

## The Dallas Academy Motto

**“Turning Promise into Reality”**

### The Dallas Academy Student Handbook Policies and Procedures

*It is the responsibility of students and their parents or guardians to familiarize themselves with all of the information contained in the student handbook. While the rules and guidelines in this handbook may not be completely comprehensive, they are meant to foster an optimal learning environment for the student population. All students are expected to abide by the rules set forth in this handbook and conduct themselves in a way that brings dignity and integrity to the Dallas Academy community.*

#### The School Day – Grades 7-12

##### Regular School Day Schedule

8:35 – 9:20 Period 1  
9:25 – 10:10 Period 2  
10:15 – 11:00 Period 3  
11:05 – 11:50 Period 4  
11:50 - 12:30 Lunch  
12:35 - 1:20 Period 6  
1:25 - 2:10 Period 7  
2:15 - 3:00 Period 8

##### Early Release Day Schedule

8:35 – 9:00 Period 1  
9:05 – 9:30 Period 2  
9:35 – 10:00 Period 3  
10:05 – 10:30 Period 4  
10:35 - 11:00 Period 6  
11:05 - 11:30 Period 7  
11:35 - 12:00 Period 8

Each class period is followed by a five minute passing period. Four minutes into the passing period, a warning bell is sounded signifying there is one minute before class begins. At the end of one minute, a final tardy bell sounds. Students who have not arrived to class by this time are considered tardy.

#### The School Day – Grades 1-6

##### Regular School Day Schedule

8:30 – 9:25 Period 1  
9:30 – 10:20 Period 2  
10:25 – 11:20 Period 3  
11:20 – 11:50 Lunch  
12:00 – 12:50 Period 4  
12:50 – 1:30 Period 5  
1:30 – 2:20 Period 6  
2:20 – 2:30 Dismissal

##### Early Release Day Schedule

8:30 – 9:25 Period 1  
9:30 – 10:20 Period 2  
10:25 – 11:20 Period 3  
11:20 – 11:30 Dismissal

On Early Release days, the bus will leave school at 12:05. Early Release days are noted on the calendar in blue and on the school website.

## **Attendance Policies and Procedures**

### **Attendance Philosophy**

Since absences and tardiness cause a student to miss classroom instruction and interrupt both students and teachers in class, regular and punctual attendance in class is essential. The process of education cannot take place when a student is frequently absent from the educational setting. A daily record of attendance for each class is recorded by the teachers and includes absences and tardies. The teachers' grade books are considered the official records. Students and parents are also encouraged to keep a record.

Once a student arrives on campus, they will not be allowed to leave without parental permission or permission from the Administration. Students who are given permission to leave campus early must sign out in the school office.

### **Absentee Policy**

If a student is ill, or for some other reason is prevented from attending school, his/her parent or guardian is responsible for calling the school and explaining the student's absence that day. Calls from the absent student are not acceptable.

It is the policy of Dallas Academy, per state mandate, to not allow more than 10 absences per class, per semester. All absences will count toward the ten-day limit. Absences include, but are not limited to, personal illness, family emergency, religious holidays, a family death, severe weather that prevents regular transportation, medical or dental appointments, or circumstances discussed in advance with the Administration. An absence will be recorded for a class if a student misses more than 15 minutes of the class period.

For the purpose of athletic participation on a game day, a student must be present for at least four class periods that day, in order to participate. Student athletes who attend less than four periods on a game day will not be allowed to participate. For athletic events held on non-school days, such as Saturdays, a student's attendance the day before will be applied. This rule applies to all extra-curricular activities.

Students who exceed the ten-day limit in absences in one semester will not receive credit for that class for that semester, unless documentation for the excessive absences is provided and ruled on as legitimate by the Absence Review Committee. Students who provide adequate documentation, validated by the Absence Review Committee, will then be given the opportunity to make up missed class time. Students with excessive absences may have to attend Saturday school, normally from 9:00-2:00, or have credit withheld from their transcripts. In addition there is a \$125.00 fee for each Saturday School. Credit will only be granted once the time is made up and the compensation paid.

If a student is unable to supply adequate documentation verifying the legitimacy of the excessive absences, credit for those courses in which the absences occurred will not be granted.

### **Missed Assignments Due to Absence**

Completing assignments or making up tests following an absence due to illness is the responsibility of the student. Students are expected to get all missed assignments from their teachers on their first day back to school. Students will be given one day for every missed day to make up their work. Students who attend pre-planned school related functions such as field trips or sporting events are expected to get all assignments before they leave and complete all assignments they miss.

Parents who want to request homework ahead of time for an absent student must call the office before 9:00 A.M. to receive it for that day. Remember, teachers are busy conducting class, and do not have the time to organize assignments on short notice. Requests received after 9:00 A.M. will be ready the following day. Work must be picked up in the office, as faxing is not always possible with assignments.

### **Tardiness**

Parents should call the school if they are aware that their child is going to be tardy to school. Students who arrive at school after the bell has rung for first period must sign in through the School Office, provide a reason for their tardiness and record their time of arrival. They will then receive a permit to class. Students who arrive late to school and do not check in at the office will not be allowed in class until they have done so. If a student with off-campus lunch privileges arrives tardy to school, off-campus lunch will not be allowed that day.

