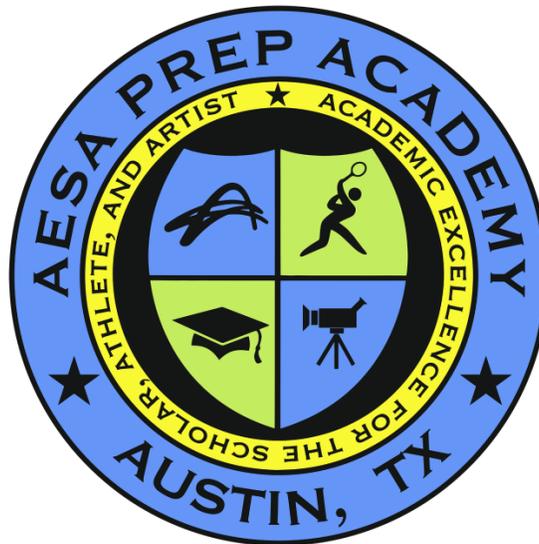


AESA Prep Academy

Academic Excellence for the Student Scholar, Athlete & Artist

Student and Parent Handbook

2018-2019



AESA – The Future of Education



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CHIEF FINANCIAL OFFICER

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August 5th, 2018

Dear AESA Prep Academy Students,

As we embark on this exciting school year together, as Head of School, I would like to welcome you to back to AESA Prep Academy! It is my sincere hope that you will take ownership of your personal success as well as the success of your school, AESA Prep Academy. As an AESA Aussie, we trust you will have pride in AESA Prep Academy and your fellow students and teachers. We are a team and we will lift each other up and be there for one another. This is your school and together we will continue the legacy of keeping this school one of the most innovative and cutting edge private college prep schools in the nation! Please know the AESA faculty, staff, fellow families and friends of AESA are committed to making this a wonderful school year for you. I am honored to be your Head of School. Our goals are far reaching as we help you become tomorrow's leaders! We are so pleased you have chosen to be a part of this exciting journey!

Go AESA AUSSIES!!

Barbara Garza
Head of School



2009 First AESA Students - Jessica Ramsey, Alyssa Caffey, Michael Garza & Adrian Garza

Non Discrimination policy

AESA Prep Academy is committed to a diverse and inclusive community with respect to race, national origin, religion, gender, sexual orientation, family status, economic circumstance, age, and physical disability in its student body, faculty and staff. Pursuant to all applicable federal, state and local laws and regulations, AESA does not discriminate in the administration of admission, financial aid or loan practices, educational or other school-sponsored programs and activities, or in the hiring or terms of employment of faculty and staff.

GENERAL INFORMATION

Overview

AESA Prep Academy of Austin is a 1st-12th college preparatory school for the scholar, athlete and artist. Our school is small by design and serves students that are searching for small student teacher ratios and flexible schedules. Our curriculum is accredited by SACS, The Southern Association of Colleges and Schools. SACS rated AESA as "highly functional", their highest rating level. For our student athletes our courses are NCAA approved.

Our administrators and certified teachers are highly experienced, energetic, positive, and supportive. Their job is to teach and assist students with their coursework, provide accountability, and to engage students and parents in our diverse enrichment program. Our teachers bring our courses to life and inspire our students, and teach them learning is lifelong and fun! Preparation for the SAT and the ACT is performed throughout the school year and is part of our curriculum and in our AESA Test Prep, AESA Math Test Prep, and AESA Writing Lab courses. We believe this educational formula provides an unrivaled opportunity for our students. It is our responsibility to build our students' resumes for college and to help create tomorrow's leaders.

AESA's primary goal is to provide exemplary academic, cultural, and social programming within the framework of a positive, nurturing, and stimulating environment as our students journey in their quest for college scholarships and beyond.

Mission

AESA Prep Academy is a private, college-preparatory school providing an unrivaled opportunity for motivated 2nd through 12th grade scholars, athletes, and artists to become well-educated young adults who prosper and give back to their local and global communities while living productive and fulfilling lives. AESA provides life-altering opportunities, empowering students to pursue their passions and to strive to their fullest potential by offering world-class academic excellence in a small-school setting and flexible schedules that promote a balanced lifestyle. AESA is dedicated to meeting the needs of the entire student so he or she can excel in both academic and extra-curricular passions as they become tomorrow's leaders.

Vision

AESA Prep Academy's vision is to be internationally recognized for success in developing and supporting student scholars, athletes, and artists in their quest to obtain college scholarships and become professionals in whatever area their abilities and desires lie. Our efforts are dedicated to developing compassionate, enlightened students who become responsible and caring citizens of our nation, as well as our world. We will create and sustain an academic environment that inspires confidence, integrity, passion, and empathy within each of our students, empowering them to reach their personal goals as they become tomorrow's leaders.

AESA Prep Academy's Educational Core Values

As an AESA Prep Academy student, I promise to uphold the following educational values:

We value our education and strive to maintain high academic standards throughout our core academic classes, foreign language classes, our elective classes and all aspects of our enrichment program.

We will take responsibility for completing our lessons and projects in a timely manner and will communicate effectively with our teachers to ensure that our needs are met.

We strive to become competent and well-spoken in at least one foreign language. We recommend 3-4 years of one language and multiple languages are great.

We strive to express ourselves to a high degree through our spoken and written word.

We strive to foster a love of learning in all aspects of our lives.

We do our part in studying and preparing for the PSAT, the SAT, and/or the ACT.

We value and honor our educational process at AESA and will strive to become the best students we can be.

We fully participate in the enrichment activities provided by AESA.

We understand that our behavior must be conducive to the educational process at all times and will be respectful of the needs of our fellow students.

We will strive to become good citizens of our nation and of the global community through our actions and community service work.

We will nurture our love for learning and becoming enlightened to the world.

We will develop confidence in our speaking ability, whether we are giving a speech, talking with each other, or speaking with an adult.

