

A+ Academy Secondary

An A+ Charter Schools Inc. Charter School



Student/Parent Handbook and Student Code of Conduct

2016–2017

Table of Contents

PREFACE	7
INTRODUCTION	8
Mission	8
Charter Schools.....	9
History of A+ Charter Schools, Inc.....	9
Roles and Responsibilities.....	10
A+ Academy-Contact Information.....	10
SECTION I: GENERAL INFORMATION	11
Admissions Policy.....	11
Attendance	12
Absence	12
Excused	13
Unexcused	14
Attendance for Credit or Final Grade	14
Compulsory Attendance	15
Exemptions	15
Failure to Comply	16
Drivers License Verification	16
Make-Up Work	16
Official Attendance Taking Time	17
School Hours	17
Tardy	17
Truancy Laws	18
Campus Classroom Rules.....	19
Distribution of Pubish Materials.....	19
School Materials.....	19
Dress and Grooming.....	20
Electronic and Telecommunication Devices.....	22
Fundraising.....	23
General Information for Students.....	24
Meals.....	26
Parking Lot Procedures.....	26
School Activities.....	27
School Transportation.....	28

School Facilities.....	28
Student Fees.....	29
Student Information.....	29
Textbooks and Curriculum Materials.....	30
Title I Information	31
Withdrawal from School.....	32
SECTION II: STUDENT HEALTH AND SAFETY.....	34
Administration of Medication.....	34
Alcohol-Free School Notice.....	35
Asbestos Management Plan.....	35
Bacterial Meningitis.....	36
Child Abuse Reporting and Programs.....	38
Communicable Diseases.....	39
Disruptive Activity.....	39
Drug-Free School Notice.....	40
Dyslexia and Related Disorders.....	40
Emergency Medical Treatment.....	40
Fire and Emergency Drills.....	40
Fitness Testing.....	40
Freedom from Bullying.....	40
Freedom from Discrimination, Harassment, and Retaliation.....	42
Illness During the School Day.....	45
Immunizations.....	45
Interrogations and Searches.....	47
Law Enforcement Agencies.....	48
Restraint and Time-Outs.....	48
Sexual Abuse of Students.....	50
Spinal Screening.....	52
Tobacco-Free School Notice.....	53
Vision and Hearing Screenings.....	53
Visitors.....	53
Weather Closing.....	54
SECTION III: ACADEMICS AND GRADING.....	55
Advanced Placement Program (High School).....	55
AWARDING OF CREDITS.....	55

Class Rank.....	56
College Days (High School).....	57
Computer Resources.....	57
Credit and Acceleration by Exam (Middle and High School).....	57
Dual Credit Programs (High School).....	58
High School Graduation Standards.....	59
Graduation Requirements.....	60
Homework Policy.....	64
Report Cards and Grading Scales.....	64
Promotion Requirements.....	65
Semester Exam Exemption.....	66
Special Programs.....	67
State Assessments.....	69
Summer School.....	70
Tutorials.....	70
SECTION IV: STUDENT CODE OF CONDUCT.....	71
Jurisdiction.....	71
Discipline.....	72
Code of Conduct Violations.....	72
Offenses and Consequences.....	75
Level I Offenses.....	75
Level II Offenses.....	76
Level III Offenses.....	77
Level IV Offenses.....	78
Disciplinary Consequences - Due Process	78
Suspensions.....	78
Expulsion.....	79
Placement of Students with Disabilities.....	82
Campus Discipline Management Plan.....	82
SECTION V: ESPECIALLY FOR PARENTS.....	85
Class Celebration.....	85
Notification of Teacher Qualification.....	85
Parental Notifications.....	86
Parent and Student Complaints and Concerns.....	89
Parent/Teacher Conferences.....	91

School Website.....	91
Surveys and Activities.....	91
Teacher Contact.....	92
Volunteering at School.....	92
SECTION VI: IMPORTANT NOTICES.....	93
Notice of Parent and Student Rights: FERPA Confidentiality Notice.....	93
Notice for Directory Information.....	94
Use of Student Photos and Directory Information Opt Out Form.....	96
Student Guidelines for Acceptable Use of Technology Resources.....	98
A+ Charter Schools Student Acceptable Use Agreement.....	102
Acknowledgment and Approval of Student/Parent Handbook.....	103

PREFACE

This Handbook is an overview of our district’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.

The Handbook is divided into five 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 fifth section is especially for parents, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, electronic communication devices, and the grievance policy. 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.

This Handbook is designed to be in harmony with Board Policy, and is updated yearly. 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 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 the appropriate campus principal.

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

INTRODUCTION

Mission Statement

The mission of A+ Charter Schools Inc., the premiere transformational school of choice in Southeast Dallas County, is to develop responsible, self-sufficient citizens who are aware of their unique potential and to inspire all stakeholders to set and obtain high goals through innovative technology and individualized educational programs, emphasizing traditional family values.

Strategic Objectives

A+ Charter Schools, Inc. intend:

- To have 100% of our students identify their abilities and recognize their self-worth through involvement in leadership positions.
- To have 100% of our students take and successfully complete at least one Advanced Placement (AP) or dual credit course as part of a plan for a career path or post-secondary education.
- To have 100% of our graduates, within six months of graduation, engaged in a full-time career path or enrolled in post-secondary education.
- To have 100% of our students demonstrate self-sufficiency by compiling and monitoring a personal individualized achievement portfolio.
- To have 100% of our staff and students functioning at or above proficiency levels in selected technology.

Strategies

A+ Charter Schools, Inc. will accomplish the strategic objectives listed above with the following strategies:

- We will develop and support a comprehensive community services program.
- We will redefine and establish program options to create student choices for career paths.
- We will develop and implement individualized, performance-based curriculum and instruction.
- We will organize to strategically communicate and accomplish our mission.
- We will energize and integrate all aspects of our diverse community to fully support and implement the mission and its objectives.
- We will develop the character of each student with appreciation for the common core of human values and respect for traditions of excellence.
- We will integrate technology into all aspects of our stated mission.

