

Student/Parent Handbook

2016-2017



Student Alternatives Program, Inc. [SAPI] Charter District

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Preface

To Students and Parents:

Welcome to SAPI Charter District! We wish this year to be an especially productive experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Parent Handbook (“the Handbook”) is designed to help us accomplish this goal.

The Handbook is an overview of our school’s goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Handbook is divided into six sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the front office at each campus, and is posted on the school’s website. The fifth section is especially for parents, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, and electronic communication devices.

This Handbook is designed to be in harmony with Board Policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact their Campus Director.

Finally, you must complete and return the last page of the Handbook – “Acknowledgement and Approval of Student/Parent Handbook” – to the school office at your campus.

On behalf of the entire SAPI Charter District staff and community, best wishes for a great 2016-2017 school year!

SECTION I: GENERAL INFORMATION

Mission Statement

The mission and vision of Student Alternatives Program, Inc., the charter-holder of the SAPI Charter District, is to implement a public charter school in partnership with parents and the community that offers a multicultural, safe and friendly environment in which students can successfully learn basic skills and core academic content, develop and demonstrate individual talents and gifts, and develop social competencies that demonstrate citizenship and character.

Statement of Non-Discrimination

The SAPI Charter District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; and any other legally-protected classification or status protected by applicable law.

The following staff members have been designated to coordinate compliance with these requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: the Campus Director of each campus.

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: the Campus Director of each campus.

Admissions Policy

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the open-enrollment charter of each SAPI Charter District ("the School") campus and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled in any campus shall not exceed the number of students approved in the charter or subsequent amendments.

Students in secondary boundaries and outside the primary designated geographic area of a campus may not be admitted to fill a vacancy until all eligible applicants within the primary geographic boundary who have submitted a timely application have been offered that vacancy and enrolled.

In accordance with State law, SAPI Charter District does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Exception to Admission

As authorized by the School's charter and Texas Education Code § 12.111(6), students with a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Texas Education Code, Subchapter A, Chapter 37 may be excluded from enrollment in the School.

Submission of Applications and Admissions Lottery

The School requires applicants to submit a completed application form in order to be considered for admission. An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Each applicant will be assigned a number, and all numbers will be placed in a container and randomly drawn one number at a

time by the Campus Director or designee. Each applicant whose number is drawn will be offered admission. Notification will be made by telephone, e-mail or U.S. Postal Service. Failure of an applicant to respond within 48 hours of the date of the telephone call or e-mail, or within three business days of a post-marked letter, will result in the forfeiture of his or her position in the application process. Parents notified by mail should call the admitting campus immediately upon receipt of the notice in order to preserve their child's position in the lottery.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants assigned to these numbers will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Exceptions

Federal guidelines permit the School to exempt from the lottery students who are already attending the School; siblings of students already admitted to or attending the School; and children of the School's founders, teachers and staff, so long as the number of these students constitutes only a small percentage of the School's enrollment.

Student Information

Any student admitted to the School must provide records, such as report cards from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling at the School for the first time must present documentation of immunizations as required by the Texas Department of State Health Services. See "Immunizations," page 24.

No later than 30 days after enrolling in the School, the parent and school district in which the student was previously enrolled shall furnish records which verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school.

The School will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's consent.

Food Allergy Information

The parent of each student enrolled at the School must complete a form provided by the School that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the School to enable the School to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

The School may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's student records, and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in the School, each student's parent must show proof of residency at the time of enrollment.

Residency may be verified through observation, documentation and other means, to include but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Mailing address of the residence occupiers.
- Visual inspection of the residence.
- Interviews with persons with relevant information.
- Building permits issued to a parent on or before September 1 of the school year in which admission is sought as evidence of residency for the school year in which admission is sought only.

Falsification of residence on an enrollment form is a criminal offense.

Attendance

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of six and 18 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission – including absence from any class, required special programs, or required tutorials – will be considered truant and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 years of age or older has more than five unexcused absences in a semester, the School may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Notice to Parents: Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year or is absent for three or more days or parts of days within a four-week period, the parent is subject to prosecution under Texas Education Code § 25.093 and the student is subject to prosecution under Texas Education Code § 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least 90% of the days the class is offered. These include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered,

Commented [AK1]: HB 5 clarifies that the 90% attendance requirement applies to all students, including those in elementary grades, and also requires 90% attendance for earning a final grade in a course.

may be referred to a campus Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or earn a final grade.

In determining whether there are extenuating circumstances for an absence, the Attendance Review Committee will use the following guidelines:

- All absences, whether excused or unexcused, will be reviewed, with consideration given to special circumstances discussed in the Texas Education Code.
- For a student transferring into the School after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the Committee determines that there are no extenuating circumstances and that credit or a final grade may not be earned, the student and/or parent may appeal the decision by filing a written request with the Campus Director within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Campus Director or designee shall inform the student or parent of the date, time, and place of the meeting.

Absence and Tardiness

Absence in General

When a student must be absent from school, parents are asked to call the School each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. **Notes must be received within three days of the absence, or the absence will be unexcused.**

Because excessive absences are considered truancy under state law, the School reserves the right to take extreme absence cases to court.

Types of Absences

The School recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the School's expectations. Students and parents should also be aware of the School's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;

- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus.
- For students in the conservatorship (custody) of the state;
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Commented [AK2]: HB 455 expands the exemption for health-care appointments to include appointments for the child of a student.

Commented [AK3]: HB 2619 also adds to the list of compulsory attendance exemptions, which include mental health appointments and court-ordered family visitations, for students in the conservatorship of the state. SB 1303 further extends this to any activity ordered by the court.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the Campus Director, follows the School's procedures to verify such a visit, and makes up any work missed during the absence.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the Campus Director prior to the absence.

Commented [AK4]: SB 553 allows for this form of excused absence if a school adopts a policy authorizing this type of absence. If SAPI does not wish to do so, this paragraph may be omitted.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Commented [AK5]: SB 260 provides that absences related to parent deployment are now considered as days of attendance for purposes of ADA funding. However, such absences are limited to five per school year. SAPI can excuse additional absences at the Campus Director's discretion, but ADA funding would not be generated.

For religious holy days, required court appearances, activities related to obtaining citizenship, and service as an election clerk, one day of travel to the site and one of travel from the site shall also be excused by the School.

Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Car trouble;
- Failure to bring a written note within two school days following an absence;
- Leaving school without the permission of the Campus Administrator or other administrator;
- Oversleeping;
- Personal business; and
- Vacations.

Make-Up Work

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project in accordance with timelines approved by the Campus Director and previously communicated to students.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Driver's License Attendance Verification

For a student between the ages of 16 and 18 to obtain or renew a driver's license, written parental permission must be provided for the Texas Department of Public Safety ("DPS") to access the student's attendance records and, in certain circumstances, for a School administrator to provide the student's attendance information to DPS. Eligible students may obtain the required Verification of Enrollment form from the Campus Director's office.

Tardiness

Students must arrive for class by no later than 7:55 a.m. (for Track 1) and 12:55 p.m. (for Track 2). Staff members are on duty to supervise students from 7:45–8:00 a.m. and 12:45 p.m. to 1:05 p.m. A student who is tardy to class by more than ten minutes will be assigned to after-school detention. Repeated instances of tardiness will result in more severe disciplinary action including Saturday School, possible referral to the appropriate authorities for failure to attend school, and/or absence-failing for the semester.

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the Campus Director or designee and in accordance with campus sign-out procedures. A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the Campus Director. The Campus Director will decide whether the student should be sent home and will notify the student's parent of the student's illness.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, if possible.

Withdrawal from School

Voluntary Withdrawal

A student under 18 may be withdrawn from school only by a parent or legal guardian. The School requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the Campus Director's office. The Campus Director or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the office secretary for health records; and to the Campus Director for the last report card and course clearance. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature. The Campus Director or Designee will conduct a pre-withdrawal interview with both student and parent.

Involuntary Withdrawal

The School may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or Campus Director to locate the student have been unsuccessful.

Additionally, the School may revoke the enrollment of a student 18 years of age or older who has more than five unexcused absences in a semester.

Dress and Grooming

As authorized by state law and the School's charter, students are required to follow a dress code to attend school. The School's dress code policy is designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others and will not distract from the educational atmosphere of the School. Students are required to arrive in a proper school dress code every day.

Parents must provide their student(s) with the clothing as described in the dress code.

A parent may choose for his or her student(s) to be exempted from the requirement of wearing clothing specified in the dress code if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students who do not follow the School's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct, and may be sent home from school.

School Dress Code Policy

The School prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs, or rock music or its stars. Any clothing that, in the Campus Director's judgment, may reasonably be expected to cause disruption of or interference with normal school operations is not permitted. Clothing that is ripped, torn, ragged, or suggestive is not appropriate school wear. Shorts, pants, etc. must be worn at the natural waistline and must fit appropriately in the crotch area. No sagging is allowed.

In order to simplify the School's dress code, the following dress guidelines shall be followed by all students.

Pants

1. **Solid khaki (tan), navy blue, black or denim slacks must be worn.** Capri pants and knee-length shorts, skirts, or jumpers are not acceptable.
 - o Pants must be worn at the natural waistline; no sagging is allowed.
 - o Camouflage is not khaki! Camouflage pants/shorts are not allowed.
 - o Pants must be hemmed.
 - o No fleece, "skinny jeans," nylon pants, pajama pants, or scrubs are allowed. Pants must be twill or cotton-twill blends.

Shirts

1. The School t-shirt (purchased through the School office) displaying the School name and mascot is acceptable. T-shirts must be worn as the manufacturer intended. Sleeves cannot be cut; shirts cannot be tied in front or back; no additional writing can be added.

--OR--

2. Polo-style shirts with 3-4 buttons, collars, and short or long sleeves are required. **These are pullover shirts, not shirts that button all the way down.**
 - o Polo-style shirts must be navy blue or white; stripes or other designs on fabric are allowed.
 - o Shirts must be loose fitting and must cover the midriff with arms raised.

- o No additional writing or pictures are allowed.

Other

1. Head coverings including hats, caps, visors, bandannas, and stocking caps are not allowed inside any school building.
2. Minimal facial piercings are allowed at Administration Discretion. This includes, but is not limited to, piercings of the tongue, chin, nose, eyebrow, lip.
3. Only two earrings are allowed in each ear. Earrings must have standard-sized posts. No gauged earrings of any size or type are allowed. This applies to both male and female students.
4. Bracelets and necklaces must be worn in moderation. Pet collars, pet chains, and chain wallets are not allowed. No jewelry with spikes is allowed.
5. Shoes must be worn at all times. No flip-flops, slippers, or shoes with wheels are allowed. Athletic shoes with non-marking soles are required for P.E. and athletic events. Cleats are only allowed during athletic activities for which they are required.
6. Sweaters and sweatshirts may be worn in cooler weather. However, they do not take the place of the required school t-shirt or polo-style shirt! No writing or pictures other than the School logo are acceptable.
7. Any tattoos must be covered.
8. Writing on the skin or clothing is not allowed.
9. Hair must be clean and out of the eyes (not hanging below the eyebrows). Male students' hair must not cover more than half of the ear and must not touch the collar in length. No distracting hairstyles or hair colors are allowed. Male students are not allowed to wear ponytails or braids. Designs and letters or numbers cannot be shaved into the hair. This includes any decoration or insignia. No Mohawks, including "faux-hawks."
10. Young men may have neatly trimmed mustaches or goatees; no full beards allowed on students. "Neatly trimmed" is strictly enforced.
11. Fishnet stockings and leggings are not appropriate for school, even if worn under the appropriate pants or skirts.

**All Clothing is Subject to the Approval of the School Administration.
The Student Dress Code may be revised at any time.**

Please note:

- Students are expected to be in dress code from the moment they arrive on campus each morning until they leave in the afternoon.
- There are no excuses for arriving out of dress code. Tardies or absences will not be excused because school clothing was not available.
- If you are not able to furnish appropriate clothing for your child, please contact the front office.
- Casual-clothing days (dress code-free) will be designated periodically by the Campus Director. Any and all variations from the above uniform code are at the discretion of the Campus Director. On casual days and when discretionary changes are permitted by the Campus Director, the following guidelines will apply:
 - o Students will not be permitted to wear clothing that is see-through, low-cut, sleeveless, or exposes midriffs.
 - o Tank tops or tops with spaghetti straps will not be permitted.
 - o Clothing normally considered as sleep wear or undergarments cannot be worn as shirts or school clothing.
 - o Students will not be permitted to wear clothing that may be used as a weapon (i.e., chain belts, etc.) or can be construed to denote gang affiliation.
 - o Clothing with offensive writing is prohibited.
 - o Extremely sloppy or torn clothing will not be permitted.
 - o Any disruptive or distractive mode of clothing or appearance that adversely impacts the educational process is not acceptable.

The Campus Director possesses final discretion in determining appropriate dress and appearance. Failure to adhere to established dress and appearance codes will result in disciplinary action.

Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to students. Students are expected to provide their own consumable items, such pencils, paper, pens, erasers, and notebooks. Students **may** be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials.
2. Membership dues in voluntary student clubs or organizations and admission fees for extracurricular activities.
3. A security deposit for the return of materials, supplies, or equipment.
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety.
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, and graduation announcement.
6. A fee for voluntary student health and accident benefit plan.
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the School.
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student.
9. A parking fee or a fee for an identification card.
10. A fee for a driver-training course, not to exceed the actual cost per student in the program for the current school year.
11. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the School's regular staff.
12. A fee for summer school courses that are offered tuition-free during the regular school year.
13. A reasonable fee for transportation of a student who lives within two miles of the campus.
14. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program.
15. A fee for lost, damaged, or overdue library books.
16. A fee specifically permitted by any other statute.

The School may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Campus Director, and include evidence of the inability to pay. Details for the fee waiver are available in the Campus Director's office.

Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be treated with care and used as directed by the teacher. A student who is issued a damaged book should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the damages are paid for by the student and/or parent. However, a student will be provided textbooks for use at school during the school day. The School may reduce or waive the payment requirement if the student is from a low-income family. The release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks or supplemental materials.

Lost and Found

Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. Students who have lost these items should check at the front office. Items will be kept in lost and found for up to seven days. The hallways are inspected each evening and all unsecured items are placed in the front office. Students should label all books, clothing and other personal belongings with their name to ensure the prompt return of an item that has been misplaced.

Cafeteria Services

The School participates in the National School Lunch Program and offers nutritionally balanced breakfasts. Guidelines set by the Texas Department of Agriculture (“TDA”) and United States Department of Agriculture (“USDA”) are followed to meet the nutritional needs of all students. Menus may be obtained at the school office.

Free and reduced-price breakfasts are available based on financial need in accordance with federal and state law. Information about a student’s participation is confidential. See the Campus Secretary to apply. Students must apply for meal assistance each school year.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to students other than through the School’s food and nutrition services. More detailed information may be obtained at the school office or online at www.squaremeals.org.

Electronic and Telecommunications Devices

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, **students are not permitted to possess items such as cell phones, pagers, radios, CD players, iPods or MP3 players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school**, unless prior permission has been obtained from the Campus Director.

If a student is permitted to possess an electronic or telecommunications device at school, all such devices must be turned off during school hours. If a School employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or a school-related activity, the employee will collect the item and turn it in to the Campus Director’s office. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, School officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

A parent will be contacted to pick up the item and pay the applicable fine. A \$15 fee will be assessed before the parent is able to retrieve the device. An additional \$15 fee will be assessed the second time a device is confiscated. The third time a device is confiscated; the School will assess a \$15 fee and retain the device in the main office until the end of the current semester. Any disciplinary action will be in accordance with the Student Code of Conduct.

The School is not responsible for damage to or loss or theft of confiscated items.

Displaying a ~~Student’s~~ Student’s Artwork, Projects, Photos, and Other Original Work

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, the School will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the School’s website, on any campus or classroom website, in printed materials, by video, or in any other method of mass communication. The School will also seek consent before displaying or publishing an original video or voice recording in this manner.

Commented [AK6]: We recommend including this section based on guidance from the DOE’s Family Policy Compliance Office noting that student artwork, etc. may be considered an educational record requiring parental consent prior to use by the school in print, video, or on the website.

Also, the photographs mentioned in this section describe only those taken by students. Photographs of students taken by the school would be considered directory information (if so designated), and SAPI would not need parental consent to publish

Distribution of Published Materials or Documents

School Materials

Publications prepared by and for the School may be posted or distributed with prior approval by the Campus Director, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The School newsletters and the yearbook are available to students.

Student Non-school Materials

Students must obtain express prior approval of the Campus Director before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on school property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Nonstudent Non-school Materials

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the SAPI Charter District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the School or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

The requestor may appeal the Superintendent or designee's decision in accordance with school policy.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be submitted to the Campus Director at least ten days before the event. Fundraising activities not approved by the Campus Director are not permitted on school property.

Sales

Advertising may be permitted for approved school-related activities. This may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to students or School personnel while on School property, at School-sponsored events, or on School transportation without the written permission of the Campus Director.

Demonstrations or Meetings on School Premises (Non-School Sponsored)

Any student who wishes to promote, organize or participate in a non-School sponsored demonstration or meeting on School premises must obtain prior written approval from the Campus Director at least three days prior to the requested activity. This three-day period does not include the day of the request or the day of the activity. The School may prohibit demonstrations or meetings that materially and substantially interfere with school activities or the rights of other students or teachers; are vulgar or profane; might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized order; inappropriate for the maturity level of the audience; associates the School with a non-neutral position on matters of political controversy; and/or the School demonstrates reasonable cause to believe that the expression would create material and substantial interference with its educational program.

Transportation**School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the School to and from the event. The Campus Director, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent, so long as the written request is presented before the scheduled trip.

Only designated students are allowed to ride in School vehicles. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

Buses and Other School Vehicles

The school does not provide transportation to attend school. On occasion during School sponsored activities or field trips, a student may be asked to ride a chartered bus, van or school owned vehicle. When this occurs, students must use fastened seat belts at all times.

Students are expected to assist School staff in ensuring that transportation is provided safely. When being transported, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

- Follow the driver's instructions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Refrain from defacing the vehicle or its equipment.
- Refrain from putting his or her head, hands, arms, or legs out of the window, holding any object out of the window, or throwing objects within or out of the vehicle.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Not eat and drink in the vehicle.

Student misconduct while riding in a School vehicle will be punished in accordance with the Student Code of Conduct. Additionally, student transportation privileges may be suspended.

If a special needs student is receiving transportation as a result of an Individual Education plan ("IEP"), the Admissions Review and Dismissal ("ARD") Committee will have discretion in determining appropriate disciplinary consequences for improper behavior in a School vehicle.

Student Parking

Students shall acquire authorization from the School administration before parking a vehicle on School property. Students will be required to provide a copy a valid Driver's License and proof of insurance to School administration as well. Unauthorized vehicles will be towed at the owner's expense. Students driving on School property must follow all posted speed limits and comply with traffic laws. Unsafe operation of a vehicle on campus (speeding, improper parking, etc.) may result in disciplinary action and/or removal of parking privileges. Students are prohibited from using a wireless communication device while driving on School property.