We will help keep our school and classrooms clean and orderly at all times.

We will take pride in our school as well as our educational and social experiences with each other.

AESA Prep Academy's Student Athlete Core Values

We are committed to being true team mates supporting and uplifting our fellow teammates.

We will value our health and physical wellbeing and will strive to be a role model for other students.

We are committed to maintaining the highest sense of integrity encompassing every aspect of our behavior during and outside of competition and practice. We strive for high moral character, honor, respect, and honesty in all our actions.

We use our competitive spirit, sportsmanship, and spiritual beliefs to do our best to become the very best that we can be.

ACADEMIC INFORMATION

The AESA Prep Academy Curriculum is accredited by SACS, The Southern Association of Colleges and Schools as of August 29th, 2011. The core academic courses are also NCAA approved as of June 13th, 2012. Our Junior and Senior students are strongly encouraged to take a minimum of one dual credit course from The University of Texas of Austin. All AESA academic courses are based upon National Standards, the SAT and the ACT. Each course focuses on the curriculum content as well as the study and organizational skills needed to be proficient in that particular course. Organizational and study skills are taught in each course to ensure our students are adequately prepared to transition easily into collegiate academics and be truly successful. The corner stone of all AESA courses is communication; both verbal and written. We utilize the Excellence in Writing Institute curriculum as the basis of our writing curriculum for grades 1-12. All High School and 8th grade students that are ready, are required to take the AESA test prep courses in addition to their English and Math courses. All High School students are required to take the AESA Test Prep class beginning in either their 9th or 10th grade year. AESA Test Prep is designed to prepare our students for the SAT and the ACT.

The Daily Schedule

The school day is from 8:30a.m. to 3:15p.m. Monday through Friday. Our student athletes and other students that receive training for their extracurricular activities have the option of attending school from 9:15a.m. to 3:15p.m. The daily schedule consists of eight 45-minute class periods per day, with a 45-minute lunch period. With special permission, students are allowed customized Friday schedules for the following reasons: special or rigorous training and/or competition, Seniors with internships and/or employment related to their college interests, and special family needs. A student must have enough credits to ensure graduating on time, to participate in this special scheduling.

Course Load

Students are required to carry a minimum of 4 core academic courses, and 1 foreign language per semester to be considered a full time AESA student.

Academic Grading Scale

Grades are based upon a 4.0 GPA with numerical grades assigned. The numerical grade translates into letter grades and GPA points as follows:

A = 90-100 % 4 points

B = 80-89 % 3 points

C = 70-79 % 2 points

D = 60-69 % 1 point (students will not receive course credit for a grade below 70)

F = 59 or below

Graduation Requirements

To graduate from AESA, students must acquire 26 credit hours of high school credit and by doing so they will receive a Recommended Diploma. To receive the Distinguished Diploma students must distinguish themselves by receiving a minimum of a B in four of the 26 courses utilizing dual credit courses from the University of Texas at Austin. Students may receive permission to take dual credits courses from other universities.

Recommended Diploma Graduation Requirements: 26 Credits total

Distinguished Diploma Graduation Requirements: 26 Credits total with 4 of the 26 courses being Dual Credit courses.

Required Courses:

English Language Arts.....4.0 credits

- English I, II, III, & IV

Math.....4.0

- Algebra I, Algebra II, Geometry, and Pre-Calculus

Science.....4.0

- Biology, Chemistry, Physics and Environmental Systems

Social Studies.....4.0

- World Geography (1.0), World History (1.0), U.S. History (1.0), Economics (0.5), and U.S. Government (0.5)

Physical Education.....1.0 (a limit of 3 PE credits)

Languages other than English.....3.0 (3 levels in the same lang. & permission for 2 levels only)

Health Education.....1.0

Computer Science.....1.0

Fine Arts.....1.0

Speech.....0.5 (students may take a full year of either Speech or Debate)

Debate.....0.5

Additional Elective courses.....2.0

TOTAL CREDITS.....26.0 credits

Academic Dates and Academic Reporting

AESA's academic school year is divided into two semesters with each semester divided into two quarters. Academic reporting is after the first and third quarters and at the end of each semester. Academic reporting, final exam reviews and final exams are on the following dates:

October 23	First Quarter Academic Report emailed to parents (1 st Q: 8/21-10/12)
December 6-12	Final Exam Review Week (2 nd Q: 10/15– 12/12)
December 13-19	Final Exam Week (End of the Fall Semester 12/19)
January 15	Fall Semester Academic Report emailed (1 st Q, 2 nd Q & final exam grades)
March 5	Third Quarter Academic Report emailed (3 rd Q: 1/7 – 2/22)
May 6-10	Spring Semester Final Exam Reviews (4 th Q: 2/25 – 5/10)
May 13-17	Spring Semester Final Exams
June 5	End of Year Academic Report emailed

Final Exam Schedule for the Fall & Spring Semester Exams

If a student is absent for a final exam due to illness, an emergency, or travel where the school has been notified in advance, the teacher will reschedule these exams for the student.

The final exam schedule is as follows for both semesters:

Monday	Mathematics, Computer Applications, Computer Science, Computer Imaging
Tuesday	Science
Wednesday	Foreign Languages, and Social Studies
Thursday	English, Health and PE
Friday	Elective courses, and conflict exams

Academic Support

Sometimes students need additional academic support outside of their regular classes. Our teachers are available to assist and provide tutoring upon request, in addition to the instruction students receive in their classes. Teachers will be available to provide extra instruction during independent study periods, before and after school.

ENRICHMENT & SOCIAL PROGRAMMING

Cultural Awareness

Through group presentations, guest speakers, and cultural days, AESA will embrace and celebrate our society's cultural differences. Celebrating cultural days such as Chinese New Year will include the cultures' food, music, and ethnic presentations.

