



# Achieve Learning Center & Harbor Leadership Academy 2021-2022

We are incredibly excited to begin our sixteenth year here at Harbor and delighted to now be partnering with Achieve Learning Center! Both programs embark on this journey with a pledge to you, our students and parents, that we will fulfill our destiny of training your children to learn how to fulfill theirs. So many students come to our programs needing a safe place to heal, grow and learn. We are here for that, but it is not without asking each student and family to do their part in creating a conducive environment to achieve greatness. Preparing our youth of today is harder than ever, as they are exposed to challenges that are well beyond their age, maturity and limits. Parents become discouraged and disillusioned as they are feeling alone and at a loss of how to get on track. This is where the need for structure, consistency, peace, and safety are the keys to healing hurt, instilling hope and training them to face a world that needs them to rise up and be their best. Our population has a tremendous opportunity to impact the future with the ability to think out of the very box that others are trapped in. They need constant and consistent guidance as they strive to understand how to convert their perceived challenges into great strengths. Achieve and Harbor do a remarkable job at training independent leaders, and those that are willing to trust and implement our counsel, receive expedient success. Change is hard, but imperative for success. Reworking the unhealthy patterns in a family requires a lot of trust, time and effort; it seems easier to continue enabling drama to achieve temporary peace. Achieve and Harbor were created to train leaders to make a wonderful impact in every way possible; we will align with those that are ready to transform into what they are truly created to be, not what identity they have taken on by default. Our children and future deserve better than the status quo.

We look forward to a very positive and productive year together! We extend a special yearlong invitation to our families to join us at school activities and events whenever possible. We want, we need, and we value your involvement and support in your child's education! It starts with reading this handbook, so please take the necessary time to understand it so that implementation and change can begin.

Committed,  
Deborah H. Baker, LPC Administrator/Counselor  
Krista Williams Achieve Director  
Tifannie Snider Assistant Administrator/ Principal

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ALC: 512-548-6979 HLA: 512-219-5673*



# Achieve Learning Center & Harbor Leadership Academy



## 2021-2022 Parent/Student Handbook

17317 FM 1431

Leander, TX 78641

Achieve: (512) 548-6979

Harbor: (512) 219-5673

## **Achieve Learning Center**

### **MISSION STATEMENT**

Educating Individual Thinkers! Teaching How to Think; NOT What to Think!

### **VISION STATEMENT**

Achieve partners with families to create positive, individualized programs for the education and success of the whole family allowing all members to reach their potential!

## **Harbor Leadership Academy**

### **MISSION STATEMENT**

TO EQUIP THE NEW GENERATION OF STUDENTS BY WORKING WITH PARENTS  
TO PREPARE THEM FOR THE DESTINY THEY WERE CREATED TO FULFILL  
(Destiny is the very purpose of our creation)

### **VISION STATEMENT**

We endeavor to partner with parents to teach and train wisdom in order for our students to become honorable leaders. As we touch the hearts and lives of your children, our desire is that they become responsible citizens and leaders achieving their individual, highest potential in all aspects to fulfill the Destiny that God created for them. We help students appreciate and clarify their gifts while discovering ways to understand their challenges so they may help themselves and others to fulfill their Destiny.

Harbor exists not only to provide a safe learning environment for academics, but also to develop honorable personal and social character; not just to place them in the presence of great leaders but to educate them in wisdom, knowledge, and understanding; not just to memorize facts and The Word, but to educate them to make choices that are moral, honorable and beneficial for all concerned. This is done by addressing all of the aspects of a student's life and influences. Every source of input can affect a student's future and it is their ultimate responsibility to make sure to be accountable to fulfill their destiny by making good decisions regardless of their challenges, environment, and past. We work with the whole family to help provide every advantage for each student's successful future. We seek to help every student recognize their incredible potential to impact the world to make it a better place by being the best they can be.

### **CRITICAL INFORMATION FOR ALL FAMILIES**

**Only families who consistently follow our proven program, instruction, and counsel will begin to see how successful their child can be. It is vital for all family members to understand that the entire household (in some cases multiple households) must implement peace, structure, and consistency. Achieve and Harbor truly have every student's heart and future success at the cornerstone of every decision. We do not take this responsibility lightly and honor those families that allow our program to change their lives. Training great leaders is not quick, easy, or painless, but the rewards are eternal for the whole world!**

## CHARACTER DEVELOPMENT

Character training is an important element at Achieve Learning Center and Harbor Leadership Academy. We believe the heart of character training is showing honor and obedience (deciding to do what is right and noble), which will eventually cultivate an inner self-discipline, and is essential to the emotional, physical, social, and spiritual well being of the student. Honor will always be the litmus test to all encounters.

We encourage and train our students to be:

Investigative Learners who:

- Assess their needs and apply appropriate strategies to learn concepts and skills
- Formulate positive personal values
- Continue learning throughout life
- Persevere through challenges

Perceptive Thinkers who:

- Identify, analyze, discriminate, prioritize, and apply information
- Make responsible decisions and show self-control
- Apply critical thinking skills

Effective Communicators who:

- Convey messages clearly and accurately
- Understand and use the fundamental processes in communicating
- Receive and interpret messages respectfully
- Display gentle, kind and attentive behaviors when interacting with others

Quality Producers who:

- Display a growing knowledge of curriculum
- Diligently develop abilities
- Demonstrate standards of excellence

Involved Citizens who:

- Obediently respect and submit to authority
- Demonstrate positive, helpful and productive citizenship
- Practice moral principles such as honesty and forgiveness

Content Contributors who:

- Are happy with the things they have
- Speak positively about their strengths
- Have their “wanter” under control

## **ADMISSIONS POLICIES**

Achieve Learning Center and Harbor Leadership Academy offer an equal opportunity therapeutic education program for any student who desires an excellent educational foundation in a safe environment, providing the family is open to counsel and supports our policies. We take every student's needs very seriously, and spend a great deal of time and effort assessing each student. It is critical that parents/guardians are open and honest from the beginning so we are able to properly assess what program will work best for each student. While we do try to work with most situations, there are times a student may require services and or an environment beyond what Achieve and Harbor can offer on or off campus. In those circumstances, we will try to help locate options for parents.

### **NON-DISCRIMINATORY STATEMENT**

Achieve Learning Center and Harbor Leadership Academy admit students of any race to all rights, privileges, programs, and activities generally made available to all students. Achieve and Harbor practice a philosophy of admissions, administration of its policies, scholarships, athletics, and other school directed programs that is not discriminatory on the basis of race, sex, color, religion or national origin.

### **REVIEW OF STUDENT'S HISTORY AND TRANSCRIPTS**

It is necessary for parents to provide honest, complete information about their child and sign a release of records so Achieve and/or Harbor can retrieve any records necessary to best serve the child in their program(s). This information will help us to consult with parents and make an individualized plan that benefits their child(ren). These records are kept confidential, and are not filed with the student's official school records. It is for the counseling and administration department only and is not optional. Information requested may include, but is not limited to:

- neurological assessments (Administration may request a neurological assessment be completed by a physician if one has not previously been done.)
- grades, transcripts and achievement test scores
- information regarding a student's previous or pending infractions with law enforcement or school authorities
- information on current, previous or recommendation/referral for emotional or psychological evaluation and/or counseling for any reason
- explanation of any current or past drug use by the family:

**Withholding such information is not beneficial and could result in dismissal without refund.**

Sadly, some schools allow transcript credit regardless of a student's knowledge; especially those with extreme modifications, aided work, or grade on participation. A student cannot be credited with a course if they do not have the knowledge required for a course.

Upon completion of assessments, we will be able to determine conceptual knowledge, and what credits will be transferred or recovered.

### **ASSESSMENT OF STUDENT**

The mission of Achieve and Harbor is to create a holistic education plan that helps each student reach their potential. Administration uses previous and current information and data obtained during testing to assess the student's academic aptitude and to identify potential problems. If there are indications of academic, emotional, psychological, legal, or past discipline problems, suspensions, or repeated absences, the Administrator has the right to contact the student's previous school, law enforcement officials, physicians and other authorities for additional information and clarification. Additional testing may be recommended at times throughout the process

Paperwork and records can't reflect the many gifts or challenges a student may have, so open and candid parent and student interaction is vital for proper assessment. Achieve and Harbor allow every student to reset in a new environment with the only preconceived notion being success!

Harbor uses several computerized assessment programs which are scientifically-valid cognitive tests designed to help pinpoint a child's learning strengths and needs. It is a series of computerized tests that measure accuracy and speed of performance in major domains of cognition and will be used to assess and develop an individualized plan. Academic knowledge will also be assessed. Students may also be asked to come for a visit or visits. Achieve and Harbor will provide a plan for credit and/or concept recovery. Degree plans may be affected or adjusted due to academic, behavioral, psychological, neurological, attendance and/or emotional factors. Multiple programs may be recommended, so each family will be provided with an individualized program plan.

### **ADDITIONAL SERVICES/TUTORIAL/THERAPEUTIC HELP**

Parents may be referred to additional tutoring or medical services. In order to best serve your family, Administration must be notified when outside tutoring is being considered so the tutor can confer with the teacher of the class in order to coordinate objectives and methods. The Administration must also be notified of outside, medical intervention or therapy. Any change of tutorial, medical or therapy provider must also be communicated immediately. **Achieve Learning Center and Harbor Leadership Academy offer many additional services on campus for parent support, tutoring, enrichment, therapeutic and other needs. Please contact the office for a full list of services.**

## **TUITION AND/OR PROGRAM FEE ASSISTANCE**

As a private business and non-profit, we do not receive any state or federal funding. We ask that parents first carefully consider any sacrifices that can be made in lifestyle and budget to allow child(ren) to attend. Second, apply for a primary school loan, which are available through various banking and financial organizations for K-12th private education. If all of this has been done please speak with the registrar to fill out an application. Proof of income will be required. Harbor discourages families to share their financial concerns with students, as their anxiousness greatly affects them.

## **PARENT / GUARDIAN CONDUCT**

Achieve and Harbor understand that emotions can run high when our children are involved. It is vital, however, that all parents prayerfully consider their words and actions and the effect of those beforehand. Words cannot be taken back, and hearts can break. We ask that regardless of the family dynamics, every adult family member honors and respects the role that Achieve Learning Center and Harbor Leadership Academy plays in the life of each student. Most conflicts can be eliminated by following the policies, counsel and procedure of this handbook. Those families who follow the handbook, the ongoing counsel of Achieve and/or Harbor staff and keep abreast of communication rarely have issues that cannot be reconciled. Should there become a point that a disagreement becomes an issue, we ask that they be discussed with the Administration and not the student.-There may be times that you may need to clarify with us what your child tells you if it is in contradiction to written policy. If reconciliation is not possible, and your family is no longer able to comply with the policies of this handbook, please notify the office to schedule a meeting as soon as possible so we can set up a plan that has the least amount of impact on the student. Our procedures have come from many years of successful training, and we truly have your child's future in mind.

Obviously, threats, abusive language, and/or disrespectful behavior by a parent/guardian, family member, or friend of a student toward any Achieve Learning Center or Harbor Leadership Academy staff, parent, and/or student may result in the dismissal of the student and/or legal action.

## **GRIEVANCE POLICY**

From time to time, parents may have concerns or issues that must be addressed. We ask the parents to follow the procedures set forth in this policy. This is the best way to keep communication open and facilitate quick resolution of the area of difficulty. Most of the misunderstandings and frustrations can be avoided with a review of the handbook.

### **ADULT GRIEVANCES**

Achieve and Harbor have a multi layer mission and we strive to help every child that we encounter. There are so many working parts that despite our best efforts, issues may surface that need to be addressed as soon as possible. We want to encourage open communication on all levels. Please do not discuss your issue with other parents or your



child as this can cause harm. All Achieve and Harbor community members deserve honor and respect.