Charter Schools

In February of 1996, the Texas Legislature authorized the creation of state chartered schools. These are public schools required to meet state accreditation requirements. Charter schools are designed and managed by concerned teachers, parents, administrations, and community members. Once the charter is created, it is submitted to the State Board of Education for approval. The charter is granted to a 501 (c) (3) non-profit organization. The non-profit organization governing our school is called **A+ Charter Schools, Inc.**, formally Rylie Family Faith Academy, Inc., and (RFFA). The Board of Directors of **A+ Charter Schools, Inc.**, is the governing body of the charter school, which implements the policies and procedures of the charter school. **A+ Charter Schools, Inc.**, oversees the operation of two independent charter schools: **A+ Academy and Inspired Vision Academy**, both operating in the Pleasant Grove community of Dallas, Texas.

The school must conduct itself in agreement with its charter. Charter schools are accountable to the State Board of Education and are monitored by the Texas Education Agency to insure that they meet both state and federal guidelines. Many rules and regulations that apply to public schools have been removed from charter schools, yet with this freedom there is a great deal of fiscal and student academic accountability.

History of A+ Charter Schools Inc.

Karen Belknap is the founder of **A+ Charter Schools, Inc.**, and the two charter schools it currently operates: *A+ Academy* and *Inspired Vision Academy*. Mrs. Karen Belknap, assisted by several members of her family, began the schools in 1998 as a means to improve the lives of the children of this part of Dallas, Texas. She conducted research that indicated the 75217 zip code had one of the highest child mortality rates in the nation. In 1998 the Pleasant Grove area was rampant with gang activity, illegal drug use, and criminal behavior. She began first school in the old Rylie School building located on Rylie Road in SE Dallas and named the school “Rylie Academy”. Over the next few years she, her husband Don, and other members of her family established three more charter schools, including A+ Academy and Inspired Vision Academy. After the Rylie Academy closed and no longer used the old Rylie School building A+ Academy moved into the building. Mrs. Belknap continues to be involved in the schools as a non-voting member of the Board of Directors Emeritus and an active participant in school activities.

Roles and Responsibilities

Board of Directors

The Board of Directors is responsible for the management, operation, and accountability of the school.

Superintendent/CEO

The Superintendent/CEO works under the direction of the Board of Directors, and is responsible for all daily operations of the district, including hiring, firing, training, curriculum development, enforcement of Board policies, and compliance with state and federal reporting guidelines.

The Superintendent/CEO is Mr. Brenton White. He has served as a teacher, campus principal, as well as Assistant Superintendent at A+ Charter Schools.

Comment [DL1]: Information Need Updated

A+ Charter Schools, Inc.

<u>Brain Francis</u>	<u>Deputy Superintendent</u>
Tony Valdez	Director of Maintenance, Custodial, and Transportation Services
Judy Jones	Director of Food Service
Karen Cook	Director of State Reporting
<u>Gene Walker</u>	<u>Chief Financial Officer</u>
Deandra Alvizo	Director of Payroll and Benefits
<u>Dr. Kelree Brasseaux</u>	<u>Deputy Superintendent</u>
Barabara Gibson	Federal Programs Director
Dr. Shala Flowers	Director of Academics
Rachel Olivo	Director of Special Education
<u>Carolyn Rogers</u>	<u>Director of Human Resources</u>

Administrative office is located at: 8225 Bruton Road, Dallas, TX, 75217. The office phone is 214.275.1200.

Campus Principal

A+ Academy Secondary is led by

A+ Academy Contact Information

10327 Rylie Rd. Dallas, TX 75217 972-557-5578

Teachers and School Staff

Under the leadership of the Executive Principal, teachers and school staff maintain order in the school. Our teachers and staff also serve as role models and help students fulfill their potential and develop self-worth. Our teachers are asked to communicate regularly with parents; maintain consistent standards of behavior for all students; demonstrate respect for all students, staff, and parents; and prepare students for the full responsibility of citizenship.

Students

Students are entitled to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behavior. Students demonstrate respect by coming to school prepared, on time, and ready to learn; showing respect for themselves, for others, and for those in authority; and following established rules and taking responsibility for their own actions.

Parents

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment. Parents fulfill this responsibility when they take an active interest in their child's education; communicate with the school; become familiar with the Student Code of Conduct; and assist the school in whatever way possible.

SECTION I: GENERAL INFORMATION

Admission/Enrollment Policy

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school's open-enrollment charter and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled 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 the school 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. If the school has served all eligible applicants from its primary geographic area, it may admit students from secondary geographic areas on the same nondiscriminatory basis as the students from the primary designated geographic area.

Exception to Admission (behavior)

As authorized by 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 will be excluded from enrollment at *A+ Academy*.

Submission of Applications and Admissions Lottery

A+ Academy requires applicants to electronically 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. All applicants' names will be electronically drawn and a number assigned. 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 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 for Previously Admitted Students

Once admitted to the school, eligible students automatically qualify for enrollment in subsequent years without being subject to the admissions lottery. If, however, a student leaves the school, that student must reapply and will be subject to the admissions lottery.

Address/Phone Number Changes

It is very important, especially when a student becomes ill or is injured, that the school have current addresses and phone numbers in order that parents can be contacted. Please be sure to notify the school of changes of home address, phone number, and place of employment, day care, or emergency numbers.

Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, 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 the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance the award of a student's final grade or course credit, are of special interest to students and parents. They are discussed below.

Absence in General

A+ Academy requires cooperation from parents in the matter of school attendance. Parents are responsible for informing the school of any absence, and must call the office 972-557-5578 Ext. 402 or e-mail sharla.byrd@aplus-cs.org on the night before or morning of a student's absence. Upon returning to school, the student must bring a note, signed by the parent describing reasons for the absence. **Notes must be received within 2 days of the student's return, or the absence will be unexcused.**

When students are absent, we must have a note from the parent or doctor concerning his/her absence(s) when he/she returns to school. **No more than 3 handwritten notes per semester will be accepted.**

Notes must include the following to be accepted:

- student's name;
- grade level;
- days and dates missed;
- reason for absence(s);

- parent's signature;
- Parent's contact numbers

If a student has an illness for three (3) or more days a doctor's note is required in order for the absences to be excused. If a student does not have a note when he/she returns to school an unexcused absence will be recorded for those days. This note will be kept in your child's file for audit purposes.

Any student coming in late or leaving early because of a doctor or dentist appointment must bring documentation for the absence or tardy for that appointment. If a student leaves a class early, he or she will be counted absent in that class unless a note from a doctor is returned the next day.