SAT and ACT Prep

Our students receive extensive training for the SAT and ACT by taking multiple practice tests during the school year, utilizing academic curriculum that includes the SAT and ACT standards. Students also participate in AESA Test Prep, AESA Math Test Prep and AESA Writing Lab, our own courses that are geared for these tests.

Model UN

Every AESA HS student is a delegate in our Model UN program, participating two times a year in a UN delegation meeting representing and debating on behalf of their country regarding a worldwide issue. Our goal is to prepare our students to be able to participate in the University of Texas National Model UN conference with schools represented from all over the nation.

Student Government

Each student participates in Student Government. As SG representatives they oversee many aspects of the school including, the *"Make a Difference"* guest speaker series and social events such as dances and retreats.

AESA's Favorite Color is Green

AESA is committed to establishing an environmentally safe school. The school building is cleaned with organic and natural cleaning products. We encourage organic and natural food and grow organic vegetables in our garden. AESA provides hands on experiences for our students such as recycling aluminum, plastic, glass, and paper, to help them learn environmental responsibility. Through guest speakers and our environmentally sensitive educational programs our students learn the value of protecting the environment.

Over time, our goal is to become one of the first sustainable campuses in the area. This would include solar power, rain water collection, and other features.

Physical Fitness

AESA is committed to our students having the opportunity to be physically fit and to engage in an exemplary health and wellness education program. Physical Education is included in our tuition. We also allow our students to participate in the tennis programs of our neighbor, the Tennis Polo Club and any other training program they are working with.

Our students may receive 1 PE credit per year, by training in a physical activity or sport, outside of AESA. Students need to receive a minimum of 32 hours per semester. Performances and competition may count in this number of hours. A student may utilize up to 3 credits of Physical Education in the accumulation of their graduation credits.

Nutrition

Nutrition is a key component to having healthy students. We provide extensive nutritional education for our students and their parents. It is our goal to have the nutritional needs of our students met during and after school. Through our Health class students will learn to prepare nutritional dishes, using quality whole foods, avoiding processed foods. We encourage organic and natural food in nutritionally balanced meals and snacks. We try not to utilize processed foods at AESA and use produce from our organic garden as they are available.

We realize the importance of eating properly and we encourage parents to find a way to provide health foods for the snacks and lunches they provide for their children.

We encourage our teachers to find healthy treats for their students, when the lesson or activity calls for something extra in terms of food. We highly discourage candy, gum and very sweet food items. We encourage a small amount of sugar and corn syrup in their eating.

For birthday celebrations, please try to encourage healthy types of cakes and cupcakes.... as much as you are able to do so. For birthday celebrations here at school, please coordinate with June Patty for the ES/MS and Kelly Jarrell for the High School.

Adequate Sleep Requirements

AESA strives to have students finish their work at school in order to have minimal homework. However they will need to plan accordingly for work on special projects and final exam preparation. Through our life skills programming the importance and value of sleep is emphasized. AESA students are taught appropriate organizational skills to allow for family time and other endeavors after school and still be able to obtain adequate sleep. As we all know, sleep is very important especially during growth spurts and it can greatly affect a student's happiness, success and overall positive demeanor. Hopefully students are averaging between 8 and 10 hours of sleep each night.

Positive Coping Skills

AESA strives to teach our students positive coping skills to deal with life's ups and downs. We educate our students on the dangers of alcohol and other drugs, and study the adverse impact these negative coping skills have on individuals, their families, and our society as a whole. In HS Health we educate our students on the emotional and physical risks of entering into a sexual relationship.

Mentoring

Our High School students will receive training on how to be a successful, helpful, and positive mentor to our younger Middle School students. Our High School students socialize and mentor our Middle School students through special activities. Having the older students serve as role models for our younger students will serve the needs of both age groups. The older students need to learn to give of themselves and be good role models.

Community Service

AESA encourages students to think beyond their own needs. We foster the idea that students can make a difference in our world. A meaningful, flexible program of community service can raise social awareness, broaden outlooks, build conscience and maturity, and teach sound leadership values and skills. AESA students are required to design a local community service project individually or as a part of a small group. The idea of learning to give back to society plays a major philosophical role throughout the AESA curriculum. Students need to fill out an accountability form in order to receive credit for their community service hours. Completed forms should be turned in to the Student Services Director, Felix Gooding. Students may pick up community service forms from Mr. Gooding or download them from the school's website. Accountability forms need to be submitted within one month of the completion date of service, including the signature, and phone number or e-mail address of the supervisor of the project. Service hours completed during the summer need to be turned in by the end of the first semester of school. A record of a student's community service hours will be kept by Dr. Dawn Clark, the leader of the AESA Service Corp. Whether or not the 12 hour requirement has been met will be reported to the student and their family at end of each grading period. A final report will be emailed home at year's end.

Social Activities

The development of social savvy and the ability to feel comfortable in social situations is key to being able to successfully communicate in today's culture. AESA provides large group activities to help foster this skill. It is important for your child to participate in these school activities. These activities are designed to be fun but what is fun or one child may not necessarily be fun for another. However, the overall reaching goal, is to help foster appropriate social skills that allow your child to lead a healthy, successful and happy life.

ATTENDANCE EXPECTATIONS

Notification of Absences

Flexibility is one of the main features AESA provides for our students and their parents. Flexibility is a great benefit to many of our families, allowing them to participate in multiple areas and lead a well-rounded life. AESA provides a flexible individualized schedule for our students to meet their individual needs. *However*, we ask that our students fully participate in our academic program and that the school be notified in a timely fashion regarding absences. An integral part of the accountability procedures of AESA's program is attendance. Clear and timely communication with AESA in advance in regards to extracurricular activity dates and appointments are required. For illnesses and injuries that prevent your child from attending school, please notify the front desk at attendance@aesapreacademy.com prior to the beginning of your child's school day. We realize that circumstances arise, such as becoming ill on the way to school, but please make your best effort to follow this procedure.