1. If the grievance is in regard to a classroom situation, method of teaching, or teacher/student interaction:
  - a. Parents need to first talk with their child's teacher if you have a question or concern and attempt to come to a solution (See **Communication and Support**)
  - b. If parents are not satisfied with the results, they may share their concerns with the Administration by appointment or email, or phone conference.
  
2. If the grievance is in regard to the policies or structure of Achieve Learning Center and/or Harbor Leadership Academy, or other areas overseen by the Administration:
  - a. Grievances of this nature should be emailed or submitted to the office. Please be specific as that helps us to understand and provide a clearer response.
  - b. If parents have more concerns you may request a meeting with the Administrator. A meeting will be arranged with all affected parties present.

If, at any time, a parent feels they are not in sync with the school, its staff and/or policies outlined in this Handbook, the parent should immediately request a meeting with Administration in order to reconcile any issues. It is never our desire to be out of sync.

In the rare case that dissension occurs without desire for reconciliation, parents have not withdrawn from the school, and the Administration feels the dissension impacts the school; Achieve Learning Center and/or Harbor Leadership Academy reserves the right to request that the parents remove their child(ren) from the school. **In all cases, the Financial Agreement still applies with tuition and fees being non-refundable.**

### **STUDENT GRIEVANCES**

It is extremely important that students learn the correct method for resolving conflicts with other students or with teachers or the Administration. The first thing that should occur is for the student to address the person (directly and confidentially) that they are experiencing conflict with. If the concern continues, then the parent may step in to help. If the student needs assistance in deciding how to address the issue, he or she may at any time speak to the Administrator. In training for leadership, it is vital that students understand that breaking a rule or policy, or refusal of work is not the way to have a policy changed. They are encouraged to be proactive with solutions and critical ideas as to the policies that affect them in a way that will serve them well in their future conflicts.

### **BAD WEATHER CLOSING OF CAMPUS**

Achieve Learning Center and Harbor Leadership Academy generally follow Leander and or Round Rock ISD in regard to closing the school due to weather conditions. However, since our campus may be more affected, we may cancel classes when they don't. Achieve Learning Center and Harbor Leadership Academy try to make the decision as soon as we receive a weather advisory. As soon as we determine school will be cancelled, a message

will be placed on the school answering machine and Praxi Text ***Each parent must assess their particular conditions too, and decide what action is appropriate for their family.*** If there is a chance of inclement weather, we send home work for each student, so that school work can be done even if the internet is down. If there is a threat of weather conditions that could hinder the safe pick-up of students, parents will be called and asked to immediately pick up their children. Please make sure all parents and driving students are signed up for praxi texts. The Administration will always send out notices on bad weather days.

## **DISCIPLINE POLICY**

The discipline policy of Achieve Learning Center and Harbor Leadership Academy is designed to encourage responsible behavior and to teach students the value of making good choices. Good behavior ensures a classroom environment in which children can learn academically and socially. Discipline policies are based on the 12 virtues, Love & Logic or other research based programs. After students have been given the opportunity to learn the class rules and adjust to the routine, the teachers will begin to enforce the discipline policies. We have an awesome, positive way of handling discipline in our classrooms. Each teacher will chart the daily behavior of their students with incentives for good behavior.

Achieve Learning Center and Harbor Leadership Academy always desires to be fair in our judgment and in any action we take in disciplining children. While each situation is different, it is essential for us to maintain your faith, trust and support as we propose to treat each child fairly and appropriately. We use a great deal of discernment when we assess a circumstance involving each student. Not everything is treated as rebellion, but most require some training. Our goal is to prepare each student to perform at their best in the “real world”, using self control and appreciation for others. Accountability is critical.

We have found that positive reinforcement reduces behavioral problems. Behavioral problems are addressed immediately, with an assessment for the reason. If a problem continues, or is a cause for concern, the Administrator may be called in to help and parents will be notified.

Achieve and Harbor are here to make a positive influence on this world, and have found that there is no benefit in allowing bad habits and peer negativity to thrive around those who are here to make a better future for them. Please keep this in mind as you discuss proper behavior expected at Achieve and Harbor with your children. Below are some examples of offenses that will be addressed immediately. Action will be taken, by the instructor and/or the Administration as deemed fit based on the degree of the offense. The following behaviors are not tolerated on or off campus:

- public display of affection
- excessive horseplay between students
- rebellious attitude; refusing counsel
- dress code violation

- abusive language, profanity, suggestive language, dirty jokes, etc.
- grumbling or complaining
- disrespect for authority or peers
- fighting (verbally or physically)
- dishonesty
- excessive disruption
- acts endangering the safety of self, students or staff members
- abuse, destruction or vandalism of school property
- sexual misconduct
- violence
- obscenity
- leaving campus during school hours without permission from staff (regardless of permission from the parents)
- possession of a weapon, or a perceived weapon
- possession of pornographic materials, written or electronic
- intimidation, threats or aggressive behavior regardless of age or intent
- possession, use, or discussion of alcohol, tobacco, or drugs, on or off campus verbally or written
- dishonorable use of social media
- misuse, tampering with, hacking or breaking of technology contract
- excessive violations
- any other act considered gross misconduct by the Administration

Searches of persons or lockers, desks, purses and automobiles by the Administration with a witness may be an option when there is reasonable suspicion that inappropriate materials or substances are in the possession of a student or students. If there is reasonable suspicion that a student has used or is using illegal drugs, a drug test, at parents' expense, may be required prior to that student's continued attendance at Achieve Learning Center and/or Harbor Leadership Academy. No non-school approved locks will be permitted on lockers or any other personal property.

Students, when admitted to our programs, become identified with Achieve Learning Center and Harbor Leadership Academy and the campus may be judged by the conduct of its students. All parents and students must understand that in order for us to provide a healing and training atmosphere, we reserve the right to discipline, suspend or expel a student who

is guilty of misconduct by intent or association on or off the school campus. This includes any form of communication: including, but not limited to texting, chat, blogs, social networking sites (Facebook, Snapchat, Instagram, Twitter, vine, Youtube, TikTok, etc.). This also applies to parents in connection with our program, its students, staff, and other parents. Abuse of technology can create tremendous issues. Regardless of the intent, words that are written or spoken can be very damaging, and can cause irreparable harm.

**Achieve and Harbor students work very hard to make a difference in their life and appreciate all Achieve and Harbor do to help them. It is detrimental to their esteem, performance and honor when other Achieve or Harbor students, staff or the school itself are publicly insulted in any way. We reserve the right to check for inappropriate online activities and encourage the parents to do so as well. In all cases, the heart of the student will be the major component in disciplinary decisions, along with the damage that might occur.**

*Achieve and Harbor students are not to have romantic relationships with other Achieve or Harbor students. This applies on and off campus. Friendships are encouraged, but we ask that parents stay very involved. Navigating social norms, boundaries and emotional maturity is challenging. Parents are critical to proper development of these skills. We encourage families to attend other social functions that allow students to meet non Harbor peers, but again encourage parents to remain involved and vigilant.*

**Our campus is a Drug Free School Zone** therefore it is against state law to discuss, possess or use tobacco, alcohol, illegal substances and paraphernalia on campus, or any event attended, sponsored by, or affiliated with ALC and/or HLA permanently or temporarily. We are required to call law enforcement officials when there is any suspicion.

### **School Programs Only:**

Achieve Learning Center and Harbor Leadership Academy have the absolute right to determine other forms of misconduct, the seriousness of that offense and action taken. When a student is sent to the Administrator for a serious offense, a Notice of Concern may be sent home which will require the signature of a parent. **These must be signed and returned the next day in the red binder.**

**Detention** may be issued to students as a consequence for unacceptable behavior, tardiness, or incomplete homework. Detention is automatically given with 3 unexcused tardies. Break Detention is served during morning break time or lunch recess. After-School Detention is Monday/Thursday from 3:30-4:30 at a fee of \$20 per detention. This will be issued after 3 break detentions or at Administrator discretion. Saturday Detention is from 9:00-12:00 at a fee of \$80 per detention. This will be issued after 3 after-school detentions or for severe behavior infractions at Administrator discretion.

## CELL PHONES and ELECTRONIC DEVICES

Students are ABSOLUTELY NOT PERMITTED to have cell phones or other electronic devices on their person, including backpacks during school and/or program hours. We have found that external communication increases anxieties, distractions, and deters success regardless of the intention of any party. There will be a cell phone basket located at the front desk in the main building. Each student is to surrender their device upon campus arrival, and may pick them up on the way out, after dismissal. This applies to any communication or electronic device, wireless or not.

They may NOT keep them in their purse, coat, backpack or locker. If the student drives, phones may be locked in their car until dismissal, otherwise they must be left with the main office upon arrival. Cell phones that are seen or heard during school will be taken. Students may be charged a \$20.00 fee to have their phone returned or may have a phone left in the possession of the Administration for a period of 10 days.

Parents who have an emergency issue or need to get an important message to their student may contact the school office. We will relay an urgent message to your child immediately.

**Parents: Students will be allowed to use the school phone for emergencies.**

All electronic devices such as IPODs, MP3 players, game devices, etc. are not allowed on campus without Admin approval. Should students qualify for music, they will be given music guidelines per learning center. When on campus, electronics and phone contents may be examined, and any inappropriate materials found may result in further disciplinary action. IDs, passwords and any other login information must be provided.

Personal laptops, computer accessories and all electronics must be registered and approved for use BEFORE allowed on campus. No computer approval will be made without admin access. Browser access is not allowed on any electronics without case specific approval.

Music can be a wonderful way for students to concentrate, but some students are negatively affected by certain types. **Some students may be allowed to listen at their work station with the approval of parents, instructor, and admin. Every student must follow proper procedures including having parents fill out a music form, before staff or the admin approves.**

Computer accessories (mouse, keyboard, pad etc) must be approved and registered before use. Headphones must be labeled and comply with computers. Harbor is not responsible for any student's personal electronics or accessories. Earbuds are discouraged by many family physicians, so please get their approval before use.

Harbor has a lot of technology and accessories which are fragile. It is imperative that all students show care when using all of the equipment. Students are responsible to replace any equipment that is defaced or broken. Care needs to be taken for all the equipment, and fees will apply if mishandled (see additional fees).

## HEALTH AND ACCIDENT INSURANCE

Harbor Academy does not carry insurance for student injuries. Medical and Accident Insurance are the responsibility of the parents. Harbor Academy and tenants/owners of off campus destinations will not be held responsible for any liability or expenses incurred as a result of any injuries sustained while your child is in our care. This includes any school event on or off campus before, during or after school hours, field trips, after school activities, etc. In addition, Harbor Academy, and tenants/owners of off campus destinations will not be held responsible for any liability or expenses incurred as a result of any injury sustained if your child has left the campus, authorized or unauthorized.

## ILLNESS

Achieve Learning Center and Harbor Leadership Academy recognizes the desire for every child to be as healthy as possible and works to prevent the spread of illness. We are also required to follow the guidelines of the State of Texas, regardless of parent circumstances. Temperature screening will be completed every morning at drop off. Students with a temperature higher than 99.1 will be sent home. In order to help stop the spread of any illness, students who have upper respiratory symptoms (ie. cough, sneezing, runny/stuffy nose) for any reason will be required to wear a mask. Students who become ill during the course of the school day will be sent to the school office. The student will be observed and their temperature taken, unless the reason is due to an accident or injury.

If it is the judgment of the administration that the student is indeed ill, or if the symptoms prevent the student from remaining in the classroom, the parents will be contacted.

Achieve Learning Center and **Harbor Leadership Academy have no provision for the care of sick children and other children depend on our protection; therefore, students must be picked up immediately upon notification.** All students will remain in the school office in the sick bed area until picked up.

