies and plans, by:

- Placing an expectation on everyone involved with our school community
- Treating one another with courtesy and in a non-intimidating/non-threatening way
- Respecting one another's boundaries, privacy, and personal space
- Avoiding verbal or written communication that may cause offense includes but is not limited to offensive jokes/language, gossip, letters, texts, emails, and use of social media sites
- Avoiding the use of material that others may find offensive or upsetting
- Avoiding discriminatory behavior of any kind
- Avoiding the use of individual power or authority to intentionally undermine, humiliate, intimidate, embarrass, or cause injury
- Ensuring that staff, children, and volunteers representing our school are familiar with our policies and procedures and where appropriate provide any necessary information and training
- Ensuring relevant policies are brought to the attention of other people visiting, using, or working on our site, highlighting the behavior we expect.

Bullying Explanation of Terms

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including but not limited to sexual harassment, hate violence or harassment, threats or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear of harm to that student's or those student's person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

A reasonable student is defined (but not limited to) as an exceptional needs' student, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Examples of bullying may include but are not necessarily limited to the following:

- **Verbal:** Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors.
- **Nonverbal:** Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- **Physical:** Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, pinching, slapping, biting, spitting or destroying property.
- **Emotional (Psychological):** Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.

Bullying Policy

We are committed to providing all students with a safe educational environment in which all members of the school community are treated with dignity and respect and are free from harassment, intimidation, or bullying. Bullying and harassment of students by students, school employees, volunteers, and visitors will not be tolerated at our schools.

The school will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the school's jurisdiction whether directed at an individual or group. We prohibit harassment, bullying, hazing, or any other victimization based on, but not limited to, any of the following actual or perceived traits or characteristics:

- Age.
- Color.
- Creed.
- Actual or perceived national origin.
- Race.
- Religion.
- Marital status.
- Sex.

- Sexual orientation.
- Gender identity.
- Physical or mental ability or disability.
- Ancestry.
- Political party preference.
- Political belief.
- Socioeconomic status.
- Immigration status.
- Familial status.

We expect students and/or staff to immediately report incidents to an administrator. A staff member who witnesses such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying or harassment shall be promptly investigated. Our students, parents/guardians, and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. We place our policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to address incidents of bullying and harassment when they occur. These policies and procedures must be disseminated annually to staff, students, and parents/guardians.

Parent-teachers should discuss this policy with their students and assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

This includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to an administrator.
- Students can reply to staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the school. The school system prohibits retaliatory behavior against any complainant or participant in the complaint process.

Procedure for Intervening with Bullying Behavior

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the Parent/Student Handbook and/or information packet, as part of the new school orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of their investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Reporting Violations of this Policy

An administrator shall be responsible for receiving complaints alleging violations of this policy. All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of bullying or harassing behavior, to immediately intervene, call for assistance, and report such incidents.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report, in writing, any act that may be a violation of this policy. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of bullying is expected. Students and staff are expected to report all incidents of bullying, teasing, or other verbal or physical abuse. Any student who feels s/he is a victim of such behavior should immediately contact a teacher, counselor, administrator, or staff person. If the student who was bullied believes the situation has not been remedied, they may file a complaint in accordance with the school procedures. Students are to be informed annually of the process by which they may make a report of bullying or harassment.

Retaliation

Retaliation against a student because the student has filed a bullying complaint, assisted, or participated in a bullying or harassment investigation or proceeding is also prohibited. Students who knowingly file false bullying or harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

Reporting Confidentiality

An allegation of bullying that involves sexual harassment, and the results of an investigation, shall be kept confidential to the extent reasonably possible. The immigration status of those involved in an incident shall also remain confidential except as required by law.

Cyber Bullying

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device or computer.

The following is intended to provide guidance to assist staff and students in identifying bias-based behavior:

- **Citizenship/Immigration Status:** Actual or perceived immigration status or status as a citizen of a country other than the United States of America.
- **Disability:** Actual or perceived disability, or history of disability. The term “disability” applies to a person who: (1) has a physical, emotional, or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; (3) is regarded as having such impairment. Major life activities include caring for oneself, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Some examples of impairments, which may substantially limit major life activities, even with the help of medication or aids/devices, are visual impairment, deafness or hearing impairment, diabetes, heart disease, and mental illness.
- **Ethnicity/National Origin:** Actual or perceived national origin or ethnic identity. National origin is distinct from race/color or religion/creed because people of several races and religions or their forebears may come from one nation. The term “national origin” includes members of all national groups and groups of persons of common ancestry, heritage, or background; it also includes individuals who are married to or associated with a person or persons of a particular national origin.
- **Gender:** The prohibition against gender discrimination includes sexual harassment.
- **Race/Color:** Actual or perceived race or color.
- **Religion/Creed:** Actual or perceived religion or creed (set of fundamental beliefs, whether they constitute a religion).
- **Sexual Orientation:** Actual or perceived sexual orientation. The term sexual orientation means heterosexuality, homosexuality, bisexuality, or transgender identity.