Commented [MZ7]: •H.B. 347 Expands the prohibition against using a wireless device while operating a vehicle in a school-crossing zone to include all school property.

Students are instructed to leave their vehicles immediately after parking. Under no circumstances will students be allowed to sit in their vehicles.

Pledges of Allegiance and Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. A parent may request, in writing, that his or her child be excused from participation in the daily recitation of these pledges.

Commented [AK8]: HB 773 now *requires* charter school students to recite the pledges of allegiance. Charter schools must also prominently display the U.S. and Texas flags in each classroom to which a student is assigned at the time the pledges are recited.

State law requires that one minute of silence will follow recitation of the pledges. Each student may choose to reflect, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Additionally, HB 1501 requires that each elementary and secondary school observe a minute of silence each year in which September 11 falls on a regular school day. Prior to this observance, the instructor must make a statement of reference to the memory of individuals who died on September 11, 2001. This period of observance may be held in conjunction with the minute of silence observed on a daily basis.

In addition, state law requires that the School provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day, in remembrance of those who lost their lives on September 11, 2001.

Recitation of the Declaration of Independence

State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during “Celebrate Freedom Week.” A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, the School determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States government extends diplomatic immunity.

Prayer and Meditation

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. The School will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

School Property and Facilities

Use by Students Before and After School

Students should not arrive at school prior to 7:55 a.m. (for Track 1) or 12:55 p.m. (for Track 2). However, for the benefit of students and parents, certain areas of the School will be accessible to students before and after school for specific purposes. These areas will be designated by the Campus Director for students who arrive early or stay after school. These areas are open students beginning at 7:45 a.m. (for Track 1) or 12:45 p.m. (for Track 2).

Students must leave campus immediately after school dismisses in the afternoon, unless they are involved in an activity under the supervision of a teacher or sponsor. **The School does not offer after-school care.** If a student is involved in

an after-school activity, he or she must remain in the area where the activity is scheduled to take place. The student may not go to another area of the school without permission by the teacher or sponsor overseeing the activity.

Conduct Before, During, and After School

Teachers and administrators have full authority over student conduct during before or after-school activities on School premises and at School-sponsored events off school property, including but not limited to rehearsals, club meetings, athletic practices, and special study groups and tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct. Students may also be subject to any rules of conduct established by the activity's sponsor.

During the school day, students may not loiter or stand in the halls between classes. Students must have a pass to be outside the learning center during class time. Failure to obtain a pass will result in disciplinary action.

Meetings of Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the Campus Director before and after school. These groups must comply with the requirements found in School policy.

A list of these groups is available in the Campus Director's office.

Vandalism

A substantial financial commitment has been made for the construction and upkeep of school facilities to ensure that School facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging School property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

SECTION II: STUDENT HEALTH AND SAFETY

Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on School property at all times, and at all School-sanctioned activities occurring on or off School property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Tobacco-Free School Notice

Smoking and using smokeless tobacco, including electronic cigarettes, are not permitted in School buildings, vehicles, or on or near School property, or at School-related or School-sanctioned events off School property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

Drug-Free School Notice

The School believes that student use of illicit drugs is both wrong and harmful. Consequently, the School prohibits the use, sale, possession, or distribution of illicit drugs by students on School premises or any School activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Accident Insurance

Soon after school begins, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in School-sponsored activities on a school campus, the School cannot, under state law, pay for medical expenses associated with a student's injury.

Accident Prevention

Student safety on campus and at school-related events is a high priority of the School. Although the School has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this Handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Campus Director, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the Campus Director safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other school employees who are overseeing the welfare of students.

Asbestos Management Plan

All SAPI Charter District facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for the School in accordance with federal regulations. Parents may view the Asbestos Management Plan by contacting the Campus Director. Copies of the management plan are also available at a reasonable charge. Any questions regarding the management plan for the School or an individual campus should be directed to [CONTACT NAME AND ADDRESS].

Commented [AK9]: Will need to fill this in.

Bacterial Meningitis

State law requires the School to provide the following information:

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over two years of age) and adults with meningitis commonly have a severe headache, high fever, and neck stiffness or joint pains. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both student and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How Serious Is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How Is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, cigarettes, or coughing or sneezing). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body’s immune system and cause meningitis or another serious illness.

How Can Bacterial Meningitis Be Prevented?

Maintaining healthy habits, including getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccine is safe and effective (85–90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What Should You Do If You Think You Or A Friend Might Have Bacterial Meningitis?

You should seek prompt medical attention.

Where Can You Get More Information?

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>; and the Texas Department of State Health Services (“DSHS”), <http://www.dshs.state.tx.us>.

*For those who offer, please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the front office for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Commented [AK10]: If we do not offer off-campus dual credit programs, this portion of this sentence may be deleted.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Campus Director so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Influenza
Campylobacteriosis	Measles (rubeola)
Chickenpox	Meningitis, bacterial
Common cold	Meningitis, viral
Conjunctivitis, bacterial and/or viral	Mumps
Fever	Pertussis (whooping cough)
Fifth disease (erythema infectiosum)	Ringworm
Gastroenteritis	Rubella (German measles)
Giardiasis	Salmonellosis
Head lice (pediculosis)	Scabies
Hepatitis A	Shigellosis
Infections (wounds, skin, and soft tissue)	Strepococcal sore throat and scarlet fever
Infectious mononucleosis	Tuberculosis, pulmonary

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease’s non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Immunizations

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule.

The required immunizations are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio, hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. To determine the specific number of doses that are required for

your student, please read the “2013–2014 Texas Minimum State Vaccine Requirements for Students Grades K–12.” This document and more information about school vaccine requirements are available at the Texas Department of State Health Services (“DSHS”) Immunization Branch website: www.ImmunizeTexas.com (click on the “School & Childcare” link).

Proof of immunization may be shown through personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Provisional Enrollment

A student may be enrolled provisionally for no more than 30 days if he or she transfers from one Texas school to another, and is awaiting the transfer of immunization records.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the School. The School shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the School shall exclude him or her from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. The School shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Exclusions from Immunization Requirements

Exclusions from immunization compliance are allowable on an individual basis for medical reasons, reasons of conscience, and active duty with the armed forces of the United States.

If a student should not be immunized for medical reasons, the student must present a statement signed by the child’s physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician’s opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child’s household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed DSHS affidavit must be presented by the student’s parent, stating that the student’s parent declines vaccinations for reasons of conscience, including because of the person’s religious beliefs. The affidavit will be valid for a two-year period. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be submitted to the front office within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim an exclusion for military service, the student must prove that he or she is serving on active duty with the armed forces of the United States.

Immunization Records Reporting

The School's record of your student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments and the Texas Department of Health and transferred to other schools associated with the transfer of your student to those schools.

Emergency Medical Treatment

If a student has a medical emergency at school or a School-related activity when the parent cannot be reached, School employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the Campus Secretary to update any information.

Illness During the School Day

Students becoming ill or injured during the school day are directed to report to the Campus Director. If the Campus Director is not available, the student should report to the main office. Parents or other persons designated on the student's enrollment application will be contacted as appropriate.

Administration of Medication

All medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

1. Nonprescription medication brought to school must be submitted to the School by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.
3. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the students Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to the School, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. In certain emergency situations, the School may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the School's medical advisor and when the parent has previously provided written consent for emergency treatment.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising the School office that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on School property or at School-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care

provider and the School nurse, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the main office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the student's physician.

Fitness Testing

According to requirements under state law, the School will annually assess the physical fitness of students. The School is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Dyslexia and Related Disorders

From time to time, students may be screened and treated for dyslexia and other related disorders in accordance with programs, rules, and standards approved by the State of Texas. Parents will be notified should the School determine a need to identify or assist a student diagnosed with dyslexia or related disorder.

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually.

Screening records for individual students may be inspected by the Texas Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

Exemption

A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Campus Director on or before the day of admission an affidavit stating the objections to screening.

Spinal Screening

All children in grades 6–9 must be screened for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year.

A parent who declines participation in the spinal screening provided by the School must submit to the Campus Director documentation of a professional examination, which includes the results of a forward-bend test. This documentation must be submitted to the School during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

Exemption

A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the student's parent, managing conservator, or guardian must submit to the Campus Director on or before the day of the screening procedure an affidavit stating the objections to screening.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

The SAPI Charter District prohibits discrimination, including harassment, against any student on the basis of race, color, religions, gender, national origin, disability, or any other basis prohibited by law. The School also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of School policy.

Commented [AK11]: The requirement to adopt a dating violence policy found in TEC 37.0831 does not apply to charter schools. However, many charters have done so, and SAPI is free to do so as well.

Discrimination

For purposes of this Handbook, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

In compliance with the requirements of Title IX, the School does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

The School also does not tolerate sexual harassment of a student by School employees. Romantic or inappropriate social relationships between students and School employees are prohibited. Any sexual relationship between a student and a School employee is always prohibited, even if consensual. Sexual harassment of a student by a School employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A School employee causes the student to believe that the student must submit to the conduct in order to participate in a School program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
 - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - Creates an intimidating, threatening, hostile, or abusive educational environment.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

For purposes of this Handbook, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Retaliation

The School prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Commented [AK12]: There has been a significant increase of gender-based OCR complaints regarding gender harassment. Including this language in our handbook can be linked with our anti-bullying procedure to show that we don't tolerate students "picking on" each other for reasons potentially protected by Title IX.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Campus Director, or other School employee. Alternatively, a student may report prohibited harassment directly to one of the officials below:

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The Campus Director is the Title IX Coordinator for his or her individual campus.

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The Campus Director is the ADA/Section 504 Coordinator for his or her individual campus.

The [INSERT CONTACT, i.e., Superintendent] shall serve as coordinator for purposes of School compliance with all other antidiscrimination laws.