**Please keep your child at home until he/she has been free from illness, symptoms or any elevation of temperature (>99° for most children) for 24 hours WITHOUT the aid of medication, or until cleared by a physician. Students who are sick are not productive and expose the whole school to illnesses. Many students are able to work off campus if arrangements are made. Please call each morning to update us.**

Because emergencies do happen, we ask that one parent or guardian is available by phone for the school to contact at all times. In the case of a critical emergency, EMS will be summoned; decisions will be based on their discretion. Achieve and Harbor will follow the student's Emergency Contact Form, so please make sure this is updated at all times. Please be sure to list people who you have notified and are usually able to pick up your child in case they are called.

## MEDICATION

**A complete medical form must be on file at all times. ALL medication changes (including missed or added doses) must be reported immediately to the office. Failure to comply may result in dismissal without refund. Alert ALC or HLA immediately if a student misses a dose.**

If at all possible, medication should be administered by the parents at home. If your child's doctor requires medication during the school day, we **MUST** have parental authorization on file before we can dispense any medications including "over-the-counter" medication of any type. Do not send your child with medication, please bring them into the office in an *original package or bottle labeled with your child's name*.

**EMERGENCY DOSAGE OF PRESCRIBED DAILY MEDICATION IN ORIGINAL PHARMACY LABELED BOTTLE MUST BE KEPT AT ACHIEVE LEARNING CENTER/HARBOR LEADERSHIP ACADEMY AT ALL TIMES AND REPLENISHED IF USED. IF A STUDENT HAS MISSED THEIR REGULAR AT HOME DOSE AND DOES NOT HAVE A RESERVE DOSE AT ACHIEVE/HARBOR, PARENTS WILL BE CALLED AND REQUIRED TO PICK UP THEIR STUDENT.**

Achieve Learning Center and Harbor Leadership Academy cannot supply medications of any kind, All medication that may be needed at any time needs to be supplied from the home, and procedures followed for the safety of your child. For all medications, prescription or non-prescription:

- 1. All students taking daily medication must have at least 1 emergency dose in the original pharmacy labeled bottle to be kept at the school at all times. Parents will be notified when the medication is low and needs to be replenished, or if the student forgets to take their daily dose of medication at home.**
2. Written permission must be given by the parents authorizing the school to administer medication to the student. Forms are available in the school office.
3. "Over-the-Counter" medication must be in its original container with dosage information. The student's name should be written on the medication package as well as the date to discontinue medication. These are disposed of at the end of the year, unless a parent comes to the office to retrieve. **These will be given only by doctor's request temporarily.**
4. Prescription medication must be in its original container with prescription number, date filled, physician's name, directions for use, and child's name. Asthma inhalers and EpiPens will be kept in the school office as well.
5. All medications must be brought directly to the school office by parents. Do not put medications in lunch boxes or give them to the teacher or student.
6. For those students who take medication at home, we strongly recommend a ***supervised daily pill box to use for student vitamins, supplements, and prescription drugs. Giving medication directly out of a bottle increases chances of misuse or forgotten doses.***

## **IMMUNIZATIONS**

A current record of immunization is required as part of your enrollment process. Texas State Law mandates that each child entering school have certain immunizations and it is the legal responsibility of the parents to ensure that children's immunizations are up-to-date and meet the standards of this law. Please contact your physician if you have any questions. Some parents are opposed to having their children immunized against some or all diseases, and we allow enrollment for most of these students. In this case, you must provide the state's legal exemption document for each exemption. Please note that as with any child environment, an unimmunized child will be in contact with other children who are immunized, but may be carriers of certain diseases or certain conditions. Achieve and Harbor take precautions and depend on parents to help prevent the spread of illnesses, but cannot be held responsible when they are spread. Circumstances may apply where Achieve Learning Center or Harbor Leadership Academy may restrict campus admission for non-immunized children.

## **REPORTING CHILD ABUSE**

In accordance with state law and school policy, school staff is required under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. Achieve Learning Center and Harbor Leadership Academy is required to report even if the information is from another parent or a student shares the suspicion with ANY Achieve or Harbor representative.

In this very serious and legally narrow area, the school can not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.



## THE FOLLOWING SECTIONS APPLY TO SCHOOL PROGRAMS ONLY.

### ENROLLMENT

Current Achieve and Harbor families are given priority during the early enrollment period of February 1st-March 31st. This is reserved for current students and their siblings. Current families are encouraged to complete the enrollment process.-The enrollment fee is also discounted by \$100.00 during this time. Beginning April 1st, Enrollment will be open, and current students cannot be guaranteed a spot. Should there be a situation that causes a family to ponder a school transfer, we ask that you inform administration before your child, so we are able to help support the process. We have found that when a student is unsure about the future it may negatively affect their progress.

The enrollment process consists of the following steps:

1. Complete the Parent Intake Form and take a tour of the campus.
2. Parent Interview with Administration and Testing
3. Pay the Registration Fee (refunded if enrollment is denied, less \$100.00 application fee) and Complete all Forms:
  - a. Non-Enrolled Records Request
  - b. Medical Information
  - c. Emergency Authorization
4. Student Visits
5. Parents Notified of Administration's Decision

Other information and/or meetings with administration may be required.

Achieve Learning Center and Harbor Leadership Academy genuinely seeks to help ALL students. However, we must know during the interview process, if your child has been diagnosed with any learning, behavioral, neurological or mental disorder, or if there is any suspicion that your child may have any type of disorder. ***In order for Achieve and Harbor to provide the safest and structured learning environment for all students, our facility and program are not able to accommodate all behaviors in the learning center, regardless of diagnosis.***

If your child exhibits behavior associated with any learning, mental, or neurological disorder, we may require that your child be tested and evaluated. We require the student to be evaluated within 30 days, and the school counselor will provide an assessment screening to be brought to the doctor. A copy of these evaluations must be submitted with the doctor's written recommendation of behavioral management for your child within 60 days.

**If your doctor has recommended medication, therapy or dietary restrictions for the welfare of your child's needs, and you decline to follow the doctor's instructions, your child may be dismissed from campus or Achieve Learning Center or Harbor Leadership Academy without refund.**

Success has been achieved primarily because the parents follow their doctor's orders COMPLETELY and support the teacher and the school. In some instances, the student's only hope of having their mind and body work successfully together depends upon medication.

We are aware that many parents have hesitation with medication therapy; however, some students are not able to progress without it.

With our extensive evaluation and program, just as many students have been able to reduce their medication as have been placed on medication therapy. Medication must be taken consistently and need parental reminders.

Diagnosis of any learning challenge is especially beneficial when begun in the lower elementary grades to ensure the student's success in future years. The earlier the diagnosis is made, along with treatment, the greater the chances are of success. Once a child has been recommended and is going for evaluation, the school should be able to supply the doctor with the Classroom Scale Learning/Behavior Evaluation and general assessment from that student's teacher and school counselor. Achieve Learning Center and Harbor Leadership Academy may not accept a doctor's evaluation unless the physician has reviewed our teacher's evaluation as part of the physician's overall diagnosis.

*Though there is a transitional period for students to acclimate to the environment, all students, regardless of any learning, mental or neurological concerns (medicated or unmedicated), will be required to comply with all discipline policies as stated in this Handbook. **Though Achieve and Harbor are therapeutic environments, in accordance with our Educational Philosophy for all students, a child who continues to exhibit unmanageable behavior, that disrupts the classroom environment or has academic difficulties beyond our resources may be referred to another setting for treatment. If recommendations for additional therapy and/or home improvements have been made by Harbor Administration and have not been met for whatever reason, Harbor reserves the right to dismiss the student without refund.***

## **ENROLLMENT FEE**

The **NON-REFUNDABLE Enrollment Fee** is assessed per student, per year, and must be paid in its entirety prior to learning center placement. This fee includes but is not limited to consumable materials, software license, training material, use of technology and other facilities. All supplies and materials covered by the Enrollment Fee remain the property of Achieve Learning Center and/or Harbor Leadership Academy; licenses are not transferable or refundable. The Enrollment fee is only refundable if the student is not accepted by administration, less a \$100.00 application fee.

## **WAITING LISTS**

Once the maximum number of students have been enrolled for a class, a waiting list will begin. Upon enrollment completion, a student can be placed on a waiting list. Fees will be returned if the student is not placed, less testing and application fee.

## ADMISSION DECISION

### PROBATIONARY ADMISSION

**All admissions are automatically probationary pending the student's satisfactory adjustment to the program(s) environment, curriculum and standards of conduct.**

The probationary period for every student will consist of their first nine-weeks in the program(s). Progress or lack there-of will be communicated to parents regularly. Any student, whose grading report, work habits or behavior is below expectations, may continue or be returned to probation at any time. Parents will be notified if this is the case. In the rare and unfortunate situation that the student's teacher(s) and Administrator agree that the student or household is not participating, improvement is not made and/or behavior is affecting classmates, students may be dismissed from the program, without refund or academic credit. Probationary admission is reviewed by the Academic Board.

### COMMITMENT AND DENIAL OF ADMISSION

Achieve's and Harbor's desire is to help every student achieve success. Progress takes time and there are no quick fixes. **We ask that a commitment of at least two years be given to Achieve or Harbor's program.**

Denial may be based on:

- previous school records
- academic, psychological or behavioral evaluations
- family circumstances Achieve and/or Harbor Academy feels they are unable to meet the needs of the student. In this case, we will try to find another program.

## REGISTRATION

The following **must be completed and submitted** upon approval:

- Student Application (all sections)
- Certified copy of the student's birth certificate \*
- Current record of immunization\*
- Financial Agreement signed with payment based on schedule
- Court document proving guardianship and/or right of parent or guardian to enroll student if sole responsibility has been legally awarded. (if applicable)\*, \*\*
- **all parents, guardians, and students must sign Parent/Student Responsibilities Agreement, Student Honor Code, and Policy and Technology Agreement Form**

All previous records must be received in order for students to remain enrolled.

*\* Required by state law before attendance is allowed*

*\*\* State law requires proof of guardianship and proof that responsibility has been awarded for education. In split home situations, divorce decree or other court document stating parental rights of all parties must be provided. Please note the law states that both parents have equal rights to a student's education without court ruling.*

*We need both parents to be in sync unless extenuating circumstances exist. Please notify Achieve or Harbor if duplicate reports and school information is to be sent to other parents/guardians.*

## **TUITION, ADDITIONAL FEES, FINES AND CHARGES**

The Registration Fee is assessed per student, per year and must be paid in its entirety upon submission of the Enrollment paperwork. The Registration Fee will be refunded only in the event that the student is declined admission, less a \$100.00 application fee. The total annual tuition is confirmed once the enrollment process has been completed, and student assessed for services or programs required. The parents (or legal guardians) agree to enter into a legally binding contract for the entire annual tuition obligation which is non-refundable; regardless of the situation.

### Tuition Payment Plan Options

- Pay in full (discounts below)
- Pay Semi-Annually (Due June 1st & October 1st)
- Pay Quarterly (Due June 1st, September 1st, December 1st & March 1st)
- Pay Monthly (Due on the 1st of each month)

Discounts are available for families who pay the annual tuition amount IN FULL

- 15% if paid by May 28th
- 10% if paid by June 15th
- 7% if paid July 15th
- 5% paid in full after July 15th

For families with multiple students in the same immediate family, the 2nd student will receive a 10% discount, the 3rd a 15% discount, and the 4th and subsequent students will receive a 30% discount.

A late fee of \$25 will be assessed on the 3rd, with an additional \$10.00 added for each additional day. Because Achieve and Harbor also have financial obligations that are not negotiable, ALC and HLA cannot hold payments nor waive fees regardless of circumstances. ALC and HLA reserve the right to withhold instruction, testing, records, and transcripts for non-payment.

