



Avail Academy High School
Parent and Student Handbook
2021-2022

Avail Academy 9-12
755 73rd Avenue NE
Fridley, MN 55432
763.531.1732

Welcome to Avail Academy high school! Our hope and prayer for you is that you will have more than a great high school experience! We hope to see you grow and mature socially, emotionally, academically, and most importantly to watch you flourish in the Lord. Avail Academy is a stepping stone in your educational and personal growth. You will be presented with new and exciting challenges as well as different and demanding responsibilities.

Avail Academy aims to be a distinctively Christian high school. You did not sign up for something you could get somewhere else; you signed up for an education that would capture the passions and gifts of each student and direct them in God's way and Word.

Avail Academy nurtures a community of life-long learners whose horizons are defined by a biblical worldview and whose vision is enlarged so they are enabled to become Christ-animated catalysts for change in contemporary society.

Avail Academy desires to be a place where students, teachers and parents work together to develop a highly encouraging and stimulating environment where the implications of a Christian worldview are applied to all subject matter, we aim to develop the gifts God has given us for service in his world, and students dare to make the mistakes necessary to maximize learning.

The entirety of your Avail Academy experience is summed up in seven aims. In other words, all of the course work, extra-curricular activities, social events, et al flows out of these aims. As seniors, you will be reflecting on and specifically identifying the means by which you have grown in these seven areas. The aims are as follows:

Avail Academy high school students will...

1. Experience faith as the foundation of personal identity, the source of calling to a life of service, and the impetus to life in community.
2. Cultivate attitudes, habits, and skills that will allow them to flourish as individuals, as community members, and as Christ's servants in the wider world.
3. Develop the knowledge and attitudes needed to assume their role as developers and stewards of the earth.
4. Develop the knowledge and attitudes needed to participate in social and cultural development as Christians and to assume their role as agents of peace and justice.
5. Develop the interests and abilities needed to read, view, and communicate effectively.
6. Develop the interests, knowledge, and abilities to enjoy mathematical thinking and use it to serve everyday and specialized purposes.
7. Develop the interests, knowledge, and abilities to become engaged viewers, listeners, and participants in music, dance, theatre, and the fine arts.

To help you navigate your Avail experience and the partnership that we desire, the following information has been prepared for you. As parents and students, spend time reviewing it; it is very important that you are familiar with the information on the pages that follow. Thank you, again, for your partnership. I look forward to learning and growing together with you!

--Mrs. Kocinski, High School Principal

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Communication

- **Office Assistance**

Please call the high school office anytime assistance is needed. Office hours are Monday through Friday, 7:45am-3:45pm. The office phone number is 763.531.1732

- **Telephone Usage**

The office phone is available for student use with permission from faculty or staff. For more detailed information concerning personal cell phone use, please see the Cell Phone Policy below.

- **Email**

- Emails are sent regularly from the high school to parents and students. Please check your "Inbox" weekly for communication from Avail Academy.
 - Main email communication includes:
 - Weekly High School eNewsletter (specific to the high school happenings)
 - Weekly Happenings eNewsletter (information for all Avail campuses)
 - Advisory Newsletters (*specific to each student's Advisory at the high school*)
 - Other: Emails from teachers & staff specific to your student

- **School Closings**

Please tune in to WCCO, Kare11, KSTP, FOX9, or KTIS for school closing announcements. Be sure to look for Avail Academy—High School.

Precepts of the Avail Academy Philosophy of Education

1. We believe that all things exist to glorify God, whom we know in Jesus. Therefore, we must teach children that every part of their lives must serve Christ's glory.
2. We believe that because God made and upholds his creation, it is of essential goodness and worth. We take delight in all aspects of the physical world, the theoretical world and biblically lawful human activity as good gifts from the Creator. Therefore, the Avail Academy curriculum must study the entire created order; reflect the principles of truth, goodness, and beauty vested in our world; and interpret each fact in the universe as belonging to the upholding work of God.
3. We believe that God made men and women to tend the world as bearers of his image. Therefore, we must teach children, of whatever ability, to study our world and use its resources to fulfill our task of stewardship.
4. We believe that God has created a world of order, not chaos, and has given human beings the ability to understand the created order. Therefore, we draw on the many insights which non-Christians as well as Christians have acquired in studying creation and which they have used in the formation of human culture.
5. We believe, however, that sin darkens our hearts and understanding of the world. Therefore, we teach that all human culture is affected by sin and falls short of glorifying God. We must continually evaluate all human actions, including our own, from a biblical perspective.
6. We believe that the Scriptures are God's inspired word and that, as we are illumined by the Holy Spirit, they teach us how to view all of life and creation. Therefore, we support education which accepts everything contained in the Scriptures and which interprets all things in the universe according to them.
7. We believe that Jesus Christ, as Lord of all, renews his people in his image and calls them back to the task of tending his creation. Therefore, we support Christian education which does not divide life into secular and sacred parts, nor ignores any part of the world as outside its interests.
8. We believe that Christ has called the members of his community to serve him together and has obligated them to teach their children how to serve in his kingdom. Therefore, we affirm that education is the task of the whole Christian community; Avail Academy takes its place beside the family and the church and fulfills a unique role in instructing and nurturing students.
9. We believe that children of believers are members of the Christian community and are regarded as God's servants. Therefore, we support schools which encourage students, beginning while they are young, to serve the Lord Jesus Christ in everything and to use their skills in the interests of the kingdom of God.

Educational Standards

Quality Education Goals

1. Students will be challenged at their highest level of abilities.
2. Students will have the developmentally appropriate ability to reason clearly, think creatively, work collaboratively, and express themselves fluently, both orally and in writing.
3. Teachers will be provided with the training, facilities, time, and equipment necessary to accomplish our entire educational program.
4. Students will be prepared academically, socially, and emotionally to advance to their next level of formal education.
5. Avail will be known by the citizens and community leaders in the metro area for offering a quality and distinctively Christian education.
6. Students will be provided with an education that is contemporary, relevant, and continuously improving so as to prepare them for effective service in a global society.
7. Students will be provided with an educational environment that is safe, clean, respectful, and courteous.