Fighting Policy

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting, promoting fighting or recording fighting shall be subject to disciplinary action, including dismissal from campus.

Assault or fighting is defined as a verbal or physical altercation causing a disruption of the educational process. Students should not move toward fights but should seek ways to avoid fights. A group fight is defined as a fight in which two or more students fight against another student. Students who participate in-group fights face dismissal.

How to Avoid a Fight

There are many factors that contribute to fights and potential fights. The message to everyone is DO NOT FIGHT!

There are many ways that you can avoid a fight. Here are things you can do to solve your problem if you are feeling angry with another student or group of students or if you are approached by a student or group of students:

- Talk with your teacher.
- Ask permission to see your counselor.
- Go to the office to see an administrator.
- Tell a security guard.
- Tell your parents.

Probation, Detention and Suspension

Probation

- Once a student is placed on probation, they have the burden of demonstrating that they want to remain part of the school. While on probation, further major code, policy, rules or regulation violations or a continuing difficulty in demonstrating their desire to comply with codes, policies, rules, and regulations will result in dismissal from.
- Probation is assigned for a specific duration and may include a loss of some or all privileges.

Detention

- Detentions may be used as a consequence for continuous discipline issues, consistent tardiness, and any other unacceptable behavior on the part of the student. The student's parent/guardian will be notified via email if a detention has been issued.

Home Suspension

- The student's parent/guardian will be officially notified by phone and email (when possible) of the details of the athlete's suspension and the need for the athlete to leave the school for the duration of the suspension.
- A suspended student must vacate his/her room for the entire suspension period. Since suspension from the school does not necessarily involve suspension from their academic program, the parents/guardians are responsible for arranging the continuation of the student's academic needs.
- A suspended student is expected to vacate their room within 48 hours of the notice to parents. The parents/guardians must make the necessary arrangements to meet their child's travel needs. Students who cannot depart within this period may be restricted to certain parts of the campus. Failure to adhere to these restrictions may result in further disciplinary action, including dismissal from the school.
- A suspended student may not participate in their sport program or any other social or sport-related programs, tournaments, or school events.
- Students who may be delayed from immediate departure due to waiting for their visa, plane ticket or passport, or delay caused by government regulation, will be the only exceptions.
- Upon returning to school, the student will be placed on probation for a period to be determined and announced at the time of the notice of suspension.

Appeals Process

Students have the right to appeal any penalties imposed on the grounds of procedural errors, new evidence, or disproportionate punishment.

Consequences for Non-Boarding / Boarding Students

- Dress code violators will be sent to the office and required to change.
- Prohibited items may be confiscated and held until a conference with parents is held.
- Suspension will result from chronic misbehavior as determined by the administrator.
- Suspension, citations, arrest, and expulsion will result from threats, fighting, possession of alcohol/illegal drugs, gambling, truancy, gang activity, smoking, vandalism, theft, or possession of a weapon.

Zero Tolerance Policy for Weapons

Our school has a zero-tolerance policy on weapons. Any student suspected of having a weapon will be investigated thoroughly. If you suspect that a weapon or dangerous object is on campus, please notify any academy employee. A student found in possession of a weapon will be subject to arrest, suspension, and expulsion.

Drugs, Tobacco, and Alcohol

We are committed to the highest level of competitive and academic excellence. We believe that the use of illegal drugs, substances or alcohol is inconsistent with this purpose. The Academy further believes that the use of illegal drugs, substances, or alcohol has a detrimental impact on an athlete's behavior, interferes with academic and athletic performance, and may cause permanent physical and mental harm to the user. The use of illegal drugs, substances, and/or alcohol impairs judgment, slows reaction time and reflexes, and decreases the ability to adequately perceive pain. Additionally, the use of illegal drugs, substances, and/or alcohol by an athlete increases the risk of injury to their teammates, their opponents, and others with whom they participate in athletic events and activities.

Based on these factors an athlete who is accepted at the Academy may be required to take multiple tests throughout the year. These tests will consist of hair analysis, urine analysis, or any other method adopted by the Academy. Random testing may be conducted at various times throughout the year.