***\*Regardless of payment program, the annual tuition obligation in the financial contract amount is committed to the annual budget immediately; therefore, annual tuition obligation is due in full per agreed payment plan and is not refundable under any circumstances. This is a standard policy with private education programs.***

Our goal is to cover all necessary expenses through enrollment and tuition fees. Annual tuition covers individualized education provided by instruction and workshops in learning centers. In order to keep tuition low, extracurricular programs may require additional funding and will have notices sent in advance. Examples of these programs may include, but are not limited to: class projects, field trips, competitions, accelerated programs or curriculum and repeated programs or curriculum. Optional after school programs and/or tutoring are also available at an additional charge. Additional therapeutic and academic services can be accommodated at an additional fee (see Therapeutic Consults section).

All students are required to properly care for computers, electronics, textbooks, workbooks and other school property. If a book, accessory, or equipment is found to be damaged (including marked, adjusted, or colored in any way) the parents will be charged the cost necessary to replace the book, equipment or accessory. Additional materials fees will apply to students who abuse school supplies.

Additional late fees, fines and charges may be assessed as approved by the Administrator for items such as damaged or broken property, failure to adhere to policies, failure to observe rules and warnings.

### **ATTENDANCE & ABSENCES**

Attendance is monitored and required by law\*. ***Social interactions, behavior modifications, and structure are a key part of a student's instruction.*** Much of our learning is achieved through experiences and discussion. It is almost impossible to recreate this experience if a child misses it. For those students participating in the off campus programs, guidelines are provided in the student's individual Off Campus Contract.

\*The State Board of Education Law states schools are required to inform all parents that law #21.04 states students are allowed 15 days of excused absences per school year. Parents may be fined or required to appear in court if absences exceed this. Truancy is the absence from school for any reason without the knowledge and consent of parents and/or school officials. Truancy is a violation of state law and, therefore, is considered to be a severe violation of school policy. Parents will be notified and the student shall be subject to legal procedures, suspension or expulsion.

Students that do not arrive at school will be considered absent. EXCUSED ABSENCES include personal illness, serious illness in the family, death in the family, court appearances, pre-planned and approved absences or absences due to "acts of God". It is the responsibility of the parents to contact the school to secure the student's assignments for that period of time. **In any case, work must be made up per the instructor's plan in order for the absence to remain excused.**

***Parents are required to notify the school before 8:30 a.m. so that we will be able to notify instructors. We encourage parents to leave detailed phone messages or send emails to [admin@achievelearningcenter.com](mailto:admin@achievelearningcenter.com) or [admin@harboracademy.org](mailto:admin@harboracademy.org) as soon as they suspect an absence.***

Parents must recognize that attendance is critical for the success of our program. Students must have consistency and structure to learn self-control and independence necessary to succeed. It is not uncommon for many students to use absences as a coping technique. Remember, we are here to help every student push through their challenges and unhealthy coping skills. If they are allowed to fall into the trap of disengagement, it will stunt the progress of their success. Course credits may be forfeited due to absences.

A student with an excused absence is expected to complete the goals missed due to the absence. If a student has missed more than one day, a homework program must be made by the instructor to help the student make up for missed assignments. The student may be given a zero (0) for assignments not completed if the plan is not followed. Parents must understand that though consideration is always given in case of severe illness and other severe circumstances, **the law has specific guidelines for students to complete work or credit is not given for courses. Working off campus does not exempt assignment or goal completion. Students who are not productive on or off campus may be required to attend additional school days.** Quality production, along with demonstration of knowledge, determines academic credit for all grade levels. Students who do not produce at home, may be required to attend additional days on campus additional fees may apply. Absences/Tardies will affect course credit for coursework for all grades.

We want to encourage families to spend time on family and educational trips, and this is just another great reason we established Castaway Fridays. For longer absences, The Planned Absence form must be filled out and turned into the school office **two (2) weeks prior to a planned absence.** The Administration reserves the right to approve or disapprove this request depending on the status of the student. We have found that not every student can handle missing time away from school. Even with approval, a planned absence is considered unexcused until all goals are completed.

Unexcused absences are trancies, and truancy is against the law; therefore, unexcused absences are unacceptable and will be dealt with on an individual basis. To preserve the integrity of the program, a truant student shall be subject to credit loss, suspension or expulsion regardless of academic standing. This also applies to off campus programs.

It is mandatory for all students to attend school-sponsored productions and class programs, regardless if they are directly involved or not. It is critical that peers support the efforts of their colleagues, and parents must understand how important this is for training social success. We will give clear expectations to all students for any events, upcoming productions or mandatory attendances.

#### **ARRIVAL AT SCHOOL/TARDINESS**

**Student Instruction is from 8:30am-3:30pm Monday-Thursday - 8:30am-12:00pm Friday**

Parents dropping off students before 8:15am or picking up students after 3:45pm Monday-Thursday or 12pm Friday will be charged \$1.00 per minute, unless participating in a before or after school program. **To ensure a safe and smooth flow of traffic do not go around other vehicles or exit your vehicle (parents/siblings included). The carpool monitors will assist the children exiting the vehicle in the unload/load zone. Please do not allow anyone to exit early and walk along the fence line.**

**To prevent congestion, please park in the parking area if you are: changing drivers (student driver training), if a child is not ready, has things to carry, or if you are bringing items to the office.**

**Arrival:** For safety purposes we cannot allow students to be left on campus before 8:15 am without a parent present except for those students enrolled in an early arrival program. Parents can wait in the carpool area with students until the monitor arrives at 8:15am.

Upon arrival Achieve students should go *directly* to building D, and Harbor students should go *directly* to building C, prepared for the day. Being late causes students to begin their day stressed. It is disruptive and disrespectful to other students and the teachers. If your child has not arrived by 8:30 am, he/she is TARDY. This includes all students. Please note that some children need extra time to dawdle and get settled in and when they don't have this, they are greatly affected. Please plan your drop off time accordingly.

**The front gate will be closed at 8:35am. Drivers that arrive after the front gate has been closed must park and escort students to the main office to be signed in by the driver and will not be permitted in class without doing so. Student drivers will have their parents notified if tardy.**

Students 1-9 minutes late receive an unexcused tardy slip; three tardy slips will result in an unexcused absence. 10 minutes or more is an automatic unexcused absence. Unexcused absences result in detention and possible loss of credit. There may be a fee charged for detention. WEATHER, TRAFFIC, AND CAR POOL ISSUES ARE GENERALLY NOT ACCEPTABLE REASONS FOR TARDINESS. Parents and/or carpool drivers are responsible for prompt arrival.

**Dismissal:**

Students will be dismissed from class between 3:25 pm and 3:30 pm Monday-Thursday and 11:55 am Friday. They will wait below the carpool area for their names to be called. Please make sure your family name card is located in the windshield where it can be seen.

**Castaway & Fun Friday:**

In order to give students a greater opportunity to learn by participating in off campus and extra curricular activities, we have developed two great programs called Castaway & Fun Friday. Most weeks students have an opportunity to earn Friday off as part of our Castaway Program or earn Fun Friday if they choose to stay on campus. Any student who is current on yearly goals, has earned the approved number of behavior points, and completes all weekly goals by 3:00pm Thursday may qualify for Castaway or Fun Friday. If a student has a detention or any notices sent home during the week, Castaway and Fun Friday will be denied. Parents can deny their children Castaway or Fun Friday based on home behavior as well. A monthly calendar of activities will be posted for Fun Friday. There is an extra materials fee due at sign up for this program that is non-refundable.

**COMMUNICATION AND SUPPORT**

Achieve and Harbor believe it is very important for the school and the home to work together in the educational process. **It is imperative that parents be proactive to let us know if there are questions or concerns about a student's status. It is important that you do not receive the Daily Red Binder, Goal/Behavioral Sheet or Weekly Blue Folder; you call the office and let us know as soon as possible.**

We assume you are getting daily and weekly information unless notified otherwise. It is critical that any demographic changes from the original application be reported to the office as soon as possible. It is our true desire to communicate in the following ways:

**PRAXI TEXT** – This is a text messaging/email system that we require every parent/guardian to sign up for. This enables us to contact parents in an emergency, remind of upcoming events, closures or changes.

**Daily Red Binders** – Binders are Instructors primary mode of communication, and are sent home daily with notifications to the parents including the Daily Goal/Behavioral Sheet, assignments, behavioral notes, comments, and any upcoming notices. Assignments are listed, and scores recorded when the goal is completed. **If a daily goal is not completed, it will be highlighted and is expected to be completed at home. Please ask your student for this binder in the afternoon pick up, not in the morning on the way to school (emotions can affect everyone's day). Binders are expected to be reviewed and signed by parents daily.** Parents must be vigilant to communicate with teachers concerning their child's academic progress, or any time there is an issue that needs attention. Rarely is a student able to mediate communication accurately between school and parents, inadvertently creating more confusion. It is helpful to attach a sealed note to the instructor in the Red Binder if you want to communicate, make requests or provide information about your child. We consider it a team effort to provide each student with the training they need to complete their destiny.

**Email** – This is the office's primary mode of communication. You will receive podcasts, newsletters, upcoming events, notices and warnings from the office. Expect something weekly, and if you do not receive anything, please check with our office. **We must have a correct email address on file for all parents at all times.** Please copy [admin@achievelearningcenter.com](mailto:admin@achievelearningcenter.com) or [admin@harboracademy.org](mailto:admin@harboracademy.org) which is the main administration email account. Allow 24 business hours for response. If there are **critical concerns** or it is an **emergency**, please call the office ALC: 512-548-6979 or HLA: 512-219-5673.

**Blue Weekly Folders** – Each week you will receive a blue folder that will contain important papers and information from the office and classroom. You will also receive a school newsletter that will keep you well informed. **Please return folders the next day, with parent signature and date.**

**Report Cards** – Issued after 1st and 2nd semester; includes state acquired course credits

**Progress Reports** – Quarterly or issued at any time of concern for students with poor progress, grades, work habits, or behavioral issues. (It is our philosophy that parents need to know of any problems before receiving an end of semester report card.)

**Telephone Conferences** – Calls to parents may be made in certain situations.

**Student/Parent Conferences** – These can be initiated by either the home or the school. Standard tuition includes one parent/guardian conference per semester. These conferences include home room teacher and administration, and can be scheduled for therapeutics, progress reporting, or any issues relating to student's needs. Additional conferences may be necessary with those students who require closer monitoring.



All conferences must be scheduled with the office. Regardless of the diagnosis, additional fees will apply when additional care is needed. (See Therapeutic Consults section)

**Special Called Meetings and/or Letters** – Parent Orientation is mandatory for all parents/guardians. There will also be other information meetings and training throughout the school year to help students succeed. **Please attend all meetings.** These are very critical to the success of our program.

**PTF meetings (Parent-Teacher Fellowship)** – There will be parent class representatives for each learning center, and monthly meetings. All parents and teachers are members of the PTF.

**Misc. Conferences** – Impromptu conferences cannot be allowed at any time. Please remember that the chief responsibility of an instructor before, during and after school time is the care of all students. When a parent wants to visit with an instructor, please call the office and make an appointment. Communication should never be made through any student of any age, as this rarely provides the accuracy needed. Parent communication should be made through the Daily Red Binder, sealed if personal.

### **PARENT TEACHER FELLOWSHIP**

Parents are the mortar of our school, and as a parent you will share in the privilege of shaping your child's education. PTF serves the Administration, Teachers, Parents and Students. We facilitate and fulfill as many of the school needs as possible to help our students thrive. Every parent is a member of the PTF. This is the perfect solution to being an involved part of your child's school and receiving consistent and up-to-date communication. It is also the best way for our families to get to know one another and be well informed of school issues. PTF meetings and workshops provide a wonderful opportunity to share your vision for the school and help develop a plan for future goals and experience success together. PTF meetings are announced in the school newsletter. **At least one parent from each family is required to attend the PTF meeting** so that you can participate in decisions which best serve your child and the school. Our preference would be attendance by both parents, but we understand "school night" issues and babysitting situations. For our single parent families, we require attendance at every other meeting. If childcare is a concern, please contact us in advance and we will do our best to assist for a nominal fee.

Tuition fees do not cover all the expenses of running a school. To keep costs as low as possible, **both parents are strongly urged to commit to at least three hours of volunteer work each month.** There are many opportunities to serve during school hours, evenings or on weekends. Things can get busy, so please let the PTF know when and how you can give time to help our school.

#### **Some areas which need your help are:**

Fundraisers	Teacher Appreciation	School-wide events
Building maintenance	Lunch Monitor	Home-room parent
Campus landscaping	Recess Monitor	Cleaning/Organizing

## **ACHIEVE AND HARBOR'S INDIVIDUALIZED BLENDED LEARNING PROGRAM**

Achieve and Harbor conduct diagnostic assessments to create an individualized blended learning strategy. Blended learning involves face to face instruction, social interface, and interactive technology that provide immediate and consistent feedback for progressive holistic learning. With this in mind, Achieve and Harbor utilize a combination of curriculum that supports this strategy and allows each student to be placed at the level they are diagnosed, while providing the ability to progress. Seldom do students learn at the same rate in all subjects. They need more time for some concepts, and less for others. Most curriculum programs do not allow for this individualism and may generate frustrations in students not created to fit in the standard learning model. Some of the curriculum used is faith-based; all have character building, moral and ethical content.

***Calculators are allowed whenever a student proves success with basic calculations.***

### **Mindprint Learning and Online Assessments**

Every student receives a personalized learning plan that is developed from the results of his or her learner profile. The learning plan covers 6 major academic and social-emotional categories:

- **Study Skills**
- **Reading**
- **Writing**
- **Math**
- **Group Work/Collaboration**
- **Self-Awareness/Growth Mindset**

Strategies in the plan are prioritized based on the student's learning strengths and needs. There are options to set goals and track progress within the plan, and the plan can be viewed and shared online by all the adults supporting the student. Plans are intentionally designed for maximum flexibility to adapt and adjust with students' ever-changing needs, including the option to add external resources. This will be an ongoing program with constant assessment and feedback throughout the school year.

### **THERAPEUTIC CONSULTS**

Annual tuition includes one therapeutic/academic family conference per semester. Parents will need to call the office to arrange for a scheduled meeting. These conferences include home room teacher and administration, and can be scheduled for therapeutics, progress reporting, or any issues relating to student's needs. Additional conferences may be necessary with those students who require closer monitoring and counsel. Additional therapeutic and academic conferences can usually be accommodated for \$100.00 per hour meeting. Phone consults are also an option for \$25.00.

Like all other non-publicly funded schools, we are not federally funded for any special services. All conferences must be scheduled with the front office. Regardless of the diagnosis, additional fees will apply when additional care is needed. This includes off campus and physician consults; in any form.

## **HEALTHY STUDENTS = HEALTHY EDUCATION**

Lunches: As of now, there are no lunches that are prepared on site, so students must bring lunches and snacks. Microwaves are provided, so students may bring microwavable food along with the needed supplies (for time restraints please limit cook time to 3 minute or less). **Lunches and snacks should include plates/bowls, utensils, condiments and anything that is needed for students to prepare their meal.**

Achieve's Mini Mart will be open daily for students to purchase snacks and emergency lunches with Achieve money or cash.

Twice a week students may order lunches as an alternative to a packed lunch. At this time, Tuesdays we offer Chick-Fil-A and Thursdays pizza, please note due to large orders only items on the order forms are being offered. Quarterly Order forms will be sent home in the Blue Folder, please fill out entirely and return with your Cash Only payment. Since we pre-order each week note that any absences will not be refunded.

Snacks: All ages benefit from having a snack brought for morning or afternoon. Please note that many "fruit" items like fruit roll ups and bars do not actually contain fruit and offer very little nutrition. Snacks should be given for sustainment and nutrition, this is what helps concentration.

Drinks: Students are required to bring water (in reusable pull top containers) to all classes. Only water is allowed in classrooms. Do not send artificially dyed food/drinks, sports drinks, candy, colas, or caffeinated items with your child. Energy, coffee, and relaxation drinks are not allowed in school, and are tremendously discouraged as they have been found to disturb sleep and cause irreparable harm and even death for those under 25. In some cases doctors may suggest caffeine, if so, please make sure to provide the office with prescription orders. Candy should not be brought to school at any time, as it does have a negative effect on most. Sugar free gum is allowed.

General: Children who are allowed sugar and caffeine at the start of the day will crash at school, and it is very hard to get them on task. Most students are greatly affected by corn syrup, fructose, caffeine and dyes; so candy, sweets and colas can really be a challenge at school. We also ask that parents use caution when packing snacks and lunches, since it affects their schoolwork and behavior. We do not allow students to share food or drinks at any time. We realize that kids get excited and that they want to enjoy or share what they have received, but many students have allergies or food restrictions so it can be harmful. **Students with food allergies/sensitivities need to provide the office a labeled supply of approved treats and snacks so that they do not feel excluded when classmates have a celebration or treat. This alleviates any child from feeling excluded.**

**Sleep:** Sleep is the first line of defense our bodies have. If students don't get enough sleep, there is no way their brains can function properly. Kids need at least 10 hours of sleep per night. They cannot stay up watching screens for hours and then shut down and sleep. In the evening, they need down time to allow their body to relax and "be bored." This will give their brains time to calm down, and then they will sleep. Time should be given for this process, so start as early as it takes to get in a routine. As kids grow, they will still need quiet downtime; so don't fall in the trap of having electronics in their bedroom. Brains must have down time to regenerate to function with the demands of learning. Sleep is as important and in some cases more effective than medication. We have found that when students become more successful and make better choices peace increases, and sleep does too.

***Along with sleep, the quality of breakfast, snacks, and lunch will equal the productivity of the student without exception. You will find that the more structured and successful your child gets, the patterns of unrest will diminish. It will sometimes appear worse as the student/child fights the challenged behavior, but stay the course. It is always challenging to repair poor patterns and choices, but it is vital to our mission as parents; and our kids depend on our strength.***

## **COLLEGE VISITATION**

We encourage college visits for students in 10th grade and above. Students are responsible for making up all assignments missed. If a visit is parent sponsored, please submit a request to the office at least two weeks prior to the visit for permission and procedure. We are happy to help facilitate these visits if you let us know in enough time to contact the school.

## **ASSESSMENTS/COLLEGE BOARD EXAMS**

Diagnostic, placement and academic assessments are done throughout the year. We are constantly assessing students in many ways, so they are being challenged without frustration. Students, 8th-11th grade are required to participate in the national PSAT provided on campus with accommodations in October. We do not administer the STAAR

Students 10th-12th are provided guidance concerning the SAT, ACT, and other necessary testing and informed of where and when they may be taken. Colleges require students or parents to sign up their 11th and 12th grade students for the SAT or ACT tests. Parents will need to visit [www.collegeboard.com](http://www.collegeboard.com) for more information. Should students require special accommodations for these tests, ACT and SAT also require the student or parent to initiate the request 6-8 weeks before the test. Students need to apply early since the process for ACT/SAT can take 5-6 weeks. Our counseling center is required to provide extensive supporting documentation, which takes time. We will work hard to get maximum accommodations, but ACT/SAT has the ultimate decision. HLA is proud to be an official SAT site for area accommodation testing.

To ensure student's preparation for college entrance exams, we supply study materials available for off campus review. This is a must if a student is serious about a specific college, or desires to obtain scholarships. Educational curriculum and high GPA will not be enough without strong scores on college entrance exams.

## ACC DUAL CREDIT

We offer Dual Enrollment with Austin Community College for all *eligible* students beginning at 16 years. We work closely with parents and ACC to help students learn to navigate College and career programs that will allow them to begin their future beyond high school. Motivated students are able to graduate from high school as sophomores in college or having attained part of their vocational certifications with the experience of self-responsibility, maturity, life awareness and less fear of the unknown. **This is an optional program and requires a high level of accountability and communication on many levels to be successful, therefore, not all students are qualified to participate.** Citing HIPAA regulations, ACC will not communicate with parents, including the SAS department, in most cases. ALC/HLA dual enrolled students will be required to provide ALC/HLA with all ACC account information, IDs, passcodes and any information given to them by any ACC department. Students that do not cooperate may forfeit dual credit and not be allowed to re-enroll in the program. **Students who do not take the program seriously, may not re-enroll in the program.**

## SUPPLEMENTAL CURRICULUM

Students are encouraged to participate in extracurricular and enrichment activities. We will use many different learning modes and programs to help each student master the concepts needed for their degree plan. We implement various strategies including, but not limited to, one on one tutoring, class discussions, workshops, guest instructors, peer training, individual/group projects, videos, field trips, occupational therapy programs, hands on experiences, community mentoring and outreach, social interactive groups, grammar and handwriting programs, technology/college/ career training, business strategies, instruction by dual enrollment with Austin Community College, public service volunteering, student led clubs and societies, any curricula that enables Achieve and Harbor to help each student fulfill the destiny they were created to have.

## COMMUNITY SERVICE

Community Service is a critical component of supplemental training for future leadership. We have found that in order to lead, one must first learn to serve. This is encouraged at all ages and learning centers. This is a strong commitment we share campus wide, and we encourage families to participate in outreach programs we are a part of, as well as those that might be family specific. We have been partnered with Reveal Resource Center, a Capital Area Food Bank pantry and clothes closet that serves thousands of Williamson and Travis county families. There are also other opportunities for the whole family to help the center directly. Covid protocol has changed some of our processes with serving, but we will also participate in various drives to help the community in many ways. PTF will be coordinating these drives, and will communicate throughout the school year.

## FIELD TRIPS

Teachers are encouraged to take their class off school grounds for classroom enrichment and to broaden their students' educational experience. In order for a student to participate in a field trip, he/she must have earned the right to do so. This means a student must show that he/she is responsible and will obey the rules that are necessary to have a safe and successful field trip. Teachers may set requirements that will need to be fulfilled, depending on the nature of the field trip. Each student must have a signed permission slip on file.

When a field trip is scheduled, all students are required to attend as these trips have multiple purposes. There will be instructions given for each field trip, and we ask that you adhere to them in order for things to go smoothly. If there is a request for disposable lunches; this means that EVERY part of the lunch will need to be disposable. Many places we go do not allow for students or teachers to carry affects around. Please do what you can to make these trips enjoyable for all by following procedures and rules set for each outing. Any variance of dress code on field trip days will be provided in advance of the event.

Parents, we sincerely appreciate your participation in field trips - we can **ALWAYS** use extra help supervising the children when they are off campus. (And your child LOVES having Mom or Dad along to share their new experiences!) We ask that any volunteers helping on the field trip also follow the dress code. Achieve Learning Center or Harbor Leadership Academy shirts may be worn for all trips that do not require other specific attire.

*NOTE: For safety purposes non-enrolled siblings will not be allowed on field trips or off campus projects.*

### **CELEBRATIONS AND HOLIDAY INFO**

We have such a diverse population so we strive to be as compassionate as possible. Our guidelines may seem specific, but we have found that in order to honor the sensitivities of children it is necessary.

Due to privacy restrictions, it is not a policy of Achieve or Harbor to give out names and numbers to parents for contacting other students or families. Friends may give out their information if they are allowed to by their parents or guardians. Please encourage your child to respect the privacy of others by not sharing information they receive. Some families do not feel comfortable sharing their personal contact information with others. Please honor their choice.

**GENERAL**—Personal gifts or intimate exchanges on campus are not permitted. If a student has a party planned, invitations may **ONLY** be distributed at school if specific colleagues are not excluded. (ie. class, same gender, age specific etc.). Please give directly to the office for distribution. We ask that overnight or playdates be kept discreet so others don't feel left out. Occasionally, parents supply goodies for class parties or celebrations, but please refrain from hard candy, and always feel free to send nourishing snacks any day.