Integration of Faith and Learning Goals

1. Teachers will implement a reformed philosophy of education in the classroom.
2. Appropriate to their age, students will be able to articulate and demonstrate what it means to be a loving disciple of Jesus Christ in today's world.
3. Students will understand service from a biblical perspective and will be provided with opportunities to utilize their strengths and talents to serve others.
4. Students will understand the Christian worldview and will be able to persuasively apply it to the major issues of our day.

Home and Church Partnership Goals

1. Christian parents who desire Christian education from a reformed perspective will be able to send their students to Avail.
2. Our constituency will understand and appreciate the value of Christian education from a reformed perspective.
3. Avail parents will demonstrate active ownership of and involvement in the ministry of the school.
4. Constituent churches will view Avail as a supporting partner in the Christian education of their children.
5. As responsible stewards of the faith and resources entrusted to us, Avail will regularly give our supporting constituencies a public accounting of our ministry.

ACADEMIC LIFE

A. Yearly Schedule

The academic year consists of two semesters. The year begins with a three-day orientation which focuses on community building and worldview development. Details on the three-day orientation will be communicated to students and families prior to the start of the school year. In between Fall Semester and Spring Semester, all high school students participate in a two-week Inquiry Based Unit (IBU) focused on specialized topics of study as selected by students. Some Fall Semester courses continue to meet during IBU. In December, this two week course schedule will be communicated to the students and families of the high school. Spring Semester courses begin after IBU has concluded. See the Avail Academy Academic Calendar for specific dates.

B. Graduation Requirements (see Graduation Planner for specific course listings)

Bible	*3	Mathematics	3
World Language	2	Science	3.5
Language Arts	4	Social Studies	4
Physical Education	1	Fine Arts	1
Student Initiative Projects	*3	Advisory	*2
Electives (minimum)	6	Inquiry Based Units	*2

** Students who successfully complete Avail Academy specific graduation requirements, as indicated by the * will graduate from Avail Academy High School with honors.*

C. Academic Standards and Communication

FACTS/RenWeb is the main avenue of communication for Avail, especially as it relates to course work and academic progress.

- Syllabi for current courses will be available for parents on *FACTS/Renweb* and also handed out to each student at the beginning of each course.
- Completion of course work and an assessment of that work will be available to parents via *FACTS/RenWeb*.

Academic work should exhibit scholarship and diligence. In addition, work at Avail Academy should also exhibit excellence as God calls us to use our gifts to the best of our ability. Graduates and their parents have indicated that Avail graduates feel more prepared for college than their counterparts, especially in the following areas: ability to manage and navigate/direct their own learning, ability to write well, passion for an area of God's world and a passion for serving in that area, critical thinking skills, ability to think Christianly about the world around them, understanding of worldview and ability to articulate their own worldview, and the ability to work with and network with others and a confidence in themselves and their ability to learn. It is Avail Academy High School's aim to continue to build on those strengths and to communicate each student's personal growth toward the knowledge and skills necessary to serve Christ in all areas of life after high school.

D. Homework

Since classroom participation and individual growth often depends on the completion of homework, Avail Academy expects students to complete all homework that is assigned. In order for students to be successful in doing their homework, it is important that the parent and student create protected space and time for that to occur outside of normal school hours.

If a student misses assignments regularly or is significantly late in submitting a major project, the faculty advisor will contact the parents and review the homework expectations and jointly develop a plan to have the student complete the work. If a student fails to complete this plan in a timely manner, or has additional late or missing work in that class, Avail Academy will provide the space and time for the student to complete the work—usually before or after school on a day mutually agreed upon by the parents and advisor.

E. Student Assessment

Progress Reports: Each student's academic progress will be reviewed by teachers throughout the year, corresponding to the midpoint of each semester. A progress report will be sent home if there are changes – concerns or joys – to their learning. Please feel free to contact your student's advisor at any time for an update regarding academic progress.

Report cards: End-of-term assessments are based on a 0-4 scoring system in four key academic areas: ***achieved knowledge, completion of assigned work, involvement and effort, and growth.***

- Avail is committed to narrative assessment, as it is a quality teaching and learning practice. Narrative feedback is not only the most important way of helping students grow, but it is the best evidence for parents and students of how students are growing.

Parent/Teacher/Student Conferences:

- *Fall Semester*—These meetings will focus on a key conference with the student's advisor, but also provide a designated time after each scheduled conference that is open-ended and provides a time for parents to stop by and meet with other staff members—with the understanding that, due to time constraints, longer conversations with teachers about a student's work in a particular curricular area may be best handled outside of the regular (and more summative) parent-teacher conference time.
- *Spring Semester*—In addition to academic focused conferences, a narrative assessment will be completed by each student's advisor at this time of the school year. This assessment will be followed-up with a mandatory teacher/parent/student conference to discuss the student's growth and areas for further growth. The partnership that this conference enhances is central to assessment at Avail.

F. Eligibility for Student Activities:

Because we value academic performance and want each student to achieve the highest level of educational success within the framework of his or her ability, the following policy governs each student's involvement in co-curricular activities.

1. Eligibility applies to all students who participate in co-curricular activities.
2. Students must be making adequate progress in all current curricular studies and be on target to complete current projects in a timely manner.
3. Eligibility will be checked at the middle and end of each semester.
4. If a student is ineligible he/she will not be allowed to participate in practices for one week and events or contests for two weeks.
5. The administration, with input from the faculty and parents, reserves the right to grant eligibility to students that demonstrate excellent effort but fail to meet guideline number 2.
6. In addition to the school policy, the Minnesota State High School League participation guidelines will be followed.

DAY-TO-DAY SCHOOL DETAILS

A. Attendance – Absences and Tardies

Regular attendance at school is of the utmost importance; students are expected to be present each day that school is in session. Each day in class, learning is taking place. These learning experiences can never be duplicated, and when a student is not in attendance, they are missing some portion of their total educational experience. When students arrive late to class, they are not only missing out on their own learning, they are interrupting the learning process for other students who arrived on time and showing disrespect to their teachers.

