



# STUDENT HANDBOOK 2023-2024



AUPP HIGH SCHOOL



FOX CROFT  
ACADEMY



SCIENCE·TECHNOLOGY·ENGINEERING·ARTS·MATH



# *ABOUT* **AUPPHS - FA**

AUPP High School Foxcroft Academy is an independent high school founded on the principle that knowledge can enhance student independence, leadership, critical thinking, and overall academic success. We are committed to providing students with a rigorous college and career preparatory academic curriculum designed to produce informed and active global citizens. The school will furnish all students with the underlying skills needed for post-secondary success while embracing its safe community and natural environment.

# MISSION STANDARDS

To ensure that the academic program works toward fulfilling the mission of the school, the following cross-curricular mission standards define the skills and abilities we intend students to be able to demonstrate upon graduation from AUPP High School-Foxcroft Academy. These standards pertain to what our school values.

## **CLEAR AND EFFECTIVE COMMUNICATOR**

Defined as one who understands the attributes and techniques that positively impact constructing and conveying meaning for a variety of purposes, and through a variety of modes.

## **SELF-DIRECTED AND LIFE-LONG LEARNER**

Defined as one who understands the importance of embracing and nurturing a growth mindset.

## **CREATIVE AND PRACTICAL PROBLEM-SOLVER**

Defined as one who is skilled at selecting and applying a process of problem-solving to deepen understanding and determine whether redefining the goal is a better way of addressing a problem and continuing to consider other alternative solutions until one resonates as the best one.

## **RESPONSIBLE AND INVOLVED CITIZEN**

Defined as one who understands the interdependence within and across systems and brings to each situation the appropriate actions.

## **INTEGRATIVE AND INFORMED THINKER**

Defined as one who is skilled at using complex reasoning processes to make meaning.



# TECHNOLOGY RULES & REGULATIONS

## SMART/CELL PHONES

The use of Phones and earbuds is prohibited during the regular school day. We encourage students not to bring these types of devices to school, but if they determine to bring these forms of technology to school, they must adhere to the following rules:

— Phones must be out of sight during the school day, with the few exceptions listed below. Out of sight means the device will be checked in at the office when the student enters the school grounds, placed in a backpack, locker, or some other space where it cannot be easily accessed. One's pocket or purse does not qualify as out of sight. Students may retrieve their devices after their last class as they leave for the day. **Students will be allowed to use their phones only in times of emergency or when required to purchase lunch.** If students use their phones to purchase lunch, they will limit their use to the lunchroom or canteen.

— Smart watch/phones/earbuds seen on campus (notwithstanding the exceptions listed) will be confiscated, regardless of whether they are being used or not. If confiscated, the student's parents will be asked to retrieve it for the student.

## LAPTOPS

All students are required to have access to a laptop. These devices are intended to be used primarily for academic purposes at the direction of the teacher. They may also be used as a means of communication. They will not be used for the following:

— Bullying or posing any derogatory information in social media.

— Pornography of any type.

Violation of these rules will be dealt with swiftly and severely.

AUPPHS-FA will not be responsible for damage to or loss of a student's electronic device

# ATTENDANCE POLICY

Academic class attendance is a student obligation. AUPP High School expects all students to regularly and punctually attend all classes in which they are enrolled. Each teacher submits a daily report of attendance, and the official attendance record for each student is recorded.

— If a student arrives late to school, they are expected to sign in at Information Help Desk before progressing to class. Students arriving late to school will not be allowed to join their class without first checking in at the office.

— If a student has an excused absence from a class, the teacher will permit the student to make up the work missed.

To qualify as an “Excused” absence the student must have a doctor’s note. A photo of a positive covid test or the student in the hospital also qualify as “excused.”

“Unexcused” is defined as an absence or tardy without a doctors note. A trip to the province, weddings, birthdays, or the common tummy or head ache do not qualify as “excused.” If you have any questions about what qualifies as excused or unexcused, please inquire with the school administration.

Academic trips, such as that associated with the World Scholar Cup, or World Robotics Olympiad will be excused.