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

An absence will be considered excused if the absence is for one or more of the following reasons:

- Appearing at a governmental office to complete paperwork require in connection with the student's application for United States citizenship.
- Documented college visits by junior or senior students. A student will not be excused for this purpose for more than two days during the student's junior year and two days during the student's senior year.
- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.
- Family emergency.
- Juvenile court proceedings documented by probation officer.
- Observing religious holy days.
- Personal illnesses that do not exceed two consecutive days. Illnesses that extend beyond two days will require a doctor's note.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Serving as an election clerk.
- Taking part in a student's United States naturalization oath ceremony.
- Temporary absence resulting from any cause acceptable to the campus principal.

The school will also excuse a student from attending school for travel under the following circumstances:

- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship;
- Attending a required court appearance;
- Observing religious holy days;
- Serving as an election clerk.
- Taking part in a United States naturalization oath ceremony; or

- Any student participating in an activity listed above will be allowed one day's excused absence for travelling to the activity and one day's excused absence for returning from the activity.

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; and
- Leaving school without the permission of the campus principal or other administrator;
- Oversleeping; and
- Personal business; and
- Vacations.

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student in pre-kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences whether excused or unexcused must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- 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 or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

If credit is lost because of excessive absences, the Attendance Coordinator will decide how the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained, the student and/or parent may appeal the decision using the approved grievance procedures within 15 days following the last day of instruction in the semester for which credit was denied.

Make-Up Attendance

The students are able to make-up attendance during the school year and summer school. Students are required to make-up attendance based upon the course(s) with the excessive absences. Student and parent are required to participate in an attendance meeting by which an individualized action plan is developed outlining the required number of hours and specified instructions for completion. The instructional course hours can only be made up in the subject area with the excessive absences. In addition, the Odyssey program is used to assist students in completing the required instructional hours needed.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

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.

Exemptions to Compulsory Attendance

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; and
- 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.

Accommodations for Children of Military Families, 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, in on leave from, or immediately returned from certain deployments.

**Note: Before September 1, the school requires the student to submit a complete list of “holy” days he or she will be absent for during the school year.*

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student’s parent could be charged with an offense based on the student’s failure to attend school.

If a student age 12 through the age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

If a student is age 18 or older, the student may be subject to penalties as a result of the student’s violation of the state compulsory attendance law.

Driver’s License Attendance Verification

High school students who do not comply with the 90% attendance rule in the prior semester may be denied approval of a Driver’s License/Verification of Enrollment Form. Students may obtain the required Verification of Enrollment form from the main office.

Make-Up Work

Students are required to make up all work missed during an absence. **Students will be allotted one day for each day absent to complete all make-up assignments.** If the student does not complete the make-up work within the allotted time, he or she will receive a grade of 0% for the assignment.

Students who have an excused absence may request and receive homework assignments during their absence. Homework assigned before the student is absent is due as originally scheduled.

Official Attendance Taking Time

The school must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance at *A+ Academy Secondary* is taken between 8:54-8:59am. Students are considered absent after 9:04am.

Students in grades 7-12 must be present in a class at least 30 minutes to be counted present. Seventh through twelfth grade attendance is taken each class period.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

If a student does not have a note when he/she returns to school an unexcused absence will be recorded for those days. A **2 day** grace period will be extended to the student to bring in a note. This note will be kept in your child's file for audit purposes.

Early Release/Late Arrival (High School/Seniors Only)

Students with late arrival should be on campus and in class by 8:54am. Students with early release must leave the campus by 2:32 pm. Students receiving approval for early release/late arrival must have reliable transportation to leave or arrive at the approved time, each day. Students not adhering to this will serve disciplinary consequences, and continued abuse of this policy may result in placement in a class during their late arrival/early release time. Students should not return to the campus unless:

- they have tutoring (must have a pass from the teacher),
- need to take a make-up test (must have a pass from the teacher), or
- participate in an extracurricular activity that meets or practices at the end of the day (I.E. athletics, band, choir, drill team, club, etc.)

In addition, students approved for early release/late arrival may also attend school functions such as ball games, theater, music performances, dances, and banquets.

School Hours

The **earliest** your child may be brought to school is 7:15am. Students need to be picked up by 4:00pm, unless enrolled in an after school sport or activity. Our school hours are as follows:

- Grade 7 – 12 Grade: 8:00am. –3:45pm.

Tardy Procedures are as follows for 7th – 12th Grades:

Students are considered tardy when they arrive to a class after it has begun without any prior administrator or teacher approval. A tardy more than 10 minutes to any class becomes an absence. Students more than five minutes late to any class will be considered “skipping” class.

All tardies will be subject to disciplinary consequences according to campus procedure. Secondary students must be in the building with their class by 8:00 am.

Three tardies will equal one unexcused absence. Therefore, habitual tardiness may affect student attendance and could result in loss of credit and/or appropriate disciplinary actions. Students who are tardy 12 or more times during a semester must have a conference with a parent and the principal. The student will be placed on an Attendance Contract. Breaking the contract will result in further administrative actions.

Texas Truancy Laws

Notice to Parents

The laws regarding truancy can be found in Chapter 25 of the Education Code, and these laws emphasize the importance of your child attending school all day. Any absences must be excused by their school, and excessive unexcused absences could result in charges being brought against:

- You as a parent for ***Parent Contributing to Nonattendance***, if your child is required by law to attend school; and
- Your child for ***Failure to Attend School***, if he or she is 12 years old or older, but not yet 18.

If your child has unexcused absences for **10 or more days** or parts of days **in a 6-month period** the school **MUST** file the above charges on the student. In addition, the school **MAY** file on your child if your child has unexcused absences for **3 or more days** or parts of days **in a 4 week period**. You should receive a warning letter at the beginning of the school year stating you are subject to prosecution if your child fails to attend school for the periods stated above.

If you receive the warning letter and your child fails to attend school as outlined above, charges can be filed. However, even if you do not receive this warning it is not a defense to prosecution, and you should call the school attendance clerk to ask about your child's absences.

When charges are brought, the school district is also required to file a statement with the court that it tried intervention measures to prevent the filing, but that those attempts failed. The statement should also indicate whether or not your child receives special education services.

Penalties

Failure to Attend School cases and Parent Contributing to Nonattendance cases are Class C misdemeanors that carry maximum fines up to \$500 on each case plus court costs.

A judge can enter one of two types of probation with court costs.

1. A final conviction: A judge is limited by law to what can be ordered. This will result in a final conviction against you, your child, or both that could show up on a criminal history check. A fine will be imposed.
2. A deferred disposition: A deferred disposition delays the end of the case until a period of time has passed. The judge can set conditions that a charged person has to follow during that period. If the charged person reaches the end of the period without

breaking any of those conditions, the case is dismissed. This results in no reportable conviction. A special expense fee will be imposed.

The court has the discretion to order that your child work toward a GED if your child is over 16 years of age and meets other requirements.

The judge could also require your student to perform community service or attend counseling programs.

Campus Classroom Rules

A positive school environment is necessary for learning to take place. Each campus is required to develop campus classroom rules that address the expected behaviors of the students. This plan should be developed by the principal and staff members at the school. A consensus should emerge from this committee regarding consequences for minor offenses, student responsibilities, and discipline management techniques.

All students should follow the directions of the teacher/teacher aide. Students should remain on task and engaged in learning at all times. Gum, candy, and soft drinks are not allowed on campus during regular school hours. Food and drinks are allowed in designated areas only. Water only (in clear plastic sports bottles) is allowed and encouraged in the classroom, except in the SCIENCE AND COMPUTER LABS.

Distribution of Published Materials

School Materials

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

Non-School Materials

Students must obtain prior approval of the campus principal 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.

Dress and Grooming

The school dress code is established to teach grooming and hygiene, to prevent disruption, to minimize safety hazards, and to maintain an orderly environment. Our schools are schools of choice that require students to wear uniforms. Student uniforms indicate membership in a unique school community committed to excellence in learning. The uniqueness of the student is not determined by the apparel they wear, but in their inner qualities and gifts.

All students are required to attend each school day in full uniform. Uniforms are to be worn from the first day of school through the last. (There may be designated days where other clothing may be worn.) If a student is not dressed in the proper uniform, he/she will not be able to attend class and may be sent home. Repeated violations of this policy may result in administrative action. Contact the campus office if you need information as to where to purchase student uniforms.

Uniforms/Dress Code for Boys

- Navy blue pants.
- Baggies/ Sagging pants are not allowed
- Cargo pants are not allowed
- Pants are to be the proper size.
- Belts are to be worn in belt loops. Brown or black belts only. **No designs, studs, pictures or sequins.**
- Red, white, or blue polo shirts, with proper logo, are to be worn.
- Shirts are to be worn tucked in.
- Shoes are to be plain black or white dress or plain black or white – type tennis shoes.
- Plain white or black socks are to be worn.
- Sandals are not allowed.
- Clogs or shoes without backs are not allowed.
- Under shirts must be white only.
- No jewelry except for a watch or a finger ring.
- **The following is not allowed at any time:** Nose rings, eyebrow rings, tongue rings, tattoos, decorations on teeth, body art or branding, or any type of body piercing.
- Boys in grade 3 and lower may wear blue knee length walking shorts.
- Boys must have a standard, conservative haircut.
- No punk hairstyles or colors, braids, designs or letters cut into the hair are allowed.
- Boys' hair must be off the collar and not cover the ears. A+ Academy Seniors only may wear approved beards and mustaches.
- All uniforms must contain the official school logo on the tops.
- Outerwear such as coats, jackets or sweaters must be black, navy, white, or red. Outerwear is not required to have a school logo.
- Hooded attire is not to be worn on the head inside of the building.

Uniforms/Dress Code for Girls

- All uniform shirts/blouses must have the official school logo on them.
- All shirt tails must be tucked in.
- Must wear approved plain blue or plaid skirts or jumpers. (Skirts/jumpers that are too short to prevent modesty will not be allowed).
- Slits in the skirt may not go beyond the top of knee.
- Cargo skirts are not allowed.
- Appropriate uniform pants in navy blue may be worn. (Pants that are too tight to prevent modesty will not be allowed).
- Blue knee length skorts or walking shorts may be worn by students in grade 3 and lower. Skorts or shorts that are too short or tight to prevent modesty will not be allowed).
- Belts must be solid color. Black or brown is preferred. **No designs, studs, pictures, or sequins.**
- Belts are to be worn in belt loops.
- Outerwear such as jackets, coats and sweaters must be **solid** navy, black, red, or white. No designs, non-approved logos, stripes or sparkles allowed.
- The school logo is not required on jackets/coats/sweaters.
- Hoods are not to be worn on the head inside of the building.
- Shoes are to be plain black or white dress or plain black or white tennis shoes.
- Shoes must be enclosed heel & toed. Sandals or clogs are not allowed.
- Heels may not be higher than 1 inch.
- Socks, hose, or tights must be worn. They may be red, white, blue, or natural color.
- Leggings ending at knee or ankle are not appropriate wear.
- Each young lady is to be discreet and modest in appearance.
- Necklines should be no lower than 1-½ inches below the collarbone.
- Make-up must be conservative and minimal.
- Hair must be conservative and look natural.
- No punk hairstyles or colors will be allowed.
- Artificial or acrylic nails are not allowed. Natural, short trimmed nails are acceptable.
- Different color polish may be worn. Black is not an appropriate color.
- Excessive hair ornaments are discouraged as they are/can be distracting.
- Hats, scarves, bandanas, hair coverings, and sweatbands are not to be worn by students except under circumstances approved by the principal.
- **The following is not allowed at any time:** Nose rings, eyebrow rings, tongue rings, tattoos, decorations on teeth, body art or branding, or any type of body piercing.
- Two small earrings (one in each ear), a watch, and one ring may be worn. No bracelets, necklaces or expensive jewelry are to be worn.
- Only two **very small earring STUDS for Pre-kindergarten** is allowed. No watches, rings or necklaces (choking hazard). Not responsible for lost jewelry.
- Purses are not to be brought to school for girls in grades PK, Kindergarten, 1st & 2nd.
- Each young lady is to be discreet and modest in appearance.

Uniform and Casual Dress Day Expectations

The following modes of dress and grooming are strictly prohibited even on casual dress days:

- Clothing which depicts or displays sex, violence, drugs, tobacco, alcohol, offensive or inappropriate slogans or symbols and other suggestive or controversial designs.
- Clothing and other articles that are considered “gang related”.
- Hoods are NOT to be worn on the head inside of the building.
- Extremely baggy clothing is not permitted. Pants, shorts, etc. are not to be worn below the waistline.
- Exposed underwear in any activity (while sitting, standing, walking, leaning, etc.)
- Exposed midriff in any activity (while sitting, standing, walking, leaning, etc.)
- See-through shirts (e.g., thin or mesh).
- Excessively torn, ripped, frayed, or cut clothing.
- Shorts and skirts must be fingertip length or longer.
- Cutoffs, boxer shorts, wind shorts, bike shorts, pajama bottoms or tops, swim shorts, short leggings as outer garments, etc. will not be allowed.
- Apparel that is too tight or too short to prevent modesty will not be allowed.
- Clothing designed with shoulder straps on shirts less than 1 ½ inches wide, bare midriffs, halters or bare backs are unacceptable.

Student dress violations are actionable offenses under the Student Code of Conduct.

Enforcement Procedures

Student dress violations are actionable offenses under the Student Code of Conduct. When, in the judgment of the principal, a student is not in compliance with the uniform requirements, the student will be directed to make modifications, IE: remove excessive jewelry, put shirttail in, etc., or the student’s parent will be called to bring the correct uniform. The student will not be allowed to attend class until the infraction is corrected.

Each infraction will be documented in writing of the policy violation. Students who are unable to comply with the uniform policy due to financial or other considerations shall be provided with a ‘used’ uniform from our donated supply. Students who continue to fail to comply with the uniform requirements after receiving written notification of the uniform violation shall be subject to disciplinary action in accordance with *A+ Academy Code of Conduct – Student Discipline*. This can include but is not limited to detention or out-of-school suspension.

Electronic and Telecommunication Devices

Electronic and telecommunication devices are a major source of distraction in the classroom. **Students may bring their cell phones to school. Students may have their cell phones out during the school day, however they may not be used during class unless instructed by the teacher.** Electronic devices are not limited to just cell-phones, but also cameras (digital or film), music players of any kind (iPods, MP3 players, etc.), video players, and hand-held video/computer games.

During the 2016-2017 school year, A+ Academy Secondary School will give students four opportunities to use their cell phones upon arrival of school. Students may use their cell phones before school starts at 7:45 and during breakfast only. Students may also use their cell phones during their lunch period only. Students may not use their cell phones during passing periods. Students may use their cell phones after the last bell when school is out. If students are abusing this privilege, then they will lose their opportunity to use their cell phones as well as disciplinary actions will occur.

If a school employee observes a student using any electronic or telecommunication device during class without authorization for any reason then school employees shall confiscate the device and turn it in to the main office. Any confiscated cell phone or telecommunications device may be powered on and searched by school officials 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+ ACADEMY SECONDARY SCHOOL is not responsible for damage to or loss or theft of confiscated items.** Confiscated electronic or telecommunication devices are subject to a \$15 fine upon return to the student.

Any student refusing to give a cell phone or other electronic device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

- *Students should notify the teacher and the office in the event that they need to be contacted due to a family emergency. A pass may be granted at the principal's discretion.*
- *Students refusing to turn in an electronic device to a teacher or principal will be deemed insubordinate and disciplinary consequences ranging from ISS to Suspension will be administered.*

Further disciplinary action in addition to loss of electronic device privileges will be enforced if students fail to comply with assigned consequences.

Fundraising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he or she has the written permission of the campus principal.

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 principal.

General Information for Students

Before and After School Activities

Students participating in band, dance, athletics, and/or other activities may be required to attend school earlier or later than the normal school day to coordinate before and after school practices, rehearsals, etc. Students participating in athletics will do so as a before or after school extracurricular program. Only students in after hour events can remain at the facility after the school day ends. Students not in after school activities must be picked up by 4:00 p.m.

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 principal 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.

Legal Names of Students

Parents may request that their children go by any name they wish. However, the child's legal name must be noted on official school records in addition to the "go by" name. We would also appreciate listing any other names the child has used in the past. This makes locating past records much easier.

Lost and Found

Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. The school has designated boxes for lost items. Students who have lost these items should check the appropriate box. Students should label all books, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced. The school discourages students from bringing to school personal items of high monetary value, as the school is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

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.

Student Information

Any student admitted to *A+ Academy* 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 in *A+ Academy* for the first time must present documentation of immunizations as required by the Texas Department of State Health Services. See “Immunizations”.

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 that 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.

A+ Academy charter 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.

Pledges of Allegiance and a Minute 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. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags on page 81.]

In addition, state law requires that each campus 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.

Prayer and Meditation

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Student Phone Usage

Students may use a school phone in emergency situations after obtaining permission from a staff member. School phones should not be used to coordinate pick-up times or carpools; this coordination **must** be done before the school day begins.

Meals

A+ Academy participates in the Federal School Breakfast and Lunch programs.

Lunch Procedures

- No cutting in lines
- Eat only in assigned areas
- Talk quietly
- Put trash in wastebaskets
- Clean off table.
- Proceed quietly to and from cafeteria.
- No running to or from the lunchroom

Closed Campus

A+ Academy maintains a closed campus. Students are not allowed to leave campus for lunch. Only a parent or guardian may bring their students lunches and they must adhere to the scheduled lunch time. Bringing in lunches is discouraged.

Parking Lot Procedures

A+ Academy parking lot procedure requires cooperation from all drivers to ensure a safe, smooth pick-up and drop-off of students. For purposes of traffic flow, drop-off times for all students are 7:00 - 7:40 a.m.

Siblings of students that are dismissed prior to their older siblings will stay on campus in the cafeteria with instructional assistants until their older siblings are dismissed. At the end of the school day, your child will be considered a **late pickup** if he or she is not picked up by 3:45 pm. If your child is not picked up within the time allotted, he or she will be escorted to the office and the parents will be contacted. If possible, parents are encouraged to call the office to inform the school if they will arrive late to pick up their child.

Parking Regulations

Driving a vehicle on campus is a privilege. The school is not responsible for damage to a vehicle occurring while the vehicle is on school property. Students have full responsibility to secure their own vehicles and must make certain that their vehicles are locked and that the keys are not given to another. Permission is required for any student who finds it necessary to go to his or her vehicle during the school day.

Students who drive to campus must park in the designated student parking area.

Operation of Motor Vehicles on Campus

Students should park their cars immediately upon arrival at school and not use/enter them until the time of departure from campus at the close of the school day. Students are not to sit in

parked cars on the campus at any time. Students who enter their vehicles or go to the student parking lot during this time without permission may be assigned discipline consequences that may include loss of parking privileges.

Any law or ordinance regulating traffic on a public highway or street also applies to the operation of a vehicle on campus.

Student parking privileges are restricted to the following regulations and students will receive a warning and referral to the campus principal's office for the following violations:

- Parking in a fire lane;
- Driving over curbs;
- Double parking;
- Parking in a handicapped space or walkway;
- Parking in a crosswalk or ramp;
- Ignoring instructions from school staff monitoring the parking lot; or
- Parking on a water sprinkler.
- Vehicles parked in unassigned areas or otherwise improperly parked are subject to being towed at the owner's expense.
- All student cars must be registered in the high school office.
- All student cars will be required to display a parking hangtag, acquired from the high school for \$10.00. Any student whose car does not display such a hangtag will be subject to disciplinary action, and the vehicle will be towed at the owner's expense.
- Students who lose their permit/hangtag will have to pay \$5.00 for a replacement.
- Students must obey all traffic regulations. Rules are to be observed at all times while the vehicle is on school property.
- School administrators may search vehicles. Anything found in a vehicle driven to school by a student is considered to be in the possession of a student.

A+ Academy is a closed campus. Students are not allowed to leave campus prior to the completion of all assigned classes. Students who are assigned an early release will be allowed to leave campus, by permit, prior to the end of the day. Students who leave without parental permission and/or signing out in the appropriate attendance office will be subject to disciplinary action. Students are not authorized to drive on campus until a Student Driver Information Form is completed and returned to the high school office.

A student who has had parking privileges revoked may have his or her car towed at the student's expense.

School Activities

A+ Academy offers a wide range of activities to enrich student learning during and after school. From time to time, students may be invited to take optional study trips that are not required as a part of their basic education program. Parents are financially responsible for such optional trips. Students participating in any school activity are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee.

Student Clubs and Organizations

Extracurricular activities are an important part of A+ Charter Schools, Inc. programs. The purpose of such activities is to provide enrichment opportunities for the personal, social, and educational growth of each student.

The following is a list of both proposed and active student clubs and organizations:

Environmental Club; Drama; Journalism/Yearbook; Guitar Club; Theater; FCCLA & TAFE; Anime Club; Math Club; Men of Honor; National Honor Society; Chess Team; Student Council; Academic Competition Teams and others.

School Transportation

If a special needs student is receiving bus 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.

School Facilities

Certain areas of the campus will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Students will travel around campus in pairs with consent from teachers. Unless involved in an activity under the supervision of school staff, students must leave campus once school is dismissed. **(No rollerblades or skateboards are allowed on campus at any time.)**

Damage to School Property

Students shall not vandalize or otherwise damage or deface any property belonging to or used by the school, including furniture and other equipment, textbooks, and library books. To ensure that school facilities can serve those for whom they are intended – both this year and in coming years – littering, defacing, or damaging school property is not tolerated. In addition to disciplinary sanctions under the Student Code of Conduct, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with state law.

Playground and Athletic Fields

The school’s playground areas and athletic fields are designed to provide A+ Academy students with an opportunity for recreation and to enhance physical fitness. While using these areas, students must observe the following guidelines to ensure the safety of others:

- Playground equipment must be used properly.
- Students must stay out of trees and bushes.
- Students must play fairly and obey the rules of the game being played.
- Pushing, kicking, or any form of fighting will not be tolerated.
- Students may not bring food into the gym.
- Students may not use profanity – including racial slurs or inappropriate language – or make obscene gestures.
- Fences and walls are off limits. Students may not throw or kick playground equipment over the fences or onto properties not owned by the school.

Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to each student. Students are expected to provide their own consumable items, such as 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 class supply fee for class t shirts, or consumable supplies.
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, 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.
14. A fee for lost, damaged, or overdue library books.
15. 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 principal, and include evidence of the inability to pay. Details for the fee waiver are available in the school office.

Student Information

Any student admitted to A+ Charter Schools Inc. 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 A+ Academy for the first time must present documentation of immunizations as required by the Texas Department of State Health Services. (See **"Immunizations"**.)

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 that 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.

RFFA charter schools 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.

Confidentiality

We respect students' rights to maintain certain information as confidential per the Code of Ethic and Standard Practice for Texas Educators Principle IV #3 which states, "The educator shall not reveal confidential information concerning students unless disclosure serves professional purposes or is required by law." Confidentiality of personally identifiable information will be maintained as per 34CFR 300.221, CFR 300.560-300.576, and part 99, Commissioner's Rule 19 TAC 89.1001. Our teachers and staff receive regular training in respecting the confidentiality of our students. Records are disposed of according to the State regulations indicating the length of retention required for certain records.

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.

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 used by the student as directed by the teacher. A student who is issued damaged materials 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 will be furnished materials for use during the school day but will not receive replacement materials for use at home until he or she pays for the replacement. The release of student records, including official transcripts, may be delayed pending payment for lost or

severely damaged textbooks or supplemental materials. A student who fails to return assigned materials or pay required fees may be excluded from participation in end of year ceremonies, including commencement.

Title I Participants

A+ Academy is a Title I school. Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state.

Title I School: Components

1. All Title I schools must complete a comprehensive needs assessment that drives all aspects of school operations.
2. School reform strategies must be implemented to address the identified needs.
3. All instructional staff, including paraprofessionals, must be highly qualified according to the criteria set by *NCLB*.
4. There must be high quality and ongoing professional development for staff to address the needs of the school.
5. There must be strategies in place to recruit highly qualified teachers and place them in areas of greatest needs of the school.
6. Parent involvement is a critical and integral part of day-to-day operations in a Title I school.
7. Strategies are in place to aid in the transitions between academic grade levels, as well as school levels, i.e., pre-school to kindergarten, elementary to middle school, and middle school to high school.
8. Teachers are actively involved in the use of assessments and instructional decisions are driven by data analysis.
9. Title I schools develop specific instructional activities for students identified with the greatest needs.
10. Title I schools coordinate and integrate resources and services from federal, state, and local sources.

Title I Parent/School Compact

When parents and schools work together, a partnership is formed that provides opportunities for students to succeed in school and in later life. As partners, schools and parents recognize their shared interests in children. The purpose of the parent-school compact is to communicate an understanding of home and school responsibilities to assure high expectations and a quality education for every child.

THE PARENT'S RESPONSIBILITY

- As an involved parent, I will support my child/children by ensuring that they attend school regularly and arrive at school on time.
- I will create a quiet workplace for my child/children to complete homework assignments and give my child assistance when needed.

- I will read aloud to my child/children regularly and be an interested listener as they read to me.
- I will help my child/children establish a routine for school days. For instance, prepare backpacks/books/homework the night before and place these items in a designated spot. I will also establish an assigned bedtime and wakeup time.
- I will seek information regarding my child's/children's progress from teachers, principals, and other school personnel.
- I will attend parent conferences to discuss and participate in my child's/children's education.
- I will be responsive to teacher requests and will discuss any concerns regarding my child/children in a responsible manner.
- I will communicate the importance of education by setting high expectations for my child/children.
- I will model the belief that learning takes place at school and at home, and that learning is a lifelong process.

THE SCHOOL'S RESPONSIBILITY

- Schools will communicate with parents in clear, easy-to-understand language that will promote open communication between home and school.
- Parents will be notified of school events in a timely, efficient manner.
- Teachers will communicate individual student accomplishments to parents as well as areas of concern to parents.
- Schools will inform parents of instructional plans at school-wide meetings and parent conferences.
- Curriculum and instructional strategies will be based on individual needs and designed to promote the development of the whole child.
- Schools recognize the importance of parent involvement and will provide meaningful opportunities for parents to participate in the education of their children at school.
- Schools will provide opportunities for children to gain skills which will develop successful, independent, and responsible learners.

The teachers and the principals will guarantee a quality education for all students.

Withdrawal from School

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent. A withdrawal form may be obtained from the school office. 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 cafeteria to ensure a balance is not owed; to the PEIMS clerk for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's

permanent record. The PARENT will also be provided with a copy of the completed withdrawal form showing the student's grades earned to date to provide to his or her new school.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without a parent's signature. Withdrawal forms must be appropriately completed and signed before withdrawal is complete.

At the end of the school year, if your child will not be returning to A+ Academy they do not have to have a 'withdrawal form.' We do ask that you please notify the office as soon as you know your child will not be returning for the next school year.

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 principal to locate the student have been unsuccessful.

SECTION II: STUDENT HEALTH AND SAFETY

Student health and safety is a high priority of the school. Student cooperation is essential to ensuring health and safety. Students should:

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

Administration of Medication

All medication should be administered outside of school hours, if possible. If ANY medicine needs to be administered at school, it shall be left with the school nurse or at the campus office. If necessary, medication can be administered at school under the following circumstances:

1. Non-prescription medication (aspirin, ibuprofen, etc.) brought to school must be accompanied by a Medication Consent Form that is completed and signed by the student's parent.
2. Medication brought to school must be accompanied by a Medication Administration Directions Form signed by the student's physician and parent.
3. 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.
4. 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.
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.

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 school 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.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other school employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs.

Other Health-Related Matters

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 the disciplinary terms of the Student Code of Conduct.

Asbestos Management Plan

All school 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 principal.

Food Allergies

The school requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please

contact the school nurse if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The school has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the school receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school office will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school to discuss the treatment used. The school can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Bacterial Meningitis

State law requires the district to provide information about bacterial meningitis:

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 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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting,

discomfort looking into bright lights, confusion, and sleepiness. In both children 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, 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, like 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. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They 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 Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

****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 now 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.

Child Abuse Reporting and Programs

Child Sexual Abuse and Other Maltreatment of Children

A+ Academy has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. 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 Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manage early intervention counseling programs. To find out what services may be available in your county, see:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
<http://www.taasa.org/member/materials2.php>
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports of abuse or neglect may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

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.

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 a student with a communicable or contagious disease should phone the Campus principal 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 (rubella)
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)	Streptococcal 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.

Disruptive Activity

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 who:

- Interferes with the movement of people in an exit, entrance, or hallway of a school building without authorization from the Campus principal;

- Interferes with an authorized activity by seizing control of all or part of a building;
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;
- Uses force, violence, or threats to cause disruption during an assembly;
- Interferes with the movement of people at an exit or an entrance to school property;
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the Campus principal;
- Disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property; or
- Interferes with the transportation of students in school vehicles.

“Disruption” includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity; entering a classroom without the consent of either the Campus principal or the teacher; and, through acts of misconduct or the use of loud or profane language, disrupting class activities.

Drug-Free School Notice

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

Dyslexia and Related Disorders

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.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and 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, which includes information about their student’s allergies to medications, etc. Parents should keep emergency care information up-to-date. Please contact the campus principal or registrar to update any information.

Fire and Emergency Drills

Fire and emergency drills are held at irregular intervals throughout the school year.

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.

Freedom from Bullying

A+ Academy prohibits bullying 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 methods, or physical conduct against another student on school property, at a school-sponsored or –related activity, or in a school operated vehicle, and the behavior:

- Results in harm to the student or the student’s property,
- Places a student in reasonable fear of physical harm or of damage to the student’s property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bullying is prohibited by the school and could include hazing, threats, taunting, teasing, 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 “cyberbullying.”

Reporting Procedures

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, or principal, as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

Investigation of Report

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The school will also contact parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The campus principal shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the authorities. 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.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through the schools' grievance 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.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

A+ Charter Schools Inc. 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. A+ Charter Schools Inc. also prohibits dating violence, as defined by this policy.

Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

For purposes of this policy, 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, written, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, sexual orientation, 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, dangerous, 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.

Prohibited harassment includes dating violence as defined by this policy.

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

In compliance with the requirements of Title IX, A+ Academy does not discriminate on the basis of sex in its educational programs or activities. The school does not tolerate sexual harassment of a student by employees or other students. 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.

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.

Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, written 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.

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

A+ Charter Schools Inc. 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.

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.

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, the Campus principal, 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 school's current Title IX Coordinator is:

Name: Mr. Brenton White
Position: Superintendent
Office Address: 8225 Bruton Rd., Dallas, TX 75217
Office Telephone Number: 214-381-3226

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The school's current ADA/Section 504 Coordinator is:

Name: Mr. Brenton White
Position: Superintendent
Office Address: 8225 Bruton Rd., Dallas, TX 75217
Office Telephone Number: 214-381-3226

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 Board of Directors. A report against the 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. 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.

Illness During the School Day

Students becoming ill or injured during the school day are directed to report to the Campus nurse. If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the nurse. If the nurse determines that the child should go home, the parent will be contacted.

Immunization Requirements

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

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. To determine the specific number of doses that are required for your child, please visit the following DSHS url: http://www.dshs.state.tx.us/immunize/Schedule/schedule_child.shtm.