Absences and tardies will be recorded as excused or unexcused. Examples of legitimate excused absences and tardies: illness, injury, doctor or dentist appointments, family emergencies and school related learning opportunities. All other activities should be scheduled outside of school hours or during normal holiday and vacation times. Any absences other than those caused by illness, family emergencies and medical appointments that cannot be scheduled outside of school hours will be considered unexcused.

Regular Attendance

A student receives a full day credit if s/he is at school, ready to start the day when the final morning bell rings and stays until the dismissal bell rings at the end of the day.

Absence

A student will receive a **full day** absence if s/he attends less than 3.5 hours of a school day and will not be allowed to participate in any extracurricular activities held that same day. A student receives ½ day credit if s/he attends at least 3.5 hours of the school day. An absence will be recorded as either excused or unexcused as the situation requires.

Unexcused tardiness to school

After three unexcused tardy slips, students will be scheduled to attend a 30 minute detention before or after school. A missed detention will result in an added 30 minute detention on a different day.

Arrival Procedures

The high school building opens 30 minutes prior to the start of the school day. Students should park near and enter through Door D up until 8:05am. The first class period of the day begins at 8:10am. The first bell of the day rings at 8:05am at which time Door D will be locked. Students arriving after 8:05am should report to Door C and request admittance to the school building at the top of the stairs. Students are expected to be in class and seated by the 8:10am bell. Arrival after 8:10am will require that students sign-in at the school office and receive a tardy pass in order to receive admittance to class. Please reference the section above on "Absences and Tardies."

Departure Procedures

The school day concludes at 3:20pm. The 3:15pm bell indicates time for classes to close in prayer. Once classes close in prayer, students should remain in class until the 3:20pm dismissal bell. Students should exit out Door D or Door C.

Early Release- Students Leaving During the School Day

A student who needs to leave during the school day must have a parent/guardian contact the school office in advance to excuse the student via email at office@availacademy.org or 763.531.1732. It is the student's responsibility to pick up a dismissal pass from the office, sign-out in the school office, and contact the teacher whose classes s/he will be missing in order to create a plan for missed work and class time. If a student is returning to school following an appointment, he or she must buzz in at Door C, sign-in at the school office, and get a return to class pass. See details on excused and unexcused absences.

Reporting an Absence to the School

Should it be necessary for a student to miss school, the following procedure must be followed:

1. On the day of the absence, a parent should notify the school office before 8:15 a.m. via email at office@availacademy.org or phone at 763.531.1732
2. Extended absences, six (6) or more consecutive school days or seven (7) accumulated school days within a ten (10) day period, due to illness or injury requires a doctor's written note stating how the illness or injury prevented the student from attending school. If the written notice is not turned in within two (2) school days of the student's return, the absences will be considered unexcused.

If a student reaches twelve (12) absences in a semester, the parents and student will be notified that the credit of the class may be forfeited. If absences exceed this number, consideration will be given to retaining the student in the current grade or requiring the student to attend summer school at the family's expense. In the case of extended illness or injury, as verified in writing by a doctor, these absence limits may be reconsidered. The administration and education committee will make this decision upon review of the student's academic record.

Attendance and Extra-curricular Activities

A student who is absent for more than 3.5 hours of the school day may not participate in any extracurricular activities held that same school day.

Make-Up Work for Absences

For an excused absence, a parent/student may request homework from the teacher(s) if the request is made by 12:00pm on the day of the excused absence. All collectable homework may be picked up in the office between 3:15-3:45pm on that same day. It is the parent's responsibility

to obtain any books needed from the student's locker. Students will have the same number of days to make up their work as they were absent. The teacher(s) will determine appropriate credit for such work.

For an unexcused absence, it is the student's responsibility to obtain any information and work missed. Teachers are not required to prepare homework in advance of the unexcused absence. Alternative assignments for class activities may be provided at the teacher's discretion. No time extensions will be given for homework, tests or quizzes that the student is aware of prior to the absence unless they make arrangements with their teacher before they leave. All homework missed must be completed within the timeframe determined by the teacher(s).

In-School Suspension

Students who serve In-School Suspension will be furnished with assignments or alternate opportunities for continued learning. S/he is expected to make up all work missed during the time of suspension and will not receive additional time to complete it. The teacher(s) will determine appropriate credit for such work.

Truancy

Minnesota State Law states that all children must attend school until the age of 18. The law requires that parents compel their children to attend school. It is the responsibility of children ages 12-18 to make sure that they attend and are time for school every day, for every class. Excessive unexcused absences may result in a referral for truancy and/or dismissal from school.

School officials may request a meeting with parents to discuss why absences or tardiness is occurring and find a solution to the problem. At that time an assessment may be conducted to determine if the student has any social, emotional or physical problems that are contributing to the absences. If truancy persists after parental notification, the school administration may make a referral to the County Attorney's Office for appropriate legal action.

B. Dress Code

Rationale for the Dress Code

Personal dress and appearance should be honoring to God and a positive witness to others. The way we dress can reflect our feelings and attitudes and affect our actions and behavior. This is an area where individual preferences may need to be sacrificed for the common good. Avail is a learning community. Consequently, our appearance should encourage focused study and in no way distract from the learning process.

Parents and maturing students are encouraged to make *thoughtful* choices. The key terms in our dress code are "modest", "clean", and "in good repair." In His Word, God calls us to treat our bodies with modesty and respect. What is "in-style" is not always in accordance with the standards we seek to reflect. Parents and staff will be cooperatively responsible for enforcement of the dress code.

Guidelines

1. A student's grooming should be neat, clean and in good taste. Clothing should be manageable and appropriate for the season and activity. Clothing must not be torn, ripped, or have holes.

