

# EXPLORE ACADEMY

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## STUDENT HANDBOOK



# SCHOOL INFORMATION

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**SCHOOL VISION:** Your future. Your path. Your choice.

**SCHOOL MISSION:** Explore Academy will provide each student with a personalized educational experience through the power of student choice, allowing each student to create a unique educational pathway in preparation for a college future.

## ADDRESS

Explore Academy  
3831 Midway Place  
Albuquerque, NM 87109

## PHONE NUMBERS

Main: (505) 468-1092  
Fax: (505) 468-1098

## HOURS OF OPERATION

The school is open Monday to Friday from 7:15 am to 3:30 pm during the regular school year with the exception for specific observed holidays (see calendar). Hours of operation outside the school calendar will vary. Please contact the school for more information.

## ADMINISTRATIVE STAFF

<b>Principal</b>	Vicky McCarty	<a href="mailto:mccarty@exploreacademy.org">mccarty@exploreacademy.org</a>
<b>Academic Director</b>	Justin Baiardo	<a href="mailto:baiardo@exploreacademy.org">baiardo@exploreacademy.org</a>
<b>Administrative Executive</b>	La'Tasia Dyer	<a href="mailto:dyer@exploreacademy.org">dyer@exploreacademy.org</a>
<b>Flex Coordinator</b>	Melanie Avgerakis	<a href="mailto:avgerakis@exploreacademy.org">avgerakis@exploreacademy.org</a>
<b>Director of Special Education</b>	Deb Raymond	<a href="mailto:raymond@exploreacademy.org">raymond@exploreacademy.org</a>
<b>Counselor</b>	Jessica Barreras	<a href="mailto:barreras@exploreacademy.org">barreras@exploreacademy.org</a>

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# A. SCHEDULES AND CALENDAR



## DAILY SCHEDULES

A1

### SCHEDULES AND CALENDAR

#### REGULAR BELL SCHEDULE

62 min. class periods, 2 min. passing periods

PERIOD	TIME	DURATION
Period 1	7:45-8:47	62 minutes
Period 2	8:49-9:51	62 minutes
Period 3	9:53-10:55	62 minutes
Period 4	10:57-11:59	62 minutes
Period 5	12:01-1:03	62 minutes
Period 6	1:05-2:07	62 minutes
Period 7	2:09-3:11	62 minutes

#### FRIDAY SCHEDULE

49 min. class periods, 2 min. passing periods

PERIOD	TIME	DURATION
Period 1	7:45-8:33	49 minutes
Period 2	8:36-9:25	49 minutes
Period 3	9:27-10:16	49 minutes
Period 4	10:18-11:07	49 minutes
Period 5	11:09-11:58	49 minutes
Period 6	12:00-12:49	49 minutes
Period 7	12:51-1:40	49 minutes
Staff Planning	1:40-3:11	91 minutes

#### TWO-HOUR DELAY BELL SCHEDULE

45 minute class periods, 2 min passing periods

PERIOD	TIME	DURATION
Period 1	9:45-10:30	45 minutes
Period 2	10:32-11:17	45 minutes
Period 3	11:19-12:04	45 minutes
Period 4	12:06-12:51	45 minutes
Period 5	12:53-1:38	45 minutes
Period 6	1:40-2:25	45 minutes
Period 7	2:27-3:11	45 minutes

# 2015–2016 CALENDAR

A2

## SCHEDULES AND CALENDAR

The calendar specifies the beginning and end of each term (terms shown in different colors). A term break is placed at the end of each term.

2015						
<b>July</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>August</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>September</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
<b>October</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>November</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
<b>December</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
2016						
<b>January</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
<b>February</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					
<b>March</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
<b>April</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
<b>May</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>June</b>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## SCHEDULES AND CALENDAR

**THE SEMINAR SYSTEM**

Explore Academy does not follow the traditional school system of semester-long/year-long courses. The school year is split into eight, 22-day terms, with each school day consisting of seven periods. These 22-day learning modules are called “seminars”.