Because many students drive a lengthy distance for school, it is suggested that they listen to KRLD 1080 AM traffic reports to determine if their route to school will cause them to be tardy.

Throughout the school day, students are expected to be in their classrooms, seated when the final tardy bell sounds following the 5-minute passing period. Students who are tardy between classes are required to bring a note from a staff member validating their tardiness. Classroom teachers will record all tardies. After receiving a third tardy in a class, an absence will be recorded. In addition, teachers may issue a detention for the accumulation of three unexcused tardies in a class.

### **Truancy**

If a student is absent from school and a parent does not verify the absence, it will be treated as truancy. Students who are truant will be given a one-day suspension and a \$50 fine. All schoolwork missed on the truant day and the suspension day will receive grades of 0. This includes tests.

For the safety of our students, the school must know where students are at all times during the school day. Therefore, students who leave campus without permission or “skip” a class during the school day will be considered truant, and a suspension and \$50 fine will be given.

### **Inclement Weather**

On days that are questionable due to inclement weather, please watch KXAS-TV Channel 5 or WFAA Channel 8.

### **Before/After School Policy**

Students are asked not to arrive at school prior to 8:00 A.M., unless special arrangements have been made with a teacher for tutoring or to make up class time. If arrangements have been made, the teacher will give that student a pass into the building in order to meet with them. Students without a pass will not be allowed into the building before 8:30 am.

Between 8:00 A.M. and 8:30 A.M., there will be a staff member on campus supervising students waiting for the school day. Students dropped off prior to 8:00 A.M. will not be supervised and are the responsibility of the parents.

Parents should make arrangements to have their student transported immediately after school, unless they remain for tutoring or sports practice and/or prior arrangements have been made with school personnel. A staff member will be on duty until 3:15 pm for those students waiting for parental pick-up. Students left beyond 3:15 P.M. will not be supervised and are the responsibility of the parents.

### **College Visits**

Upper classmen exploring college opportunities are encouraged to make campus visits. Juniors are allowed one visitation day a school year and seniors are allowed two. To have these absences excused, students must bring back proof of visitation from the prospective school. Parents are advised to call the school office prior to the visitation day.

## **Student Health Policy**

### **Immunization Records**

The State of Texas requires minimum vaccination standards for children attending school. These requirements are adopted as a statewide control measure for communicable diseases and include students enrolled in private schools. Documentation of immunizations should be provided to the school nurse upon enrollment. In the event that the student needs additional immunizations, the school nurse will contact the parent regarding the necessary immunizations. Parents should make every effort to get the needed immunizations as soon as possible. Failure to comply with this state imposed rule will result in the holding of student records and, in some cases, a student's exclusion from attending school.

### **Other Health Records and Medication**

Pertinent health records and physician orders for the student must be kept on file in the nurse's office. Students who require medication and/or special health care procedures during the school day must provide that information to the school nurse.

Prescribed medications must be brought to school in the original container and appropriately labeled by the pharmacy and kept in the nurse's office. Students are NOT allowed to keep prescription medications in their possession while at school.

Over-the-counter medications may be administered to students upon written request by the parent. Parents must indicate which medicine they wish to be administered, the amount their child should take, and when the medication may be used. The over-the-counter administration form must be on file with the nurse before the medication is dispensed. For

the safety of our students, even over-the-counter medication to be taken while at school must also be kept in the nurse's office.

Students who receive medication during the day must sign the Daily Medication Schedule Sheet in the nurse's office when the medication is dispensed. This helps to track the consistency of medication administration and the effectiveness of medication time schedules.

Because some students are unable to function effectively without daily medications, it is important that parents keep the school supplied with a student's prescribed medication. In cases where needed medication has not been provided, and a student cannot function at school, parents will be asked to bring the necessary medication to school, or keep their student at home, until they provide the school with the prescription.

### **Illness While At School**

Students who complain of illness during the school day will be sent to the school nurse with a pass from their teacher. The school nurse will evaluate their health complaint and call the parents to report the student's health status. The parent and the school nurse will decide the action to be taken. Students will not be sent home without parental permission.

## **Student Dress Code Policy**

### **Dress Code Philosophy**

The dress code is designed as a part of the structured educational experience at Dallas Academy. It serves to provide equality among students and is meant to reflect a disciplined approach to learning. All students who attend Dallas Academy must agree to abide by the dress code policy. It is requested that uniforms be kept in good repair at all times.

### **Dress Code for Grades 7-12**

#### **Boys' Dress Code**

**Shoes:** Tennis shoes or dress shoes may be worn. Sandals, including Birkenstocks are NOT allowed. Black, brown, white, or navy socks are acceptable and must be worn at all times.

**Pants:** Khaki slacks or shorts must be worn with a belt. Cargo pants or jean style pants are prohibited. Wearing pants below the waist-line is not allowed.

**Shirts:** Navy blue or forest green polo shirts with the Dallas Academy insignia and long sleeved navy blue Dallas Academy t-shirts are acceptable and must be tucked in at all times. Undershirts must also be white. Undershirts with logos, visible writing, graphics, or obvious colors which are detectable through the uniform shirt are also prohibited. Students will be asked to remove them and may also be given a dress-code detention. Students may also wear a navy Dallas Academy fleece pullover as part of the uniform.