2. Hats are not to be worn in the building. Hooded sweatshirts may be worn in the building; hoods may not.
3. Shorts and skirts must be mid-thigh length. Gym shorts that are worn outside of P.E. classes must also meet this requirement.
4. Clothing should have a modest neckline, cover the midriff at all times and the top of the shoulder. Outer clothing should completely cover undergarments.
5. Students must wear shoes during the school day. Loose-fitting footwear may not be worn during P.E. activities.
6. Discretion must be used in wearing pictorial or slogan-bearing shirts. The staff reserves the right to judge whether or not such items are offensive.
7. Judgment regarding the appropriateness of a student's appearance will be made by the staff. Students will be consulted and informed of dress code infractions. The student will be given an opportunity to correct the dress code infraction or the student will be given a school issued t-shirt and/or pants to wear for the remainder of the day.

Practical Considerations:

1. Boots, snow pants, and coats must be worn when the weather dictates.
2. Students are responsible for their own clothing and other belongings. Clothing, lunch boxes, bags, etc. should be labeled.
3. A "lost and found" area is located in the school for items left by the students. Parents and students are encouraged to check it periodically. At the end of each year, all items left at the school are given to the school's thrift store or donated to a local cause.

Off-Site Guidelines:

Students have many opportunities to engage in the community and special attention should be given to professional appearance during these times. When students are going off-site for the Go Project, Experiential Learning, Field Trips, etc., the following additional guidelines apply, unless specific instructions are given for a particular field trip:

- It is highly recommended that students wear Avail Spirit Wear when going off-site during the school day.
- Sweatpants and athletic shorts are not allowed.
- T-shirts with large slogans, logos and images other than school Avail Spirit Wear are not allowed.
- Shirts with solid colors, subtle patterns, or small manufacturers logos may be worn.
- All other dress code guidelines are to be followed when off-site.

Each student will be held responsible for the appropriateness of his/her appearance. Students who deviate from established standards will be asked to change into clothing provided by school personnel if possible. The administration will be the final judge on neatness, cleanliness, and modesty, and retains the sole discretion to determine whether a student's appearance is appropriate. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

C. Use of Alcohol, Tobacco or Illegal Drugs

1. Smoking and Chewing Tobacco – No smoking or chewing tobacco on school property, at school-sponsored events, or on the buses.

- 1st offense – 3 day out of school suspension and immediate suspension from all co-curricular activities for the remainder of a current activity. (Student contract outlining correctional procedures will be written and signed by all parties.)
- 2nd offense – 5 day out of school suspension and suspension from all extra curricular activities for the remainder of a year.
- 3rd offense – Expulsion from Avail with the possibility of re-enrollment only after submission of documentation of being smoke free and showing a commitment to be smoke free.

2. Drugs and Alcohol

- Use of alcohol or illegal drugs or being willingly present where these substances are used illegally may result in the following:
 - In-house suspension
 - Mandatory counseling and/or testing at parents' expense
 - Immediate expulsion from Avail.
 - Student may reapply for admission one year from the date of expulsion.
 - Drug counseling may be required and additional drug testing and evaluation at the parent's expense may also be required.
 - The selling or "pushing" of drugs will be reported to the proper authorities.
 - This policy also applies to substitute or purported drugs.
 - Any use of drugs or alcohol not specifically addressed in these guidelines will be dealt with on an individual basis.

D. Student Conduct

1. General Conduct

- Students are to conduct themselves as Christians at all times. Disobedience, obscene or profane language, or any conduct of a discourteous nature is always out of order. This standard of good conduct is expected at all school activities, both at school and in the community.
- The building will be open to students from 7:40 a.m. to 3:45 p.m. on school days.
- Out of respect to our lease partners, Grace Evangelical Free Church, students are requested to drink only water in the classroom and hallways. Students may drink other beverages, such as milk, juice, etc. in the lunchroom. Students are also requested to treat all church furniture with care and to use furniture for its intended purpose.
- School friendships and relationships are always encouraged and sought to be developed in such a way as not to exclude others, but to allow students to cultivate life-long friendships and companions. Particular awareness should be given to boyfriend/girlfriend relationships, making sure that the actions are not rude or discourteous to others, and so that the actions reflect general scriptural guidelines of respect for each person.

2. Fighting / Physical Attack

Fighting or Physical attack is defined as any act involving hostile bodily contact between two or more individuals. Incidents that occur while at school, or going to or from school, including any activity under school sponsorship, will be dealt with in the following manner:

- 1st offense – Immediate suspension of all parties involved. Suspension length depends on the seriousness of the activity. Any attack on a school employee could result in immediate expulsion.
- 2nd offense – May result in immediate expulsion
- If parents have questions or disagreements regarding disciplinary actions it shall be their responsibility to discuss these questions with the teacher involved and not to bring their grievance to other parents, teachers, or students. If the matter is not resolved with the teacher the parents shall then discuss it with the administrator. And failing a resolution, bring the matter to the attention of the Education Committee. The final step is to bring the matter to the School Board.

3. Vandalism and Harassment

- Respect for Avail personnel, our leased facilities, and school property is necessary and expected. Vandalism is a serious offense. Using fireworks, fire extinguishers, pulling fire alarms, starting fires, vandalizing school property, the property of school personnel or the school property of any student will result in suspension, fine, full restitution, as well as possible probation or expulsion.
- Harassment of students or staff by other members of the Avail community will not be tolerated. Harassment is considered to be any unsolicited words or conduct which tend to annoy, alarm, or abase another person. Any student found harassing another student, school personnel, or their families at any time will be suspended and a decision will be made by the administration within three school days regarding their future status as a student at Avail.

4. Weapons

Any student who is determined to have brought a weapon to school or knowingly possessed a weapon at school may be expelled. The administration reserves the right to define the term weapon, and maintains its right to handle each situation on a case-by-case basis. Students involved will also be referred to local law enforcement agencies.