Students are required to take at least five seminars per day, leaving them with two available “flex” periods during which they will eat their lunch, receive tutoring as needed, make-up work, collaborate with other students, complete their homework, and attend to any other school-related activities.

Explore Academy seminars are built in a way not offered anywhere else. Each seminar focuses on a distinct set of academic standards, allowing students to focus their studies across the 22-day period. Throughout the term, students will work toward mastering the standards within each seminar, demonstrating their mastery by the conclusion of the term.

Every seminar is offered in several versions, or flavors, that appeal to the various interests of students. For example, a physics seminar focusing on forces in motion can be taught in many ways, including the physics of sports, space travel, or amusement park rides. All three versions cover the same standards, yet the differentiation allows each student to choose how he or she will complete the standards as each version of a seminar is taught through a different theme. Explore Academy’s core philosophy centers on student choice in learning, and because students are allowed to choose *how they learn and how they will ultimately fulfill their academic requirements*, every course at Explore Academy can be considered an elective in nature.

Students need only take one version of each seminar to fulfill each given requirement.

An example student schedule is shown below:

	TERM 1	TERM 2	TERM 3	TERM 4	TERM 5	TERM 6	TERM 7	TERM 8
PER 1	<i>Flex</i>	Soc. St.	Art	Soc. St.	Math	Math	PE	<i>Flex</i>
PER 2	English	<i>Flex</i>	Soc. St.	Math	Science	<i>Flex</i>	Science	Math
PER 3	Art	English	<i>Flex/Lunch</i>	English	<i>Flex</i>	English	<i>Flex/Lunch</i>	Science
PER 4	<i>Flex/Lunch</i>	<i>Flex/Lunch</i>	Math	Science	Soc. St.	<i>Flex/Lunch</i>	Math	<i>Flex/Lunch</i>
PER 5	Science	Math	English	<i>Flex/Lunch</i>	<i>Flex/Lunch</i>	PE	<i>Flex</i>	English
PER 6	Science	Art	<i>Flex</i>	Art	Art	Science	Soc. St.	Soc. St.
PER 7	Math	PE	PE	<i>Flex</i>	PE	Soc. St.	PE	PE

## B. ACADEMICS

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### ACADEMICS OVERVIEW

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B1

#### ACADEMICS

Explore Academy's academic system utilizes a more focused, *divide-and-conquer* approach to teaching and learning. Instead of class terms following the traditional semester model, Explore Academy offers "seminars", smaller classes which span four weeks (22 days) in length and cover a specific topic in depth. The collection of seminars within a given content area will equal a traditional semester course.

The focus of the Explore Academy system is based on student choice, allowing students the freedom to select from multiple versions of a given class when completing each requirement. This level of diversity allows each student to create his or her own customized curriculum, unique to each individual student.

#### CORE CURRICULUM

Explore Academy's core seminars address the basic core units of studies, covering the areas of math, science, social studies, English, art, foreign language, and physical education. For each seminar, there will exist *three to four versions* from which students can choose to complete their requirement. The diversity of these core units of study, predominantly seen in grades 9-11, will provide students the ability to choose the version of each seminar which parallels their strengths, interests, and individual learning styles.

#### FOCUS AREAS

Seminars offered in a focus area are designed to prepare students for college. Beginning in their 11<sup>th</sup> grade year, students will begin preparing for their transition to college through our upper division major programs. Across their 11<sup>th</sup> and 12<sup>th</sup> grade years, each student will have a choice to specialize in one of over *thirty* academic majors, or simply explore from a variety of fields to find in what area(s) he or she is most passionate.

All seminars, core or focused, require students to meet proficiency (80%) in each of the academic standards to earn credit for the seminar. With the focus placed on learning with continuous teacher feedback, instead of the grade-focused approach, Explore Academy can ensure that students leaving each seminar have demonstrated proficiency in each academic topic.

# GRADUATION REQUIREMENTS

B2

## ACADEMICS

### GRADUATION REQUIREMENTS

The school's graduation requirements are shown in the table to the right. For core content areas, the number of seminars needed to fulfill the state's academic requirement is twenty-two (22).