## **Girls' Dress Code**

- Shoes:** Tennis shoes or dress shoes may be worn. Sandals, including Birkenstocks, are not allowed. Boots may **NOT** be worn with skirts. Black, brown, white, or navy socks are acceptable and must be worn at all times. Tights with skirts are also acceptable, but pants under the skirt are NOT acceptable.
- Skirt:** Girls have the option of wearing the pleated, plaid skirt purchased from Parker Uniform. Skirts may not be shorter than 4" above the knee (measured from a kneeling position). Skirts that do not meet this standard may have the hem taken out while at school.
- Pants:** Girls have the option of wearing khaki pants or shorts (which must also be no shorter than 4" above the knee). Both must be worn with a belt, and may NOT be cargo style or jean style.
- Shirts:** Navy blue or forest green polo shirts with the Dallas Academy insignia and long sleeved navy blue Dallas Academy t-shirts are acceptable and must be tucked in at all times. Undershirts must also be white. Undershirts with logos, visible writing, graphics, or obvious colors which are detectable through the uniform shirt are also prohibited. Students will be asked to remove them and may also be given a dress-code detention. Students may also wear a navy Dallas Academy fleece pullover as part of the uniform.
- Hair:** Students must keep their hair cut above their eyebrows and out of their face.

Students will not be allowed to wear sweatshirts or shirts that have been cut or shredded.

## **Lower School Uniforms 1<sup>st</sup> – 6<sup>th</sup> Grades**

Students at The Lattner Lower School are required to wear uniforms. We have selected Parker Uniforms at Casa Linda to be our uniform provider for the Lower School. Contact information is as follows:

Parker Uniforms  
413 Casa Linda Plaza  
Dallas TX 75218  
214-324-2483

Students are expected to be dressed in full, neat uniforms (belts, socks, shirts tucked in, etc.) every day.

## **1<sup>st</sup> through 6<sup>th</sup> grade**

### Girls

Navy jumper (#3144)  
Navy skirt  
Navy slacks  
Plaid skirt (#4139)

### Boys

Navy slacks  
Navy shorts

- \* Cargo pants or jean styled pants are prohibited

## **All students 1<sup>st</sup> – 6<sup>th</sup> grades**

Red polo or oxford shirts (short and long sleeves)  
Navy D.A. polo shirt (from the DA office)  
Hunter Green D.A. polo shirt (from the DA office)  
Navy D.A. fleece pullover  
Navy D.A. long sleeved t-shirt (from DA office)

### Shoes

Tennis shoes or loafers may be worn.  
White or navy socks are acceptable and must be worn at all times.

- \* Shirts must be tucked in at all times.
- \* Belts must be worn with shorts and slacks
- \* No hairstyle considered inappropriate or disruptive by the building administration will be permitted. This includes, but is not limited to, hair coloring, or haircuts.
- \* All hair must be cut above the eyebrows.
- \* Colored hair that is distracting and/or disruptive will not be permitted.

➤ Although there may be differences of opinion as to what constitutes appropriate dress, the final decision rests with the school administrators. Students who do not comply with this policy will be required to change into appropriate dress prior to returning to class and will be given appropriate disciplinary consequences.

### **Purchasing the Uniform**

Uniform pants, shorts and skirts may be purchased at Parker Uniforms. All shirts and fleece pullovers may be purchased at school through the office.

### **Cool Weather Attire**

Students are NOT allowed to wear their coats (excluding DA letter jackets) in the classrooms or hallways during school hours. Coats worn to school should be stored in lockers during the day. Rather, students are allowed to wear the navy D.A. fleece pullovers ONLY.

### **Hats/Sunglasses**

Hats are not to be worn in the building. Students are asked not to wear sunglasses during the school day. No billfold chains are allowed at school.

### **Body Piercing and Tattoos**

Body piercing, other than ears, is not acceptable. Students with tongue and other facial piercings will be asked to remove them for the school day. Students who refuse to comply with this will be sent home and the absence will be considered unexcused. Students are not allowed to have visible tattoos, even if they have reached the age of legal majority. Students who have tattoos will be asked to keep them covered. Non-compliance will result in a student being sent home and the absence will be considered unexcused.

### **Non-Uniform Days**

Periodically, students will have non-uniform days. If there are special dress guidelines for these days, they will be announced. Otherwise, students are allowed to dress casually, but modestly and non-offensively. T-shirts containing inappropriate language or pictures are not allowed, nor are T-shirts with drug and alcohol references. Should students not comply with the guidelines, they will be asked to change. If they are not prepared to change or refuse to change, they will be sent home and their absence will be considered unexcused.

### **Dress Code Detentions for All Grades**

Students who fail to abide by the above dress code guidelines will be given a Dress Code Detention, which will be served after school. Three dress code detentions count as one regular detention, which goes on a student's record. Students who continue to ignore the dress code requirements are subject to being sent home when offenses occur and resulting absences will be considered unexcused.