5. Sexual Harassment

Avail intends to provide its students and employees with an environment that is free of offensive kinds of behavior. Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical or virtual contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment toward a fellow student or school employee will not be tolerated. Complaints should be made to the campus principal, an advisor, school president or a school board member. If there is a verified violation of this policy on the part of student or faculty, appropriate disciplinary action will be taken.

6. Forgery

The act of willfully using, in writing or on the phone, the name of another person or falsifying times, dates, grades, addresses on school forms or parental notes, etc. will result in automatic suspension with length to be determined.

7. Theft

Proven activities will result in the suspension of the student from school and activities. Length of suspension will be determined by the administration.

8. Electronic Devices

Personal electronic devices are not to be used by students at school unless they are needed in conjunction with a clearly defined educational activity.

Laptops and Personal Devices:

All Avail Academy High School students are expected to use their school distributed Chromebook for all classwork. Personal laptops are not to be used in Avail Academy High School classrooms at any time without prior approval from the campus principal. Personal devices may not connect to the school wifi at any time, with the exception of personal laptops and devices being used by PSEO students in the Student Lounge area.

Cell Phone Policy:

Mobile phone devices may be brought to school, but they must be turned off, kept out of sight, and not used during school hours (including in-school breaks). If devices are seen, Avail Academy faculty and staff are authorized to confiscate the device. The confiscated device will be handed over to administration, and the offense will be documented. The device may be retrieved after the completion of the school day from an administrator or office staff. Parent notification may be required.

Students may use their cell phone before school begins (prior to 8:10am) and after the school day ends at 3:30pm. There will also be a time at the end of each day's lunch period for students to use their phones. Students must eat lunch in the designated lunch room for the first 15 minutes of the lunch period. Cell phones must be turned off, kept out of sight, and not used during that time.

In certain circumstances, it may be helpful for students to use cell phones during the school day. Examples of this include but are not limited to: teacher-directed learning activities in the classroom, communicating with community partners as part of a school-related project, or communicating with parents when large numbers of students need to communicate all at the same time (such as game cancellation or rescheduled practice). Students will receive clear instruction that they have permission to use their cell phones at these times.

Yondr Pouch Program

Beginning of school day: As students enter the building, they will:

- 1) Turn their phone to airplane mode, or power off.
- 2) Unlock their empty Yondr Pouch using an Unlocking Base at the Building Entrance(s).
- 3) Place their phone inside the pouch, securely close it and store it in their backpack.

Each student will maintain possession of their cellphone inside their Yondr Pouch for the duration of the school day. Late students will do this process at the Main Office.

During class (per teacher permission), in the Student Lounge, during the last 15 minutes of lunch, and at dismissal at the end of school day students will:

- 1) Unlock their pouch using an Unlocking Base at the main office, building exit(s), or mobile unlocking station.
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their backpack.
- 4) At the conclusion of this permitted cell phone use time, students will place their cell phone/device back into the Yondr pouch and securely close the pouch.

If a student is excused from school early, they will unlock their pouch at the main office.

Violations

Each of these violations will result in the student's phone and/or pouch being confiscated by school administration.

- 1) Physical damage to the Yondr pouch in an attempt to circumvent its intended purpose.
(Ex: discoloration, pen marks, bent pin or stripped lock inside the pouch)
- 2) Forgetting or losing the pouch.
 - i) If a pouch is forgotten the phone will be stored in the school office until the end of the school day.
- 3) Using their phone during unapproved school hours.
 - i) If a phone is seen during an unapproved time during the school day, the phone will be retrieved by staff and stored in the school office until the end of the school day.

Disciplinary Action

- 1) The student's phone and pouch will be confiscated and their parent/guardian will be notified immediately.
- 2) The student's parent/guardian must come to the school to pick up their child's phone and a replacement pouch may be assigned. [OR] The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$30 fee to replace the damaged Yondr pouch.

In certain circumstances, it may be helpful for students to use cell phones during the school day. Examples of this include but are not limited to: teacher-directed learning activities in the classroom, communicating with community partners as part of a school-related project, or communicating with parents when large numbers of students need to communicate all at the same time (such as game cancellation or rescheduled practice). **Students will receive clear instruction and approval that they have permission to use their cell phones at these, or other times, during the school day.**

9. Inappropriate Material

Any material such as magazines, websites, or other research materials that is misused will be confiscated by the teacher. Depending on the material and circumstance, the material may be returned at an appropriate time or the confiscation may be permanent. Additional disciplinary action may also be taken.

10. No Bullying Policy

Avail Academy seeks to nurture the hearts and minds of our students in accordance with the pattern of Christ. We expect all Avail Academy students, staff, and parents to have standards of behavior that conform to God's standard found in His Word, demonstrating respect and dignity towards others. It is therefore the policy of Avail Academy to maintain an environment that is free from all forms of bullying. This policy covers actions that take place in the school, on school property, in school owned buses, and off school property where students are engaged in any school-sponsored or school approved activity, event, or function such as a field trip or athletic event, where students are under the jurisdiction of the school. Actions occurring through the misuse of technology may constitute an act of bullying regardless of whether such acts are committed on or off school property.

Definition

Bullying can generally be defined as the repeated use of aggression, intimidation, and/or cruelty that is intended to cause distress to another person who has a difficult time defending himself/herself (the "target").

Examples of bullying behavior are as follows:

- **Verbal:** name calling, put downs, racist remarks, teasing, threats, spreading rumors,
- **Written and electronic communication** of any type that incorporates language or depiction (violent, sexual, malicious, etc.) that would constitute bullying, using any medium (including but not limited to cell phones, computers, websites, electronic networks, instant messages, text messages, and e-mails.)
- **Physical:** pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging, or stealing another person's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching.
- **Social:** ostracism or exclusion, alienating
- **Psychological:** acts that instill a sense of fear or anxiety
- **Other:** Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Awareness

- **Staff:** Annually, as part of the required in-service training for all school staff, the Principal or designee shall arrange for bullying and response training. Because adults must take the initiative in combating bullying, they must be watchful for warning signs, closely supervising children.
- **Students:** At the beginning of the school year and throughout the year as needed, the Principal or designee shall ensure that the student body is familiar with the No Bullying Policy. Teachers will familiarize the students about the No Bullying Policy and educate them about seeking help from an adult, reporting incidents, speaking up and supporting

the target, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. This information may be presented during devotions or any other time during the school day.