Descriptions of additional areas are provided below:

**SENIOR THESIS:** A capstone project where seniors explore a topic of interest for them. This includes research, writing, presentation, and defense of their position.

**ACADEMIC SERVICE:** Primarily for upperclassmen. Providing tutoring for underclassmen in an academic area of their choosing (or where they are strongest), or general service and/or volunteering in the community or at school, internships within a student's major, etc.

**DUAL ENROLLMENT:** CNM/UNM course (\*Dual enrollment credits are not calculated into the total shown because they will be earned outside the school day)

**SCHOLAR REQUIREMENT:** Students take seminars in majors *outside the content area of their chosen major*, encouraging them to explore other areas outside their focus. This will help them keep engaged in core curricular areas outside their major (ie: requiring English majors to still take science, math, and history).

**ACADEMIC MAJOR:** An area where students will focus beginning in either their 11<sup>th</sup> or 12<sup>th</sup> grade year. Students may either choose one major to specialize their studies or follow the Explorer major, allowing them to sample many different areas of study.

SUBJECT AREA	SEMINARS REQUIRED
English (core)	22
Soc. St. (core)	22
Science (core)	22
Mathematics (core)	22
Foreign Language	12
Fine Arts	8
Physical Education	6
Health	2
Senior Thesis	1
Academic Service	5
Dual Enrollment	(4)*
Scholar Requirement	12
Academic Major	16

<b>TOTAL SEMINARS REQUIRED</b>	<b>150 (160 possible)</b>
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ACADEMICS

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The grading and assessment system at Explore Academy has a built in track of short-cycle assessments to track student comprehension. Throughout the seminar, students are assessed using formative assessments (quizzes) as well as through project-based approaches, allowing students to demonstrate their knowledge in a variety of ways. Different versions of a given seminar can and will vary in their manner of assessing understanding, and such information is displayed in the course catalog for students to see prior to registering.

Students are required to demonstrate minimum proficiency (80%) in *each of the standards* contained within a seminar to gain credit. Mastery is defined as 90% and above. Student scores' range with the following values:

- A-/A/A+: demonstrates mastery
- B-/B/B+: demonstrates proficiency
- F: not proficient, student has failed to show basic proficiency

Because standards are continuously covered throughout the seminar, the focus on work performed is to provide feedback to students on where they are in the learning process. Teacher gradebooks show work performed throughout the term as well as the measured progress on each standard.

The final test, the seminar's exit exam, is the single summative test which assesses student comprehension. The exit exam is divided into two portions: assessment (basic comprehension) and application (higher level comprehension).

To earn credit for the seminar, students *must demonstrate minimal proficiency (B-) on each standard within the seminar*. The calculated grade for each standard is based on both the assessment and application components.

## ACADEMICS

Students are continuously monitored each week for their academic progress, as well as at the conclusion of each term. Flex time (including lunch) is used for remediation of students whose academic standing shows patterns of concern. Students whose academic progress is deteriorating will be subject to academic support and intervention.

### ACADEMIC SUPPORT AND INTERVENTION

There are three levels of academic intervention, based on the degree of remediation required. All levels of academic intervention and support require student reflection for students to assess the need for intervention.

- **LEVEL I:** student has chosen not to complete the required work in class to learn the standards. Students will be pulled from flex time in order to complete the required work.
- **LEVEL II:** students who are in danger of failing one or more standards within a seminar, based on teacher evaluation. Level II intervention includes tutoring for students during one or both of their flex periods.
- **LEVEL III:** student who failed at least one seminar in the previous term. Students create their own educational plan moving forward with the assistance of our flex support staff. Students lose one or both of their flex periods at the start of the new term.

### CREDIT RECOVERY

Credit recovery at Explore Academy should not require students to enroll in programs outside of the school, except for situations where students are severely behind in credits. Explore Academy's graduation requirements build in a ten-credit buffer (fifteen if academic service is performed off campus) allowing students to fail up to ten seminars without the need for credit recovery.

