

Fremont Advance HSE



Student/Parent Handbook

Rev. Date: 11/1/24

Welcome to Fremont Advance Homeschool Enrichment!

This handbook will help you more fully understand the program that Advance HSE is providing our students. Please understand that, while this handbook is intended to provide policy/guideline information for a wide range of common situations, this handbook is not a contract; as such, it is subject to change at any time with or without notice.

Vision

Fremont Advance Homeschool Enrichment (Advance HSE) is designed to provide a support system to Fremont County families who choose to take responsibility for the education of their children outside the public school system, partnering them with high quality educators.

Mission Statement

The mission of Advance HSE is to equip students with a lifelong love of learning and critical thinking skills that will enable them to have a successful future and become productive, ethical, and compassionate members of our society.

Advance HSE Core Principles

- During the hours when a student is enrolled the Advance HSE classes there will be no form of indoctrination presented or discussed whether it be social, political, sexual, philosophical, or religious. We believe these areas of discussion belong with the parents/guardians and their children.
- Advance HSE seeks to provide a positive school culture by encouraging:
 - Kindness and Cooperation
 - Integrity and Honesty
 - Respect and Civility
 - Tenacity and Resilience
 - Responsibility and Leadership

Nondiscrimination Policy

Fremont Advance HSE does not discriminate because of race, color, nationality, religion, ethnic origin, disability, sex, sexual identity, or gender identity, and provides access to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

What are Homeschool Enrichment (HSE) Programs?

Colorado is one of many states that provides public funding for families to send their students to “enrichment” programs around the state. Thousands of students are involved in these programs in Colorado, and organizations that contract to provide these programs receive public funding for staff and necessary resources. Education ReEnvisioned BOCES contracts with Advance HSE to provide a variety of enrichment opportunities in safe environments where homebased or private school students can “Advance” and flourish.

Program Details

Advance HSE runs two 4-day per week programs in which homeschool students may **participate for FREE**:

- **The Academic Program:** Available to all students from **K-8th grade** and meets from **8:15 – 9:45 AM** each morning Monday – Thursday. Classes provide leveled Mathematics lessons and STEM lab experiences. Students will be tested and placed into math classes based on their proficiency level instead of their age or grade so that each individual student’s needs can be met, and they can move into higher level classes as they master math concepts and skills.
- **The ENGAGE Program:** Available to students in **6th-8th grade**. Classes are held from **1:20-3:00 PM** each afternoon Monday – Thursday and will provide “hands-on” education in the Arts, Humanities, Lifetime Skills, Technology, Fitness (PE, indoor/outdoor sports, healthy lifestyles) and Practical Arts. Students will rotate as a group through of series of units, with each unit lasting from 6 to 18 weeks depending on the weather, length of time needed to complete a unit, and expert teacher availability.
- There will also be extended opportunities on select Fridays for culminating activities and field trips.

Educational Opportunities

- **Part-time:** Advance HSE programs (Academic and/or ENGAGE) can be taken separately as **FREE** part-time programs for homeschool or private school students.
- **Full-time:** Advance’s Academic and/or ENGAGE programs can be paired with the private school (FCS) to create a full-time education for students resulting in a reduction in tuition for FCS students.
 - If you would like more information about FCS, please visit their website:
<https://www.fremontcscoschools.com>

Enrollment

Children must be accepted to the Fremont Advance HSE program through a formal admissions process. Both parental involvement and student cooperation are essential for Advance HSE to fulfill its mission.

Enrollment Requirements for Advance HSE

- Students may **NOT** be enrolled in any other publicly funded program (Homeschool Enrichment, K-12 Public School or Charter School).
- However, **students may participate in after-school sports programs** (track, volleyball, soccer, football, etc.) at their local middle or high school if those activities are **NOT** part of regularly scheduled classes (such as choir, drama, band, speech & debate).
- Students must attend a minimum of 90 hours of direct instruction from Advance HSE each semester with a 95% attendance rate.
- Students must be enrolled and in attendance by October 1st
- A student must be at least 5 years of age by October 1st

Enrollment Details

- Advance may administer grade level placement testing for students who are applying to transfer into Advance HSE from another educational program.
- **All students will be enrolled according to legal name and gender listed on their birth certificate.**
- Parents must provide Advance HSE with a completed application form for each child applying for admissions.
- Students will provide Advance HSE details of any pertinent health/allergy issues.
- Students must provide documentation of the previous grade level they were successfully able to complete in academic classes.
- Advance HSE will end enrollment by September 20th or when maximum capacity is reached.
- Late applicants will be placed on a wait list and might have an opportunity to enroll in the event of a vacancy.