Commented [AK13]: Need to fill this in.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator may be directed to the [INSERT CONTACT, i.e., Superintendent]. A report against the [INSERT CONTACT, i.e., Superintendent] may be made to the Board of Directors. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

After receiving a complaint of sexual harassment, the School may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the Title IX Coordinator or other authorized School official shall promptly authorize and undertake an investigation. When appropriate, the School may take interim action to avoid additional opportunities for harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations.

The investigator will prepare a written report of the investigation. The report shall be filed with the Title IX Coordinator or other School official overseeing the investigation. If the results of the investigation establish that prohibited harassment occurred, the School shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment and prevent its recurrence. The School may take disciplinary action based on the results of an investigation, even if the School concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality

To the greatest extent possible, the School shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the School's grievance procedure. See "Student or Parent Complaints and Concerns," page 63. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying and Cyberbullying

The School prohibits bullying and cyberbullying as defined by this Handbook, as well as retaliation against anyone involved in the complaint process.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on School property, at a School-sponsored or school-related activity, or in a vehicle operated by the School that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, and pervasive enough the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct described above is considered bullying if that conduct:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of the School.

Bullying can include hazing, threats, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods called "cyber-bullying."

Reporting Procedures

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Campus Director, a teacher, counselor, or other School employee. A report may be made orally or in writing. Any School employee who receives notice that a student has or may have experienced bullying shall immediately notify the Campus Director.

Investigation of Report

The Campus Director shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. See "Freedom from Discrimination, Harassment, and Retaliation," page 28. The Campus Director shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Campus Director shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the [INSERT CONTACT, i.e., Superintendent]. If the results of an investigation indicated that bullying occurred, the School shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The School may take action based on the results of an investigation, even if the School concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality

To the greatest extent possible, the School shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the School's grievance procedure. See "Student or Parent Complaints and Concerns, page 63.

Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Campus Director will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The Campus Director ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the Campus Director considers to be a valid objection.
- The Campus Director ordinarily will be present unless the interviewer raises what the Campus Director considers to be a valid objection.
- The Campus Director will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

When the investigation involves allegations of child abuse, special rules apply. See “Child Abuse Reporting and Programs,” page 32.

Students Taken Into Custody

State law requires the School to permit a student to be taken into legal custody:

- Pursuant to an order of the juvenile court;
- Pursuant to the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated the terms of probation imposed by a juvenile court;
- Pursuant to a properly issued directive to apprehend;
- By an authorized representative of the Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order and under the conditions set out in Texas Family Code § 262.104 relating to the student’s physical health or safety; or
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the Campus Director will verify the officer’s identity and, to the best of his or her ability, verify the official’s authority to take custody of the student.

The Campus Director will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Campus Director considers to be a valid objection to notifying the parents. Because the Campus Director does not have the authority to prevent or delay a student’s release to a law enforcement officer, any parental notification will most likely be after the fact.

Child Abuse Reporting and Programs

The School provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. The School also provides training to its teachers and students in preventing and addressing incidents of sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse. Assistance, interventions and counseling options are also available.

The school’s administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to

interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

Plan for Addressing Sexual Abuse and Other Maltreatment of Students

What is Sexual Abuse of a Child?

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

What is Other Maltreatment of a Child?

Under State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services ("DFPS"). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only, <http://www.txabusehotline.org>.
- **[Insert Local Police Department and Phone Number]**.
- Call 911 for emergency situations.

Commented [AK14]: We'll need to fill these in for each of our campuses.

The School has established the following Plan for addressing child sexual abuse and other maltreatment of children (the "Plan"). The Plan may be accessed at the sapiacademies.org website, and copies of the plan are also available at the Campus Director's office and central administrative office.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children

For Staff: The School annually trains staff members in all content areas addressed in the Plan. Training will include contents of the adopted board policy HR-Child Abuse and Neglect Reporting and is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

For Students: School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. Sexual abuse awareness will be discussed in health/PE classes for students in grades 9-12.

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Campus Director or campus counselor will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. DFPS also provides early abuse intervention through counseling programs. The [redacted] County location may be contacted at [redacted]. Services available in your county can be accessed at the following web address: [http://www.dfps.state.tx.us/prevention and early intervention/programs available in your county/default.asp](http://www.dfps.state.tx.us/prevention_and_early_intervention/programs_available_in_your_county/default.asp).

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Commented [AK16]: We'll want to provide phone numbers for DFPS offices in this blank.

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
<http://www.tea.state.tx.us/index2.aspx?id=2820>
- Sexual Abuse Prevention Programs:
<http://www.childwelfare.gov/preventing/programs/types/sexualabuse.cfm>
- Promoting Healthy Families in Your Neighborhood:
http://www.childwelfare.gov/pubs/res_packet_2008/
- Signs of Child Abuse:
http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- DFPS – Prevent Child Abuse (HelpandHope.org)
<http://helpandhope.org>
- DFPS – How to Report Child Abuse or Neglect:
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse?
https://www.oag.state.tx.us/AG_Publications/txts/child_abuse.shtml
- Prevent Child Abuse.org – Texas Chapter:
www.preventchildabusetexas.org
- Texas Council on Family Violence – Abuse Prevention Links:
<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse or Other Maltreatment

Psychological and behavioral signs of possible sexual abuse or other maltreatment may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.

- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse include:

- Stomachaches or illness, often with no identifiable reason.
- Difficulty in walking or sitting.
- Stained or bloody underwear.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.
- Unexplained soreness, pain or bruises around mouth, sexually transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Signs often first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions That A Child Who Is A Victim of Sexual Abuse Should Take

During student awareness sessions concerning sexual abuse and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options

[Insert list of counseling providers in the area and a brief description of the services offered. DFPS maintains a database of providers at http://www.dfps.state.tx.us/prevention_and_early_intervention/programs_available_in_your_county/default.asp]

Interrogations and Searches

In the interest of promoting student safety and attempting to ensure that the School is safe and drug free, School officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by School officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Express or implied coercion – such as threatening to contact parents or police – invalidates apparent consent.

A search is reasonable if (1) the School official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Desk and Other Searches

Students should have no expectation of privacy in the contents of their desks or other School property. Desks assigned to students remain at all times under the control and jurisdiction of the School. The School will make periodic inspections of

desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their desks, and shall be held responsible for any prohibited items found during a search. The student's parent shall be notified if any prohibited articles or materials are found in a student's desk, or on the student's person, as a result of a search conducted in accordance with this policy.

Vehicles on Campus

Vehicles parked on School property and property under School control are under the jurisdiction of the School and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that School rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, the School may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on School property or at a School-related event.

Procedures for Use of Restraint and Time-Outs

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

Visitors to the School

General Visitors

Visitors for educational purposes are welcome at the School. For the safety of those within the School and to avoid disruption of instructional time, all visitors – including parents – must first report to the Campus Director's office, present a valid photo ID, sign-in, and obtain a visitor's badge.

The Campus Director may take the following actions whenever there is a school visitor:

- Require the visitor to display his or her driver's license or another form of identification issued by a governmental entity containing the person's photograph.
- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the School.

Any visitor identified as a sex offender shall be escorted by School personnel at all times during a school visit and shall have access only to common areas of the campus.

Visits to individual classrooms during instructional time are permitted only with approval of the Campus Director and teacher and so long as the duration or frequency of the visits do not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visitors Participating in Special Programs for Students

On certain days, the School invites representatives from colleges, universities, and other higher education institutions, as well as prospective employers and military recruiters to present information to interested students. These individuals must comply with the School's rules and policies regarding school visitors.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the School to take action against any person – student or nonstudent – who:

- Disrupts classes while on School property or on public property that is within 500 feet of School property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to School property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a School building without authorization from an administrator.
- Interferes with the transportation of students in School vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving School property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

Drills: Fire, Tornado, and Other Emergencies

From time to time, all members of the school community will participate in drills of emergency procedures. When the alarm is sounded, students should follow the instructions from their teachers or other individuals in charge quickly, quietly, and in an orderly manner. Students should also learn and follow the following procedures:

Fire Drill Bells

- 3 bells: leave the building.
- 1 bell: halt; stand at attention.
- 2 bells: return to the room.

Tornado Drill Bells

- 1 continuous bell: move quietly but quickly to the designated locations.
- 2 bells: return to the classroom.

Emergency Closings

Generally, the School dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television stations.

The School may also need to close during certain emergency situations beyond the control of School officials. The announcement of non-weather related school closings will be broadcast on local television stations as early as possible. Any emergency closures will also be posted on the School's website (www.sapiacademies.org).

Pest Control Information

The School periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 48 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Campus Director.

Videotaping of Students

State law permits the School to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the School.

In accordance with state law, the School may use video and/or audio equipment to monitor student behavior on buses and in common areas on campus for safety purposes. Students will not be told when the equipment is being used.

The Campus Director will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who desires to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with the School's policy manual.

In all other situations, a parent may grant or deny a written request by the School to make a videotape or voice recording of a student.

SECTION III: ACADEMICS AND GRADING

Academic Programs

The Campus Director will provide students and parents with information regarding academic programs to prepare for higher education and career choices. High school students are required to enroll in the **Recommended High School Program or Distinguished Achievement Program**. A student may graduate under the **Minimum High School Program** only if he or she meets certain “at-risk” criteria identified in law or if his or her Individualized Education Program (“IEP”) allows for graduation under the program.

Commented [AK17]: Please note that HB 5 will significantly impact the academic programs offered to students. These changes are discussed in greater detail below in “Requirements for a Diploma.”

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center.

Students and parents are encouraged to discuss options for ensuring that students complete all work required with a teacher or the Campus Director.