If the situation arises where a student has failed more than ten seminars, that student will be required to take a sixth class at some point to make up the amount of credits he or she is behind in their path to graduation. Students are allowed to enroll in a sixth class for any term to make up credits as needed.

## C. STUDENT POLICIES

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### DISCIPLINE

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C1

#### STUDENT POLICIES

The school's discipline matrix, with the levels of disciplinary offense is shown below:

##### LEVEL I

- Profanity (purposeful, hurtful, sexist, derogatory, disrespectful)
- Dress code
- Electronic device (phone, iPod, Kindle, games, or similar during class)
- Misuse of technology (not using for intended or directed purpose)
- Tardy (repetitive, habitual)
- Poor classroom/academic conduct (sleeping in class, etc.)
- Parking violation (non-reckless, criminal, or with intent)
- Horseplay
- Ditching/Un-excused absence
- Fight – self-defense (could have walked away but refused)
- Disrespect, insubordination, defiance of authority
- Disruptive behavior in class or on school transportation
- Refusal to work during class or study hall
- Lack of preparation for class (not bringing technology, device not charged)
- Instigation of trouble/arguments, inciting of rumors, spreading of misinformation, etc.
- Failure to report information which undermines the safety and security of the school

##### LEVEL II

- Fight – Mutual assault (both participants willingly engaged)
- Horseplay with serious injury
- Inappropriate material/contraband (paraphernalia, pornography, anti-government, racist, sexist, etc.)
- Possession of cigarettes, smoking on campus
- PDA – public display of affection (excessive kissing, hugging, touching, perceived/reported offensive by staff, students, or visitors)
- Ditching/Un-excused absence (off-campus, repetitive, more severe)
- Harassment (teasing, bugging, consistently bothering in a childish or immature manner)
- Improper use of technology (hacking, pornography, racist, games, etc.)
- Improper use of motor vehicle (not injurious, criminal, reckless, negligent, no negative intent)
- Disrespect, insubordination, defiance of authority (severe, recurring, habitual)
- Disruptive behavior in class or on school transportation (more severe, recurring, habitual)
- Vandalism (easily removed by student, pen or pencil on desk etc.)

- Possession of weapon – No intent (left air soft gun or box cutter in vehicle, self-confessed possession, etc.)

**LEVEL III**

- Bullying (any kind, any time, no prior offense required)
- Improper use of motor vehicle (injurious, criminal, negligent, intent)
- Gang Activity (dress, recruiting, imitating)
- Possession of criminal material
- Drugs and alcohol (possession, under the influence, authentic or look alike)
- Disrespect, insubordination, defiance of authority (severe, recurring, habitual)
- Cheating/plagiarism
- Failure to comply with discipline consequences
- Theft (physical or digital)
- Misuse/falsifying official documentation
- Sexual Misconduct (sex, touching private areas, solicitation)
- Vandalism (not easily removed by student, extra chemical or manpower needed, replacement required)
- Disruptive behavior in class or on school transportation (very severe, recurring, habitual)
- Fighting (starting, instigating, encouraging, participation, inciting, fan club mentality, verbally or electronically)
- Threats

**LEVEL IV - ZERO TOLERANCE\*\*\***

- Arson
- Physical/Sexual Assault
- Bomb Threat
- Possession of weapon with intent (verbal or assumed)

**DISCIPLINE MATRIX POINT SYSTEM**

Level I Offenses	=	1 Point*
Level II Offenses	=	2 points*
Level III Offenses	=	3 Points
Level IV Offenses	=	Expulsion from Explore Academy
<b>Recurring Offenses</b>	=	At the discretion of administration, student may receive additional points for recurring offenses, or for offenses deemed more severe than the level in which they are classified

**CONSEQUENCE MATRIX**

- 1-2 points: student receives warning
- 3-9 points: student is suspended out of school with the number of days based on the offense (Level I offense = one day suspension, Level II offense = two days, etc.)
- 10 points: student is expelled from Explore Academy\*\*

\*Points for Level I and II offenses are cleared from student’s record at the beginning of each semester