- **Parents:** Parents should familiarize themselves with the school's No Bullying Policy. The policy will be listed in the Parent Handbook and posted on the website.

Reporting

- Avail parents are encouraged to report suspected incidents of bullying to their child's teacher and/or the school administrator. *Bullying Report Forms* will be available in each classroom, school office, and on the website.
- Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, within 24 hours (when possible). The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)
- If the behavior appears to meet the criteria for bullying, the staff member must report this to the school Principal or designee. The staff member is to forward a *Bullying Incident Report* to the principal for investigation.
- The Principal or designee will promptly and thoroughly address reports of suspected bullying. He/she will meet separately with the alleged target, witness and the person suspected of committing the bullying behavior. If it is determined that bullying has occurred, appropriate action will be taken to end the bullying. Staff shall ensure that within 24 hours (when possible) notification of the incident has been given to the parents/guardians of both the target and the offender, indicating that steps have been initiated to address and resolve the issue. Parental notification and the intervention plan shall be documented on the *Bullying Incident Report*
- Copies of the completed *Bullying Incident Report* will be maintained in the school office. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim.
- All information concerning complaints or incidents of bullying will be treated confidentially at all times. If communicating with other parents, the teachers and administrators cannot name the other students involved and cannot indicate any disciplinary measures utilized.
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Students, staff, and parents are prohibited from falsely accusing another person of bullying. Disciplinary action shall be taken if they knowingly make false reports.
- A student or parent may report bullying anonymously. However, the school's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- The Principal or designee will follow-up with the parent of the target within one week of the incident to make sure the issue has been resolved.

Remediation and Consequences

It is the responsibility of the adult staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning

environment, and understand consequences for poor choices and behaviors. A clear distinction exists between remediation and consequences.

- A. **Remediation**, intended to counter or “remedy” a behavioral mistake, can be an effective prevention practice. Remediation measures are intended to correct the problem behavior, prevent a recurrence, protect and provide support for the target and take corrective action for documented systemic problems related to bullying and harassment. Remediation measures allow the student an opportunity to reflect on behaviors, learn pro-social skills and make amends to those affected.
- B. **Consequences** tend to be punitive in nature and should be used only when appropriate and almost always in conjunction with remediation measures. Consequences and remediation should be applied after considering a number of factors including:

Student Considerations:

- Age and developmental maturity of the students involved;
- Nature, frequency and severity of the behaviors;
- Relationships of the parties involved;
- Context in which the alleged incidents occurred;
- Patterns of past or continuing behaviors;
- Other circumstances that may play a role.

Examples of remedial measures may include, but are not limited to, the examples listed below:

- A. Student Exhibiting Bullying Behavior:
 - Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he/she can solve the problem and change behaviors.
 - Meet with parents/family to develop a family agreement to:
 - Ensure parent/family/student all understand school rules and expectations
 - Explain the long term negative consequences of bullying on all involved
 - Understand consequences if bullying behavior continues
 - Additional social skill training in areas such as impulse control, anger management, empathy development, and problem solving.
 - Arrange for apology – written is recommended
 - Reflective essay to ensure student understands the impact of their actions on others
 - Restitution – particularly if any personal items were damaged or stolen
 - Restorative practices (age appropriate)
 - Follow-up conference with student
- B. Target:
 - Meet with trusted staff member to:
 - Explore feelings about incident
 - Develop a plan to ensure student’s emotional and physical safety at school
 - Ensure student does not feel responsible for behavior
 - Ask student to log behaviors in the future.
 - Develop skills, tools, strategies to resist bullying

- Follow-up conference with student
- C. Parents, Family and Community
- Development of a family agreement
 - Referral for family counseling
 - Parent education workshops related to bullying and social emotional learning.

Examples of Consequences for students exhibiting bullying behavior may include, but are not limited to, the examples listed below:

- Admonishment/conference with student (verbal warning)
- Written warning
- Temporary removal from the classroom
- Deprivation of privileges
- Detention (classroom or administrative)
- Referral to disciplinarian
- Parental Notification - Phone call to parent and/or parent meeting
- In school suspension (after school, weekend)
- Out of school suspension
- Legal action
- Report to law enforcement if required
- Expulsion

10. Student Medication:

- Students and parents can sign an optional self-administration medication form which provides permission for a student to self-administer over-the-counter medications as needed during the school day.
- Please contact the high school office to obtain this permission form.
- Prescription medication must be administered through the school health office. A permission form must be filled out prior to medication use on campus.

E. Cheating:

If a teacher becomes aware and can validate any dishonesty or cheating, such as: plagiarism, copying homework, “cheat sheets”, etc., these guidelines will be followed:

- 1st offense – Automatic 1 day in-house suspension and an F on the test or assignment.
- 2nd offense – 3-day suspension and an F on the work with a parent conference before readmission to school. The student will be placed on probation for one month.
- 3rd offense – Possible expulsion from Avail Academy.

If other students are knowingly involved, a giver as well as a receiver will be treated equally.

F. Academic Probation

During probation a student may be denied privileges such as driving a car to school or participation in school-sponsored activities (e.g. field trips, performances, and athletics) for up to one month. The student must show improvement to a satisfactory level or the result will be expulsion from school.

- The administration will reserve the right to deal differently with students who turn themselves in or confess to offenses than with those that are found to be involved or deny falsely their

involvement. Each occurrence will be dealt with on an individual basis. Appeals may be made to the education committee.

- Possible reasons for probation:
 1. Insufficient academic progress
 2. Continued, deliberate disobedience
 3. A rebellious spirit which is unchanged even after counseling
 4. A continued negative attitude and bad influence on other students
 5. Committing a serious breach of conduct which has an adverse effect upon the testimony of the school or the school community
 6. Excessive discipline hours

G. Lockers:

Each student will be assigned a locker. It is his/her responsibility to keep the locker clean.