Students Signing In and Out

In order to insure our students are safe, the school must be able to account for the whereabouts of our students during the academic day. If a student needs to leave before the end of the school day or arrives late during the academic day, they must receive permission from the Head of their school; either June Patty, Diego Leal, or Jose Garcia, or Barbara Garza, the Head of the School. Once they have received permission, they will need to sign out at the front desk located in the main room of the building.

Before a student is able to leave school early, before the end of the school day, their parent or legal guardian must communicate directly or in writing via a text or email to their Head of School. We ask that parents of Elementary and Middle School age students come inside and High School Students that do not drive yet, to sign their student out at the front desk. If the student is driving, then a phone call, email or text from the parent or legal guardian to the front desk staff and is required before the student is excused to leave the campus during the academic day.

If a student arrives after 8:30am either for tardiness or training purposes, they will need to sign in at the front desk.

Students that do not sign in or out properly will need to see their Head of School with their parent to discuss the importance of their safety and the importance of following these school procedures.

Multiple occurrences of a student not following these attendance procedures will require a meeting with Head of School Barbara Garza, and June Patty, Jose Garcia or Diego Leal, prior to them returning to school.

Absence Due to Illness

If a student has a temperature, or they feel ill, we ask that they stay home until their fever has subsided for a 24 hour period or they have been on antibiotics for a 24 hour period. If flu is suspected or has been confirmed, please notify the Head of School by email or with a phone call. If a student has been diagnosed with H1N1, mono or whooping cough they are not allowed to attend AESA for a full week and will need to do their academic work from home. They will need a doctor's note to return to school. Children do not have to have a temperature to be infectious. Please do not send your child to school when they clearly are not feeling well. We do our best to help keep all of our students and teachers healthy.

Illness or Injury during the School Day

If a child becomes ill or is injured while at school, the parent will be contacted as quickly as possible. To expedite this process, it is important that current phone numbers for home, cell phones, work, and the emergency contact person (s) are in their school file. Please contact the school immediately if any of your contact information changes.

Unexcused Absences

Absences for which no legitimate or timely excuse is presented are unexcused. If a student has more than two unexcused absences the Head of School will meet with the student and on the third unexcused absence the Head of School will meet with the parents or legal guardian of the student. Attendance is vital to fully. Please remember we do authorize family vacations during the school year... this policy pertains to missing school without any particular reason or communication.

AESA requires students to be in attendance when they are not participating in their individual training, competition, vocation, or an approved activity, or with their family on vacation.

Tardies

If a student is going to be late to school in the morning, the parents or student will need to notify the School the front desk at AESA's main number: 512-774-4822. Tardies will be recorded and if numerous, may possibly affect a student's academic standing with the school. Students are considered tardy for class when they are more than two minutes late. Students that accumulate three tardies in a particular class will be required to meet with the Head of School, Barbara Garza, and their parents for a conference.

Limit on Excused and/or Unexcused Absences

Attending the academic school day is crucial for mastering the academic skills necessary for our students to perform well on the SAT and to obtain acceptance into a good university or college. There is a point at which a student's absences may become so excessive that consideration whether a student should remain a student at AESA should be discussed. The Head of School reserves the right, to determine if a student's absences have become too excessive and their needs would best be served at another learning institution. The Head of School will review student absences at the end of each grading period. When a student has been absent for more than ten days during a grading period, the Head of School will review the attendance situation with the student and their parents or legal guardian.

If a student is deemed as not making a good faith effort to attend AESA when they are not participating in their extracurricular activities, they may be asked to leave AESA. This determination will be made by the Head of School, Barbara Garza, in concert with AESA staff and the Administrative Team.

Family Vacations and Travel for International Students

Families are encouraged to plan vacations around the already scheduled school vacations. The school will make an extra effort to work with our international families accommodating for flight departure and arrivals.

STUDENT BEHAVIOR EXPECTATIONS

Respect for others and AESA

At the core of life at AESA is the reverence for community. Community life is most rewarding when people work together in harmony. AESA expects all community members to behave as responsible and caring citizens. The expectations of our community are based on the simple principle of respect: respect for self, respect for others, and respect for the environment in which we live.

Purpose of School Rules

School rules apply to all students while they are under the school's jurisdiction. The rules and regulations of the school provide the structure for the AESA community and, as such, merit the attention and respect of every member of that community. When a major school rule is broken, the community is faced with behavior that threatens the orderly, safe, and principled operation of the community as a whole. Students and parents alike should be thoroughly familiar with AESA's rules. Observance of these rules is of fundamental importance to school life.

AESA Prep Academy Jurisdiction

Students that currently attend AESA are under AESA jurisdiction, regardless of whether or not school is in session, whenever they are on campus, engaged in school-sponsored or unsponsored activities or events, or involved in off-campus activities, sponsored or unsponsored, involving other AESA students. In these cases all school rules apply and students can face disciplinary consequences. In addition, any behavior by an AESA student that reflects negatively on the student or upon the school will be considered within the jurisdiction of the school. This includes behavior by students who have been admitted to the school for the upcoming school year, but have not yet enrolled.

Major School Rules

AESA is designed for the self-motivated student. Students that are unable to demonstrate appropriate respect and behavior will not be allowed to continue with this program. The following expectations are the standards that AESA students are expected to comply with:

AESA is opposed to the use of drugs, alcohol and tobacco. Such conduct by minors is both illegal and unsafe. For these reasons the school forbids the use, possession, sale, and/or distribution of alcohol, illegal drugs, or controlled substances. The misuse, sale or distribution of prescription medication is also prohibited. AESA has a no tolerance policy for alcohol and other drugs; however each case will be evaluated by the administrative team on an individual basis with the Head of School determining the final outcome.

As well, any person **in the presence** of others engaging in the use of drugs, alcohol, or tobacco, or engaging in the use of drugs, alcohol or tobacco will face disciplinary consequences, including the strong possibility of dismissal from AESA Preparatory Academy. Each case will be evaluated by the administrative team on an individual basis again with the Head of School making the final determination. Please refer to the school's jurisdiction policy as well.

The possession or use of firearms, explosives, or other dangerous weapons are not allowed on campus and are considered to be under the school's jurisdiction. This includes parents and visitors from the school. Possession of this nature will result in immediate expulsion.

Situations may arise which must be dealt with individually by the Head of School and could lead to dismissal. The Head of School will exercise this authority when it is determined that the best interests of the student and/or the school will be served.

Behavior that interferes with the rights of others and interferes with their studying will not be allowed: this includes interfering with the studying of others in the commons area.

Students will not be allowed to text, email, converse with friends online, enter chat rooms, use Facebook, watch videos or use technology for any purposes other than academic purposes during academic time. Students may call, text or send emails to family and friends during lunch, before and after school. Parents are encouraged not to allow their students to participate in askfm.com and Snapchat.

Behavior that is deemed or seen as harassing or bullying is not tolerated. This includes cyber bullying. AESA is a supportive and caring school community. The consequence for bullying is severe.

Students are expected to treat their fellow classmates and AESA faculty and staff with respect at all times. Students are not allowed to challenge their teacher's authority or impede in any fashion with the learning environment of their fellow students.

Inappropriate language is not allowed. Using profanity, racial, gender orientation, sexual and religious slurs will likely result in suspension. AESA is a safe to be me zone. Cases of inappropriate language will be examined on an individual basis.

Honesty is a highly valued attribute at AESA. Being dishonest or cheating on an academic assignment is viewed as a violation of AESA's honor system.

Theft, stealing and unauthorized usage of another student's belongings is strictly forbidden.

Coed visitation is not permitted on school sponsored trips, on campus, or where students are staying in school.

The willful damage of school property or the property of others will not be tolerated. Students and their family will be responsible for restoration of the property if this is deemed to be a willful act.

Students must remain on campus during the academic day. They must obtain permission to leave campus from the Head of School, if leaving during the academic day. Currently, there are no eating establishments that are close enough to our campus that allow students to leave campus, go out and pick up food or eat out, and return to campus, without having to really rush. Rushing in a vehicle is very dangerous and we have deemed it to be too dangerous to allow our student drivers to go off campus for lunch. *If eating establishments are built closer to our campus, we will definitely revisit this policy.*

Basic expectations: Flagrant or consistent defiance of the basic routine of the school will not be tolerated. This rule includes repeated unexcused absences, challenging the authority of the teacher, repeated failure to meet course expectations, missing assignments and repeated antagonistic or uncooperative behavior.

Major School Rule Violation Consequences

Consequences for major school rule violations will be up to the discretion of the Head of School in concert with the Administrative Team. Consequences include assigned Study Halls, Saturday School, working in the garden or assisting at the school in some other way, suspension and ultimately being asked to leave the school.

Dress Code

Students are expected to wear presentable clothing and to have a clean and neat appearance. Athletic attire and hats are permitted at school.

Certain occasions at school will require a more formal style of dressing. During these occasions a notice will be sent home to parents in this regard. The more formal attire will be required for activities such as the school wide Model UN debates, when our young men will be asked to wear a sports jacket or suit and young ladies will be asked to wear a dress or skirt.

The following dress restrictions will apply for all AESA students:

No shorts higher than mid-thigh for both females and males.

No see-through shirts with bras showing; another shirt underneath with or without spaghetti straps is acceptable.

No sagging of shorts or pants will be allowed.

No tops that expose the stomach.

No muscle shirts.

No scarves, bandannas, or do-rags.

Natural hair color is preferred but light coloring is I style now and acceptable. If there is an issue this will be given consideration on a case by case basis. Anything that is considered too distracting will not be permitted.

No body piercings other than in the ears.

No shirts with profanity, alcohol, drugs, sexual connotations or slogans that promote discrimination or prejudice.

Personal Relationships

Couples are expected to behave in an appropriate manner. The school realizes and is pleased that strong personal relationships will grow between students; however, the school also realizes that displays of affection in public places can often prove embarrassing to others in the community. Couples are expected to use good judgment in this matter.

Protecting Reputation

The reputation of our school is important to all of us. It affects how we are viewed in the community as students, teachers, and as a school. Whether we realize it or not, all members of the school community are always representatives of the school, even when we are not on campus. Things we say or do, in public or online, that reflect back on the school are the responsibility of all of us. Students should be aware that anything they say in public or post on the Internet is their responsibility, even when it is said or posted off campus and outside of school time, and even when it is posted in a semi-private forum. Students may be subject to disciplinary action for statements or postings that reflect poorly on fellow students, the faculty and staff, or the school. The school reserves the right to take appropriate disciplinary measures as deemed necessary for any violations of this policy, whether it occurs on school grounds or off.

Searches and Inspections

Students are expected to have control over the contents of their belongings and will be held responsible for contraband or other inappropriate materials, including inappropriate reading materials, in their possession, whether on their persons or in their purses, automobiles, book and racquet bags, backpacks, or the places where their belongings are kept.

AESA wishes to instill in all members of its community a respect for the rights and safety of all other members of the community. In the furtherance of this goal, it may be necessary for the Head of School and another staff as a witness, to search or inspect a student's book bag, backpack, purse, vehicle, or any other place where a student's belongings are kept while at AESA. Searches would be performed if credible evidence exists regarding possession of a weapon, drugs, alcohol or a stolen item. Parents will be notified if this is necessary and may be request to also be present during this process.

Restoration to the AESA Community

In the event of a withdrawal or dismissal, a student who demonstrates sufficient personal motivation and evidence of significant change and growth may earn the opportunity to rejoin AESA. Students who have been separated from AESA, may, after a period of time determined by the school, petition to return to AESA. AESA reserves the right to determine the readmission process.

Student Driver Requirements

Students with a valid Texas driver's license may drive to school. Students must fill out a driving permission form providing written permission from their parents to drive a car to school, to ride in a car with another student, and to have other students as passengers. Students may obtain the driving permission form from either the front desk or Jose Garcia. It must be signed by Jose Garcia, a Co-Associate Head of School.