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Use of Facilities

Notwithstanding any other board policy, student restrooms, locker rooms, showers, or settings that are designated for one biological sex shall only be used by members of that biological sex, or they may use a family bathroom for privacy. Sex is defined as the biological condition of being male or female as determined at birth based on physical differences or, when necessary, at the chromosomal level.

In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate areas designated for use by students according to their biological sex, or a private changing area if requested.

Dress Code / Modesty

Enforcement of the school's dress code is based on cooperation between students, parents, and the school. All students benefit from attending an educational institution with high expectations. It is our hope that Advance students will embrace this standard and encourage their peers to as well. Thank you for joining us in portraying consistency by adhering to this standard. Advance HSE conforms to the Dress Code of FCS.

Overall Appearance and Accessories

- Clothing will be neat & clean (not torn, cut, or worn out) and should not be worn in a sloppy manner.
- Proper undergarments will be worn with all clothing and may not be visible at any time. This includes bralettes.
- **MALE** students **will NOT** have: any piercings, makeup, nail polish, hair ribbons, scarves, headbands, or barrettes.
- Female students may have no more than three piercings in each ear. Earrings will not have a chain connecting them. There will be no other visible body piercings.
- There will be no visible tattoos, including henna tattoos.

- Hair should be neat and well groomed. Hair may be colored but should only be in natural colors (no blues, greens, purples, etc.).

ITEM	ALLOWED	NOT ALLOWED
Shorts	<ul style="list-style-type: none"> • Hemmed and no more than three inches above the knee when kneeling • Denim, solid, or print • Any color • Short overalls • Cargo shorts if not excessively oversized • Neat athletic shorts 	<ul style="list-style-type: none"> • Excessively oversized • Spandex
Pants	<ul style="list-style-type: none"> • BOYS & GIRLS: blue jeans, cords, slacks, neat sweatpants • GIRLS: capri pants • BOYS: cargo pants 	<ul style="list-style-type: none"> • BOYS & GIRLS: pants that are either skintight or excessively oversized • GIRLS: leggings/jeggings (unless worn under a dress that is the appropriate length)
Tops/Shirts	<ul style="list-style-type: none"> • Dress shirts, polo shirts, blouses, neat t-shirts • Tank tops with straps more than two inches wide 	<ul style="list-style-type: none"> • Tops short enough to show skin at midriff when hands are raised above head • Tank tops with straps less than two inches wide • Spaghetti straps
Dresses & Skirts (girls/women only)	<ul style="list-style-type: none"> • Dresses, skirts, and skorts that are hemmed and no more than three inches above the knee 	<ul style="list-style-type: none"> • Dresses, skirts, and skorts that are not hemmed or more than three inches above the knee
Shoes	<ul style="list-style-type: none"> • Shoes appropriate for play activities • Appropriate footwear for the weather at hand 	

Accessories

- Any color belt may be worn.
- Any color scarf may be worn.
- Closely shaven facial hair is acceptable for males
- Blankets are not to be used in the classroom

Extracurricular Standard of Dress

Undergarments, tight or revealing clothing, clothing with inappropriate words or symbols, or any other clothing deemed inappropriate is not permitted at extracurricular activities.

Field Trips

Advance HSE's standard dress code will be enforced for all field trips/school sponsored activities.

Dress Expectation Enforcement

Since no dress expectation list is all-inclusive, the school must deal with dress that violates the spirit as well as the specifics of the expectations. All faculty and staff are expected to monitor dress code and appropriate consequences will be dispensed for noncompliance. Consequences could include:

- Office detention (automatic upon a student receiving three dress code violations)
- Parent call to retrieve correct clothing
- Upon receiving a 4th dress code violation, the student will be sent home from school
- Sent home from event
- Other consequences at the discretion of the administrator

Honor Code

In the Advance HSE community, lying, cheating, defaming others, and intentionally damaging the property of others will not be tolerated.