Reasonable Suspicion Testing

Whenever there is reasonable suspicion to believe that a student is using drugs, substances, or alcohol, the athlete may be tested. If an athlete refuses to consent to or cooperate with any testing, they will be immediately dismissed.

Internet

Corporate Guidelines for Internet Use (Acceptable Use Policy)

Computer network resources provided by the Corporation enable communication with electronic communities around the world. These computer network resources include the Internet, e-mail, mainframe, and all other Internet service providers when used in an educational setting.

The use of these electronic resources shall be consistent with the purpose, mission, and goals of the Corporation and used for professional or educational purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet brings a wealth of educational material to the classroom but may also contain material that is objectionable. The Corporation cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to the Corporation's computer network resources.

Etiquette for Internet/Social Media Use

- **Be Honest/Truthful:** Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- **Maintain confidentiality:** Do not post any confidential or proprietary information regarding yourself and/or others. Students and staff can reveal some information about themselves (ethnicity, political beliefs, stance on issues, interests) but should not offer any confidential information (place of residence, phone number, discretely identifiable information, common 'hang-out' locations).
- **Know You Are Always "On":** You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have occasional frustrations, social media are not the best venues in which to air frustration as those comments are available to everyone.
- **Be Respectful:** Avoid remarks that are off-topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully, pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way.
- **Think Ahead:** Be smart about protecting yourself, your privacy, the privacy of others, and confidential or personal information. What you publish is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your comments.
- **The Internet is not anonymous, nor does it forget:** Everything written on the Web can be

easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references.

- **Avoid “hazardous” materials:** Do not post or link to any materials that are inflammatory, defamatory, harassing, or indecent.
- Your online behavior should reflect honesty, respect, and consideration.

Student Internet Guidelines

- Be aware of what you post online. Social media venue sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdate, and pictures. Do not share your password with anyone besides your parents.
- Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons' guidelines.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Students who do not abide by these **guidelines** may lose their opportunity to take part in the project and/or access to future use of online tools at the school. **In addition, disciplinary or legal action may apply.**

Parent Internet Guidelines

- Parents should expect communication from teachers regarding their child's involvement in any project using online social media applications.
- Parents will not attempt to destroy or harm any information online. Instead, they will report objectionable material to the Director of Academics.
- Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to be aware of their child's electronic communications and participation in social media projects.

Accident and Safety

In case of a severe accident at school, a child is given First Aid. Every effort is then made to contact a parent for additional instructions. For this reason, it is vital that parents report any changes in telephone numbers and addresses to Student Services promptly. If a parent cannot be reached, we will call the people you have named as the emergency contact to act on your behalf.

Fire Drill

All administration, teachers, and students are required to treat every alarm as real and exit in a calm and orderly fashion and meet at their assigned areas. Fire drills will be conducted, with or without notice, during the year. If an area has become unsafe due to fire or smoke, staff will escort the students to a safe area. No student may leave the group without direct permission from the staff.

Lockdown Drill

All administration, teachers, and students are required to treat every drill as real and follow the safety protocols. Students will be trained on what to do during a lockdown to assure they are prepared in case of a true emergency. Lockdown drills will be conducted, with or without notice, several times during the year.

Sexual Harassment

Altitude Academies will not tolerate sexual harassment of any member of our community, including athletes, staff, guests or employees. Sexual harassment takes on many forms and consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: (A) submission to such conduct is made either explicitly or implicitly a condition of an athlete's instruction or participation in a RPS Academies activity; (B) submission to, or rejection of such conduct by an individual is used for the basis for an athlete's evaluation; such conduct has the purpose, or effect, of unreasonably interfering with an individual's academic or athletic performance, or creates an intimidating, hostile or offensive environment.

Sexual harassment, as set forth above, may include, but is not limited to:

- Unwelcome leering staring, sexual flirtations, or propositions.
- Unwelcome sexual slurs, threats, verbal abuse, derogatory comments, sexually degrading descriptions, or remarks that imply incompetence or weakness as a characteristic of gender.
- Unwelcome comments about an individual's body.
- Unwelcome sexual jokes, stories, drawings, pictures or gestures
- Unwelcome touching of an individual's body, clothes, or accessories in a sexual or suggestive way.
- Displaying sexually suggestive objects or materials.
- Conditioning activities on submission to unwanted sexual advances or conduct.

Note: The above policy includes harassment via the use of any print, phone, or electronic media including, but not limited to, Internet chat sessions, Instant or Text messaging, Zoom, or any other photo or video sharing device.