- If students request a lock, they will be issued one in order to secure their locker.
- The administration reserves the right to inspect the lockers at any time.
- Appropriate decorations may be placed only on the inside of the lockers and must be non-permanent and appropriate to the mission and vision of the high school.
- At the end of the school year, lockers must be emptied and cleaned inside and out.
- All items left behind will be placed in the lost and found and donated per the lost and found guidelines.

H. Driving:

The privilege of driving to and from school is governed by these guidelines:

- Entering and exiting the parking lot must be done in a safe manner.
- All local, state and federal driving regulations must be observed.
- Students must not return to their car during the school day without permission.
- Students will park in the assigned Student Parking area.

I. Library:

Each student must have a valid library card issued by their county library.

- Cards must be available every day at school.
- Students are responsible for returning library materials by the due date and paying any late fees should they be incurred.

J. Visitor Expectation:

Visitors are welcome but must sign in at the office.

- Parents and other interested visitors are welcome to visit the school. Please make arrangements with the school office or Admissions Director in advance.

K. General Technology Acceptable Use Agreement:

Computers and Technology at Avail Academy will be used only for positive, moral, educational purposes.

- **Students will:**
 - Use school technology for academic and classroom activities only, unless they have special permission from the teacher in charge.

- Understand that their Chromebook and Avail Academy accounts belong to the school and that school staff may access information that they use to produce, view, or store.
 - Only access sites appropriate for school classes or activities.
 - Cite all Internet and print sources used in school projects.
 - Immediately report any technology use that makes them uncomfortable or violates school policies. If they access inappropriate material, they will report it to the teacher in charge right away.
 - Use appropriate language and refrain from profanity, insulting language, cyber bullying, etc.
 - Realize that offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
 - Respect the privacy and dignity of students and teachers at all times and will not use another user's password.
 - Charge their Chromebook overnight, whether it is at school or home.
 - Use their Chromebook when it is sitting on a table or other flat surface-not the floor.
- **Students will not:**
 - Use someone else's work and say it is their own.
 - Use technology to transmit, receive, or reproduce material in violation of US, state, or school regulations.
 - This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff.
 - Access personal email or accounts, social media, etc. using school computers, their own computer, cell phone, or other device during school hours.
 - Install or attempt to install apps on the school computers without the permission of the technology specialist.
 - Submit information over the Internet without the permission of their teacher(s).
 - Give out personal information such as their full name, phone number, or address.
 - Give out personal information about someone else.
 - Correspond or meet with someone online without the pre-approval of a teacher and parents.
 - Put any stickers on the Chromebook.
 - Change their password without the permission of the technology specialist.

L. Technology Damage Policy/Fee Schedule:

- **Warranty:**
 - Most commonly, Chromebooks and iPads are covered by the manufacturer's warranty for 1 year after purchase. However, they are not covered by the warranty or service contract in cases of theft, loss, fire, misuse, intentional abuse or damage beyond recognition. The final determination on the classification of damage is determined by the warranty provider.
 - Student computers that are intentionally abused, misused or damaged so they can't be used are not covered by the warranty mentioned above. The cost of damages incurred by intentional abuse or misuse will be the responsibility of the student/parent and may include other disciplinary actions.
 - All computers, computer carrying cases and power adaptors must be returned at the end of the school year or upon withdrawal from Avail Academy. Any items that are not returned will be billed at replacement cost to the student's FACTS account and will be due immediately.
- **Repair Fee Schedule:** Major damage is defined as damage that renders the computer unusable.

- Major damage that isn't covered by warranty for Chromebooks/iPads that were purchased this school year: \$150.
- Major damage to a Chromebook/iPad that was purchased in the previous school year: \$100.
- Major damage to a Chromebook/iPad that was purchased two years ago or more: \$50.
- Processing fee for any Chromebook/iPad that is under warranty or can be fixed by an Avail Academy technician: \$20 plus parts.
- Lost or damaged charger: \$35.
- Lost or damaged carrying case (high school only): \$40.

M. Google Apps for Education Use Agreement:

- **What it is:** Google Apps for Education offers a free and ad-free set of online customizable tools such as Google Docs and Sites that enable teachers and students to work together and learn more effectively. The students' availacademy.org accounts are housed on a Google server, thereby giving students access to Google Drive (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.
- **Philosophy:** Avail encourages the use of these tools as an effective and efficient way to improve collaboration and communication. The primary purpose is to support teaching and learning. Avail students in grade six through twelve will be assigned a Google Apps for Education account.
- **Responsible Use Guidelines:** The use of technology at Avail Academy is a privilege extended to staff and students to enhance teaching and learning and to exchange information.
- **Opportunities/Privileges:**
 - All students will be assigned a Google Apps for Education account until such time as the student is no longer enrolled in the Avail Academy system.
 - Access to and use of the student Google Apps for Education is considered a privilege accorded at the discretion of Avail Academy. The school maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building principal for further investigation and adjudication.
- **Responsibilities:**
 - Students must adhere to the Avail Academy Acceptable Use Policy, listed [here](#).
 - Students may not engage in conduct that includes but is not limited to:
 - Harassing, threatening, or intimidating others.
 - Sending obscene or sexually explicit language or images.
 - Unlawful activities.
 - Commercial purposes.
 - Personal financial gain.
 - False identification in email communications.
 - Misrepresenting Avail Academy.
 - Interfering with Avail Academy technology operation through:
 - Electronic chain letters
 - Unsolicited electronic communications

- Disruption of electronic communications
- **Security:** Avail Academy cannot and does not guarantee the security of electronic files located on the Google mail system. Although Google does have a powerful content filter in place, the school cannot assure that users will not be exposed to unsolicited information.
- **Privacy:** Files stored on school resources, including email messages, are considered property of Avail Academy.
 - Avail Academy reserves the right to inspect files stored on school resources for conformity with its policies, licensing standards and state or federal law.