Students, faculty and staff must display on their vehicle an AESA seal and a parking permit must hang from their rearview mirror. You may get your parking permit from the front desk either from Mrs. Laura Whipple in the am with your drive to school permission form signed by Jose Garcia. All members of the AESA community must park in the parking lot as you enter the property; referred to as the lower level parking. The lot across from the main entrance is for parents waiting for their children to check out of school with approval of the Head of School, the Middle or High School Heads. Leaving without permission will be considered a serious violation with serious consequences.

Student Vehicle Registration Information

A student's vehicle must be registered with the Head of High School, Jose Garcia.

Closed Campus for Student Drivers

Students are not allowed to leave campus for lunch. If they forget their lunch they may buy snacks on the premisis. If student drivers need to leave early or leave and return during the day for appointments, a text, or email must be received by their Head of School prior to them receiving permission to leave campus. Student

drivers are not allowed to drive their car off campus during the academic day without prior consent from their parents or legal guardian in the form of an email or phone call to the Head of School.

Guidelines for the lunch period

All school rules apply to students as they eat their lunch outside or inside of AESA. Students are expected to push in their chairs, clean up their table and area before returning to class. You may order food but it must be delivered to the front check in desk during lunch period. If it is delivered after lunch period or before you may not get out of class to receive it.

Gossip, Rumors, and a Positive School Environment

Gossip is an activity that can drain, distract and detract from the school environment. Spreading rumors and sharing shocking information with friends is not helpful to anyone. Once we hear something, we can't "unhear" it, and the urge to share it is powerful. We all have participated in this, yet most of us say we don't like it. In order to create a more welcoming and professional school environment we seek to have a gossip-free campus. Gossip always involves a person who is not present, includes unwelcome, unhelpful, and negative criticism of another person, and is often about conjecture that can injure another person's credibility, reputation. In order to have a more professional, gossip-free school environment we ask that our student, teachers, and parents:

1. Not speak or insinuate another person's name when that person is not present unless it is to compliment that person.
2. Refuse to participate when another mentions a person who is not present in a negative light.
3. Choose not to respond to negative social media post, email, or any other form of electronic communication or use the aforementioned means to pass on private or derogatory information about any member of the school community.

Steps for Resolving a Concern

1. A student/parent with any concern is encouraged to speak directly to the teacher. If an issue is uncomfortable, the student or parent is welcome to consult with his or her HS or MS Head of School for support in speaking directly with the teacher involved.
2. Issues with a teacher that are not resolved in this way should be brought to the attention of the Head of School.
3. Topics of a broader interest (such as general questions, procedures, etc.) should be directed to the Administration.

AESA TECHNOLOGY ACCEPTABLE USAGE POLICY

The AESA Technology AUP is designed to give students a guideline for appropriate use of their laptops, cell phones, and computers while on campus and to also outline ways in which they have violated the school conduct code.

Students are allowed to bring their laptops, computers, and cell phones to school. They are responsible for supervising their personal technology and for monitoring its usage. Technology resources include computers, printers, software, online catalogs, network file servers, data files, face book, email systems, and the Internet.

All AESA students from the 4th grade to the 5th grade are required to have an iPad or any other type of tablet. For the 6th through 8th grades, students are required to have at least a tablet, but preferably a laptop for viewing

their online textbooks, doing research and preparing written documents. All High School students are required to have a laptop.

Cell phones are not allowed to be out during the academic day. They must be stored in each student's backpack or personal belongings. The AESA faculty has voted that students will not be allowed to take their cell phones out during class, or during any time of academic programming. If a student feels the need to call their parents, they will need to ask their teacher's permission to go to the front desk to make their phone call. They may also ask the front desk permission to step outside on the front porch to make the call.

Cell phones are not allowed to be utilized in the place of the student's laptop or iPad. IF a student forgets their iPad or laptop, they will have to make up the work at home. They will be allowed to contact their parent to see if it is possible to have their iPad or laptop brought to school. Parents are not expected to bring their children's technology to school for them. We believe this is a determination to be made by each individual family.

As we all know, students now have the ability to text from an iPad or a laptop and it is against school policy to do so. We absolutely do not want our students texting during their academic classes.

All AESA school rules apply to all areas of technology usage. Posting pictures of fellow students or AESA faculty or staff is strictly forbidden. Students are not allowed to post imposter accounts pretending to be someone else. Any form of harassment or bullying using technology will lead to a strong possibility of dismissal.

Use of technology resources or transmission of any material in violation of any federal or state law is strictly prohibited. Also prohibited are the use or transmission of material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing, obscene material and/or pornographic material. In addition, users are prohibited from accessing or attempting to access, using or attempting to use, the Internet or other computer network or non-network facilities for any other unauthorized purposes. This includes but is not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files and other related resources.

How do Parents Communicate With Their Child During the 8:30am to 3:15pm School Day if They Can Not Call Them or Text Them During School Hours?

Parents need to be able to communicate with their child during the school day and we respect this. Parents that need to communicate with their child during the school day, should contact the front desk and someone will let your child know to contact you. If you need immediate contact from your child, they will step outside of their classroom to call or text you. *Please do not hesitate to communicate with your child during the day if you need to. Call the front desk and if they do not answer you can leave a message or please call an administrator.*

STUDENT HEALTH RECORDS

Record of Physical Examination

Students in attendance at AESA are required to have a complete physical examination at the beginning of each school year. This form is to be filled out and signed by your physician. AESA does not have a nurse on staff. Therefore, it is imperative that our staff and coaches be aware of all the existing medical needs of our students. AESA is not equipped to handle medical emergencies or a serious medical problem that may arise with our students. Based on the severity of the emergency, an ambulance will be requested. For those injuries that are not deemed life threatening by AESA staff, the student will be taken across the street to Dr. Lewis's Family Practice if the parent is unable to immediately come and pick them up.

Medication

A medication form must be signed by the student's parent/ legal guardian in order for them to receive prescribed or over the counter medications at school. All medications must be given to the Heads of School and will be kept by them or in the CFO's office in the black filing cabinet. Parents please make sure your child's inhaler, and epi-pens are up to date and extra ones would be wonderful.

Immunization Records and Immunization Waivers

Students will not be enrolled or permitted to attend AESA until their immunization records or immunization waivers are on file and up to date.

Immunization records will be turned into Dr. Laura Whipple. Laura is at the front desk in the am Monday-Thursday. It is the parent's responsibility to ask their doctor's office if their child's immunization record is up to date. If it is found that a child's immunization record or Waiver is out of date, the family will be given two weeks to rectify this situation. After the two weeks, the child will not be allowed to return to AESA until the immunization record or waiver is up to date and has been submitted to the school.

Please note, this is the only aspect of our school, which the State of Texas has jurisdiction over. The State of Texas Health Department inspects all public and private school immunization records and waivers. They will come to AESA and check our student files and if our immunization records and waivers are not up to date, AESA Prep Academy could be found to be non-compliant with the State of Texas.

Accident Responsibility and Insurance

AESA does not assume financial responsibility for medical or dental expenses as a result of accidents while a student is at school, on their way to or from school, or on school trips. Parents should carry health insurance for their child. If parents are unable to do this, AESA staff will help parents look for viable insurance options. However, AESA is unable to pay for a child's health insurance.

Food Allergies & AESA is a Peanut, Peanut Butter, Pistachios[BG1], & Cashew Free Zone

If your child has a serious food allergy, please notify your Head of School for your child's grade level by emailing them, so it is in writing and copy Mrs. Garza. Please double check with your grade level Head of School if you do not get a return notification email, saying this information has been received. AESA is a no peanut or peanut

butter safe zone. We have several individuals that are extremely allergic to even the smell of peanuts,peanut butter, pistachios and cashews.

PARENT PROGRAMMING

AESA recognizes that parents and legal guardians are very important to the AESA community and play an integral part in the overall health of AESA Prep Academy. The AESA staff wishes to work in concert with our parents in order to best meet the needs of our students. Monthly meetings are provided for parents on subjects such as college admissions, nutrition, sleep, and healthy relationships to name a few. Guest speakers such as counselors and experts in specific areas are invited to speak at many of these meetings. Parents are encouraged to be a part of AESA.

Parents Driving Students to School

Drop-off time is no earlier than 8:00am., unless you are part of the tennis training next door which starts at 7:30am and you carpool with someone that needs to be there by 7:30am, then you may come that early. Parents dropping their students off at school may use the drop off circle in front of the school. Parents are asked to wait until their child enters the building before driving off. If a parent has an exception and needs to drop their child off earlier, they may make arrangements to drop them off at 7:30am as an exception. Teachers and staff generally do not arrive until 8:00am.

Please do not use the half circle in front of the school, as a loading and unloading zone for materials, during peak drop off and pick up times. Please do not park here in the half circle during the academic day for any reason other than an emergency.

Contacting Your Children During the School Day

Parents need to be able to communicate with their child during the school day and we respect this. Parents that need to communicate with their child during the school day, should contact the front desk and speak with Laura Whipple in the am and Kelly Jarrell in the pm and they will let your child know to contact you. If you need immediate contact from your child, they will step outside of their classroom to call or text you. ***Please do not hesitate to communicate with your child during the day if you need to. Call the front desk and if they do not answer you can leave a message or please call an administrator.***

Parking

Visitors to AESA should park in the lower level parking lot and check in at the front desk upon entering the school building. They must sign in.

Enter and Exit Through the Front Entrance of the Main Room ONLY

The front entrance of main room is the only available entrance to enter and exit the school building unless there is an emergency. For the safety of our children, this year all students, teachers, parents and visitors will enter and exit, through the main entrance only.

THE AESA COMMUNITY AND THE FOSTERING OF AESA FRIENDSHIPS & SUPPORT FOR EACH OTHER

Monthly Parent Coffee

The Head of School Barbara Garza invites all parents to a coffee on the first Wednesday morning of the month from 8:30am to 10:00am to be held in various areas and will be determined as the date approaches. These dates and places will be posted on the Parent Resources page of the school's website. For months that it is not possible to meet on a Wednesday, we have moved this event to either a Tuesday or Thursday.

This will be a time for parents to get to know each other. Guest speakers will also be invited during these lunches and parents will be notified well in advance of what the schedule will be. Parents will receive a reminder email on the Monday before.

Social Events for the AESA Students and Family Events

We all lead busy lives, and therefore it can be very difficult to carve out time to come to AESA student presentations, parent meetings, guest speaker presentations, or to convince your child some times to participate in AESA social events. These activities are designed to foster your child's self-esteem, leadership skills and social savvy. They are also designed to give our families a true feeling of community and support. Please do your best to participate in the school.

Student Parties and Birthday Celebrations

We ask our families to be inclusive. AESA has a small student population by design. If you host a sleep over, an outing or a birthday party where the majority of the students in your child's grade are invited, please include everyone in your child's grade if it is appropriate. It can make a child feel isolated if they are left out of a gathering where the majority of the students in their grade level are invited. With Facebook and Instagram, it can be hurtful for an uninvited child, so please take these situations to heart.

A Positive Environment

We try our best to invite families that we believe will help AESA continue to be a positive and supportive place for your child and all of the AESA families. If you have any issues that are bothering you, please contact your child's Head of School and then Barbara Garza to try and resolve any issues you would like to see resolved. Our doors and ears are always open to our parents.

EMERGENCY PROCEDURES

Inclement Weather Procedures



In the unlikely event of an emergency, it is important that procedures are in place to appropriately address the situation. Students, staff and faculty will practice safety drills throughout the school year, some announced and some unannounced.