- Lying
- A person lying or purposely misrepresenting the truth violates the Honor Code.
- Cheating
- A person giving or receiving unauthorized help on a test or a graded assignment or a person submitting the work of another as his or her own violates the Honor Code.
- Defaming Others
- A person writing or speaking with malicious intent to injure a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm. This includes items on all social media platforms or sharing/posting false or misleading information about the school, another student, and/or family.
- Intentionally Damaging the Property of Another
- A person deliberately and intentionally causing damage to the property of the school, the property of the faculty and staff and administration, or the property of his or her fellow students violates the Honor Code. When someone has personal knowledge of the Honor Code being violated, they are obligated to inform the proper authority (teacher, coach, administration, etc.).

Advance HSE reserves the right to suspend and, when circumstances warrant, dismiss students whose behavior is disrespectful, disruptive, immoral, or illegal. Advance also reserves the right to suspend or dismiss a student whose conduct is detrimental to the school. Participation in a prank will be seen as trespassing and may result in disciplinary and/or legal action.

The disciplinary process of the school is designed to support the members of the school community and the school's mission and reputation. It is the intention of the school to use minor problems and misconduct as teaching opportunities. Advance HSE will, however, separate the student from the school when it is determined that continued enrollment may damage the community or the ability of the school to pursue its goals.

Communication

In the event of a possible school closing due to weather, announcements will be sent to parents and students via email, phone call, or text message and posted on the school's website fremontadvancehse.org

Absences

Parents are asked to notify Advance HSE of any student absences by 8:15 AM for the Academic Program, or by 1:00 PM pm for the afternoon Engage program. Please notify

- Advance Program Director Graceann Pittner by phone (719)334- 2083 or email fremontadvancehse@gmail.com
- Or Call the FCS Administrator Lindsay Wolking by school phone (719)371-9949 or email fremontcsco@gmail.com
- We are required to keep accurate attendance data, including excused absences.

Regular communication between parents and the school will be provided by email & written notifications.

Conferences

Teachers/facilitators schedule conferences semi-annually. Conferences are held in the fall and spring. It is important that both parents are present for conferences and that childcare for younger siblings is secured.

Parents may also request a conference with their child's teacher throughout the school year and are asked to follow these guidelines in setting a time to meet a teacher during the school year:

- Call the school office or send a note to your child's teacher.
- Allow the teacher or administrative assistant an opportunity to arrange a conference time.
- Confirm that you can attend the conference.

Parents will be asked to participate in a satisfaction survey at the end of the 1st and 3rd quarters. We value your input regarding the program and any suggestions on how we can better meet the needs of your children.

Calendars / Bell Schedule

The 2024-2025 yearly calendar will be available on the Advance HSE website fremontadvancehse.org along with the Daily Bell Schedule for Advance HSE and FCS.

General Daily Schedule of Fremont Advance HSE

Monday-Thursday	8:15 AM to 9:45 AM	K-12	Academic Enrichment Program
Monday-Thursday	1:20 PM to 3:00 PM	6-12	ENGAGE Hands-on Enrichment Program

- Students may arrive on campus as early as 8:00 AM on any school day for the Academic Enrichment program and are invited to attend the opening announcements and prayers if they wish. Advance HSE students should be picked up no later than 10:00 AM unless they are enrolled in the Private school for the remainder of the day.
- Students may arrive at 1:10 PM for the ENGAGE program and must be picked up no later than 3:05 PM at the end of each school day.

Student Health

Students should stay home if there is fever, vomiting more than once, diarrhea, a very frequent cough, strep throat, pinkeye, persistent pain (ear, stomach, etc.), or a widespread rash. To prevent the spread of illness, we ask that students not return to school for at least twenty-four hours.

Determination of when a student can return to school is based on their illness and symptoms:

- Fever-free of temperature over 100.0 without the use of fever reducing medication for at least 24 hours.
- Free from vomiting or diarrhea without the use of medications. This includes being able to tolerate food and drink without recurrence.
- If a student or staff member is seen by a physician and tests positive for a viral or bacterial infection, that person must be fever free for at least 24 hours, as well as no diarrhea or vomiting for at least 24 hours.

Parents will be required, at their first opportunity, to pick up students who become ill during school hours.