\*\*Prior to expulsion, the student or parent has the right to an expulsion hearing to be heard before the school’s head administrator

\*\*\*The school's head administration has the discretion in determining whether a specific offense is classified as Level IV

## **DISCIPLINARY OVERVIEW**

Explore Academy holds a high standard for academic and personal conduct as it is focused on preparing students for higher education and the professional workplace. As such, the school places a strong importance on personal responsibility, respect, accountability, and commitment to mature and professional behavior. There is no guarantee for continued enrollment should specific behavior warrant permanent student removal. If the school's administration and faculty determine a student's behavior to jeopardize the safety and security of other students or staff, the student will be permanently removed from Explore Academy.

Explore Academy utilizes a point system for the reporting of disciplinary offenses and the levying of consequences. Students who are assessed points keep their points for the duration of a semester (four academic terms). At the beginning of term five (the beginning of the spring semester), student point totals are erased with the exception of Level III and Level IV offenses. At the beginning of the following school year, all disciplinary points are erased from a student's record.

The school's point system identifies students who continue to demonstrate continual non-compliance with the school's rules and as such, disciplinary consequences escalate as point totals accumulate. As point values increase, it becomes clear that a student is focused on areas other than education and compliance. Upon reaching ten points, a student is expelled from Explore Academy.

## **STUDENT SEARCHES**

Per NMAC 6.11.2.10, Explore Academy will act in accordance with state statute in the conducting of student searches. The specific policies below outline both Explore Academy's policy, and New Mexico state statute.

- *Who may search.* Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.

- When search permissible. Unless local school board policy provides otherwise, an authorized person may conduct a search when (s)he has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when (s)he has reasonable cause to believe that a search is necessary to help maintain school discipline.
- Conduct of searches; witnesses. The following requirements govern the conduct of permissible searches by authorized persons:
  - (a) School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
  - (b) Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
  - (c) Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex, and the nature of the infraction.
- Seizure of items: Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.
- Notification of law enforcement authorities: Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

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## STUDENT POLICIES

Student attendance at Explore Academy is the central component to overall student academic success. While it is expected that students will be out for illness on a periodic basis, students who miss an excessive amount of school days within a term will jeopardize their performance on the exit exam.

### **EXCUSED ABSENCES**

Student absences are considered excused if they are as a result of an illness, medical appointment, or death in the family. For each excused absence, parents are required to call the school and certify the student's absence for each day the student is out of class.

Students who miss class and are excused will be provided with the make-up work for the days they missed.

### **UNEXCUSED ABSENCES**

Student absence for reasons other than those stated above are considered unexcused. Absences for which a parent provides no certification will be considered ditching and will result in a Level I disciplinary consequence. Students who ditch class will not be provided make-up work or the ability to make up missed assessments.

STUDENT POLICIES

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Use of the school's information technology resources, including, but not limited to, all computer hardware, software, databases, electronic messaging systems, communication equipment, computer networks, telecommunications circuits, and any information that is used by the school to support programs or operations that is generated by, transmitted within, or stored on any electronic media by students of Explore Academy, shall be in support of education and research that is aligned with the school's mission, vision, and core values.

**In accordance with Explore Academy's technology use policies and this handbook's code of conduct, students:**

1. Will keep confidential and protect all computer and internet passwords, access codes or logon information from disclosure to anyone.
2. Will respect the privacy of other users. Students will not use other users' passwords.  
*[Unauthorized use of others' passwords, access codes or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability.]*
3. Will be ethical, courteous and respectful. Students will not send hate, harassing or obscene e-mail, discriminatory remarks, or demonstrate other antisocial behaviors. Students participating in discussion forums (blogs, wikis, website, etc.) will post threads that are on topic and appropriate. Cyber bullying and posting messages that are not respectful in nature will not be tolerated.  
*[State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, discriminatory, indecent, profane, intimidating or other unlawful messages. See NMSA 1978, 30-45 1 et seq.]*
4. Will maintain the integrity of files and data. Students will not modify or copy files/data of other users without their consent.
5. Will treat information created by others as the private property of the creator, and respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.
6. Will use the network in a way that does not disrupt its use by others. Students will not use the internet for commercial purposes.  
*[Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or other unauthorized use unrelated to the district's mission, vision, or core values is prohibited.]*