Career and Technology Programs

The School offers career and technology programs teaching skills in Microsoft Office programs and computer maintenance. Admission to these programs is open only to students in 9th–12th grades that have completed any necessary course prerequisites. A lack of English language skills will not preclude a student from participating in vocational programs.

Class Rank/Top Ten Percent

The School ranks high school students by grade point averages and recognizes the top graduates as honor graduates. Class rankings are provided to graduates, parents, and colleges upon request.

For two years following his or her graduation, a student who graduates in the top ten percent and, in some cases, the top 25 percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

Please note that some universities, including the University of Texas at Austin, may limit the number of students automatically admitted to 75 percent of the University’s enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2014 term, the University will be admitting the top seven percent of the high school’s graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the Campus Director for further information about automatic admissions, the application process, and deadlines.

Class Schedules

Most learning at the School takes place in a personalized learning center where students complete their daily work at a pace that is compatible with their individual learning styles. In addition to the normal core subjects required by the State of Texas for grade advancement and graduation, certain electives are offered in either an individualized self-paced API or computer-based program format or a classroom setting. Most courses including electives courses are teacher-led and offered in both tracks. All students are assigned to a counselor or designee who will provide guidance and support for core subjects.

College Days (High School)

High school students who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must have passed the required parts of the state assessment test for the previous year.
- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.
- The student must be passing all course work.
- The student must have no truancy or other attendance problems.

Students must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

Computer Resources

To prepare students for an increasingly computerized society, the School has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must read and agree to abide by the Student Acceptable Use Policy, found on page 69 of the Handbook.

Commented [AK18]: We'll need to fill in this blank after the Handbook has been finalized.

Counseling

Academic Counseling

Students and parents are encouraged to talk with the Campus Director to learn about course offerings, graduation requirements, and early graduation procedures. Each spring, students in 9th–12th grade will be provided with information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the Campus Director to take the courses that best prepare them for the future. The Campus Director can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The Campus Director is available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Campus Director may also provide information about community resources to address these concerns. A student who wishes to meet with the Campus Director should set an appointment through the school secretary.

Please note: The School will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

Credit by Exam

The SAPI Charter District uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam.

If a Student has Taken the Course

A student in grades 9–12 who has previously taken a course or subject – but did not receive credit for it – will be given credit in circumstances determined by the teacher and Campus Director if the student scores 70% or higher on a criterion-referenced test for the applicable course.

The Attendance Review Committee may offer a student with excessive absences an opportunity to receive credit for a course completing the necessary Charter District Re-Take Exams. A student may not use these exams to regain eligibility to participate in extracurricular activities.

If a Student has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The Board of Directors approves the exams offered by the School. The dates on which exams are scheduled during the 2013–2014 school year will be published in an appropriate School publication and on the School’s website.

A student in grade 9 or above will earn course credit with a passing score of at least 80 on the exam, or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the approved exam before the beginning of the school year in which the student would need to enroll in the course according to the School’s course sequence, the student must complete the course.

If a student plans to take an exam, the student (or parent) must register with the Campus Director no later than 30 days prior to the scheduled testing date. The School will not honor a request by a parent to administer a test on a date other than the published dates. If the School agrees to administer a test other than the one chosen by the School, the student’s parent will be responsible for the cost of the exam.

Distance Learning

The School may offer distance learning. To be considered full-time students in order to receive full credit for courses, students must be enrolled in an approved Distance Learning Program and participate during regular school hours.

Dual Credit Courses

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit is also known as concurrent enrollment.

A student is eligible to enroll in dual credit courses in the 11th or 12th grade if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the Texas Success Initiative as set forth in section 4.57, Title 19, Texas Administrative Code, on relevant section(s) of an assessment instrument approved by the State Board of Education; or

Commented [AK19]: Joe –

Based on the SAPI website, it looks like we only serve students in Grades 9-12. If we do any grades below this, let me know, and I will make a few tweaks to this section.

Commented [AK20]: HB 2694 and SB 1365 significantly change credit by examination for acceleration and course credit. The Board must now approve at least four examinations, to the extent available, for each subject area that satisfy SBOE guidelines. The exams approved by the board must include AP exams as well as CLEP exams. Acceleration and credit must be awarded if the student scores in the 80th percentile, a 3 or higher on an AP exam, or a scaled score of 60 or higher on a CLEP exam. If a student earns credit by this method, an EOC assessment would not be required. These exams must be administered not fewer than four times per year, with the times to be determined by the SBOE. The School should post these dates when they are made available

- Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in section 4.54, Title 19, Texas Administrative Code.

An 11th grade student is also eligible to enroll in dual credit courses if he or she:

- Achieves a score of 2200 on mathematics and/or English Language Arts with a writing subsection score of at least 3 on the tenth grade TAKS relevant to the courses to be attempted; or
- Achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on critical reading and/or mathematics test relevant to the course(s) to be attempted; or
- Achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics and English.

Students in grades 11 and/or 12 are eligible to enroll in workforce education dual credit courses if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics and/or English/Language Arts section(s) on the 10th or 11th graded TAKS. A student who is exempt from taking TAKS may be otherwise evaluated to determine eligibility for enrolling in workforce education dual credit courses. A student may enroll only in those workforce education dual credit courses for which he or she has demonstrated eligibility.

Students may not enroll in more than two dual credit courses per semester. A student may be exempt from this requirement only through approval by the Campus Director and the Chief Academic Officer of the participating college if the student demonstrates outstanding academic performance and capability.

Courses may be taken on campus during the school day or at the college campus. In order to receive the high school credit portion of dual credit, the course grade must be at least a “C”.

Students and parents are responsible for any fees for dual credit courses.

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right.

Eligibility for participation in many school-related activities is governed by state law and rules of the Texas Association of Charter Schools (“TACS”), a statewide association overseeing interscholastic competition between charter schools. The following requirements apply to all extracurricular activities:

- A student who receives a grade of 79% or below in an academic class at the end of a grading period may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- Ineligible students may practice or rehearse.
- A student is allowed up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether TACS activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in

general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

Grade Classification

After the 9th grade, students are classified according to the number of credits earned toward graduation. Certain grade level courses are required for the individual classifications.

Classification

- Grade 10 (Sophomore): 6 credits (must include Algebra I and English I).
- Grade 11 (Junior): 12 credits (must include 2 Math and 2 English courses).
- Grade 12 (Senior): 17 credits (must include 3 Math and 3 English courses).

Graduation

Requirements for a Diploma

To receive a high school diploma from the School, a student must successfully:

- Complete the required number of credits;
- Complete any locally-required courses in addition to the courses mandated by the State; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve passing scores on certain end-of-course (“EOC”) assessments.

The exit-level test, for which satisfactory performance is required as a condition for graduation of any student who is in grade 12 during the 2013–2014 school year, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. If a student in grade 12 did not pass all sections while in grade 11, there will be opportunities to retake each applicable subject test area.

Beginning with students who entered grade 9 in the 2011–2012 school year, students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the School will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours, or at times of the year outside normal school operations.

Graduation Programs

The School offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the appropriate School administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times.

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/Distinguished Achievement Program
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Commented [AK21]: HB 5 will significantly impact this section in 2014-15, when most of the graduation provisions become effective. Commissioner rules are expected regarding a student’s ability to graduate under the new foundation program if the student is completing his or her fourth year in high school during the 2013-2014 school year.

Commented [AK22]: HB 5 gives the Commissioner until October 1, 2013 to adopt rules regarding alternate assessments or courses that will satisfy EOC assessment requirements.

English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2 or 3	4	4
Social Studies, including Economics	3 or 4	4	4
Physical Education*	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Locally required courses / Electives**		5.5	4.5
Miscellaneous			Completion of 4 Advanced Measures***
TOTAL	22 credits	26 credits	26 credits

Commented [AK23]: SAPI will need to choose one.

Commented [AK24]: SAPI will need to choose one.

Commented [AK25]: SAPI will need to put in the number of elective hours depending on the number of science and social studies credit hours required. Also, we'll want to check and make sure that the number of electives mentioned in this table match what SAPI requires.

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

** State rules prohibit a student from combining a half-credit of a course for which there is an EOC assessment with another half-credit of an elective credit course to satisfy an elective credit requirement. However, the School will allow a student to satisfy a graduation requirement for which there are multiple options with one-half credit of one allowable option and one-half credit of another allowable option, if neither course has an EOC assessment.

*** A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
 - a. A score of three or above on an Advanced Placement (AP) exam;
 - b. A score of four or above on an International Baccalaureate (IB) exam; or
 - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year. Please be aware that not all courses are offered at every School campus.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a high school senior who successfully completes state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal (“ARD”) Committee, a student with disabilities may be permitted to graduate under the provisions of his or her Individualized Education Program (“IEP”).

Graduation Activities

Graduation activities will include:

- Prom – provided that enough students pre-register and pre-pay in order to make the activity economically feasible.
- Commencement ceremony.

“Senior Planning” meetings will be held four times per year during a student’s senior year

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the first semester of the senior year. Students must purchase their caps, gowns, and tassels from the School. All other graduation items are optional and available for purchase, if desired.

Homework

Students are assigned homework only when their daily goals in a particular subject have not been completed. “Completing a daily goal” means that: (1) the student has completed all the pages and activities agreed upon when he or she set goals for the day; (2) all of the student’s daily goals have been scored and all incorrect answers have been corrected; and (3) all pages of the student’s daily goals have been re-scored and show that each answer on every page is correct.

Students who do not complete their daily goals in one or more subjects receive a Homework Slip. The student’s parent must sign the Homework Slip to show that the parent is aware that the student has homework.