- Students with a temperature of 100.0 will be sent home. If temperature is taken, but potentially elevated due to the student being outside and warm from surroundings or extra clothing, a retake of the temperature will be done to ensure accuracy.
- Students with a temperature less than 100.0 but displaying illness symptoms or the teacher/facilitator states that the student is unable to participate in class because they do not feel well will be evaluated and sent home if necessary. Students will remain in the office until pick up. Please notify the school immediately if your child is diagnosed with any communicable disease or possible symptoms of such.

Communicable Diseases

Parents will be notified promptly via email if their child is exposed to a communicable disease at school and suggested follow-up treatment or next steps will be noted.

Medication Policy

Students are not permitted to have medication in their possession on campus without permission. The school will not stock or administer any medication. Parents must sign a release form for the administration of medication to students by EMS / first responders in the event of a medical emergency.

Academics

For the 2024-2025 academic year, we will utilize a variety of curricula depending on the subject area for the homeschool enrichment classes. We will be using Saxon Math for our morning Academic Program. The cost for all student kits/curricula, teachers' guides, instruction videos, etc. is free through the Advance HSE program.

Academic Instructional Program – (Math K-12) Grading Scale

K-2 students will be graded on the following non-numerical grading scale:

M = Meets requirements, exhibits skills

P = Progressing, but needs support

N = Needs improvement, experiencing difficulty

NE = Not evaluated at this time

Students in grades 3–12 will receive numerical grades for all **academic** subjects based on the following scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 or below

Homework Assignments

Homework is an integral part of retaining important information. It may be assigned to provide necessary reinforcement or expansion of content.

Late Work/Absence Policy

- Will be determined by individual teachers.
- The responsibility for initiating any make-up work (whether due to absence or otherwise) belongs to the student.

Help Class/Tutoring

If a student needs assistance beyond what is provided in the classroom, parents will schedule a meeting with the administrator to discuss options on how to best serve the needs of the student.

Textbooks

Advance HSE/FCS provides all textbooks and lab equipment to students. Students are expected to care for their books in a manner that will prolong their usefulness. Loss, unusual wear, or destruction of school property will result in the student being charged a replacement fee. It is each student's responsibility to return materials and textbooks to issuing teachers. Students will be responsible for cleaning out their desks/cubbies at the end of the year. Students must return textbooks and materials assigned to them to receive any grade reports/transcripts.

Standardized Testing

Students who are enrolled in the Advance Academic program will participate in standardized testing each spring. This instrument is used as an evaluation tool, not only to mark each student's progress but also to give input to our school-wide program. Homeschool Parents may use these results to satisfy State Requirements for testing. Those students having an unexcused absence during this week will not be able to make up those tests.

ENGAGE (Hands-on) Program

Students enrolled in the ENGAGE Program will not receive numerical grades. Rather, teachers will give parents feedback on their student's participation, sportsmanship, cooperation with and respect for teachers, staff, and fellow classmates.

Academic Integrity

Plagiarism

Plagiarism is the use of someone else's material or ideas as if one's own. It may occur in any field of activity, from the sciences and business to artistic endeavors, such as music and painting. Whenever a person copies someone else's material without proper credit to the source, that person plagiarizes. Because it involves unwarranted use of another's work, plagiarism is a form of stealing; because it involves misrepresenting someone else's work as one's own, plagiarism constitutes a form of lying.

Plagiarism is a form of cheating because the student shortcuts the educational processes involved in theme writing. Any student who helps another student gain an unfair advantage is also guilty of the offense.

Cheating

Cheating typically involves giving or receiving illegitimate means of assistance, potentially resulting in an improper advantage in completing one's academic coursework. Forms of cheating include, but are not limited to:

- Sharing academic coursework electronically or via hard copy. This includes checking answers with one another.
- Using unauthorized materials (books, notes, calculators, etc.), information, study aids, or computer-related information on academic assignments, including but not limited to: quizzes, tests, or exams.

Inappropriate Collaboration

While students are often encouraged to collaborate in healthy ways, there are forms of collaboration that are inappropriate and violations of academic integrity. This may include, but is not limited to:

- Copying homework answers from another student.
- Dividing an assignment into sections and then sharing answers (i.e. Student A does problems 1-5 while Student B does problems 6-10. Once each is finished, these students then share the answers with the other.).
- Completing work together when it was assigned individually.