School Cancellations, Delayed Openings and Early Dismissal Procedures

Parents, students and staff will be notified in the event of school closings, due to inclement weather such as a damaging wind, snow, flooding, ice or a national emergency. Notification by email and phone calls will be utilized. A decision to cancel school due to inclement weather will be made no later than 7:00am the morning of the date in question. When possible parents and staff will be communicated with, the evening before the date in question by email. In the event the electricity is out, communication will be via cell phone. If cell phones are out as well, wait until you are able to receive communication from the school.

In the case of an early dismissal due to the advent of a serious brush fire, inclement weather or any situation that will impact student health or safety, parents will be notified by email and phone calls. Dismissal will take place as soon as possible following the announcement. Parents should discuss the possibility of this happening with their children, and ensure that arrangements for their child's care are in place and known to the school and to their child. These procedures should be frequently reviewed so the child will be comfortable if the need arises to send them home at a time different from the usual dismissal time. Please be sure to complete the "Emergency Dismissal Pick-up Procedures" form that is sent home. It is imperative that you keep this information up to date and correct, so the school and your child will be able to contact you. Please be sure to get permission from any person that you are listing on this form as eligible to pick up your child from school.

Fire and Building Evacuation Plan



The FIRE/BUILDING EVACUATION PLAN is used for announced fire drills, fire, smell of smoke, gas leaks, smell of gas, explosion, and hazardous material in the building.

- If there is imminent danger due to fire, smell of smoke or gas, please notify your teacher or other school staff immediately and they will call 911. (If there is not an adult present get out of the building and call 911).
- As soon as the school's megaphone siren goes off, all classes must stop work, stand, and evacuate through the nearest exit.
- Teachers and are other staff members are tasked with ensuring students are evacuating.
- No one is to "investigate" the source of the potential fire or hazardous material.
- Please exit the building with your teacher (if possible) in an orderly, and calm manner.
- The last individual to leave an area should close the door on the way out in order to prevent the movement of smoke or noxious odors.
- Individuals should be mindful of doorknob temperatures as hot doorknobs could indicate imminent danger on the other side.
- Once safely outside of the building, under no circumstance should anyone reenter the building.
- Your teachers or staff members will direct you to a designated "safe zone" outside.
- To clarify, a "safe zone" is an area that is clearly out of danger (minimum of 100 yards from danger), does not block fire officials from entering/performing their jobs, and is visible to AESA officials.
- As teachers, students and other AESA personnel make it to a "safe zone", attendance will be taken. Remain quiet, calm, and alert to allow AESA officials to effectively perform their duties.
- Additionally, listen carefully for further instructions from your teacher and staff. When an "all clear" is received by the Fire Department, students and staff will be able to return to the building. The "all clear" will be given by Director of Security, Mr. Rob Holmes, verbally using the school's megaphone with the microphone. Mr. Holmes, will announce, "All Clear".

Tornado and Severe Weather Plan



The TORNADO/SEVERE WEATHER PLAN is used for imminent danger from tornadoes and severe weather. In the Central Texas area, weather of this type is possible. As a student, if you spot imminent severe weather please notify the closest teacher or staff member immediately. During severe weather the school will maintain a NOAA weather radio for updates regarding the weather situation.

- In case of severe weather, students will be instructed to go to designated safe areas within the school building and sit in the Drop, Cover & Hold, a crouched position, covering your head with your arms and hands. Follow your teacher's or other staff members' directions. Students and staff will remain in the designated safe areas until the severe weather has ended and the Head of School has given the all clear. In the school building, safe areas are identified with a green sign that reads "Tornado/Severe Weather Safe Area". Students should familiarize themselves with these areas. The "all clear" will be given by Director of Security, Mr. Rob Holmes, verbally using the school's megaphone with the microphone. Mr. Holmes, will announce, "All Clear".

Campus Evacuation Plan



The campus evacuation plan is used for large brush fires advancing on the campus, fire, hazardous chemical spills, gas leaks or any other imminent danger to the campus area. (The fires in Bastrop County in 2011, serve as a reminder to all what can happen in a severe brush fire.

AESA administrators will let you know if a campus evacuation is imminent. If necessary, students will be shuttled from AESA to an announced evacuation site. Parents will be informed by text, phone and e-mail of the situation and pick up site for the students. The campus evacuation plan will begin with three short bursts from the megaphone.

Lock Down



The lock down plan is used for an intruder, stranger danger, weapon, hostage, active shooter, hostile individual, criminal activity or dangerous animal. Remain calm.

This drill is announced with an ice cream truck sound, so as not to bring as much attention to it for the intruder: Mr. Rob Holmes will use the megaphone to sound this alarm. Teachers and students are to move to the east and west wings of the school building just off of the main room, shutting the doors to the wings and locking them pull the blinds, turn off the lights and sit quietly in a corner away from the doors and windows. All doors including outside doors are to be locked. Administrators will secure all doors to the outside and push the emergency button on the alarm system. This will notify the police we have an emergency and the police will be dispatched. Administrators, teachers, support staff, and Polo Club staff will communicate with each other via text. The police will be called immediately by the adult or student that first spots the danger. The highest ranking Administrator present will communicate with police regarding the situation. Provide law enforcement with as much information as possible about the incident, timetable, suspects, victims and facility. Quickly and specifically follow law enforcement instructions. No student or staff member should be released until student and faculty accountability is complete.

Teachers, students, staff, coaches will remain in lock down mode until the all clear has been sounded by an Administrator or the Police. The Administrator in charge will make this call. The Head of School is the highest administrator and if off campus will place the Middle School or High School Head of School in charge. If students are outside at the time, supervising staff should move them to the nearest secure room within the building or evacuate to a safe distance off campus and notify the Head of School or police of their whereabouts as soon as possible.

If confronted by the suspect, be courteous and confident. Keep a distance between yourself and the individual and avoid confrontation.