Students are responsible for completing all daily goals while at school or as homework. Students who do not complete daily goals may be assigned break detention for the first offense or after-school detention for the second offense. Thursday Night School will be assigned for three or more days without completed goals in a two-week period.

Standardized Testing

End-of-Course Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year and, as modified by House Bill 5, end-of-course (“EOC”) assessments are administered for the following courses:

- Algebra I;
- English I and II;
- Biology; and
- United States History.

Satisfactory performance on the applicable assessments will be required for graduation.

There are three testing windows during the school year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient and who require this type of testing accommodation.

Texas Assessment of Knowledge and Skills

The Texas Assessment of Knowledge and Skills ("TAKS") is a state-mandated assessment currently being transitioned to the STAAR program.

Except in limited circumstances, a student in grade 12 during the 2013–2014 school year will be required to retake what is termed the "exit-level" TAKS in the subject areas of mathematics, English/language arts, social studies, and/or science, for which satisfactory performance is required for graduation, if the student did not pass any of these areas while in grade 11.

Texas Success Initiative Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative ("TSI") assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the School as well. Beginning in fall 2013, all Texas public colleges and universities will begin administering a new TSI assessment, which will assist as one of several factors in determining whether the student is considered ready to enroll in college-level courses or whether the student needs to enroll in what is termed developmental education courses prior to enrollment in college level courses.

Commented [AK26]: HB 1244 from the 82nd Legislative Session gave the Texas Higher Education Coordinating Board the authority to develop a single TSI assessment with standard "cut-off" scores. This assessment will be required beginning in fall 2013.

Texas English Language Proficiency Assessment System ("TELPAS")

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70% based on course or grade-level standards [80% for courses offered through API]. A student in grades 9–12 will be advanced a grade level based on the number of course credits earned.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will have two additional opportunities to pass the exam. If the student fails a second time, a Grade Placement Committee consisting of the Campus Director or

designee, the student's teacher, and the student's parent will determine the additional special instruction the student will receive.

If a student fails after a third attempt, the student will be retained at his or her current grade level. The parent, however, may appeal this decision to the Committee. A decision to promote a student to the next grade level must be unanimous. Regardless of whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal ("ARD") Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program ("IEP").

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

Report Cards and Grading Scales

Report cards with student grades or performance are issued at least once every six weeks. Report cards also contain information on student absences in each class or subject taken.

At the end of the first three weeks of a grading period, the School will issue a written progress report if a student's performance in any course is below 70%. Parents are asked to schedule a conference with the teacher of the class or subject in which the student is having difficulty.

A report card or progress report will indicate whether tutorials are required for a student receiving a grade of 69% or lower in a class or subject.

Teachers follow grading guidelines that are approved by the Superintendent as reflecting each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the School's grading guidelines. The Board's decision is not appealable.

The School's official grading scale is as follows:

- A = 100%–90%.
- B = 89%–80%.
- C = 79%–70%.
- F = 69% and below.

Special Programs

Bilingual/ESL Services

In keeping with state and federal law, the School offers Bilingual/English as a Second Language ("ESL") services at all appropriate grade levels for English language learners who are limited in their English proficiency. The program is designed to assist students identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. The School's goal is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language

Proficiency and Norm-Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

Special Education Services

The School has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5–21 years of age and who fall within the School’s jurisdiction. If you know or suspect that your child has a disability, please contact the School’s Campus Director for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”), which is developed by the student’s Admission, Review, and Dismissal (“ARD”) Committee. The ARD Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from the Special Education Director or at the Texas Education Agency Special Education Website: <http://www.tea.state.tx.us/special.ed/>.

Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the Campus Director to learn about the School’s overall general education referral or screening system for support services. This system may link students to a variety of support options, including potential referral for a special education evaluation. Students having difficulty in a regular classroom must be considered for, and provided service from, all tutorial, compensatory, and other support services that are available to all students, including a process based on Response to Intervention (“RtI”). The implementation of RtI has the potential to have a positive impact on the School’s ability to meet the needs of all struggling students.

Commented [AK27]: Revised this portion to reference the new evaluation timelines required by SB 816.

A parent is entitled to request an evaluation for special education services by presenting a written request to the Campus Director or designee. The School must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the School. Additionally, the parent will receive a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

If consent for evaluation is obtained, the School must complete the evaluation and report within 45 school days of the date the School received the written consent. The School must give a copy of the evaluation report to the parent.

Section 504 Services

The School provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student’s disability. A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such an impairment, or is regarded as having such an impairment. A student with a disability is “qualified” if he or she is between the ages of three and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless the School demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the School shall comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, the School shall ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Campus Director for information concerning available programs, assessments, and services. For further information, please contact the Section 504 Coordinator of your campus.

Services for Title I Participants

Information regarding the School's Title I program may be obtained from the Superintendent or each Campus Director.

Summer School

The School may offer summer school classes designed for students who did not complete all required work for the previous school year and for students who would like to take an additional course toward graduation.

Tutoring

Students are encouraged and may be required to see teachers for tutoring. Tutoring services are also available for students receiving special education services.

Private tutoring is the responsibility of a student's parents. Teachers employed by the School are not permitted to privately tutor their students for pay.

SECTION IV: STUDENT CODE OF CONDUCT

The Purpose of the Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, the School has established this Student Code of Conduct (“the Code”) in accordance with state law. The Code outlines prohibited behaviors and consequences for such behavior.

The Code has been adopted by the Board of Directors with the advice of its District-level committee, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the Campus Director. Parents will be notified of any violation that may result in a student being suspended or expelled from the School.

Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as the School may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct. **When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization’s expectations, student behavior and consequences.**

Social Events

School rules apply to school social events to which students bring guests. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted. The School cannot assume responsibility for students who leave a school activity without permission.

Jurisdiction

The School has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on School transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any School-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any mandatory expulsion offense committed while on School property or while attending a School-sponsored or School-related activity of another district in Texas;
6. When retaliation against a School employee or volunteer occurs or is threatened, regardless of time or location;

7. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and
8. When criminal mischief is committed on or off School property or at a School-related event.

Note: In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus will be reported to an appropriate law enforcement agency.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet School and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other School staff.
- Respect the property of others, including School property and facilities.
- Cooperate with and assist the School staff in maintaining safety, order, and discipline.
- Avoid violations of the Code.

Discipline Management Techniques

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and the effect of the misconduct on the school environment.

The following discipline management techniques may be used – alone or in combination – for misbehavior violating the Code or campus or classroom rules:

- Assignment of school service or community service duties such as scrubbing desks or picking up litter.
- Behavioral contracts.
- Cooling-off time or "time out."
- Counseling by teachers, counselors, or administrative personnel.
- In-school suspension or detention, as specified in the suspension section of the Code.
- Expulsion, as specified in the expulsion section of the Code.
- Grade reductions as permitted by policy.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the School.
- Rewards or demerits.
- School-assessed and school-administered probation.
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.

- Verbal correction.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as specified by the Code.

Corporal Punishment

Corporal punishment – spanking or paddling the student – will not be used as a discipline management technique.

Offenses and Consequences

Level I Offenses:

The following behaviors are prohibited at all school and school-related activities:

1. Insubordination.
2. Cheating or copying the work of another.
3. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
4. Committing or assisting in a robbery or theft even if it does not constitute a felony.
5. Damaging or vandalizing property owned by others.
6. Defacing or damaging School property, including textbooks, lockers, furniture, and other equipment, with graffiti or by other means. See glossary.
7. Improperly discharging a fire extinguisher.
8. Disobeying conduct rules regarding School transportation.
9. Engaging in any misbehavior that gives School officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
10. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a School employee. See “Freedom from Discrimination, Harassment, and Retaliation,” page 28.
11. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
12. Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or School employee. See “Freedom from Discrimination, Harassment, and Retaliation,” page 28.
13. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a School employee.
14. Engaging in threatening behavior toward another student or School employee on or off School property.
15. Engaging in verbal or written exchanges that threaten the safety of another student, a School employee, or School property.
16. Failing to comply with directives given by School personnel.
17. Falsifying records, passes, or other school-related documents.
18. Fighting or scuffling.
19. Forcing an individual to act through the use of force or threat of force.
20. Gambling.
21. Hazing. See glossary.
22. Inappropriate or indecent exposure of a student’s private body parts. See glossary.
23. Leaving school grounds or School-sponsored events without permission.
24. Making false accusations or hoaxes regarding school safety.
25. Possessing a cellular telephone or other telecommunications device at school during the school day.
26. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.

27. Possessing a stun gun.
28. Possessing ammunition.
29. Possessing an air gun or BB gun.
30. Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
31. Possessing mace or pepper spray.
32. Possessing pornographic material.
33. Possessing or selling a "look-alike" weapon.
34. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
35. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
36. Possessing or using a laser pointer for other than an approved use.
37. Possessing or using any articles not generally considered to be weapons, including school supplies, when the Campus Director or designee determines that a danger exists.
38. Possessing or using matches or a lighter.
39. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.
40. Possessing, smoking, or using tobacco products, including electronic cigarettes.
41. Possessing, using, giving, or selling paraphernalia related to any prohibited substance. See glossary.
42. Refusing to accept discipline management techniques assigned by a teacher or Campus Director.
43. Repeatedly violating campus or classroom standards of behavior.
44. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
45. Stealing from students, staff, or the School.
46. Repeated tardiness.
47. Throwing objects that can cause bodily injury or property damage.
48. Using the Internet or other electronic communications to threaten students or School employees, or cause disruption to the educational program.
49. Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent. See "Student Acceptable Use Policy," page 69
50. Violating dress and grooming standards as communicated in the Handbook. See "Dress and Grooming," page 14

Commented [AK28]: This will need to be filled in once all revisions have been accepted.