— It is the student’s responsibility to arrange for make-up work in consultation with the teacher within one day of the student’s return to school if the excused absence was unplanned (e.g., for illness).

— Make-up work for planned absences that are excused ahead of the event (e.g., for off-campus related matters), should be arranged with teachers at least 24 hours before the student leaves campus.

While teachers are available to assist with make-up work for excused absences, they are not expected to do so when an absence is unexcused, except to provide information about the work missed. It is the student's responsibility to know whether an absence is excused; if in doubt, the student should check with Administration. Notices of unexcused absences are sent by email to students' campus email addresses and copied to their parents. However, a student's failure to receive a notice does not relieve the student of personal responsibility regarding all absences.

A student who accumulates 15 total unexcused absences or tardies over the course of a year is required to repeat the course during a future school year.

Multiple (excused or not) could potentially affect a student's course grade.

## TARDY POLICY

For a tardy to be excused, it must be accompanied by a doctor's note. **Two 2 unexcused tardies count the same as one 1 unexcused absence. They will count towards the 15 total "unexcused absences" allowed for the year before the student is required to repeat a course.**

## STUDENT DISCIPLINE OVERVIEW

Students at **AUPP High School-Foxcroft Academy** are responsible for maintaining appropriate behavior at all times and becoming responsible adults and citizens. Students who willfully disregard school policy will be subject to progressive disciplinary sanctions.

# DISCIPLINARY ACTIONS

Disciplinary actions at AUPP High School Foxcroft Academy may include but are not limited to the following consequences:



Student meeting with the teacher(s) or principal



Parent conference with school staff



Detention



Out-of-school suspension



Expulsion

# MINOR VIOLATIONS

In the Classroom or within the School:

Unprepared for class (No pencil, paper, books, homework, etc. occurring two times or more per week.)

<p>Class disruption (talking/eating/sleeping in class, making excessive noise, using phone, bringing toys to class)</p>	<p>Disrespect to fellow students</p>
<p>Not following teacher directions/expectations</p>	<p>Overly aggressive behavior - Physical or verbal (threatening posture, pushing, or roughhousing.)</p>
<p>Unexcused class Tardy or Absence</p>	<p>Usage of cell phone/other technology during class time when it is prohibited</p>

# MAJOR VIOLATIONS

- ✘ Fighting
- ✘ Chemical use or possession - including, but not limited to all controlled drugs, alcohol, tobacco, inhalants, or any other illegal drug including paraphernalia, lighters, matches, etc.
- ✘ Theft
- ✘ Harassment of others (this includes on-line harassment of others in posts, pictures or blogs that are cruel or demeaning to others)
- ✘ Swearing or vulgar language
- ✘ Cheating
- ✘ Falsification or ongoing plagiarism
- ✘ Destruction of school property
- ✘ Destruction of property belonging to others
- ✘ Disrespect to staff

# DETENTION & SUSPENSION/ EXPULSION POLICY

- When a student receives detention from either a teacher or administration, he or she will be immediately notified, as will the parents of the student.

An official detention form will be completed that includes the details of the violation. This form will be sent via email to the student and parent(s).

- The student and parents will be given multiple days of notice of the detention date in order for the family to plan transportation arrangements accordingly.



- Detentions will be held for 1 hour, at a time to be determined, depending on when classes conclude for the day.
- A student may be suspended for up to 5 consecutive school days.
- If a student skips detention, they will receive an additional detention.
- Suspensions or expulsions begin officially on the following school day after the violation occurred. The student is not allowed on school property until the suspension is completed.
- Any detention, suspension, or expulsion is documented and uploaded into the student's file. This has major consequences if a student transfers to another school or ask for either teacher/administration recommendations.
- Students will be informed at the appropriate time of the location where the detention will be served.

## DETENTION & SUSPENSION/ EXPULSION PROCESS

- 3 Minor Violations = 1 detention
- 1 Major Violation: 1 detention or suspension/expulsion (depending on the severity of the violation)
- After a student receives 3 detentions during a semester, he or she will be given an official written warning.
- After a student receives 9 detentions during a semester(3 written warnings), he or she is subject to suspension or expulsion.