7. Will not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the school district system operators.
8. Will not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, “chain” messages, global mailings, etc.
9. Will not “hack” the local computer, network, or web sites.  
[“Hacking” is defined as: attempts to gain unauthorized access to confidential information or private directories maintained by the District or to circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source. It is a violation of this Code of Conduct and may subject the user to civil or criminal liability.]
10. Will not use the Internet to view, access, download or process pornographic, obscene, indecent, profane or otherwise inappropriate material.
11. Will not use personal computing devices or cell phones during instruction unless directed to by an instructor or administrator, and will not access inappropriate sites or use devices in a way that interferes with anyone’s instruction, communication or safety.
12. Will not use the system to access games. Use of computer time for game-playing shall be restricted solely to instances directed and monitored by teachers and to games that address educational goals.
13. Will not reveal their full name, home address, telephone number, school address, or parents’/guardians’ names, or those of any classmates on the Internet.
14. Will not meet in person (in a secluded place or a private setting) anyone you or any of your classmates has met on the Internet. Users who are under the age of 18 shall not meet in person with anyone they have met on the Internet without their parents’/guardians’ permission.

**CONSEQUENCES FOR VIOLATIONS:**

In addition to disciplinary sanctions which the school may impose upon students under the discipline matrix, the school reserves the right to remove a user’s account and deny use and access of the information technology system or retain a personal digital/computing device if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct. Violations of law by students will be reported to law enforcement officials.

## STUDENT POLICIES

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**Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school sponsored field trips. Interpretation of the following dress code is subject to administrative discretion.**

In the interest of encouraging positive school spirit, a disciplined and focused educational environment, and promoting student safety, Explore Academy has established the following dress code and standard of decency governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as physical education or for medical necessities. Enforcement of this policy shall be in accordance with school's disciplinary procedures for students.

Students are expected to dress in accordance with the school dress code while on school property during the interval of the established school day. Students will be provided with an adequate choice of apparel to wear while at school. The type of apparel worn is up to the discretion of the student as long as it is from the list of approved Explore Academy apparel.

### DISPLAY

Student apparel must always display either the Explore Academy logo or Explore Academy title *on the most outward piece of clothing*. The school logo or title must not be covered by another piece of clothing (jacket, sweatshirt, etc.) while inside the school building. Explore Academy will provide students with an environment free of the elements and within a comfortable temperature range.

If a student requires extra layering to remain warm, he or she may wear a jacket to school but the jacket must be removed upon entering the school building. If a student requires extra layering while in the school building, he or she may purchase Explore Academy outerwear or wear additional layers *underneath* the required Explore Academy shirt. Zipped sweatshirts must be zipped at all times unless Explore Academy shirt is worn underneath.

### TOPS

Students will be allowed to choose from the selection of tops offered on the approved list of Explore Academy apparel. This will include t-shirts (both short and long sleeve), polo shirts, sweatshirts, etc. Students will be provided with a diverse selection of colors from which to choose. There is no limit to how many articles of clothing a student may purchase.

**BOTTOMS**

Students may wear khakis (including cargo pants), jeans, dress pants and sweat/athletic pants. Shorts or skirts may be worn provided their length hits at the knee. Shorts or skirts not to the knee must be finger-length and require leggings/tights/spandex underneath. Ripped jeans showing skin require leggings/tights/spandex.

*Not allowed:* nylons, yoga pants, pajama/lounge pants and leggings/tights/spandex on their own.

**SHOES**

Students are allowed to wear whatever type of shoes they prefer, however certain seminars may require specific types of shoes (ie: close-toed) on specific days for safety reasons. Slippers are not allowed.

**HATS/HEADGEAR**

Hats or other headgear (bandanas, beanies, etc.) are not allowed in the building.

**SUNGLASSES**

Sunglasses are not to be worn while inside the building.