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Disciplinary Consequences (not in order of progressive disciplinary measures)

1. After school detention.
2. Application of one or more Discipline Management Techniques listed on page 49.
3. Confiscation of cell phones or other electronic devices.
4. Grade reductions for academic dishonesty.
5. In-school suspension.
6. Out-of-school suspension.
7. Removal from the classroom and/or placement in another classroom.
8. Restitution/restoration, if applicable.
9. Saturday Detention.
10. Saturday School.
11. School-assessed and school-administered probation.
12. Temporary confiscation of items that disrupt the educational process.
13. Thursday Night School.
14. Verbal correction.
15. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses:

The following behaviors are prohibited at all school and school-related activities:

1. Assault (Class C) – student on student.
2. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by Texas Education Code § 37.121.
3. False accusation of conduct that would constitute a misdemeanor or felony.
4. Fighting.
5. Forgery of school documents at school or otherwise.
6. Gang activity.
7. Harassment under Texas Educational Code § 37.001(b)(1). Hazing under Texas Educational Code § 37.151(6).
8. Hazing.
9. Hit list under Texas Educational Code 37.001(b)(2).
10. Knife possession – not an illegal knife.
11. Non-Title five felony; school is notified by police.
12. Possession of stolen property.
13. Repetitive Level I Offenses – i.e., two or more Level I offenses within a semester.
14. Threats – student on personnel/facility.
15. Threats – student on student.
16. Using the Internet or other electronic communications to threaten students or School employees, or cause disruption to the school program.
17. Violating the School’s medication policy. See “Administration of Medication,” page 26.

Disciplinary Consequences

1. Any applicable Level I Disciplinary Consequence.
2. Out-of-school suspension for up to five days.

Disciplinary actions may be used individually or in combination for any offense.

Level III Offenses

The following behaviors are prohibited at all school and school-related activities:

1. Abusing a prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on School property or at a School-related event.
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault
6. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
7. Arson.
8. Assault.
9. Bullying and/or cyberbullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence. See “Freedom from Bullying and Cyberbullying,” page 30.
10. Burglary of a motor vehicle on campus.
11. Capital murder.
12. Commission of a felony offense listed under Title 5, Texas Penal Code.
13. Conduct endangering the health and safety of others.

14. Conduct punishable as a felony.
15. Criminal attempt to commit murder or capital murder.
16. Criminally negligent homicide.
17. Deliberate destruction or tampering with school computer data or networks.
18. Directing profanity, vulgar language, or obscene gestures toward another student or School employee.
19. Engaging in conduct punishable as a felony under Title 5, Texas Penal Code, when the conduct occurs off School property and not at a School-sponsored or School-related event and (1) the student receives deferred prosecution; (2) a court or jury finds that the student has engaged in delinquent conduct; or (3) the Superintendent or designee has a reasonable belief that the student engaged in the conduct.
20. False alarm or report.
21. Felony criminal mischief against school property, another student, or school staff.
22. Gang activity (violent).
23. Inappropriate sexual conduct.
24. Indecency with a child.
25. Indecent exposure.
26. Issuing a false fire alarm.
27. Manslaughter.
28. Murder.
29. Persistent Level I offenses (four or more Level I offenses committed in any one school year).
30. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
31. Possessing, selling, distributing, or being under the influence of inhalants.
32. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
33. Public lewdness.
34. Repeated failure to comply with directives given by School personnel.
35. Repeated violations of dress and grooming standards as communicated in the Handbook. See "Dress and Grooming," page 14.
36. Required registration as a sex offender.
37. Retaliation against any School employee or volunteer at any time or place.
38. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marihuana, controlled substance, dangerous drug, or alcoholic beverage.
39. Setting or attempting to set fire on school property (not arson).
40. Sexual abuse of a young child or children.
41. Sexual assault.
42. Targeting another individual for bodily harm.
43. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.
44. Vandalism of or conduct constituting criminal mischief with respect to School facilities or property.
45. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

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Disciplinary Consequences

1. Out of school suspension for five–ten days.
2. Expulsion.

Consequences

Detention

Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted.

After School Detention

1. Students will bring materials to work on. Classroom materials may be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
5. Any student assigned to the detention room must stay the entire time. Students refusing to sit their time will be suspended from school.

Suspension

The School utilizes two kinds of suspension: in school suspension and out of school suspension.

In School Suspension

The following rules and regulations apply to all students assigned to in school suspension:

1. Students must report to the detention room at [redacted] a.m. In school suspension will be run from 8:00 [redacted] a.m. until dismissal time.
2. Students will bring materials to work on, including an in school suspension assignment with their teachers' names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
3. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
4. Students may not bring food or drink into the detention room.
5. No disruptive behavior will be allowed.
6. Unexcused absences from suspension will be referred to the Campus Director.
7. Sleeping is prohibited.
8. Students must abide by the provisions of this Handbook and the Student Code of Conduct during their suspension period.
9. A student who misses a scheduled in school suspension without a confirmed excuse will be assigned one day out of school suspension. The missed in school suspension period will be rescheduled. If a student misses more than one scheduled in school suspension without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Campus Director for further action, which may include up to three days of out of school suspension or any other Level I consequence.

Out of School Suspension

Notice of suspension and the reasons for the suspension will be given to the student by the Campus Director.

Removal from School Transportation

A student being transported by School transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating the School's established standards for conduct in a school vehicle. See "Transportation," page 19.

Conferences, Hearings and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law and school policy.

Process for Suspensions Lasting Up To Five Days

In addition to the above list of Code of Conduct violations, the Campus Director has authority to suspend a student for a period of up to five school days for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, the Campus Director or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

Notification to Parents/Guardians

If the Campus Director or designee determines the student's conduct warrants suspension during the school day, the Campus Director or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The Campus Director or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Campus Director.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Process for Out-of-School Suspensions Over Five Days and Expulsion

Notice

When the Campus Director or designee determine that a student's conduct warrants suspension for more than five days or expulsion, but prior to taking any expulsion action, the Campus Director or designee will provide the student's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Campus Director, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the student:

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of the School's evidence;
4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

Hearing Before Campus Director

The School shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and the School shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Campus Director may audio record the hearing.

Immediately following the hearing, the Campus Director will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the suspension or expulsion, if any;
2. When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
3. The right to appeal the Campus Director's decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

Appeal to the Board of Directors

The student or his or her parent(s) may appeal the expulsion decision to the Board of Directors by notifying the Campus Director in writing within seven calendar days of the date of receipt of the Campus Director's decision. The Board will review the audio or transcribed record from the hearing before the Campus Director at a specially called meeting. The Board will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

No Credit Earned

Except when required by law, students will not earn academic credit during a period of expulsion.

Emergency Placement and Expulsion

If the Campus Director or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of the School or a school-sponsored activity, the Campus Director or designee may order immediate removal of the student. Immediate suspension may be imposed by the Campus Director or designee if he or she reasonably believes such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.

Suspension/Expulsion Requirement

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, a student with a disability shall remain in the present education setting, unless the School and parents agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, the School shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Campus Director may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis.

For the purposes of this law, “firearm” means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. “Destructive device” means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

Glossary

Armor-piercing ammunition is handgun ammunition designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.

Arson occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
 - a. Knowing that it is within the limits of an incorporated city or town;
 - b. Knowing that it is insured against damage or destruction;
 - c. Knowing that it is subject to a mortgage or other security interest;
 - d. Knowing that it is located on property belonging to another;
 - e. Knowing that it has located within it property belonging to another; or
 - f. When the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Assault is defined in part by Texas Penal Code 22.01(a)(1). A person commits an assault if the person intentionally, knowingly, or recklessly causes bodily injury to another.

Chemical dispensing device means a device, other than a small chemical dispenser sold commercially for personal protection, designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.

Club means an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, mace, and tomahawk.

Deadly conduct occurs when a person commits an offense by recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication may be offered to a student who is 17 or older, as an alternative to seeking a conviction in court.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct means conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. Delinquent conduct also includes conduct that violates certain juvenile court orders, including probation orders. Delinquent conduct does not, however, include violations of traffic laws.

Explosive weapon means any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False Alarm or Report occurs when a person knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Graffiti means making marks with aerosol paint or an indelible marker on tangible property of the owner without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment means repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct related to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Hazing involves any knowing, intentional, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Indecent Exposure means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun means any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Paraphernalia means any device that can be used to inhale, ingest, inject, or otherwise introduce a controlled substance into a human body.

Possession means to have on a student's person or in the student's personal property, including but not limited to the student's clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Reasonable belief determination can be made by the Superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Self-defense means using force against another when and to the degree a person reasonably believes the force is immediately necessary to protect him or herself.

Switchblade means any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

Short-barrel firearm means a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat occurs when a person threatens to commit any offense involving violence to any person or property with intent to:

1. Cause a reaction of any type to his or her threat by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the School).

Title 5 offenses involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

Under the influence means not having the normal use of mental or physical faculties; however, the student need not be illegally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use.

Use means that a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

Zip gun means a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smoothbore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

SECTION V: ESPECIALLY FOR PARENTS

Your Involvement as a Parent

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the School provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
2. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by the SAPI Charter District. Discuss with the Campus Director any questions you may have about the options and opportunities available to your child.
3. Monitoring your student's academic progress and contacting teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or Campus Director, please call the school office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.
5. Becoming a school volunteer. For further information, contact the Campus Director. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
6. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact the Superintendent's office.
7. Attending Board meetings to learn more about the School's operations.

Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the student or the student's parent(s).
2. Mental or psychological problems of the student or the student's family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of individuals with whom the student has a close family relationship.
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation.