OPPORTUNITIES UNIQUE TO AVAIL

Go Project

- Purpose and results drive the choice to include the Go Project as a part of Avail Academy High School's monthly school schedule. The Go Project brings Avail Academy HS students out into the community to do real work, for real people, with real needs. The Go Project connects in class learning to needs out in the community. Central to who we are as a distinctively Christian high school is an understanding of image bearers of God as servants. Servanthood is the core of our existence in Christ. A key part of that understanding—with identifiable results in senior projects and Avail graduate feedback—is built through our Go Project program. Including the Go Project as part of our monthly schedule is intentional. The Go Project provides a shared experience for both students, parent volunteers, and staff members, which promotes dialogue. Students conduct research and reflect on the needs around them and how that relates to what service really is. In the end, Avail teachers help students connect the experiences of service-learning to an understanding of God's call on his people to serve in every aspect of their lives—in the workplace (even if you're not a pastor or missionary), at home, and—yes!—at school in the way and the reason that they learn.

Student Initiative Projects (S.I.P.)

- Many Avail Academy High School graduates have returned from entering college and communicated the importance of keeping S.I.P as a regular part of the educational model at Avail Academy High School. The outcomes/results of S.I.P. as evidenced in our classrooms and by our graduates are as follows: greater student ownership of their own learning, greater ability to plan and manage both time and overall learning/work, greater ability to communicate in writing and speaking the results of learning, greater ability to work with others toward a common goal. These outcomes are significant for high school graduates. These skills are part of the 21st Century skills and key learnings that graduates need post-high school.
- There are three tiers of S.I.P work at Avail—3-4 week projects, 6-8 week projects and 12-15 week projects. The purpose of the tiers is to begin developing student skills in shorter projects, so that skill development rather than content can be the focus. As students develop the ability to learn and manage their learning, the project content grows in both breadth and depth, thus the longer time for development. This creates a significant

subject area opportunity. Students gifted in specific areas, such as math and science, theatre, music, writing, world language study, et.al., have taken advantage of this time to develop their skills and understanding further—and as juniors and seniors, connected that learning to internship-type opportunities in the community. We will continue to challenge students in their project choice; please help us navigate those choices with your feedback and/or suggestions. As a unique learning opportunity, S.I.P. requires unique assessment practices. In recognition of the need to communicate student growth in this area, Avail Staff will communicate your son or daughter's S.I.P. progress and growth in a narrative through Parentsweb.

Advisory

All students meet in advisory groups four times per week. Advisory groups are intended to provide close adult mentorship for each student, build a sense of student community within and between the advisory groups, provide direct support for each student's learning program, and create a setting within the school goal of cultivating attitudes, habits, and skills. The hope is that through informal discussion and trust, the advisory experience will foster the students' opportunity to flourish as individuals, as community members, and as Christ's servants in the wider world.

In order to reach these goals, advisory groups contain no more than 15-20 students from all four grade levels within each group. Faculty advisors will remain assigned to the same group of students through the four year high school journey at Avail Academy High School.

The key duties of faculty advisors include the following:

- Acting as the student's and the family's first contact at the school
- Supporting the student as a whole individual, with appropriate attention to needs beyond the student's program of learning
- Developing a sense of mutual support and care within the advisory group
- Providing for meaningful daily devotions and opportunities for students to share their accomplishments and concerns
- Monitoring each student's progress in learning, providing advice, coaching, and assessment
- Directly supervising students' Experiential Learning, Student Initiative Projects, and Go Project involvement
- Coaching students as they develop their High School Portfolios
- Supporting the student and representing the school during Conference meetings

Faculty advisors work together to jointly develop a flexible program of activities that will support learning in advisories. The primary goals of advisory learning are to enable students to do the following:

- Experience individual and community devotional life
- Develop relationship-building skills
- Identify and shape emotions
- Learn to lead and to collaborate
- Respond to suffering and need with concern and care
- Respond to cultural differences with humility and understanding

- Connect learning to life
- Practice discernment
- Solve problems
- Reason critically
- Display creativity
- Reflect on their own learning
- Communicate effectively
- Demonstrate persistence
- Value accuracy and precision
- Manage time effectively

Parent Partnership

Avail considers it a privilege to partner with parents in the education of their child(ren). It is essential that parents are knowledgeable and engaged in their student learning throughout every stage of high school. Avail Leadership and Staff are committed to each student's growth and to a distinctively Christian high school education. In order to foster and successfully partner with parents, we ask parents to:

- Attend all scheduled parent-teacher conferences to discuss student progress, the various fund-raising activities, as well as various co-curricular and athletic events.
- Be supportive of the academic, co-curricular, disciplinary policies, and expectations of the school. We believe that parental support and participation is imperative to the effective operation of a Christian school.
- Participate in regular and reliable communication between school and home.

Misunderstandings or problems can arise between staff and students, teachers and parents, parents and the administration. We have a policy for these situations, and complaints or problems will be handled in the manner described below.

- All questions, problems, or complaints should be brought directly to the staff members first before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the principal.
 - If the problem is still not solved at this level, it should then be presented in writing to the education committee for resolution.
 - As a final step, but only when all of the above steps have been taken, does the problem find its way to the Board of Directors through written appeal from the committee, the parents, or the teacher. It will then be placed on the agenda of the entire board at its regular monthly meeting.

Finally, a word about grace. If we are going to navigate this partnership in a way that seeks to honor the Lord, we will need to proceed with grace. We will not always agree, but we must be willing to listen. We will not always agree, but we must work for understanding. It's O.K. to question and to challenge; we do that with students on a daily basis—it's part of the learning process. But we always aim to do so together and in a way that is edifying to one another and glorifying to our God and Savior, whose grace to us is immeasurable. Invariably people fail. So we will work with each other to learn from those mistakes or failures and seek to change—and we do it all with enough grace to sustain the relationships that have been entrusted to us. We are looking forward to and praying for a blessed school year at Avail.