Consequences for Academic Integrity Violations

Academic integrity is a cornerstone for all academic institutions. Therefore, violations of such are taken very seriously. Consequences for academic integrity violations may include:

- failure of the assignment
- suspension
- and/or academic probation.

The consequences are determined at the discretion of the administration and department involved. teachers will give parents feedback on their student's participation, sportsmanship, cooperation with and respect for teachers, staff, and fellow classmates.

Miscellaneous Information

Disaster

- The school has a written crisis management plan in case of a major disaster or emergency. The school holds regular, all-school emergency drills.
- Please note that during an actual emergency our highest priority is the safety of our students and team members. We will communicate with parents/guardians as soon as possible.

Lunch

FCS/Advance HSE does not provide student lunches. Parents are responsible for sending lunch with their students and making sure their students are properly nourished. The school does provide refrigeration and microwave ovens for the student-provided lunches. Students are encouraged to also bring a small snack for mid-morning breaks / recess. Because of concerns surrounding food allergies, we do require that students do not share lunch and/or snacks with anyone outside of their sibling group.

Child Abuse or Neglect

Colorado law concerning child abuse reporting has requirements for volunteers at independent schools. The law makes a “public or private school official or employee” a mandatory reporter of suspected child abuse.

Contacting Your Student

Should a parent have an emergency and need to reach his or her child during the school day, they should contact the school at (719)371-9949, and we’ll get the message to the student.

Drug-Free Environment

Advance HSE is a tobacco-free, drug-free, and alcohol-free environment. Use or possession of any kind is not permitted on the premises by either students or adults. No one will be allowed to smoke while on the Advance HSE school property.

Forgotten Lunches/Homework

When it becomes necessary for a student’s lunch/homework to be dropped off at school, parents are asked to leave the items with the appropriate receptionist. Please exercise wise judgment if forgotten items become a habit for the student. One aspect of training responsible students is allowing them to experience the consequences of not following through with their responsibilities. Parents may not deliver forgotten items directly to the classroom or locker.

Music

The use of music on campus in the classroom or at any event should be free of profanity, a description of an unbecoming lifestyle, or any insinuation of a lifestyle unbecoming of a Christ follower. Any music played at an event should be managed by the event owner.

Lost and Found

The best way to ensure the return of your student’s belongings is to put his or her name on any items that could become separated from him or her during the school day, i.e., coats, sweaters, lunch boxes, etc.

If an item is found by a student or adult, he or she should:

- Check the item thoroughly to determine to whom it belongs.
- Upon finding the identification, return it to the student.
- If there is no identification, take the item directly to an administrative assistant where it will be placed in lost and found.

Items that are not claimed by the last Friday of each month will be donated to charity or saved for a school consignment sale.

Pet Free Environment

Students, faculty, staff, and parents are asked to refrain from letting pets walk or run (whether loose or leashed) at our campus. Service animals or class pets approved by administration are allowed.

Prospective Families

Preview Days will be scheduled throughout the school year for prospective parents. Prospective students may shadow classes with prior approval from the principal. Students shadowing classes will be assigned a student host after checking in with the respective administrative assistant. Families can also reach out to the Admissions Office for private or group tours.

Public Displays of Affection

Warmth and friendship are hallmarks of Advance HSE; however, public displays of affection are not in keeping with the educational atmosphere and tone our school wishes to maintain. The consequences for these displays may result in disciplinary action. Therefore, students are expected to refrain from public displays of affection at school.

Search and Seizure Policy

Lockers/Cubbies, desks, and parking areas are school property, and students are allowed to use them as a matter of privilege, not right. Lockers/Cubbies, as well as automobiles parked on school property, are subject to unannounced searches by school authorities. Advance HSE adheres to a strict Honor Code that applies to all students. If there is a reasonable basis to believe that a student has violated this Honor Code, the school reserves the right to search and examine the digital data in a student's cell phone or computer at any time and without warning.

Confidentially

All current students' records are kept confidential and in locked, fireproof files. Information in these files will be released only upon receipt of written permission from the student's parents. Alumni files are kept as a permanent, digital record of the students' efforts and are property of Advance HSE. The student's academic file will be transferred to another school after receiving a written request from said school.