## **Academic Policies and Procedures**

### **Homework Philosophy**

The staff at The Dallas Academy strives to meet the academic needs and learning styles of each individual student. Teachers supply academic material during the school day in a variety of ways to help insure learning and success. However, an important part of the learning process is completing homework, as it reinforces the learning of material presented in class. Therefore, students are expected to complete homework assignments on a regular basis, in a timely and satisfactory manner.

Homework that is not turned in on time will result in a grade of 0. Late homework is NOT accepted, unless it is the result of an absence and/or special arrangements made with the individual teacher.

If a student chronically fails to complete homework assignments, a conference to discuss the problem may be called by the school or the parents.

### **Grading System/Periods**

The school year is made up of two semesters, fall and spring. Each semester contains three (3) six-week grading periods. High school credit is granted by semester and is based on the average of the three grading periods.

Students receive a report card at the end of each six-week grading period. Report cards are mailed directly to the parents. If parents do not receive these mailings, they are advised to call the school office. In lieu of progress reports being mailed, parents are encouraged to use Edline.com regularly to keep abreast of their student's academic progress. For questions about Edline, please contact Ange Hale at extension 23 or email her at [ahale@dallas-academy.com](mailto:ahale@dallas-academy.com). Should there be any questions regarding grades, parents are encouraged to contact their child's teachers.

The following grading system is used at The Dallas Academy:

90 – 100 **A**  
80 – 89 **B**  
70 – 79 **C**  
69 and below is failing

### **Honor Rolls**

The following Honor Rolls are recognized at The Dallas Academy:

Straight A – Report Card consists of A's in all subjects  
A-B Honor Roll – Any combination of A's & B's, no C's

### **Academic Eligibility**

To be eligible for participation/performance in any extra-curricular activities, a student must be passing all classes at the end of any grading period. That means a student must have a 70 or better in each class on his or her report card. Students who have a failing grade on their report card will be ineligible to participate in such activities the first two weeks of the following grading period. In addition, students with off campus lunch privileges will have those revoked until a passing grade is reported in that class at the end of following three weeks. If at that time the student is still failing the course, off campus lunch privileges will remain revoked until the next report card.

\*Note that coaches or sponsors may still require an ineligible student to attend regular practices or attendance at competitions during a period of ineligibility.

For the purpose of athletic participation on a game day, a student must be present for at least four class periods that day, in order to participate. Student athletes who attend less than four periods on a game day will not be allowed to participate. For athletic events held on non-school days, such as Saturdays, a student's attendance the day before will be applied.

### **Academic Probation**

Any student who fails a majority of his/her classes in any six-week grading period will be asked to meet with the Administration, along with their parents to determine a course of action for bringing up the failing grades. Students who continue to fail courses in a sequential marking period, will then be placed on academic probation. Students placed on probation will be expected to show passing grades for the subsequent grading periods.

Students who continue to fail once they have been placed on academic probation will then be asked to leave The Dallas Academy.

### **Tutoring**

Any student who is having difficulty with a subject is encouraged to discuss their problems with their teachers. Teachers will be available to provide extra help to students at no charge between the hours of 8:00 a.m. and 3:30 p.m.

Some students may require more intensive one-on-one tutoring. Students who need regular, individual help beyond the classroom instruction, may need additional tutoring. Parents may then request before or after school tutoring with most Dallas Academy teachers, for \$50.00 an hour. Any tutoring that takes place before 8:00 a.m. or after 3:30 p.m. is subject to the tutoring fee.

### **Summer School/Correspondence Courses**

Students who fail to receive credit for a course during the school year will be asked to make up the deficiency through summer school. The Dallas Academy does not always provide summer programs, but can make referrals for summer classes. Certain course work through correspondence is also acceptable, but please check with the school counselor to have these approved in advance. Core courses, such as English and Math, may not be taken by correspondence or during summer school to advance a grade level.

### **Commencement Exercises**

A senior who lacks sufficient credit for graduation must have their case reviewed by the Administration. Upon review, the Administration may decide to allow the student to participate in graduation activities, but NOT be granted a diploma until the deficient credits are obtained. Such decisions are made at the discretion of the Administration.

All financial obligations must be fulfilled before a student participates in graduation activities.

### **High School Credit Requirements**

High school students must accumulate 24 credits in order to graduate. One credit is given for each course that meets on a daily basis for a regularly scheduled period over the course of a school year. One-half credit is given for courses that meet only for one semester. High school credit is awarded on a semester basis. Semesters may NOT be averaged together, in order to give credit for a course.

Incoming credits for transfer students may only be verified through a valid transcript from the school granting the credit. This includes classes completed through summer school and correspondence courses.