# RULES AND REGULATIONS

**AUPP High School Foxcroft Academy** rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place, including off-campus, directly interferes with the operations, discipline, or general welfare of the school.

**Article 1:** Student's dress code is based upon the concept of "business casual," which means a neat and clean appearance. Dress code rules apply to masks that may be worn, but are not required, when attending in-person classes.

**Article 2:** A student will be allowed to wear: pants and jeans (without rips), shorts, skirts and dresses that are an appropriate length (not to exceed 2 inches above the top of the kneecap), shirts with collars, appropriate T-Shirts, blouses and shirts that completely cover the torso front and back up to the neck (in essence the body is covered from 2 inches above the knee to the neck). Tight, form-fitting clothing may be worn under appropriate shirts and skirts but cannot be worn independently.

**Article 3:** Clothing that does not fit this standard includes but is not limited to mid-riff blouses/shirts or crop tops, see through clothing, pajama bottoms and tops, tank tops, any ripped clothing, hoods, and other head coverings except for religious purposes, sunglasses, except for medical purposes, skirts or shorts that do not meet the appropriate length, any article that displays tobacco, alcohols, drugs, weaponry, sexual statements or messages of hatred or intolerance, and any footwear that does not cover the top of ones feet. Articles of clothing that are considered offensive or disruptive to the learning environment will not be allowed and this determination is at the discretion of the administration.

**Article 4:** Non-school items of personal property including but not limited to water pistols, mobile devices, laser pointers, playing cards, skateboards, hacky sacks, frisbees, stuffed animals and all items not necessary for classes should be left at home. Personal property used inappropriately during the school day may be confiscated and returned to the student at the end of the school day.

**Article 5:** Students are expected to have the necessary materials for school each day. These include pens, paper, notebook, required texts and a laptop or tablet. **Phones are not an appropriate replacement for a computer.**

**Article 6:** Students are obligated to foster courtesy and self-respect, and report inappropriate behavior when observed. Students are required to report rule violations immediately to a school administrator, teacher, or chaperone. This is particularly applicable to on-line posts or text messages. Specifically on-line bullying, humiliation or slanderous gossip will not be tolerated.

**Article 7:** Students are to refrain from acts of romantic affection that may embarrass others while on school property. Handholding, hugs, and other physical expressions of affection are forbidden.

**Article 8:** Once a student arrives on campus, the student must remain on campus until their last class ends or unless s/he has permission from the office to be dismissed. If a student is seen leaving campus and it is confirmed that s/he has not been given permission to be dismissed, then disciplinary action may follow.

**Article 9:** Students must not go out of AUPP High School Foxcroft Academy campus which includes all its buildings and grounds and includes the sidewalk which crosses the school property. Furthermore, high school students are expected to remain in the high school area of the 3rd floor, the laboratories (during class), the library, the 3rd floor toilets, the canteen or the Center of Student Involvement (CSI).

**Article 10:** Any student who is to be dismissed early from school must present a note or a phone call must be placed by a parent/guardian to the office explaining the reason for the dismissal. This should be done prior to the student's first class on the day of the dismissal. When actually leaving school, the student should present the dismissal note to the appropriate classroom teacher and report to the office to be dismissed. Failure to sign out will result in detention.

**Article 11:** Students are encouraged to do their best to safeguard or prevent damage to school property and act responsibly when using school facilities, equipment, instructional materials, and textbooks.

**Article 12:** Damage to school property, whether it is unintentional or intentional, will be the financial responsibility of the student, parents, or guardian. Disciplinary and/or legal actions may also apply.

**Article 13:** Students may not photograph or record employees or other students without the permission of the administration or the individuals being photographed and/or recorded.

**Article 14:** Fighting or other aggressive behavior (physical and verbal) is strictly prohibited.

**Article 15:** Use or possession of chemicals or drugs, including but not limited to all controlled drugs, alcohol, tobacco, inhalants, or paraphernalia such as lighters, matches, etc... is strictly prohibited.