Water Bottles

Students are encouraged to keep a water bottle in class. Water bottles should be labeled with the student's name and can be refilled throughout the day and the drink filling stations.

Visitors/Volunteers

Any person entering the campus should receive a visitor's pass from the respective school office. Parents are encouraged to be an active participant in their child's education. If interested in volunteering in the classroom, please check with the school administrator. All volunteers, chaperones, and field trip drivers who attend an overnight field trip must have a clear background check prior to interacting with students.

Field Trips

Field trips are an essential part of the learning experience. Students arriving back on campus from a field trip are expected to remain in class until the end of the school day.

Outdoor Time

- Advance students will have opportunities to spend time outdoors. Parents are encouraged to be sensitive to weather conditions and to send their student(s) to school properly dressed for recess.
- Students will go outside unless the temperature and/or wind chill is below 40° or it is raining. We will move inside when the air quality is above 200 ppm or when the heat index is above 104°.
- Wrestling or martial arts fighting, even if pretend, is not allowed because it can lead to injury. Students may play flag football or two-hand-touch football but no tackle football.

Birthdays

Parents may send in a treat to share with the class at this time. If a parent would like to aid in handing out the snack, a prior teacher contact is beneficial to make timely arrangements.

Behavior Management/Discipline

A student's honesty and cooperation in the discipline process say much about whether he or she wants to be at Advance HSE, and whether he or she is willing to accept responsibility for his or her behavior. If a student is unwilling to accept responsibility or exhibits behavior(s) harmful to the school, he or she will be dismissed.

Classroom teachers will implement an age-appropriate system of management to include positive and negative consequences for reinforcement. This management system is clearly explained to students at the beginning of the school year. A progression of consequences is developed for a student to recognize their need to change their negative choices. The progression may begin with a verbal warning to be followed by consequences, such as a loss of privilege, (i.e., recess free play), parental contact, detention, suspension, and/or expulsion. If the negative choices continue, a call home is made, and the next step would be for the student to be sent to the administrator/principal's office.

The following expected positive behaviors are to be displayed by students:

- Listen
 - No talking out in class or talking while the teacher is talking
- Respect
 - Arrive to class on time
 - Show respect to peers by not putting others down or intentionally causing embarrassment
- Show Self-Discipline
 - Respect others' personal space
 - No horseplay
 - Respect property
 - No infliction of any kind of pain, verbally or physically, nor bullying of another student.
 - Throwing objects is dangerous and unacceptable behavior.

- Be Prepared
 - Necessary materials, pencils, books, charged devices, and homework should be brought to class daily.
 - No food or drink, other than water, may be brought into the classroom

Administrator Office Visit

If a student is sent to an administrator's office this means their behavior has not improved based on classroom rules/consequences or the behavior was so egregious that classroom consequences were not sufficient. A visit to an administrator's office could result in a phone call home, silent lunch, detention, in school suspension, out of school suspension or expulsion.

Purpose of Discipline

The purpose of the discipline procedure at Advance HSE is to direct students toward self-control. Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. A student's honesty and cooperation in the discipline process say much about whether he or she wants to be at Advance and whether he or she is willing to accept responsibility for his or her behavior. If a student is unwilling to accept responsibility or exhibits behavior(s) harmful to the school, he or she will be dismissed.

Common sense should guide students' actions. Students are expected to always know and abide by the school rules and policies. The goal and intent of the discipline system is to create an environment in which respect for fellow students, faculty, and staff is cultivated and encouraged. In acknowledgment of this, it is the belief of the administration that healthy and effective discipline is both punitive and restorative. The latter component is intended to help students accept responsibility for their actions.

Students will be counseled from a process of responsibility and conflict resolution. Advance encourages students to seek help and direction from staff for issues that they may need assistance with. Students that are genuinely seeking help will have that "seeking" taken into consideration by the administration if they are struggling with an issue that could result in discipline. It is certainly better and more desirable for a student to seek out help rather than to attempt to hide the issue that they need assistance with.

Advance HSE has the responsibility to, and if necessary, deal with any student's behavior, inclusive of social media posts. When behaviors are extreme or chronic, the consequences, and/or procedure may be altered.