Theft/Loss/Unauthorized Use/ Damage Policy

We are not able to prevent the theft, loss, unauthorized use, or damage of the personal property of athletes, their parents/guardians, or their guests. Athletes (together with their parent/guardian) must take responsibility for protecting and caring for any personal property they decide to bring to their campus.

Therefore, athletes and their guests are encouraged not to bring unnecessary valuables or property to campus. If valuables are brought, athletes and/or their parents/guardians must obtain adequate insurance to cover any theft, loss, unauthorized use, or damage to such property and, in the unfortunate case that any personal property is lost, stolen, damaged or used without permission, the athlete and their parent/guardian must make a claim against their appropriate insurance policy and not seek reimbursement or contribution from the Academy. Further, the athlete agrees to hold the company harmless from any theft, loss, unauthorized use, or damage to any personal property as a condition of attending school.

Field Trip Expectations and Responsibilities

- Adhere to the Company Code of Conduct even when away from the school site.
- Students will be responsible for completing all assignments missed because of attending the field trip.

Student/Parents Forms: Field Trips

All students attending an approved field trip must submit the following forms to the field trip sponsor:

- Submit a Parent Permission/Guardian for Excursion form signed by a parent/guardian at least one week before the field trip.
- Off-Campus Permit form signed by each of the student's teachers of the classes that will not be attended because of field trip participation.
- Medical Release form (Sponsor makes copies of this form)
- ***PLEASE SEE STUDENT SERVICES FOR FORMS**

Administrative Guidelines for Volunteers

“Volunteer” is defined as a person working under the direction and supervision of a teacher or other employee of the school without pay. Through proper application with Human Resources, volunteers may be eligible to be substituted.

- Volunteers shall always work under the direction and supervision of a teacher or other school employee. If a volunteer is working with students, the teacher is responsible for determining what material the volunteer presents as part of the instructional process.
- Volunteers shall maintain confidentiality in relation to school information that he or she may see or use while acting as a volunteer. The behavior and academic performances of any child shall not be a topic of conversation except as appropriate with professional staff.
- Volunteers may be asked to monitor classrooms or other areas in the school for short periods of time under the direction and supervision of school employees. Monitoring shall not amount to substitution.
- Only school staff may discipline students. Volunteers should be informed to whom they report discipline problems.
- Volunteers shall be insured against tort liability claims while performing their assigned duties.
- Volunteers must maintain strict neutrality regarding religion while performing volunteer work for the schools.
- Volunteers may not engage in proselytizing or recruitment activities of any type on school grounds or in conjunction with any school activity.
- Volunteers scheduled to work with students on a regular basis must complete a form, which asks for emergency information in case of accident or illness, and data regarding forfeiture of bail, conviction, fines, incarceration, or probation for any violation of law other than minor traffic offense.

Student Activities

School Advisory Council (SAC)

The School Advisory Council (SAC) is a school-based group intended to represent the school, and those people closest to the students. The group shares responsibility for guiding the school toward continuous improvement. The Council serves in an advisory capacity to the school director in the preparation and evaluation of the school improvement plan. The Principal shall receive and consider SAC advice; however, the Principaldirector remains responsible for making decisions necessary for administering and supervising the school. The SAC members are representatives of teachers, parents, and the Student Government President.

Forms

Please complete following forms, one per student enrolled.

1. Student Internet Acceptable Use Agreement
2. Parent/Student Handbook - **Parent** Acknowledgement Form
3. Parent/Student Handbook - **Student** Acknowledgement Form

Student Internet Acceptable Use Agreement

I understand that the Academy schools provide electronic resources, including Internet access as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

1. I will use the electronic resources for educational purposes only.
2. I will not use games or other electronic resources that have questionable content or that engage me in inappropriate simulated activities.
3. I will not give my password to any other user, nor attempt to learn or use anyone else's password.
4. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, coaches, or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
5. I will adhere to all copyright laws and avoid plagiarism.
6. I will not damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter, or destroy the files of another user, introduce, or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
7. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are used for school-related purposes by students, their parents, and staff.
8. I will not impersonate other users.
9. I will not trespass on others' folders or work files.
10. I will not use obscene language.

This user agreement must be renewed each academic year.

Student Name: (please print)

Student Signature:

Date:

Grade:

Parent/Student Handbook

Parent Acknowledgement Form

I, as **Parent or Legal Guardian**, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Whether I further understand that all the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

Parent/Legal Guardian Name (Print):

Signature Parent/Legal Guardian:

Student Name (Print):

Date:

Grade:

Parent/Student Handbook

Student Acknowledgement Form

I, _____ (Student Name), acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all the school's policies, whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

Student Name (Print):

Signature:

Date:

Grade:
