

**Learner Handbook
2021-2022**

Plano ISD Academy High School



**1701 Alma Road
Plano, TX 75075
(972) 905-8100**

GENERAL INFORMATION AND TITAN SPIRIT

Welcome to Plano ISD Academy High School!

As learners and parents, you have made a choice to attend this amazing school of choice for your high school experience. We are excited to have you! As a unique campus, there are some operational procedures, agreements, and expectations that are unique to our project-based, collaborative, standards-referenced, STEAM-y environment in partnership with professionals and experts in our community.

As a Titan, learners will meet these expectations as outlined in the **Plano ISD Academy High School Learner Academic/Behavioral Standing** included here for your reference:

Plano ISD Academy High School Learner Academic/Behavioral Standing

Plano ISD Academy High School is designed to be a competency-based learning environment which is responsive to learner voice and choice. The critical component in this learning space is active learner engagement, also known as Student Agency. Student Agency is the application of metacognitive skills to manage one's actions to perform more efficiently and effectively in the learning environment.

Learners who exhibit Student Agency will:

- Create a daily learning schedule
- Manage their behaviors and academic progress during unstructured academic time
- Collaborate with team members and complete tasks as assigned by the team
- Complete independent learning in preparation for class or team meetings
- Complete assigned learning tasks on time and with appropriate learning evidence
- Reach out to a facilitator with learning questions or if an assignment will be completed past the expected completion date
- Independently track assignments and learning progress toward a learning target/proficiency scale

Academic and Behavioral Student Status:

The critical component to a personalized competency based authentic learning environment is learner engagement and agency. Learners will be supported and coached toward exhibition of student agency using the [Learner Profile](#) as the foundation for expectations. Failure to adhere to academic and behavioral standards will result in a disciplinary process. In support of the unique learning environment at Academy High school, learners must maintain positive student status or their transfer to Academy may be revoked.

Student Support Process

Level 1:

Facilitator with Learner:

- The first step in the student support process happens at the facilitator level. Facilitators will clearly articulate the learning targets for each project. Learners will have clear guidelines for demonstration of learning. Learning time will be shared between learner independent practice and learning and facilitator-led learning.
- Facilitators will communicate behavior expectations in the learning space using the Academy High School [Learner Profile](#) as a foundation. Learners will demonstrate student agency throughout the school day.
- Learners will be redirected and coached by the facilitator as needed. Parent notification will be made in the case that learner redirection becomes more frequent.

Level 2:

Facilitator with Learner and Administrator:

- The second step in the student support process happens with administrative support. This happens after the facilitator has intervened with the student individually more than once and has also contacted parent(s). The administrator will provide additional coaching, may provide an administrative consequence, and will reinforce the academic and behavioral expectations at Academy High School. The administrator will communicate with the parent during this step. Administrative recommendations may be made during this step.

Level 3:

Facilitator with Learner, Parent, Administrator, and Grade-Level Team:

- The third step in the student support process involves the facilitator, the learner, the grade-level administrator and the parent. This step is taken after multiple coaching and intervention opportunities have happened at the facilitator and administrative level, also including the counselor as needed. The goal of this step is to allow the learner, parent, and the instructional team to reinforce expectations for learning and support. The learner will make commitments for improvement as a result of this meeting. The commitments will be tracked by the learner and the team. Parent contact will be made at the end of a two week period to determine whether the agreed upon level of intervention will continue or if it needs to be adjusted. Administrative recommendations may be made at this time.

Level 4:

Learner, Parent, Administrator, Campus Management Team:

- The fourth step in the student support process involves the learner, parent, the grade-level administrator, and representatives from the campus student support team. The purpose of this meeting is to discuss the lack of effectiveness of previous interventions. The team will make a recommendation for academic or behavioral placement. The result of this meeting may be a change of academic placement, an increased student support plan, and/or a warning of revocation of transfer.

Level 5:

Learner, Parent, Administrator, Campus Management Team:

- The fifth step in the student support process involves a revocation of transfer and academic placement on another Plano ISD campus. This step is taken after multiple facilitator, team, and administrator interventions and coaching sessions. In this case, the learner continues to perform outside of positive student status behaviorally and/or academically after multiple interventions and opportunities for support.

(revised 8/2021)

General Campus Information:

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

Plano ISD Academy High School Academic Integrity Policy

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

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

Plano ISD Academy High School Commitment

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

School Colors: Light blue and silver

Mascot: Titans

PLANO ISD SCHOOL CALENDAR 2019-2020

School Hours: 9:20 am - 4:30 pm

Aug. 11	First Day of School
Sep. 6	Labor Day - School Holiday
Sep. 7	Student Holiday/Teacher Work Day
Oct. 11	Student/Teacher Holiday
Oct. 12	Student Holiday/Teacher Work Day
Nov. 19	Student Holiday/Teacher Work Day
Nov. 22 - 26	Thanksgiving Holiday
Dec. 7 - Jan 3	Winter Break
Jan. 4	Student Holiday/Teacher Work Day
Jan. 5	Students Return
Jan. 17	MLK, Jr. Holiday
Feb. 21	Student/Teacher Holiday
Feb. 22	Student Holiday/Teacher Work Day
Mar. 7- 11	Spring Break
March 14	*First Inclement Weather Day
Apr. 15	Student/Teacher Spring Holiday
Apr. 18	Student/Teacher Holiday
Apr 26	Student Holiday/Teacher Work Day
May 27	*Second Inclement Weather Day
TBD	Last Day of Classes/Early Release
*March 14 & April 26	Graduation
	Inclement Weather Days

Academy HS Grading Periods

Progress Report:	End of first nine weeks	October 8
Report Card:	End of second nine weeks	December 17
Progress Report:	End of third nine weeks	March 4
Report Card:	End of fourth nine weeks	May 27

SCHOOL GUIDELINES AND PROCEDURES

ARRIVAL AND DISMISSAL

Early Arrival

Learners should arrive at Academy HS by 9:15 a.m. If learners arrive earlier than 9:15 a.m., they need to report to the cafeteria. Supervision will be provided in the parking lot and cafeteria after 9:00 a.m. Please make appointments with your facilitator if you need to meet with them before 8:30 a.m. and always get a signed pass from the facilitator. Parent passes will be accepted after 8:30 a.m. The building WILL NOT be open before 8:15. Learners who arrive prior to 8:15 will remain outside until opening. Once a learner arrives on campus, whether they enter the building or not, the learner may not leave campus, including walking to local

businesses near Plano ISD Academy High School. Learners who do not meet expectations during arrival will be assigned disciplinary consequences.

Dismissal

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

ATTENDANCE

Absentee Notes

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

Credit for Courses

Any time a Learner misses school resulting from personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal, the absence will be considered excused. Any Learner out of school for reasons other than those listed above considered truant and the absence will be unexcused. State law requires that learners attend each class 90% of each semester in order to receive credit. If a Learner falls below the 90%, make-up time will be assigned. The Department of Public Safety requires an attendance verification form reflecting concurrence with state attendance law from your school to get a driver's license or a provisional driving permit. It is the primary responsibility of the Learner to contact an administrator about make-up time if in violation of the 90% rule.

Family Vacations/ Trips/ Extended Absences

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

manner. Academy learners are members of project teams. Extended absences impact more than the absent learner. Absence request forms may be found at our front desk.

Tardy Policy

Learners will be in designated spaces at designated times throughout the day. The school day begins at 9:20 am. Failure on the part of the learner to be in an assigned location at an assigned time will result in a tardy being recorded. Three tardies will be considered an unexcused absence. It is the responsibility of the learner to manage time and to be punctual. Persistent concerns regarding tardiness may result in administrative intervention to include filing truancy. Academy High School utilizes Enriching Students to monitor student attendance and tardies.

Checking In/ Out

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

Drivers License - Verification of Enrollment (VOE) Forms

Verification of enrollment forms are needed to receive or renew a driver's license and are based on 90% attendance the previous semester. Any Learner, who has lost credit due to excessive absences in the previous semester, will not be given a VOE form unless credit has been reinstated. Learners needing a verification of enrollment form may request a VOE via <https://myforms.pisd.edu/Forms/VOE> and collect from the attendance clerk when ready.

BUS CONDUCT

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

1. The driver will maintain discipline on the bus and will report Learner misconduct to a building administrator.

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

CARE OF BUILDING/ PROPERTY

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

VENDING MACHINES

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

CAFETERIA

The school cafeteria is a vital part of the school program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Breakfast items are available before school. For convenience Learners are given a code to access their own lunch account. Learners should protect the code number.

Lunch zones are located in the cafeteria, LS 1-3, and outside. Learners may access the Quiet Zone on the 2nd floors during lunch with staff permission.

Off-campus lunch is allowed for 11th and 12 grade Learners with parent permission. 9th and 10th graders may not leave campus during lunch, including walking to local businesses near Plano ISD Academy High School. Learners who do not meet expectations during lunch will be assigned disciplinary consequences. Students who use the cafeteria are expected to throw away their trash and leave tables clean in their lunch zone.

CLOSED/ OPEN CAMPUS

All Plano ISD Learners, grades K-10, are required to observe a closed campus policy during the school day. Once a Learner arrives on PAHS school property, Learners must have permission to leave the premises. Administration must be notified by a parent/ guardian for a Learner to leave school during the school day. This requirement includes arrival to campus in the morning. Learners who violate this policy are subject to disciplinary action.

For Learners in grades 11 - 12, off-campus lunch is an option with parent/ guardian approval. Learners must return to school at the designated time. **Learners are not permitted to bring food back to campus to eat after 1:30 pm. Food brought back to campus will be consumed in designated lunch zones only.** Violators may lose off campus lunch privileges and face additional consequences as determined by administration to include truancy. **The campus will not accept or manage food deliveries. Learners will not be permitted to leave the classroom in order to pay for/collect food. Deliveries are only allowed between 12:30 and 1:15 and learners must meet the delivery driver. The campus will not manage the delivery or keep it for the learner.**

CLINIC

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

COUNSELING/ GUIDANCE

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

Due to the unique interdisciplinary work done at the Academy, learners will not be able to alter their courses except in the case of Languages Other Than English (LOTE) after they have met the required two high school credits. Seniors may also choose to participate in an additional year of Art. Electing to participate in these courses requires the learner to be fully engaged and complete all assessments in a timely manner. A decision to drop the course must be made in the first nine weeks.

TRANSFERS

Upon acceptance to Plano ISD Academy High School, families make a commitment to graduate from the Academy. However, if a transfer to the zoned campus is needed for the learner, the commitment to complete the school year is mandatory. **There will not be an opportunity to transfer in the middle of the school year unless there are extenuating circumstances for learners.** If a parent feels there is a need, the parent will contact their child's counselor to discuss personalized options.

EXTRACURRICULAR ACTIVITIES

Extracurricular Activities Guidelines

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

Clubs and Organizations

Clubs and organizations provide many opportunities for learners to participate in activities that contribute to the total development of an individual. When clubs are built into the master schedule, it is required that all learners participate in a club or organization offered each year. A general list of clubs and organizations is on the Plano ISD Academy website; however, they differ slightly each year based on learner interest.

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

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

Learners will have the opportunity to earn patches on a letterman jacket. Learners will be able to order a jacket beginning as 10th graders in the fall semester each year.

DETENTIONS

Detentions are assigned for violation of school policies and/ or unacceptable learner conduct. They are assigned during Stay Put lunch, before and/or after school. Detentions are considered part of the school day when assigned and if missed, could result in further disciplinary action, including truancy.

DRESS CODE PISD (Updated 5/28/21)

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. *District policy on Dress Code is subject to change at which point the updated district policy will be the expectation and will be shared with learners and parents.

Learners at Academy High School are expected to comply with dress expectations in keeping with projects, including fabrication work and presentation professional dress. Academy High School maintains a professional clothing closet for learners in need of professional dress items on presentation days. Academy High School dress code expectations are in keeping with business casual attire on non-project days. Business Casual is defined as a dress code that blends traditional business wear with a more relaxed style, still professional and appropriate enough for an office environment.

DISCIPLINE

Learner Conduct/ Discipline Guidelines

At the Plano ISD Academy High School, learners are expected to demonstrate conduct in keeping with the [PAHS Profile of a Graduate](#). Learners are expected to:

1. Arrive on time and be prepared to learn in your assigned learning space.
2. Wear appropriate dress and learner ID card visibly at all times.
3. Protect and use your technology for learning.
4. Treat the space and resources including furniture with care.
5. Communicate with a trusted adult when there is a problem.

Academy High School presumes trust among learners. Trust is essential to the school climate and culture. Student voice and choice on campus depends on the collective commitment among learners to meet expectations.

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

over. If there is a persistent problem with learners being picked up, learners' privilege of attending these activities could be taken away.

Refer to Plano ISD Student Code of Conduct 2021-2022 for matters related to:

- **Drugs / Alcohol/ Tobacco Policy**
- **Fighting**
- **Harassment: Sexual, Bullying, Teasing, Taunting**

ELECTRONICS

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

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

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

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

Persistent disruption related to a device will result in a parent conference and a plan for device management moving forward which may include turning in the device at the beginning of the day to the front desk and retrieving the device at the end of the school day.

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

PLANO ISD ACADEMY HIGH SCHOOL COMPUTER ACCEPTABLE USE POLICY

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

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

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

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

Technology Discipline Guidelines for PISD

Technology is a diverse educational asset which includes a wide variety of uses (i.e., including, but not limited to, telephones, computers, audio and visual equipment, fax machines, etc.). Any Learner who violates technology operations shall be subject to disciplinary action as stated in the Campus Discipline Management Plan. This includes any misconduct involving any related PISD technology use, regardless of time or location. When Learners are involved in disciplinary infractions regarding technology equipment or its uses (i.e., including, but not limited to,

destruction of equipment, accessing or altering any form of technology communication without consent, transmission or receiving of inappropriate language picture, or games, disruption of technology operations, etc.) appropriate disciplinary action will be taken.

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

Student Identification Cards = Academy Trust Cards

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

SPECIAL SPACES

Library

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

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

Username: planoisd

Password: discover

Fitness Room

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

Idea Rooms

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

Fab Lab and Makerspace

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

MESSAGES/ DELIVERIES

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

PARKING (LEARNER)

All Learners must park properly in the Learner parking lot with a PAHS parking permit (purchased at the front desk or online in the campus portal). Learners will lose their privilege of driving on campus if they exhibit reckless or unsafe driving. Learners ARE NOT allowed in the parking lot during school hours without a pass. Learner drivers and parents are expected to follow the carpool, bus lane, drop off and pick traffic patterns.

PERSONAL PROPERTY

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

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

POLICE LIAISON

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

RECYCLING PROGRAM

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

SAFETY DRILLS

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

WEAPONS

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

blades can be categorized as weapons. Learners using tools with blades will be supervised by a facilitator. Learners should not bring personal tools campus.

TUTORIALS

Tutorials are available on a regular basis during lunch: a tutorial schedule is shared with Learners and parents through Empower Learning. Additional tutorials may be scheduled with the facilitator. Targeted tutorials for unfinished learning or gaps in learning will be scheduled by the facilitator on Mondays.

PROJECTS

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

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

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

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

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