Examples of infractions could be:

- Disrespect to another person, classroom disturbance, Standard of Dress violations, and repeated tardiness to any class
- Creating an environment of intimidation, fear, or threat (even in a joking manner) either in person or on social media
- Making hand gestures or motions depicting a weapon or use of a weapon
- Making statements that indicate harm to a person or the facility.

Bullying

Physical, verbal, and cyber bullying will be dealt with swiftly and definitively when it is reported. Bullying is defined as a deliberate negative action from one person(s) toward another person(s) that is repeated over time.

Detentions

Detentions may be given by any faculty member of Advance HSE, including classroom teachers, lunchroom workers, media specialists, etc. Detention will be given for excessive negative behavior, excessive tardies to class, or infractions of rules. Detentions will be determined by the administration.

Suspension Guidelines

Note: Suspensions are recorded on the student's records and will be reported to colleges/universities when required. All state-mandated discipline issues will be reported to appropriate authorities.

In-School Suspension

Serious discipline infractions or repeated violations of the behavioral guidelines may result in the student serving a suspension. The student will work on assignments throughout the school day under faculty supervision. If the infraction directly relates to the student's class work, an academic penalty may be applied to the work which the student misses and must make up.

Out-of-School Suspension

An out-of-school suspension is considerably more serious than an in-school suspension. In most cases, a suspension away from the school will be levied only after the student has served more than two in-school suspension within the same school year. If the infraction directly relates to the student's class work, a penalty may be applied to the work which the student misses and must make up. During an out-of-school suspension, a student is not allowed to participate in or attend any school-sponsored activity on or off campus. A parent must meet with the principal to reinstate the student prior to his or her return to class.

Probation

Students may be placed on disciplinary probation for a specified period for any of the offenses previously mentioned or for repeated and continuous violations of other school rules and expectations. Probation means that any subsequent significant disciplinary transgression will likely result in dismissal or expulsion. Probationary status may also jeopardize the student's right to participate in and/or attend Advance HSE activities.

Indefinite Suspension/Expulsion

A student involved in more severe behaviors may face indefinite suspension, a request for withdrawal, or an expulsion by the principal/administrator. In any of these circumstances, students lose all access to campus facilities and the ability to attend school events. When necessary, the principal/administrator has the responsibility to involve the appropriate law enforcement agency.

Readmittance Policy after Student Expulsion

Expulsion from Advance is considered permanent. In extenuating circumstances readmittance may be considered by the principal/administrator following a designated period. Students who face expulsion or who are asked to withdraw from the school lose all access to campus facilities and attendance at school events.

Technology

While Face-to-Face teaching and paper and pencil instruction are preferred, Advance HSE recognizes access to technology in the school, home, and community environment provides students with greater and more frequent opportunities to learn, engage, communicate, and develop the necessary skills to be career and college-ready in the 21st century. A structured digital environment that is safe yet demanding will support students and teachers in this endeavor.

School Computers/Laptops:

Students will be provided with computers/laptops when needed for school activities and work. Personal computers should not be brought to school.

Cell Phones:

Cell phone usage is not permitted by students unless authorized by staff or teachers. Students may use their phones after school at 3:05 p.m. to contact their parents or during lunch. The school reserves the right to search and examine the digital data in a student's cell phone. Unless directed by the students' teacher, personal property including any technology device is to be turned off, kept out of sight, and not used during the school day.

Consequences

- A student found to be in possession or in use of his or her phone at times when not authorized will be required to turn the phone into the office.
- Parents will be contacted.
- The phone will be returned to the student/parent at the end of the day.

Cell Phones and Parent Communication

Calls and text messages to students from parents during school hours are to be limited to emergency messages. If a parent needs to get ahold of their child, they may contact the school office or the principal/administrator who is then able to pass that message along to the student. Parents must understand that messages that are not emergencies are not allowed due to a school commitment to limit classroom interruptions. The school requests that parent/student communication that is not an emergency, take place during the student's lunchtime when students are permitted to use their cell phones. School phones when needed and if available.