**Article 16:** Online gaming is prohibited at AUPPHS-FA. The primary reasons are threefold. Firstly, school is for academics. Secondly, it can be distracting to other students, and thirdly, online games demand a substantial amount of bandwidth, which may interfere with academic work that requires access to the internet.

— Students caught playing online games at any time will receive punishments in the form of a warning, detention, or, in extreme cases, suspension.

— Online games used for academic purposes are allowed with the permission or under the supervision of a teacher.



# GRADING SYSTEM: STANDARDS BASED



Overall, grades are based on an A, B, C, D, F (0-100) scale. But, students are also required to show proficiency in all learning objectives or standards within a given course in order to successfully pass the course itself. If a student receives a U (Unmet) in a standard, that means the student is failing the standard or learning objective and will need to contact his/her teacher to coordinate ways to raise the standard grade. If a student has one “U”nmet standard, they receive a “D” grade. Two “U”nmet standard grades justify an “F” grade

# SENIOR CAPSTONE PROJECT REQUIREMENTS



Students will prepare a digital capstone project organized around the 5 mission standards. The capstone project affords students the opportunity to include diverse types of experiences, artifacts, and/or writings originating from diverse subject areas. The capstone project will include a minimum of one artifact for each of the five Mission Standards. Each artifact must be accompanied by a reflective document connecting it with one (or more) performance indicator(s) within the standard. A public presentation (includes 1 administrator and 2 teachers) of an executive summary of the student capstone project will be required in late winter / early spring of the senior year.

# LIBRARY READING REQUIREMENTS



The act of reading is integral to the fulfillment of the school mission and those standards. Reading is a critical skill necessary for an informed citizenry ready for success beyond high school, and students who choose a book beyond their coursework demonstrate the ability to be self-directed, lifelong learners and increase their ability to be integrative and informed thinkers. To that end, reading books obtained through the library is a graduation requirement.

All students must demonstrate that they have read at least one self-chosen book per year of enrollment at the high school, approved by staff and not part of a course assignment. The staff will work with students to ensure that books selected to meet this requirement match the interests and reading levels of our diverse student body. Staff will also work with students to ensure that books selected to meet this requirement are increasingly challenging so that students demonstrate progress in their reading abilities during their time at the school. Students are responsible for selecting and reading a book, then providing clear and effective communication in either written or presentational form that demonstrates sufficient comprehension of the text. Upon students' successful completion of each book, staff will communicate with the Administration, which keeps the official record of library reading for all students.



# COMMUNITY SERVICE REQUIREMENTS

AUPP High School Foxcroft Academy believes that community service is a valuable educational experience and is integral to the fulfillment of the school's mission for its students. As such, community service is a graduation requirement. All students in all grades must perform a minimum number of hours of community service each year, totaling at least 36 hours in order to graduate.

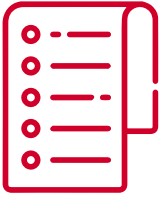
Community service experience teaches and models the importance of giving to others and community stewardship. Through community service students develop altruism and learn the benefit of hard work. Students may also become familiar with agencies and services in their region and may be exposed to a variety of career and professional role models. Community service is a requirement for many scholarships, and it can also be the deciding factor in decisions on college admission or getting hired for a job.

The administration provides information about opportunities for community service. Students are responsible for contacting community service sites, following through with their commitments, and submitting proof of their service to their advisors. Advisors communicate the number of hours served to Counseling Services, which keeps the official record of service for all students. Annual requirements:

GRADE	9	10	11	12
HOURS	6	8	10	12

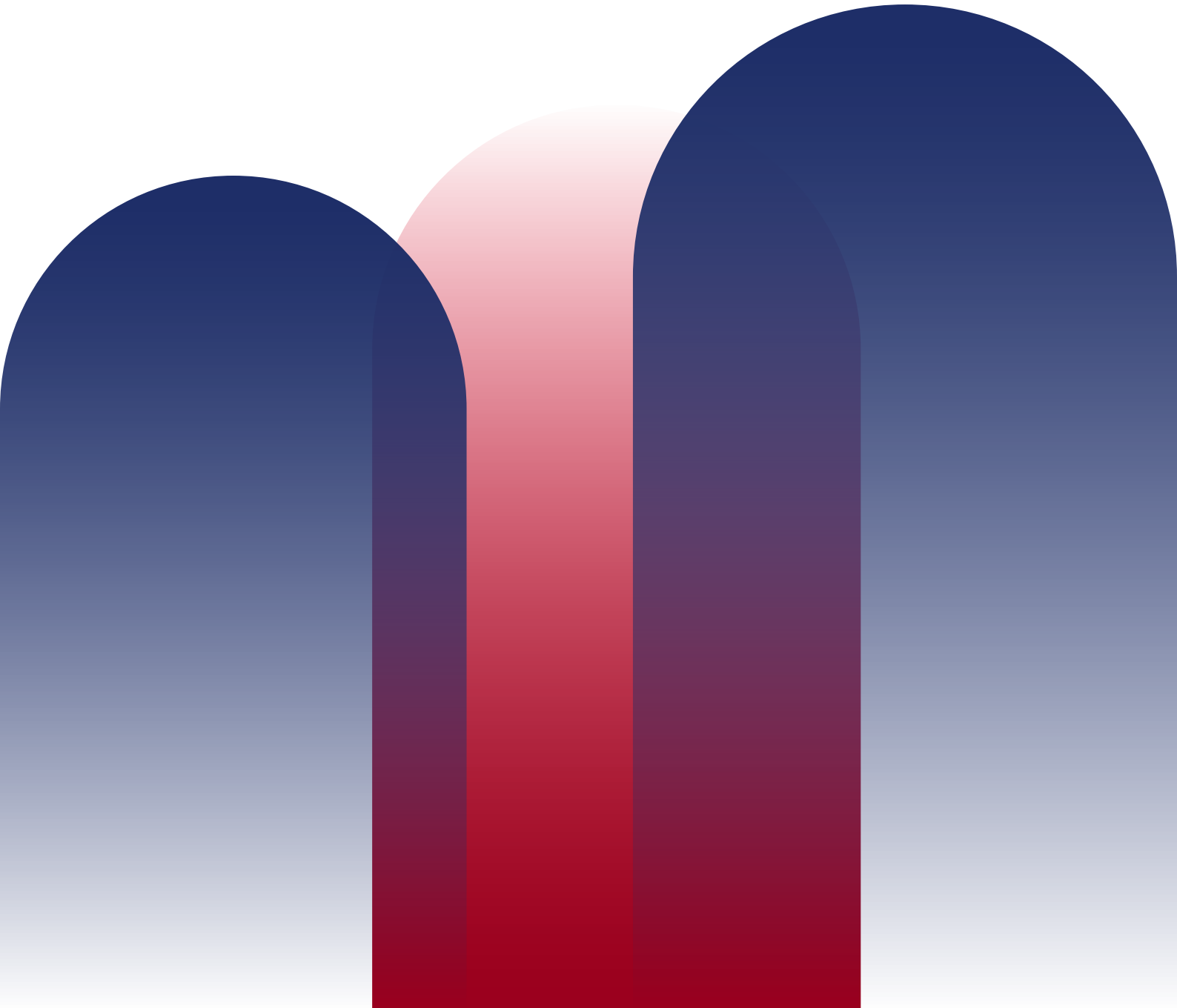
A minimum of 36 hours of community service must be completed and reported in order to meet graduation requirements, with at least 12 of those hours served in the senior year

**Note:** Sophomores, Juniors, and Seniors who transfer into the school are exempt from being required to complete previous years' community service hours.



# ACADEMIC LOAD REQUIREMENTS

Students are required to enroll in a minimum of six courses per year to maintain status as full-time students. Our curriculum provides many opportunities for students to challenge themselves academically and experientially. Students are encouraged to push themselves beyond their current interests and skill levels by stretching their comfort zones in academic and co-curricular activities.







# AUPP HIGH SCHOOL FOXCROFT ACADEMY



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