“Opting Out” of Surveys and Activities

Parents have a right to receive notice of and deny permission for their child's participation in:

1. Any survey concerning the private information listed above, regardless of funding.
2. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the School in advance and not necessary to protect the immediate health and safety

of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Notification of Teacher Qualification

At the beginning of each school year, the School will notify the parent of each student attending with information regarding the professional qualifications of their student's classroom teachers. The School will also provide this information upon request from a parent. The notification will include, at a minimum:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree; and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain School requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the School. The School will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Student or Parent Complaints and Concerns

Student and parent complaints or concerns can usually be addressed by a phone call or a conference with a teacher. For those complaints and concerns that cannot be handled so easily, the School has adopted a standard complaint policy as stated in the School's policy manual. A copy of this policy may be obtained in the Campus Director's or Superintendent's office. In general, the student or parent should first discuss the complaint with the Campus Director. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the School provides for the presentation of a complaint before the Board of Directors.

Commented [AK31]: While SB 2 amended TEC 12.129 to require that principals and teachers must hold a baccalaureate degree, there was no change to the requirement in TEC 12.130 that charter schools provide written notice of teacher qualifications to all parents.

Commented [AK32]: Texas is a member of the Interstate Compact on Educational Opportunities for Military Children, which entitles students of military families to flexibility regarding certain district and state requirements. In addition, as a result of SB 260, absences related to parent deployment are now considered as days of attendance for purposes of the school's ADA funding. However, these absences are limited to five per school year, and the bill describes the instances for which they will be excused. The school may excuse additional absences under existing statutory authority to excuse any absence at the principal's discretion, but ADA funding would not be generated. If the school will allow additional absences, we will need to modify this section.

SECTION VI: IMPORTANT NOTICES

Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights include the following:

The Right to Inspect and Review

Parents and/or eligible students have the right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Campus Director a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, the School shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

The School shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The School may charge a reasonable fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The School will not charge a fee to search for or to retrieve the educational records of a student.

If the educational records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

The Right to Seek Amendment of the Student's Educational Records

Parents and/or eligible students may ask the School to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the Campus Director in writing, clearly identify the part of the record the parent or eligible student wants changed, and specify why it is inaccurate or misleading. The School will decide whether to amend the record as requested within a reasonable time after the School receives the request. If the School decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, as a result of the hearing, the School decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the School decides that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School, or both. If the School places an amended statement in the educational records of a student, it is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The Right to File a Complaint

Parents and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. These complaints should be addressed as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Access to Medical Records

Parents are entitled to access their students' medical records.

Notice for Directory Information

Under FERPA, the School must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, the School may disclose personally identifiable information contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the School has designated the information as "directory information."

The School has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

1. Student's name;
4. Address;
5. Telephone listing;
6. Electronic mail address;
7. Photographs (including video images);
8. Date and place of birth
9. Major field of study
10. Dates of attendance;
11. Grade level;

12. Participation in officially recognized activities and sports;
13. Weight and height of members of athletic teams;
14. Degrees, honors, and awards received; and
15. The most recent educational agency or institution attended.

School-sponsored/school-affiliated purposes are those events/activities which the School conducts and/or sponsors to support the School's educational mission. Examples include, but are not limited to:

1. Extracurricular programs or events (*e.g.*, school plays, concerts, athletic events, graduation ceremony),
2. Publications (*e.g.*, newsletters, yearbook, etc.)
3. Honor roll and other student recognition lists,
4. Marketing materials of the School (*e.g.*, print media, website, videos, newspaper, etc.)

The School has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. Student's name,
2. Address, and
3. Telephone listing.

The School shall not release directory information except for the purpose indicated above, namely:

1. Disclosure relating to school-sponsored/school-affiliated purposes; and
2. Disclosure to military recruiters and institutions of higher education, but only for secondary students.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 SCHOOL DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
Use of Student Photos and Directory Information Opt Out Form

“Directory Information” means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits the School to designate certain personal information as “directory information,” which may be released to anyone who follows the procedures for requesting it as proscribed in School policy.

To prohibit the School from releasing your student’s directory information, you must circle NO adjacent to the appropriate statement(s) below, sign the form, and return it to your student’s campus. Completion of this form is optional. However, if you do not circle NO or return this form, directory information about your student may be released in accordance with School policy.

If you have more than one student enrolled, you must complete a separate for each student.

PLEASE CIRCLE YES OR NO

YES	NO	I give permission for my student’s name and photograph to be included in the School’s yearbook.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or School personnel for use in educational purposes.
YES	NO	I give permission for my students artwork, projects, photographs, etc. to be used or displayed in School publications, including media coverage, printed materials, marketing, and websites.
YES	NO	I give permission to release my student’s directory information to institutions of higher education.
YES	NO	I give permission to release my student’s directory information to military recruiters.

 PRINT Student’s Full Legal Name

 Students Date of Birth (month/day/year)

 PRINT Parent/Guardian/Full Legal Name

 Parent/Guardian Signature

 Date (month/day/year)

Use of Student Work in School Publications

Occasionally, the SAPI Charter District wishes to display or publish student artwork, photos taken by the student, or other original work on the School's website, a website affiliated or sponsored by the School (such as a classroom website), and in School publications. The School agrees to use these student projects in this manner.

Parents: Please circle one of the choices below:

I, parent of _____ (student's name), (do give) (do not give) the SAPI Charter District permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature:

Date:

Student Acceptable Use Policy

Technology Mission Statement

The SAPI Charter District is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness by providing students with technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, the School is dedicated to providing an integrated technological curriculum for all students and staff members. Students will have access to the technology necessary to produce, manage, communicate and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, the School will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Instructional Resource

The School is proud to bring network and Internet access to school employees and students, and believes the Internet offers many diverse and unique resources to both students and staff. The School's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovative teaching, and communication skills.

Students and staff have access to numerous research oriented and instructional resources via the Internet. On-line encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. On-campus computers have the technology necessary to support student research and to promote academic achievement.

Student Safety

The School is aware that resources that are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the School's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for the School to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and school employees who obtain their Internet access through the School are expected to use these services appropriately.

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. The School is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the School's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the School.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by the School administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

Policy – Terms and Conditions

Acceptable Use

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the School's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the School's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the School's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of school policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. The School will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the School's network.

Network Etiquette

Each network user is expected to:

1. Be polite (i.e., an all-caps message implies shouting);
2. Use appropriate language;
3. Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
4. Maintain confidentiality of the user, colleagues, and students;
5. Respect copyright laws; and
6. Be respectful in all aspects of network use.

Consequences

Violation of the School's policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the administration.
3. Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
4. Expulsion may be considered in instances where students have used the School's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

SAPI Charter District

Acceptable Use Agreement Acknowledgement Form

I have read and agree to abide by the SAPI Charter District Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student Name

Student Signature

Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the SAPI Charter District Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. The SAPI Charter District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the School to restrict access to all controversial materials and I will not hold the School responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian

Date

SAPI Charter District

Electronic Communication Device Commitment Form (Regulation of Electronic Communication Devices)

Electronic communications at school and at school-related functions are subject to regulation by the School.

This Electronic Communication Device Commitment Form grants authority and permission to the School to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies and to perpetrate conduct disruptive of an educational environment essential to the School's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is prohibited.
- If a student possesses such devices on school property or while attending school-related events, the School is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that the School is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of student)

(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

SAPI Charter District

Food Allergy Notification Form

Dear Parents,

The School is required by law to request, at the time of enrollment, to have the parent or guardian of each student attending a School campus disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for the School to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. The School will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

Food:	Nature of allergic reaction to the food:

The School will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act ("FERPA") and Board policy. **The School will maintain this form as part of your child's student record.**

Student Name: _____ Date of Birth: _____

Grade: _____ Parent Work Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by the school: _____

SAPI Charter District

Photo/Videotape Release Form

Throughout the school year, there may be times when the SAPI Charter District staff, the media, or other organizations (with the approval of the Campus Director), may take photographs of students, audiotape and/or videotape students, or interview students for School-related stories in a way that would individually identify a specific student. Those photographs, audio recordings, and/or videotaped images or interviews may appear in School publications; in School video productions; on the School website; in School advertisements, fundraising, and/or recruitment materials; in the news media; or in other nonprofit, education-related organizations' publications.

In order to release student photos, video footage, comments and/or post on the School website, we need written permission. To give your consent, please complete the form below.

_____ I hereby give permission for the SAPI Charter District to use my child's voice and/or likeness in its publications for the purposes mentioned above. I authorize the use and reproduction by the School of any and all photographs and/or audio or video recordings taken of my child, without compensation to my child or to me. All photographs and recordings shall be the sole property of the School. I waive any right to inspect or approve the finished photographs, audio or video recordings, and/or reproduced materials that may be used in conjunction with them. I understand and agree that the School may use my child's voice and/or likeness in subsequent school years unless I revoke this authorization by notifying the Campus Director in writing. I further grant unto the School permission to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for School-related stories or articles. I release the School and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with the purposes mentioned above.

_____ The SAPI Charter District may not use my child's voice and/or likeness in its publications for the purposes mentioned above. I further decline permission for the School to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles.

Student's Name: _____

Parent's Name: _____

Address: _____

Telephone Number: _____

Parent's Signature: _____ Date: _____

* Students 18 years of age or older may sign this release form for themselves *

SAPI Charter District

Student/Parent Handbook

Acknowledgment and Approval of Student/Parent Handbook

My signature below acknowledges that the SAPI Charter District has made its Student/Parent Handbook available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled at the School, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

Student Name: _____
(Please Print) Last First MI

Grade: _____

Student Signature Date

Parent/Guardian Signature Date

Please remove this page after it is signed, and return it to the school office.

Thank you for allowing our staff the opportunity to partner with you in the education of your child.