Electronic Media Use Policy

Cell phones or any other personal electronic devices may only be used in accordance with the specific, stated guidelines. Those who violate this policy may be subject to having their personal electronic devices inspected by school administration while the student is on campus, or off campus at a school sponsored event. In such a case, the phone will be given immediately to the proper administrator. Due to the complex nature of electronic media use violations, such infractions may range anywhere from Level 1 to Level 4 of the previously outlined disciplinary progression.

- Advance HSE reserves the right to examine all content including but not limited to messages, text messages, videos, and pictures on any electronic device, including cell phones, and to take disciplinary action based on the content including the right to notify civil authorities at the school's discretion.
- Advance HSE reserves the right to use current, existing, and available technologies to examine electronic devices.

- Advance HSE reserves the right to restrict any electronic device whether the specific device is mentioned in the Family Handbook or not.
- Advance HSE is not responsible for the loss, damage, or theft of personally owned electronic devices.

Smart Watches

Smart watches are considered an extension of the phone. While watches will not be collected each day, they could be taken up should it become a problem in class. Teachers can ask students to turn in watches at the beginning of class if they prefer to do so. Students are not allowed to wear a smartwatch during quizzes, tests, exams, and other assessments.

Social Media Usage

While there are several positive benefits to social media, it also provides a potential outlet for mankind's depravity. As such, Advance HSE wants to equip students and parents to act responsibly in the digital age. The following guidelines should serve to guide student social media usage as members of the Advance HSE community.

- Students should not post to any social media website and/or application during the school day. This will hopefully limit potential distractions throughout the school day.
- Students should never post images and/or videos of others to social media sites without that person's expressed permission.
- If students post images and/or videos while on school property or in school clothing (including athletic uniforms), they must understand that they are viewed as an ambassador of the school. As such, the posts should always be above reproach.
- Students should not make social media posts that reflect negatively on the school or its employees.
- The creation of social media accounts for classes, extracurricular activities/clubs/groups, and athletic teams of Advance HSE is not permitted by students or staff.

Should it come to light that a student has violated any of the above guidelines, they may be subject to disciplinary action.

Note: Experts and law enforcement authorities recommend that students not have 'Snap Chat' or any encrypted, self-deleting apps on their phones. Apps such as these promote and provide opportunities for negative behavior.

Electronic Policy--'Sexting'

'Sexting' is the act of sending pictures or content of a sexual nature between cell phones, or other electronic media such as the internet. Advance HSE administration, faculty, and staff are to notify a proper law enforcement officer when evidence is discovered that could possibly be identified as 'sexting' or contains any sexually explicit content. The current laws regarding potential child pornography are such that the school would benefit from those who have greater expertise in the evaluation and documentation of such evidence. School disciplinary consequences will fall under various categories upon the evaluation of evidence by the proper authority. The range could be anywhere from a parent consultation to other very serious consequences up to, and including, expulsion.

Mobile Devices and Use of Cameras

Advance HSE does not grant permission for a student to capture by photo, video, or audio of any school employee or student without their expressed approval unless it is authorized work done by school publications and media. Any transmission of photos, videos, or audio of school employees or students without said approval may be subject to school disciplinary action. **Use of a camera in any restroom or locker room is strictly forbidden.**

Electronic Malfeasance

Any student attempting to ‘hack’ or harm school devices or network, including but not limited to: GPS and Wi-Fi jamming, mobile phone malware, base band tampering, ID spoofing, password theft, screen manipulation, keystroke logging, or unauthorized Wi-Fi networking (including running a Wi-Fi hotspot) is a very serious discipline matter and may subject the student to consequences up to and including expulsion.

Identity Theft

Sharing, storing, or using another student’s or staff’s usernames or passwords is a severe violation of the school’s electronic policy and may subject the student to consequences up to and including expulsion. Sending a message or setting up an account that impersonates another student or staff is a severe violation of the school’s electronic policy and may subject the student to consequences up to and including expulsion.

Moral Misconduct and the Internet

Any student activity on the internet including but not limited to: social media, blogs, email, web pages, pictures, chat services, texting, etc., that is deemed by the school administration to be immoral, harmful, threatening, demeaning, bullying and/or harassing, derogatory, defaming of the reputation and character of others, or other conduct and/or content that is inconsistent with school policies and standards, or in is in violation of local, state, or federal law will be subject to school discipline. Students who refuse to remove content of this nature may be subject to withdrawal or expulsion.