**BIRTHDAYS** – Kids love to have their birthdays celebrated at school. We encourage parents to send cupcakes or other treats for the class to share with their learning center or school mates. If a student's birthday falls in the summer, the ½ birthday can be celebrated if desired. Please get with home room instructors in advance of any party so arrangements can be planned and special dietary needs discussed.

**HALLOWEEN/THANKSGIVING** – Achieve Learning Center and Harbor Leadership Academy do not observe Halloween on campus. We ask that families honor the personal decisions of others and refrain from asserting or dissuading others. Achieve and Harbor celebrate the fall harvest time, and some classes may have a Thanksgiving celebration.

**CHRISTMAS** - We encourage our students and families to celebrate and appreciate the wonderful reason for these tremendous seasons. Our classes enjoy a variety of fun activities and celebrate before the Christmas break which may include exchanges of small gifts.

Each class decides on the gifts, and is encouraged not to spend much. Please be aware that as in all social communities with different ages, some students do not participate in Santa and classmates usually discuss some of their beliefs, traditions and customs. Speak with your home-room instructor if there are special concerns with your child. Achieve sponsors a charity project for each class which is decided upon by the students.

**ST. PATRICK'S DAY/APRIL FOOLS** – We have found that many of our students do not understand the traditional antics like pinching and practical jokes. We love wearing green, but we do not allow pranks or antics on campus.

**EASTER** We have a school-wide Easter egg hunt and picnic for all families. This is a wonderful time to enjoy the families of Achieve and Harbor. We will send out notations for this special time, and it will be on the calendar as well.

### **GRADING SYSTEM**

Credit periods are divided into two semesters. **It is critical for parents to be familiar with their own students' educational plan so they understand the progress of their child.**

**Parents are informed of their student's performance every day in the Daily Red Binder. Schoolwork not completed, scores earned, or any issues that need to be addressed will be noted on the student's goal sheet. Students are required to bring home their red binder daily. Parents/guardians are required to review, discuss and sign at the end of each day, confirming awareness of the student's production. This should be done as soon after school as possible in order for students to have appropriate feedback and time to complete any goals. Those parents who wait until the morning rush hour, add unnecessary stress for all.**

Parents should login to their Praxi account to check the status of grades. For students that are using our online curriculum, parents can also have their students sign into their own account and see progress and status. If a parent has a question or concern about the status of their child's grades, ALC and HLA expect parents to follow these steps in this order:

1. **Sign on with students to review status**
2. **Read Daily Red Binder and discuss with student**
3. **Look over Red Binder notes to see what additional projects may be listed**
4. **E-mail Homeroom teacher for clarity** (Please keep in mind that instructors stay with students during most of the day, so they will return correspondence as soon as they can. Every teacher has monitoring duties before and after school that provides safety and protection for all students, so we ask that you not interrupt them for an impromptu student inquiry. )
5. **Contact the office**

*Your student's online login information for all programs is available in the Red Binder and is sent home at the beginning of the school year. It is imperative for parents to be abreast of their child's progress and scores throughout the year. Parents should sit with their students to monitor and discuss any curriculum that an instructor notes needs attention.*

Progress Reports will be given at the end of each nine (9) week reporting period if the student's performance requires attention in behavior or academic areas. Report cards are sent to all students at the end of each semester.

Please see the current school calendar for designated report card dates. **Note that academic credit for a course is based upon completion of all assigned units with a 70% or above. Quality production, participation and proof of knowledge are required for the progression of each student. Transcript credit will reflect true accomplishment of each course credit, and absences may forfeit credits.** End of semester reports will be sent which lists grades with credits earned from Achieve, Harbor, ACC and any other accreditation program.

## **HOMEWORK/AFTER SCHOOL WORK**

We would rather students spend time with family after having a productive learning day. If your child has struggled with diligence or other issues during the day, and has not finished the daily work, he/she may have homework assigned to complete the unfinished assignments. Notifications will be provided to the parents on the Daily Goal Sheet, located in the Daily Red Binder. **If a daily goal was not completed it will be highlighted and is expected to be completed at home. If the student finishes the goal during study hall, they are responsible for entering the score and having the instructor re-highlight in green. Parents will be notified if homework is not completed, and students will serve Break Detention. Three Break Detentions will result in After School Detention. After School Detention will be served Monday or Thursday until 4:30, and the parent will be charged a fee of \$20.**

Academics after school is not considered a punishment. It is not realistic for most students to achieve quality learning if they do not study, review and practice the material they learn in the learning center. This is part of the self motivated learning process necessary for everyone and is not considered homework. Even 20 minutes of daily review can greatly improve comprehension of material. It is important that the student works in all subjects each day in order to maintain academic balance. ALC and HLA's program is set up for learning the material and completing goals during the school day with expected diligence and behavior. Students who process slowly, struggle with reading or have focus issues will often need to complete daily goals after school in order to fulfill their grade goal levels. We have not seen an advantage nor do we implement "token required homework", but when a student comes to us with learning deficits, it is the only way for them to make up for grade level deficiencies within a reasonable time frame. If a student begins to have out of balance homework demands, there is often a problem that needs to be addressed.

*After school work may also be assigned if a special assignment is given, to reinforce class work, or for reasons of enrichment and creativity (i.e. reading, science projects, research papers, writing assignments, etc.) **The rate of accomplishment for students enrolled below grade level is relative to the amount of completed work at school and home. Credit for coursework is based upon performance and completion of goals, not time spent working.***



## **Tips for Home:**

Homework is the student's responsibility, but they must have parental involvement, structure and expectations in place for them to complete it. Achieving the best education takes commitment on all levels. Keep in mind, when a student is diligent, there is ample time to complete daily goals during the school day. Below are some suggestions to help your child have a successful study time at home:

- Do not assume the student is working quietly, and will ask when there is a problem.
- Have your student work where they can be seen, and frequently check and look over work that is done.
- Students should have a snack, then get right on it. Having playtime is the reward for finishing the task well.
- It is okay to help students with their work, even writing sometimes if the student dictates.
- Please make notes on the Daily Goal Sheet if your student struggles in completing assignments at home. This helps instructors to understand the needs of the student.
- We understand things get busy, but it must be understood that to make excuses for incomplete homework is to undermine our ability to teach consequences of self-control and accountability. These are key life skills for success.
- Your child should have a specific time and place to do homework. This area should be free of distractions and interference.
- The amount of time required to complete homework varies from day to day and from child to child. Depending upon the level of the subjects, students may have more homework. Please communicate with the instructor if the amount of homework seems excessive.
- If assignments are turned in late, teachers will determine the penalty which may include detention resulting in a detention fee, a lower grade or a grade of zero (0). The instructor will make sure that the assignments are on the goal sheet, but it is not the instructor's responsibility to make sure a student completes his work. It is very important that students learn good study habits and responsibility in completing assignments on time; this is critical for a good career and solid relationships.

## **RETENTION OF GRADE LEVEL OR COURSE**

The primary academic goal of Achieve Learning Center and Harbor Leadership Academy is the success of every child, and success is based on emotional maturity and the ability to accomplish requirements at their grade level. There will be sometimes that a student may be able to be promoted to the next grade academically, yet not be ready for another learning center. We will work with parents to create a plan that allows the best for all students to accomplish their greatest achievements. The teacher's professional judgment will be a major factor in determining retention. A student may be retained in a specific subject or the full grade level. We will work closely with parents regarding retention concerns.

## CHEATING

Cheating includes (but is not limited to) copying homework, handing in another's work, plagiarism in research papers and compositions, unauthorized assistance on tests or quizzes, scoring violations, and tampering with curriculum in any form including written, diagnostic or computer. It involves misrepresenting information and/or taking information from another source and presenting it as one's own, regardless of the mode. Achieve Learning Center and Harbor Leadership Academy have a zero tolerance policy for it. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. The Administrator has the authority to assess each situation. Repeat scoring and/or learning center procedure violations and other forms of cheating may result in the suspension/expulsion of the student from our school. The following are possible outcomes of cheating:

1. Cheating is a violation of honor. Cheating and leadership do not go hand in hand therefore if the student holds any sort of leadership position in a club or class, or is a member of an athletic team, the student may lose the position and the student will be disqualified for Honor Roll.
2. The student may receive a zero (0) on the assignment and may be required to repeat the unit or part of the curriculum. Material fees may apply.
3. The Administrator will be notified and a parent conference called.
4. The student may forfeit the right of Achieve and/or Harbor enrollment.

## EXPULSION

We realize the seriousness of expelling a student. If, after working with the school, a student and his parents refuse counsel or are not able to eliminate behavioral problems, the student may be suspended or expelled. If suspension/expulsion results from violation of the discipline policy, the family of the suspended/expelled agrees to remove all grounds for any liability against Achieve Learning Center and/or Harbor Leadership Academy, all full time or part time faculty members, and anyone else affiliated with Achieve and/or Harbor. Parents are responsible for any damages, and there is no refund of fees or tuition. **In either case, the Financial Agreement still applies. Tuition and fees are non-refundable.**

Re-admittance at a later date will depend upon the student's attitude and circumstances at the time of re-application, and also upon the seriousness of the misconduct. The school retains the right to refuse re-admittance to a student who has exhibited gross misconduct and/or disrespect at home or in the community during the suspension period. the proper course of action to take, with the final decision resting with the Administrator.

## STUDENT DRIVERS VOE/TEA FORMS

Students are allowed to drive on campus providing they have a Student Driver Form on file. Students will lose privilege if safety becomes a concern. Students are to park in designated areas only. Verification Of Enrollment and Attendance Form (VOE/TEA Form) is a form that is given by the student's school to obtain a driver's license. It is given at the school's sole discretion, and can be denied by school.

Requirements to receive a VOE/TEA Form to obtain a driver's license are as follows:

- Students must be considered by the governing school to be a full-time enrolled student.
- Tuition, registration and all enrollment documents must be current and on file.
- Student was in attendance 90% of the days the class was offered in the previous semester, (Any student who has passed all classes and has not exceeded 20 total class periods above the 90% criteria set by the state may be allowed to make up the periods missed to clear the excess absences will be eligible to receive a VOE/TEA Form.)

Any student who fails at least one course and has not attended that class 90 % of the days the class was offered **will not be eligible** to receive a VOE/TEA Form

Any student who has exceeded the maximum of 20 class absences above the 90% criteria set by the state **will not be allowed** to make up the excess class absences and will not be eligible to receive a VOE/TEA Form.

*TEA Policy States:*

*19 TAC, Subchapter C. - 61.43 Absences - a student must be in attendance 90 percent of the days the class is offered. If a student has absences that the district recognizes as excused or as an extenuating circumstance and the student satisfactorily makes up work missed, the student shall be considered in attendance for the purpose of computing compulsory attendance and for the driver's license eligibility.*

*The VOE document is a governed record as defined under the Texas Penal Code 3.01(2). Any misrepresentation by the applicant or person issuing the form may result in denial of the application for a Texas driver's license and/or criminal prosecution.*

*In accordance with TEA, Laura Lea Bauer, Program administrator for the Safety and Driver Education Division of the Texas Education Agency, stated the following about the TEA policy on the issuance of VOE/TEA Forms:*

*School enrollment and attendance as a condition of licensing a student to operate a motor vehicle applies to persons under 18 years of age unless a high school diploma or its equivalent has been obtained.*

*Schools can issue a VOE form to students who fail a class if the student attended at the minimum of 90% in each class they were enrolled in. Schools cannot issue a VOE form to students who fail a class if the student failed because they did not attend the class a minimum of 90 percent.*

## **HEARING, VISION AND SCOLIOSIS SCREENING**

Vision and Hearing screening is required for children age 4 and students in grades Kindergarten, 1st, 3rd, 5th, 7th, and 9th each calendar year. Also, screening is required on all new students regardless of their grade. Screening is encouraged but not required for 2nd, 4th, 6th, and 8th grades.