The following coursework must be successfully completed in order for a high school diploma to be issued. **These plans are for students who will be graduating in 2010 only.**

**Plan I****Plan II**

<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
English	4.0	English	4.0
Mathematics	4.0	Mathematics	4.0
Science	3.0	Science	3.0
Social Studies	3.0	Social Studies	3.0
Health	.5	Health	.5
Speech	.5	Speech	.5
Fine Arts	1.0	Fine Arts	1.0
Physical Education	1.5	Physical Education	1.5
Computer Science	1.0	Computer Science	2.0
Spanish	3.0	Electives	4.5
Electives	2.5		
<b>TOTAL CREDITS</b>	<b>24.0</b>		<b>24.0</b>

*Due to recent changes by the T.E.A. graduation course requirements have been changed. Beginning with the graduating class of 2011, an additional year of social studies is required. In addition, for those students planning to attend highly competitive colleges, it is suggested that a 4<sup>th</sup> year of science be taken as an elective. The following graduation plans will be required for all students in the Class of 2011 and beyond.*

**Plan I****Plan II**

<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
English	4.0	English	4.0
Mathematics	4.0	Mathematics	4.0
Science	3.0	Science	3.0
Social Studies	4.0	Social Studies	4.0
Health	.5	Health	.5
Speech	.5	Speech	.5
Fine Arts	1.0	Fine Arts	1.0
Physical Education	1.5	Physical Education	1.5
Computer Science	1.0	Computer Science	2.0
Spanish	2.0	Electives	3.5
Electives	2.5		
<b>TOTAL CREDITS</b>	<b>24.0</b>		<b>24.0</b>

**Physical Education/Athletics**

All 9-12 grade students are required to complete 1.5 credits of PE. PE credits can be earned through class enrollment or through athletic participation including team manager. One-half (.5) credit will be granted to students participating in a team sport for that school year. One full credit is the maximum credit that can be earned in a year. The following guidelines apply to all students earning PE credit through athletic participation:

1. Students must start the season with the team and complete the season with the team. Those who join after the season has begun or quit the team

- before the season is complete, will NOT receive credit.
2. Students who become academically ineligible during the season must continue to attend regular practices. It is the coaches responsibility to keep the Administration aware of attendance.
  3. Students whose participation is interrupted by a sports injury will have their season reviewed by coaches and the Administration in order to determine if credit is to be granted.
  4. PE credits through athletic participation are given ONLY to high School students. Students who played junior high sports may NOT count that towards their high school PE credit.
  5. Students removed from a team for disciplinary reasons by a coach, a parent, or the Administration will NOT receive credit.
  6. Athletic credit will be awarded on a pass/fail basis.

\*\*All students must have a current physical and medical release form turned in at the office to be eligible to participate in any practice or games.

Participation in the following team sports qualify:

Men's Sports

Varsity Football  
 Varsity/JV Basketball  
 Varsity/JV Baseball  
 Varsity Soccer  
 Varsity Golf

Women's Sports

Varsity /JV Volleyball  
 Varsity/JV Basketball  
 Varsity/JV Softball  
 Varsity Soccer  
 Varsity Golf  
 Cheerleading

**The Dallas Academy Athletic Code**

Being an Bulldog athlete while at Dallas Academy is considered a privilege, not a right. It carries with it an honor and responsibility with criteria that athletes are asked to maintain. Athletes are to maintain proper conduct at all times, display positive leadership and sportsmanship, and maintain appropriate grades. It is imperative that student athletes conform to the code and the rules therein. Coaches and Administration have the right to remove these privileges from athletes that do not adhere to the rules.

**Community Service**

Four (4) hours of community service are required for each semester for all high school students (9-12) while they are enrolled at Dallas Academy. Students MUST participate in the service programs organized by the school in order to receive credit. Other volunteer hours may be turned in and recorded on a student's transcript, but these do not count towards the school-required programs. Dallas Academy reserves the right to hold a student's records, transcripts, and diploma if this obligation is not met.

**Transcripts/GPA**

Each high school student has a transcript that begins the freshman year. The transcript will contain semester grades and credits earned. Transcripts can be requested by filling out a transcript request form, which is available through the Registrar's Office. Students needing a

transcript mailed to a prospective college or university must fill out one of these forms as well.

Transcripts will be held if there are outstanding financial obligations.

Grade point averages are available at the end of each semester. Parents may request this information by contacting the Registrar's office. Dallas Academy does not rank its students, with the exception of Valedictorian and Salutatorian. We have found that it benefits more of our students not to rank because our graduating classes are so small.

### **Junior High Credit**

All 7<sup>th</sup> and 8<sup>th</sup> grade students must pass three (3) core courses for the school year in order to be promoted to the next grade level. Core courses include English, science, mathematics, and history. The fall and spring semesters will be averaged together to determine a final passing grade for a course.

If a junior high student fails to pass a minimum of three (3) core courses for the year, he/she will be required to repeat the grade or make up the academic deficiencies in summer school in order to be promoted.

## **Disciplinary Policies and Procedures**

### **Discipline Philosophy**

It is our belief that student development and growth is enhanced when the school environment is structured to expect high behavioral standards. Therefore, The Dallas Academy has adopted a discipline policy that encourages proper social conduct, respect for self and others, and an attitude of cooperation among community. Students are expected to be forthright when asked to be accountable for their actions and abide by the rules and regulations that have been established. Likewise, parents and staff are asked to support the consequences levied for not following school rules.

Final interpretation and application of these regulations is the responsibility of the Administration. Therefore, The Dallas Academy shall have the right to impose disciplinary action on a student for any violation of school requirements, rules, and guidelines. The imposition, extent and severity of disciplinary action shall be determined in the sole and absolute discretion of the school. If a student is arrested outside of school and Dallas Academy is notified by the authorities, the administration reserves the right to initiate withdrawal procedures.

### **Behavioral Standards**

All students are expected to demonstrate acceptable standards of social behavior during the school day and while attending school functions. Students are expected to show respect toward staff members and fellow students at all times. Every student at The Dallas Academy has the right to feel safe, welcome, and respected as a part of the DA community. Therefore, students who show an ongoing lack of respect for staff or fellow students, is subject to disciplinary action, which may include school-initiated withdrawal.

**Harassment/Bullying:** Bullying is a deliberate attempt by an individual or group to hurt, tease, torment, frighten, embarrass, or exclude someone. The harassment can be any physical, psychological or verbal act that harms a student, damages a student's property, interferes with a student's education, creates an intimidating or threatening environment, or disrupts the orderly operation of our school. All Dallas Academy students have the responsibility not to bully or harass others, not to tolerate bullying or harassing behaviors toward themselves or others, to work with others in the community to stop bullying or harassment, and to inform a staff member of any form of bullying or harassment. Harassment and bullying may result in disciplinary action including suspension or school initiated withdrawal.

### **General Classroom Guidelines**

Within the guidelines of the school and The Dallas Academy Handbook, each teacher sets specific procedures and classroom standards to be followed.

### **Academic Dishonesty**

Academic dishonesty, in any form, will not be tolerated and will result in all participatory parties receiving a 0. Academic dishonesty includes, but it not limited to: copying homework, submitting another's work, plagiarism, and giving or receiving information during a test. Further disciplinary consequences may result.

### **Language**

Vulgar and profane language is not tolerated on campus. Racial/ethnic slurs, sexual comments and innuendo, and/or verbal threats of violence will result in disciplinary action that may include, but are not limited to, suspension or school-initiated withdrawal.

### **Destruction of Property**

Destruction of property will not be tolerated. Students and their parents are financially responsible for damages caused in whole or in part by the student or their parent. Offenses of this nature are subject to further disciplinary action and repeated offenses may result in permanent expulsion.

### **Theft**

Stealing from the school or from another student is considered a violation of the community's trust and a serious offense. Students who are caught stealing are subject to disciplinary action and possible expulsion. It is recommended that students keep books and personal belongings in their assigned lockers, secured with a combination or keyed lock, for safekeeping.

### **Tobacco Products**

Smoking by students on the premises of The Dallas Academy is not permitted, nor is possession of tobacco products. This guideline also applies to students who have reached the age of legal majority. Students found smoking or in possession of tobacco products will be suspended for one day for the first offense and 3 days for the second offense, and expelled permanently for the third offense. Zeros for class work will be given on days of suspension. In compliance with the Texas State Law, the Dallas Police may be notified of any offenses involving tobacco products and minors.

## **Drugs/Alcohol**

The possession of illicit drugs on campus or at any school-related function is a felony in the State of Texas. The possession, sale, purchase, use, or consumption of drugs or alcohol is strictly prohibited while on campus and/or at school related functions, as is being under the influence. Any violation of this regulation will result in permanent expulsion. In compliance with Texas State Law, offenses involving drugs/alcohol may result in the notification of the Dallas Police Department. The distribution and abuse of prescription medication falls into this category.

Dallas Academy employs a canine detection service in order to ensure that drugs, alcohol, and explosives are not present on campus. If a dog alerts the presence of one of these forms of contraband in the locker, bag, vehicle, or other possession of a student, the school expects the student to cooperate by showing that none of these elements is present. A student who fails to cooperate jeopardizes the school-student relationship and parents will be called and asked to gain the student's cooperation.

"Drug talk" or references made to drug and alcohol usage is not acceptable at Dallas Academy and may result in parents being notified. The Dallas Academy Administration reserves the right to require students to submit to school designated drug and/or alcohol screenings, at the expense of the parent or legal guardian.

The Administration also reserves the right to conduct random locker, backpack, and student searches to discourage students from bringing drugs/alcohol to school.

## **Weapons**

The Dallas Academy has a "No Tolerance" policy regarding weapons on campus or at school functions.

## **Fighting**

Fighting in any form will warrant disciplinary action. Students will be suspended or face possible expulsion. All parties involved will be considered for disciplinary action.

## **Students Who Are Becoming Parents**

Students who are becoming parents will be required to meet with the Administration along with his/her family. The Administration will confer with the prospective parent and family concerning the best course of action regarding the student's education at The Dallas Academy. The welfare of the student, the unborn child, and the student's ability to adhere to school expectations will be considered.

## **Cell Phones/IPods/MP3 Players**

While many students carry cell phones for safety and transportation issues, they are NOT to be used or turned on during school hours. **All electronic devices** must be kept in backpacks during the school day or in a student's car. Students who need to make telephone calls during school hours may do so in the school office, once permission is obtained. Parents who need to get a message to their child may call the school office. Students who abuse this policy will have their device taken up by the Administration. For the first offense, a parent must come to claim the device. Offenses after that may result in the Administration holding it

for one week and a charge of \$20.00 will be required. **During lunch iPods, MP3 players, and laptops may not be used for entertainment purposes.**

### **Gum/Food/Drink**

Food and drink consumption and gum chewing are not allowed in the classrooms or in the hallways during the school day. These items are to be consumed in the designated lunch areas. Students who violate this rule will be subject to a lunch detention.