Scoliosis screening (for abnormal curvature of the spine) is required for children ages 10, 12 and 14 and encouraged for ages 11, 13 and 15.

Both screenings are done during school hours each year; usually in September or October, and will be noted on the school calendar. A copy of the actual results (not simply "Pass" or "Fail") will be sent to the parents, with any notations and recommendations for additional medical assessments. Parents are required to address any issues and follow up with the school.

# Achieve Learning Center & Harbor Leadership Academy



2021-2022

## Student Dress Code

17317 FM 1431

Leander, TX 78641

Achieve: (512) 548-6979

Harbor: (512) 219-5673



**DRESS CODE FOR ALL STUDENTS ON CAMPUS**  
**Assume no exceptions without office approval**

Achieve Learning Center and Harbor Leadership Academy sets a high standard for student appearance and behavior. We value a culture of respect and courtesy for each member of our learning community. The Dress Code established focuses on creating a safe, respectful learning environment for all students to maximize academic success. Achieve and **Harbor reserve the right to approve, disapprove or change dress code requirements as is deemed necessary in order to maintain a safe, optimal and positive learning environment.** ALC and HLA staff rely on your help in guiding students to make appropriate school clothing choices. *If there is confusion about the dress code, please err on the side of caution, and ask a staff member for clarification before you allow your student to wear a questionable article of clothing to school.*

**Parents sanction the compliance of their student's clothing and items by bringing their student to school. Check compliance before leaving the house with the student, as parents are responsible for the student's adherence to school policy. Violations of the dress code may include: requiring the parent to bring a change of clothes during the school day, a loss of privileges, "0" daily grade, and/or an unexcused absence. Offenders may lose the right to attend class, which could jeopardize receiving credit for coursework without refund of tuition.**

### **Shirts**

All shirts must have sleeves and normal sized neck holes. Shirts with oversized neck holes and/or armholes are not allowed. Graphic t-shirts must be properly fitted and free of pictures or wording that is offensive and or inappropriate to vulnerable students (See Fashion Trends section below). Shirts can be worn untucked, if neat. **All shirts must fit appropriately loose.** Excessively large, tight fitting, or low necked shirts that expose midriff, cleavage, or undergarments normally covered by non transparent clothing are not permitted.

An undershirt may be worn as long as the outer shirt remains buttoned. The undershirt must fit correctly, not be see-through nor have a low neckline.

### **Pants**

Students may wear jeans, casual, uniform or dress pants. HIP HUGGERS, BAGGY PANTS, PAJAMAS, DORM PANTS OR THOSE WITH HOLES/TEARS WILL NOT BE PERMITTED. If leggings, skinny jeans or yoga style pants are worn, they must be covered by a knee length dress. Shorts or Capri pants that are at least **knee length** and properly fitted, **not too tight** are permitted. Board, Cargo pants or shorts are allowed No writing or pictures on the backside or down leg of pants will be permitted. Very loose pants or shorts must be worn with a belt. Underwear or skin must not show above pants waistline or through pants at any time, especially while bending. Large holes, tears and excessive wrinkles are not allowed in any clothing.

### **Skirts/Skort/Dresses**

Girls may wear dresses, skirts, jumpers, or skorts which are knee length or below the knee. They must be properly fitted-- meaning not tight, too short or revealing. Leggings may also be worn with knee length skirts and dresses. Girls are encouraged to wear shorts or leggings under dresses, especially if they are elementary age as playground play can expose undergarments.

### **Shoes/Socks/Hosiery**

Because of the rough terrain, shoes must be casual or tennis shoes only. **No sandals, slippers/house-shoes, flip flops, open toed, or specialty shoes are permitted.** Boots are not recommended, but are allowed on non P.E. days, though heels are not to exceed 2", and must be at calf or below, without heavy buckles, or steel toe. Socks must be worn at all times, and must be modest and appropriate for school. Thigh high, fishnet, lacy, or other attention catching hosiery is not permitted.

### **Coats, Jackets, Sweaters and Winter Accessories**

Light jackets or sweaters are required for the learning center. Hood coverings cannot be worn inside (see "Fashion Trends" guidelines). Heavy coats, jackets, hoodies, gloves, scarves can be worn outside on cold days and should be kept in a locker or on a hook inside school. No hats, sunglasses, caps, hair nets, "durags" wave caps, bandanas, hoods, beanies, visors, or other head coverings except (1) unaltered school logo items and (2) sun-protective wear specifically approved by school officials to be worn outside only.

### **Physical Education Day**

Classes will have designated P.E. days. Students may wear loose fitting mesh, nylon or cotton basketball length shorts and an ALC, HLA, or solid colored t-shirt. No logos, graphics or emblems, besides ALC or HLA on any clothing items. White is not allowed. During cold weather, students may wear gray or navy blue, black, **loose fitting**, Jerzee type sweats over their shorts. Students may also wear sweatshirts or jackets. When warm, sweats and jackets may not be worn as it is dangerous in the heat. Jewelry is not recommended. Achieve and/or Harbor are not responsible for lost jewelry. **Properly tied (secured) tennis shoes are the only shoes allowed during P.E. All students are required to bring their water bottle to P.E. to stay properly hydrated. Students must have a non-leaking, pull top water bottle daily, a spare empty bottle must be kept in a locker at all times.**

Students in 6th grade and up who prefer to change clothes may do so during the break before P.E. This privilege will be revoked if the student is unable to follow guidelines. Please note that showers are not available, so all students are required to have deodorant and wipes in their locker. Changing into a clean shirt after PE is recommended.

**Students not completely and appropriately prepared for P.E. (including water bottle) will receive a zero (0) for that day's grade. Parents will be notified as well.**



## Hair Code

- All ALC/HLA students need to be conscientious about their personal hygiene and keep their hair clean, groomed and neat. Multi-colored hair or unnatural color (white, bleached, bright colors, etc.) tall spiked, “Mohawk”, “Tail” shaved styles, or other distracting styles are not acceptable. Hair should not be shaven unless medically necessary.
- Young men: If hair is long enough to be pulled back, it must be. Hair must be well maintained completely out of the eyes, above the eyebrows, and not cover your face. If necessary, hair needs to be clipped or pulled back in order to keep off face or out of eyes. It needs to be cleaned, well groomed, and not shaggy.
- Facial Hair should be well groomed, trimmed facial hair is acceptable up to 1/2 inch. No ragged, unkempt, patchy or generally unruly facial hair allowed.
- Young ladies: hair must be cleaned, well groomed, completely out of the eyes, above the eyebrows, and not cover your face. If necessary, hair needs to be clipped or pulled back in order to keep off face or out of eyes.

## Make-up, Jewelry and Accessories

Cosmetics and hair spray must be modest and not done in class. Jewelry must be modest and if worn, may include no more than two rings per hand and one necklace or bracelet. No heavy or thick chains/jewelry. Watches may be worn but armbands are discouraged. No more than one earring per ear (no dangle, ear bars, discs, gauges, spikes etc). Chains hanging from clothing are not permitted. Only ladies are allowed to wear nail polish. Long nails are not appropriate. Body or faux piercings and tattoos are discouraged and not allowed to show on campus or at any school function. Jewelry or accessories which display studs, spikes, replica weapons, or drug paraphernalia, gangster or which may pose a threat to student safety such as toe rings or large hoop earrings are not permitted.

## Fashion Trends

ALC/HLA is a K-12 school with a diverse enrollment therefore accessories and other personal articles showing styles that promote social culture, sects, violence, sexuality or discrimination are not acceptable. Anything that might be offensive and or inappropriate to vulnerable students should not be worn. This includes *but not limited to*: political references, racism, death/gore (Goth, zombies, vampires, skulls, etc.), illegal activity (gangs, gangsta, alcohol, drugs, weapons, etc.), or culture/counter culture (Rastafari, Metal, Emo, Hip Hop...). We are preparing students to focus on their future success, not on being a disruption or distraction to others. They have the weekends to express themselves.

### **About Hygiene:**

1. All students must keep a solid deodorant/antiperspirant, and deodorant wipes in their backpacks or lockers at all times.
2. All students are required to keep a complete set of extra clothes at school, including undergarments and socks. These must include a PE set, if actively enrolled in the course. It is not uncommon to have a student spill something or fall and ruin their clothes.
3. Students should not wear perfume or cologne due to others with allergies. This includes heavily scented lotions and body sprays.
4. Nails must be clean, and trimmed.
5. ***We ask that parents work with their students to become aware of proper personal hygiene. Poor personal hygiene can negatively affect student relationships in the classroom. Bathing, hair/teeth brushing and using deodorant is wrongly perceived as optional for many students. It is important to have an ongoing discussion with your children especially if a note is sent home. Many kids don't care about their hygiene but it is still required.***

## DRESS CODE RUBRIC

**\*Rubric provided only for guidelines and is not exhaustive. See full dress code for specific requirements, restrictions and explanations.**

ITEM	*ACCEPTABLE	*UNACCEPTABLE	*COMMENTS
Pants	Dress Pants Jeans Twill Dockers	Spandex Cargo Pants Hip Huggers Baggy Pants Skinny Jeans	~Must be well fitting and in good repair ~No writing on backside of pants
Shorts	Dress shorts Denim Shorts	Cargo shorts with baggy pockets Tight/short Athletic Shorts	~Must be knee length or below ~Only hemmed shorts allowed
Shirts	Slip-on Button-up Polo/Golf Dress Shirts T-shirts Graphics ALC/HLA Shirts	See-Thru Low Necklines Spaghetti Straps Tank-Tops Drug/Alcohol/Tobacco Offensive Writing Skulls	~Clean and wrinkle free ~Not excessively large or tight fitting ~No skin, or undergarments show
Skirts/Dresses	Knee Length or below the knee	Tank Dresses Tight fitting/Revealing	~Knee length or below the knee
Coats/Jackets/Sweaters	Jerzee/light jacket Sweaters Zipped sweatshirts	Wording or pictures Headwear, gloves, winter worn in class During warm days outside	~No heavy coats or accessories may be worn in LC's
Shoes	Casual Athletic Boots (2 inch max-square heel)	Sandals Flip flops Open Toed shoes Open Back Shoes Clogs Toe Shoes	~Laces must be secured ~Shoes must be in good repair ~Socks must be worn at all times
PE Class	Lined Mesh Nylon Cotton Sweat Pants Sweatshirts Basketball Length Loose Fit HLA, Achieve or Solid Colored T-Shirts	Logos Emblems Graphics Tight/Spandex Shorts Short Shorts Slip On Shoes Shoes Without Socks White Skater/Slick Soled Shoes	~Only solid colors (Navy, Black, Gray) ~Basketball length is at or below the knee ~Sweats must be loose fitting ONLY on COLD PE days ~ Tied/Velcro tennis shoes must be worn on PE days

**General Release/Authorization Form:**

**Student Name:** \_\_\_\_\_

**I. Student Media Consent and Release Form:**

*Throughout the school year, students may be highlighted in efforts to promote ALC and/or HLA activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media. As the parent or guardian, I hereby give ALC, HLA and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media. I am fully aware that I will not receive monetary compensation for my child's participation. I further release and relieve ALC, HLA, its Board of Trustees, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material. I certify that I have read this Media Consent and Release Liability statement and fully understand its terms and conditions.*

**II. Volunteer Opportunities:**

*Achieve and Harbor students will have many opportunities to volunteer at organizations such as Reveal Resource Center, SPCA, Senior Facilities, Schools, Employment Mentor Opportunities and others that allow students to see the many aspects of giving. As the parent or guardian, I hereby give my child/student permission to participate in these functions and understand I will be notified as the event is planned.*

**III. Field Trips:**

*Achieve and Harbor students will occasionally have an off campus event that might be for one or more classes. This may be educational, vocational, recreational, instructional or all of the above purposes. We will send out specific forms for each event, but this serves as a general permission slip for my child to attend.*

**IV. Medical Treatment:**

*I consent to the emergency medical treatment of my child while in the care of ALC and/or HLA on or off campus. I understand I will be notified as soon as possible and will keep family contact information current for this purpose.*

***Please understand that failure to return this general release form within ten (10) school days from the date of distribution will constitute approval of the above requests.***

---

Parent/Guardian

Date

Student (if 18 or older)

Date

# Harbor Leadership

## Counseling Center

17317 FM 1431

Leander, Texas 78641

(512) 219-5673 Fax (512) 219-5679

### AUTHORIZATION TO RELEASE/EXCHANGE CONFIDENTIAL INFORMATION

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

I \_\_\_\_\_ understand that HLA must have complete and proper documentation for the best treatment options and authorize the HLA to:

release to:

obtain from:

exchange with (written, verbal or technologically transferred):

the following programs/entities/facilities/institutes/services (future-past):

Austin Community College-

DARs-Workforce Commission

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

the following information pertaining to my child/ myself:

treatment summary

history/intake

diagnosis

psychological test results

work summary

federal/state/local Government programs

psychiatric evaluation/medication history with dates of treatment

secondary educational records including academic, behavioral and discipline

internship/volunteer/shadowing/mentoring assessments or evaluations

for the purpose of:

evaluation/assessment and/or coordinating treatment efforts

vocational/educational behavioral and psychological management plan

organization qualification, modification and or referral to program

\_\_\_\_\_

This consent will automatically expire eighteen (18) months after the date of my signature as it appears below, or on the following earlier date, condition, or event \_\_\_\_\_.

I understand I have the right to refuse to sign this form, and that I may revoke my consent at any time I wish to exit HLA services (except the information that has already been released).

\_\_\_\_\_  
Signature of Student if 18 or older

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# Achieve Learning Center - Harbor Leadership Academy

## Parent/Student Responsibilities Agreement

### Parent Responsibilities:

1. Parents should support and lift up the students, faculty, and staff.
2. Parents should learn school policies and cooperate with the school in seeing that children honorably obey the rules, understanding that the Handbook is not negotiable.
3. Parents are responsible for having their child at school on time and for picking them up on time. Arrangements must be made with the office if problems arise.
4. Parents should support the authority of teachers, staff, and extracurricular leaders.
5. Parents should support the discipline administered by the school.
6. At least one parent of each student should attend all parent meetings.
7. Parents should fulfill financial obligations. Tuition payments are due the 1st of each month. After the 3rd of the month, there will be a \$25 late fee for the first day and \$10 each additional day. A thirty day delinquency is grounds for dismissal from Achieve or Harbor. Be aware that tuition pays only a portion of the actual cost of their children's education, and give when possible.
8. Parents are responsible for their child's education. Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework and long-term assignments. Parents should feel free to consult with the teacher about any question relating to the homework assignments. Being proactive with instructors will protect the success of students.
9. Any parental dissatisfaction with any aspect of Achieve and/or Harbor is to be dealt with promptly and directly. Talk to the person involved; please see "Grievances" in the Handbook. We encourage and need your communication, so please connect often.
10. Achieve and Harbor expects full cooperation from both parents and students in the student's education. If this cooperation is absent from parents, the student may be requested to withdraw. Also, if the student's behavior or attitude indicates an uncooperative spirit, becomes disruptive and is out of harmony with the spirit and the standards of the ALC and/or HLA environment, he/she may be requested to withdraw, or be dismissed. Per the handbook, tuition and fees are not refunded nor waived.
11. If a child suffers from a medical problem which causes the child to be disruptive, the Administrator of the school may call a conference with the parents to find a suitable solution or obtain additional counsel. If the recommended solution is not consistently followed by the parents and the child's behavior continues to impact others, the school reserves the right to dismiss the child permanently.
12. Hostile behavior or vulgar language by a parent or student toward an Achieve or Harbor employee, student or parent will not be tolerated and may be considered grounds for the student's dismissal from school and or other legal consequences.

We, the parents of \_\_\_\_\_ age \_\_\_\_\_, have read both the Achieve Learning Center and **Harbor Leadership Academy Student Handbook** and the above **Parent Agreement** and agree to abide by the policies and procedures outlined in them.

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Father/Guardian

Date

Mother/Guardian

Date

## Student Responsibilities:

### Student Honor Code

*I want to be an honorable person who values personal character and honor. I want to live for honor and truth. Therefore I commit myself to the following:*

*On my word of honor, I shall do my best to be a good citizen of Achieve Learning Center and Harbor Leadership Academy.*

*I shall not lie, cheat, or steal.*

*I shall respect others and their property.*

*I shall respect and obey my teacher and cooperate fully. I shall cooperate with all school authorities.*

*I shall respect the Code of Achieve Learning Center and Harbor Leadership Academy and seek to bring dignity to everything the school represents.*

As a student of Achieve Learning Center or Harbor Leadership Academy, I will always consider my attendance here a privilege provided by people who love me and care about my education. Therefore I agree and commit to the following:

1. I understand that honorable standards of morality are expected of me both on and off campus, and I agree that failure to abide by those may result in dismissal from Achieve or Harbor.
2. I understand that this means I will actively look for ways to promote Achieve Learning Center or Harbor Leadership Academy and not act in ways which would bring dishonor to me and the school.
3. I will seek excellence in academics and all other endeavors.
4. I will seek in all situations to show respect for all people, including classmates, parents, teachers, and staff.
5. I will not cheat or plagiarize.
6. I will take care of my school and comply with all policies and regulations as outlined in the Achieve Learning Center and Harbor Leadership Academy Student Handbook.
7. I will strive to be a good steward of school property. I will cheerfully assist in maintaining a clean and orderly campus.
8. I understand that regular attendance and preparation is mandatory.
9. I understand the need to communicate when I am having problems fulfilling my obligations, making poor choices, or need counsel and support.

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Student Signature

Date

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

**Achieve Learning Center & Harbor Leadership Academy**  
**Student Technology Contract (For ALC, HLA or Personal Computers)**

Students use the Academy's computers/network and Internet connection for educational purposes only. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. **Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil criminal liability.** Prior to accessing the Internet at school, students must sign the Student Technology Contract. Parent permission is required for minors. Smooth operation of the Academy's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- I. Students are responsible for their behavior and communication on the Internet.
- II. Students may only access the Internet by using their assigned school account. Use of any other person's account/password is prohibited. Students may not allow other users to utilize their passwords. Achieve and Harbor's network is to be used only for course approved programs, regardless of circumstance or intention. **Instructor's approval is for specific needs and timeframe. Students must have written permission to log into any other internet address for any reason. Approval is for one time use, permission is not automatically renewed. For those students who use google docs, or ACC's Gmail are only allowed access to those for specific purposes designated and approved by the instructor. Achieve and Harbor computers are for education and training not socialization.**
- III. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- IV. Students are prohibited from using the Internet/computer to engage in "hacking", transmitting material in violation of any law or regulation or unlawful activities.
- V. Students are prohibited from using word search, copy/paste, or any tech shortcut to answer questions. Lesson material must be completed before questions are answered, viewing screen, printouts, audio reader may be added.
- VI. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- VII. Students are expected to abide by the following generally accepted rules of Network etiquette:
  - A. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the campus computers/network. Do not use obscene, profane, vulgar, explicit, defamatory, or abusive or threatening language in your messages.
  - B. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, while communicating on the Internet.



- C. Do not transmit pictures or other information that could be used to establish identity without prior approval of the administration.
  - D. Never agree to get together with someone you “meet” online.
- VIII. Use of the Internet to access, process, distribute, display or print pornography and other materials that are obscene, objectionable, inappropriate and/or harmful to others is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the campus computers/network (e.g., viruses) are also prohibited.
- IX. Malicious use of the campus computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the campus computers/network in such a way that would disrupt their use by others. Students must avoid wasting limited resources.
- X. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- XI. Downloading of information onto the campus hard drives requires the approval of the administration. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus- detection program before opening the file for use. If a student transfers a file that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- XII. Privacy in communication over the Internet and Network is not guaranteed. To ensure compliance with these guidelines, Achieve Learning Center and Harbor Leadership Academy reserve the right to monitor, review, and inspect any directories, files and or messages residing on or sent using the campus computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- XIII. Use of the Internet and any information procured from it is at the student’s own risk. Achieve Learning Center and Harbor Leadership Academy is not responsible for any damages a user suffers, including loss of data resulting from delays, non deliveries, misdeliveries, or service interruptions. Achieve Learning Center and Harbro Leadership Academy are not responsible for the accuracy or quality of information obtained through its services. Information (including tests, graphics, audio, video, etc.) from Internet sources used in student papers, reports and projects should be cited the same as references to printed materials.
- XIV. Students may not bypass any filter or blocking program on personal or the campus electronic devices. **Never delete ANY history on ANY device used on campus.**

XV. All students will be responsible for their work station computer. If something breaks (other than typical hardware failure and maintenance) the student is required to replace said item. The list below is the minimum replacement cost of hardware:

<b>ITEM:</b>	<b>COST:</b>	<b>PART:</b>
KEYBOARD	\$20.00	PERIPHERAL
MOUSE	\$18.00	PERIPHERAL
<b>MONITORS:</b>	<b>COST:</b>	<b>PART:</b>
15"	\$25.00	PERIPHERAL
17"	\$35.00	PERIPHERAL
19"	\$42.00	PERIPHERAL
20"	\$70.00	PERIPHERAL
<b>CPU</b>	<b>COST:</b>	<b>PART:</b>
AUDIO/ POWER	\$40.00	INTERNAL
USB PORT	\$20.00	INTERNAL
CD/DVD DRIVE	\$35.00	INTERNAL
TOWER or PIs (>1 PORT)	\$150-\$400	TOTAL REPLACEMENT*

\*Irreparable damage to the tower ex: not booting properly or at all due to tampering, physical damage to the tower and/or damage to the motherboard/power supply ports. This also applies to PIs, and any accessories. Note that if more than one port or audio jack is damaged, the entire PI must be replaced.

**(Continue to signature page)**

## STUDENT TECHNOLOGY CONTRACT

By signing this you and your student agree to take care of our equipment with the respect and care it deserves and agree to pay to replace any damaged hardware.

In consideration for the privilege of using the technology, I hereby release Achieve Learning Center and Harbor Leadership Academy and their employees, agents, and operators from any and all claims of any nature arising out of my use of, misuse of, or inability to use Network resources. I agree to abide by the rules and regulations of Network usage as set forth herein and as may be added from time to time by ALC or HLA. A copy of these rules will be available in the front office. Failure to comply withdraws technology access.

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Student Signature

Date

As the student's parent or legal guardian, I have read and agreed to the Achieve Learning Center and Harbor Leadership Academy "Student Technology Contract" form. I understand that access to the Internet is a privilege provided for educational purposes. I understand that it is impossible for the campus to restrict access to all controversial material. I hereby release ALC, HLA and their employees, agents and operators from any and all claims of any nature arising from the use of, misuse of, or inability to use, technology resources. In addition, I agree to indemnify ALC and HLA for any fees, expenses, or damages incurred as a result of my child's use or misuse of the technology or technology equipment. Failure to comply withdraws technology access.

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Parent/Guardian Signature

Date

### **For student laptops/home use:**

I also understand the need for reviewing my child's access to the world and the potential harmful consequences that might incur without protection. I have reviewed all of the programs, content, and downloads on my child's laptop and approve each and every one. I also agree to monitor its use and content as above. ALC or HLA must have on file usernames and passcodes for all computers on campus (to be kept internal). I understand that policies above adhere to personal laptops as well.

---

Parent/Guardian Signature

Date

Program: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_