### **Off Campus Lunch Privileges**

Students who are 16 years of age or older may be granted permission to leave the campus for lunch, with the written consent from their parents and approval from the Administration. Off-campus lunch is considered a privilege, not a right. Students who go off campus for lunch are required to sign out and sign in for lunch on a daily basis. Students who do not sign out lose off campus lunch privileges for a week. School personnel and/or parents may revoke lunch privileges at any time as a disciplinary measure for misbehavior and failing grades. Students who return from lunch later than 12:30 will stay in from lunch one day for each late minute.

Students who go off campus for lunch are expected to conduct themselves in a respectful, courteous manner. Any student who jeopardizes the good name of the school during off-campus lunch period will risk having that privilege revoked.

Because of the new Curfew Policy set forth by the city, Dallas Academy will provide ID cards to students who have off campus lunch privileges. This will show proof that they have the school's permission to be off campus during 11:50-12:30.

Students who do not have permission to leave campus for lunch, but do so, will be suspended for leaving campus without permission.

### **Suspension/Expulsion Policy**

When a student fails to comply with the expected behavioral guidelines set forth by The Dallas Academy, school personnel will write an Office Referral that will be given to the Administration. Administration will review the offense and the circumstances and make a determination on the consequence. Should the offense warrant a suspension, the parent and the student will be informed of the consequence and the student and parents will be required to sign the Office Referral and return it to school. Teachers will be informed of the suspension and the student will receive 0's for the suspension day. The administration will assign an on campus or off campus suspension depending on the offense and circumstances.

First suspension will be a one day suspension and the second will be a two day suspension. Students receiving a third suspension will be permanently expelled at that time.

A student may be expelled from Dallas Academy for any conduct, which jeopardizes the good name of the school, is detrimental to the common good, or is harmful and offensive to members of the school community.

A student who has been expelled, or is required to withdraw from the school for disciplinary reasons, will not be readmitted to Dallas Academy at a later date and will be asked to not attend further school functions.

### **Detention Policy/Expulsion Policy**

The Academy reserves the right to keep students after school in the event of misbehavior and student's not abiding by the rules and regulations of the school, in the form of after school detentions. Parents are responsible for arranging transportation on such days. Students who ride the school van are NOT exempt from this policy.

When a student fails to comply with the rules set forth by Dallas Academy, school personnel will write an Office Referral that will be given to the Administration. The Administration will review the referral, the offense, and the circumstances and make a determination as to the consequence. If a detention is levied, the student and the parent will be notified and the student and parent will be required to sign the Office Referral and return it to the school. After school detentions are held every Tuesday from 3:00-3:45.

Because Dallas Academy does not consider itself a school for students with serious behavioral problems, the school places a limit on the number of detentions a student is allowed for misbehavior and rule infractions. The policy regarding detentions is as follows:

After school detentions will be recorded in a student's file. When a student has received and served three (3) after school detentions, they will be required to serve a Saturday school for 3 hours.

Three (3) subsequent detentions will result in a second Saturday school for three (3) hours.

Students receiving a second Saturday school will be required to meet with the Administration and their parents to discuss a period of Disciplinary Probation where the student, the parents, and the Administration will sign a contingency contract.

The contingency contract allows a student to remain at Dallas Academy for a period of one month, with the student expected to remain detention-free during that time. Should the student complete the one-month expectation, he/she will be allowed to remain at The Dallas Academy.

Should the student be unable to complete the one-month period as expected, and receives an Office Referral that results in a detention or a suspension, then he/she will be permanently expelled from The Dallas Academy.

Students who successfully complete a contract period, but later receive an Office Referral that results in a detention or suspension, will be placed on permanent Disciplinary Probation for the remainder of the school year. If a student placed On Permanent Disciplinary Probation receives a detention or suspension during this time, he/she will be permanently expelled from The Dallas Academy.

Students who are placed on a contract with less than a month of school remaining, will begin the following school year under a contract situation.

### **Student Contracts, Scholarships and Renewals**

Student Contracts and Scholarships are evaluated and provided only on an annual school year basis. No student is promised the continued right to attend The Dallas Academy by annual contract. No student is promised any scholarship beyond the annual school term for which a scholarship is granted. The Dallas Academy determines annually whether a student will be offered re-enrollment for any school year.

Likewise, The Dallas Academy reserves the right to not offer re-enrollment to any student that has had Disciplinary Probation status during the school year, or whose needs would be better served in an alternative school environment.

### **Student Technology Operating Policy**

The presence of a comprehensive computer network at The Dallas Academy provides a virtually unlimited supply of resources and information to the community, but it also places a great deal of responsibility on all users. All of The Dallas Academy policies, particularly those pertaining to dishonesty and harassment, apply to all uses of computers and related technologies. This is intended to clarify those rules as they apply specifically to network usage.

Ethical and legal standards that apply to information technology resources are derived directly from standards of common sense and decency. Any user must adhere to the same code of ethics that governs all other aspects of behavior within The Dallas Academy community. All users of information technology resources will be expected to communicate in a responsible, ethical and polite manner.

It should also be understood that if The Dallas Academy's Student Technology Operating Policy were violated, the consequences would be similar to violations of other policies found in this handbook, which can include dismissal.

The following policies exist to ensure that student use of the computer networks is in compliance with both the school's technology policy (which can be found in the computer labs or obtained from the network administrator) and the policies of Internet providers:

1. Accessing the files and documents of others is prohibited. This protects all users on the network, not just The Dallas Academy Community. Taking advantage of a student or faculty member who accidentally leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter or destroying someone's personal property.
2. Attempting to subvert network security, to impair network functionality or bypass a restriction set by administrators is prohibited. Assisting others in violating these rules by sharing information or passwords is also considered unacceptable behavior.
3. Improper use of distribution of information is prohibited. This includes copyright violations such as software piracy, as well as plagiarism from resources. The network is an academic resource that is governed by the same rules that govern library resources.

4. Frivolous or improper use of network is prohibited. This includes playing games during the school day and accessing inappropriate and/or pornographic data. If you are in doubt about the definition of inappropriate or pornographic, talk to a network administrator or faculty member.
5. Using the network for commercial purposes or in support of illegal activities is prohibited. The Dallas Academy maintains the network for academic purposes, as well as for school related and personal communication. If you are in doubt about the definition of “illegal activity”, talk to a network administrator or faculty member.
6. Students accessing the network or using electronic mail are representatives of The Dallas Academy and are expected to behave accordingly. Any communications that would be improper or illegal on any other medium are equally so on the computer. If you are unsure of what constitutes improper, ask a network administrator or a faculty member.
7. The Dallas Academy network resources are considered property of the school and may be monitored at any time.
8. The use of cell phones as electronic devices for e-mail, text messages, calculators and talking is included as part of the Student Technology Operating Policy. This medium is inappropriate for classroom behavior, and consequences will also follow those outlined in this handbook.

The Dallas Academy is authorized to publish any of the following on the school’s web site:

1. Photographs of students without accompanying last name.
2. Representations of student work or achievements with first name and last initial but no other identifying information.
3. Student full names in team rosters or other lists without other identifying information.

## **Financial Responsibility and Scholarship Aid**

### **Tuition Payments**

Parents are responsible for prompt payment of tuition. If a student is expelled, tuition will NOT be refunded. If a student is withdrawn during the semester, tuition for that semester must also be paid.

The Dallas Academy reserves the right to withhold student transcripts and records in the event of non-payment of tuition.

Students will not be permitted to begin a new school year until the prior year’s tuition has been paid in full.

All students, no matter the course load, must pay full tuition. **No exceptions.**

### **Scholarship Aid**

Parents requesting scholarship assistance must fill out a form with the Scholarship Committee of The Dallas Academy. The Board of Directors will make final decisions for the distribution of scholarship funds based on the information provided.

Students who receive scholarship aid may jeopardize the continuance of aid if he/she is failing academically, refuses to comply with the rules and regulations set forth by The Dallas Academy, or has parents who are in default of their portion of the tuition payment.

## **Miscellaneous Information**

### **Student Driver's/TEA Forms**

Students who are 16 years of age or older, have a valid Texas Driver's License, and have parental approval may drive on campus. Students are expected to drive cautiously and courteously at all times while on campus and on neighboring streets. Now that we have young students on campus, it is imperative that students observe the 2 MPH speed limit on campus. Those students who fail to comply will have their parents notified and risk the loss of driving and parking privileges on campus.

Students needing verified TEA Forms for the purpose of obtaining a driver's license, may request them from the school office.

Because on campus parking space is limited, seniors who drive to school have first priority for being assigned a parking spot. Juniors and sophomores who drive to school may put their name in the "parking lottery" at the beginning of each semester. Random drawings will determine the assignment of the remaining parking spaces. Students are not allowed to park in staff parking spots and will be asked to move their vehicles if they do.

### **School Van Route**

Students who ride the school van are asked to abide by school rules while using this service. Students who misbehave will be reprimanded and are subject to being denied use of the van service. Parents are asked to drop off and pick-up their children on time at the pick-up spots. If a child is not to ride the van either way on a particular day, they should call the school office so the van driver can be notified of this information.

### **Non-custodial Parent**

The school needs to be notified of any situations where a non-custodial parent is not to have access to a child or the child's records. That information **MUST** be in the child's records and given to the school office in the form of a court order. Without a court order, the non-custodial parent has access to the academic records and other school related information. It is the responsibility of the custodial parent to communicate the situation to the school.

### **Field Trips**

Students must wear their uniforms during any school day field trips unless otherwise instructed by the teacher. Guidelines for non-uniform dress will be given. The school will provide transportation. In cases where upper classmen are allowed to drive, they must have the permission of the Administration.

Students are expected to represent The Dallas Academy well while on school-sponsored trips. Students who do not behave accordingly, will be reprimanded and may lose the privilege to participate in future trips.

Only students who are in good standing in both academics and conduct will be permitted to participate in field trips or school events.

A student's participation in a field trip does not excuse him/her from assignments or homework due on the day of a field trip or activity.

The school reserves the right to deny a student's participation in any field trip or overnight trip due to a record of disciplinary or academic issues.

**Length of the School Year**

The Dallas Academy is approved by the Texas Secondary Committee as a special needs school. Students are required to attend the appropriate number of days during the school year.