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

Exemptions

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com under "School & Child-Care." Original Exemption Affidavit must be completed and submitted to the school or child-care facility.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. 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.

Immunizations-Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. 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 this rule. 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. A school nurse or school administrator 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 the student 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. Information for obtaining an affidavit for exclusion from immunization requirements is available at www.ImmunizeTexas.com (click on the "School/Childcare Requirements" link). The official DSHS affidavit form must be notarized and submitted to the school office within 90 days from the date it is notarized. The school will accept only official DSHS affidavit forms developed and issued by DSHS; no other forms or reproductions will be allowed. Any student, who has 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 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.

If a parent seeks an exemption for more than one student, a separate form must be provided for each student.

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.

Interrogations and Searches

Students shall not place, keep, or maintain any article or material prohibited by school policy or that would lead school officials to reasonably believe that a substantial disruption would occur at school or a school-related activity. School staff has the right to question students regarding their conduct or the conduct of others. In the context of school discipline, students have no claim to the right to incriminate themselves.

School staff may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary 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 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.

Items seized by the school following any search may be held by the school, returned to the student's parent, or turned over to an appropriate law enforcement agency.

Drug Testing

Our schools are determined to foster a safe and caring learning environment for students. Students in fifth grade and higher are required to participate in a **mandatory random drug-testing program**. The initial test will be done at the school. If the test is positive, the results will be sent to an outside firm for further testing. Drug tests will also be given when there is reasonable cause for such. Every precaution will be taken to ensure the process is done in a professional manner that is sensitive to the privacy of students. This program is proactive to avoid possible future problems. It is important for parents to know if their student is experimenting with illegal drugs so that they may appropriately respond to that information. If a student is taking prescribed medication at the time of the drug test, this information should be made known. Failure to supply this information could result in false positive results in some instances.

(The only persons with access to the final drug report from the drug-testing firm are the Superintendent, Principal, Assistant Principal, School Nurse, and the Academy Counselor. It is against board policy for anyone else to know the final drug report information. The principal will contact the parent/guardian and schedule a parent conference if the final test results are positive for illegal drugs. Drug screenings and assessments will be mandatory and there will be appropriate follow-up assessments. All of this information is confidential. The information does not become a part of the student's permanent file. If a report is positive, the local police department will be notified.)

Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal/school official 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 principal/school official ordinarily will make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present during the interview, unless the interviewer raises what the principal considers to be a valid objection.

When the event is part of child abuse investigations conducted by the Department of Protective and Regulatory Service or other lawful authority, the principal shall cooperate fully with the officer's requests regarding the conditions of the interview or questioning.

Procedures for Assuming Custody of a Student

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with 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 a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- 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 principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

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

Notification of Law Violations

The school is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate school personnel in regards to a student who is required to register as a sex offender.

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.

Sexual Abuse 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.

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>.
- Dallas Police Department.
- Call 911 for emergency situations.

Methods for Increasing Awareness Regarding Sexual Abuse of Children

For Teachers: The school annually trains teachers in all content areas addressed in the Plan. Training will include contents of the adopted board policy 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 officials will address issues to increase awareness regarding sexual abuse of children and anti-victimization programs with age appropriate conversation and materials no less than once per [school year/semester]. Sexual abuse awareness will be discussed in classroom group settings for students in grades Pre-K–8, and in homeroom 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. A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse 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 principal will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse. DFPS also provides early abuse intervention through counseling programs. 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.

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 – How to Stop Child Abuse; Texas Statutes:
 - http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- 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:
 - <http://www.preventchildabuse.org/chapters/statecontact.cfm?stateabbrev=tx>
- Texas Council on Family Violence – Abuse Prevention Links:
 - <http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse

Psychological and behavioral signs of possible sexual abuse 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 himself 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:

- Stomach aches 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, 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 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.

Spinal Screening

All children in grade 6 and 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, managing conservator, or guardian who declines participation in the spinal screening provided by the school must submit to the Campus principal 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 principal on or before the day of the screening procedure an affidavit stating the objections to screening.

Tobacco-Free School Notice

Smoking and using smokeless tobacco are not permitted in school buildings, vehicles, on school property, 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.

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 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 principal on or before the day of admission an affidavit stating the objections to screening.

Visitors

At A+ Academy, we take seriously the obligation to safeguard our children. To help maximize our ability to do this on a daily basis, we ask all visitors to follow these instructions for any visit to our campus.

1. Upon arrival, enter building using only the main school entrance and report to the main office. Please do not enter the school through any other entrance.
2. State the purpose of the visit and show photo identification.
3. Office personnel will provide further assistance according to the purpose of the visit.

Any request to visit a classroom must be approved by an administrator or the teacher. During elementary lunches for grades Prek-6th grades parents will not be able to eat lunch with their children until the beginning of the 2nd six weeks. We want our students to get acclimated to routines and schedules. This will ensure that students have established routines and schedules. To minimize interruptions of the student's school day and to maximize instructional time, Fridays have been designated for parents to eat with their child, beginning the 2nd 6 weeks.

The office personnel may take the following actions whenever there is a school visitor:

- Require the visitor to display and turn over 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.

Weather Closing

The school uses **School Messenger** to notify staff and parents in the case of school closings or delays due to weather. Parents must have up to date contact information in order to receive text messages and e-mails from School Messenger. In addition, information about emergency school closings due to inclement weather and other situations will be broadcast on **Channels 4, 5, 8, and 11 , KVIL 103.5 FM, WBAP 820 AM, or KRLD 1080 AM.**

SECTION III: ACADEMICS AND GRADING

Advanced Placement Program (High School)

The Advanced Placement (“AP”) Program enables students to receive college credit or placement by taking and passing exams. Students may enroll in AP classes so long as prerequisite courses have been successfully completed and the student is willing to devote sufficient time and effort to participate in college-level classes.

AWARDING OF CREDITS

A+ Academy high school students are given ½ credit per semester for each high school, summer school, or dual credit course passed with a grade of 70 or higher. Year-long courses earn 1 credit at A+ Academy. The school will average both semester grades to determine if a student passes for the entire course. For example, a student might fail the first semester with a 68 but earn a grade of 76 for the second semester. These grades would give an average of 72, thereby allowing the student to pass the entire course and receive 1 full credit.

Regaining of Credits Lost Due to Absences

A student and the student’s parent or guardian shall be given written notice prior to the student being absent more than 10% of any classes. In order to receive credit for any course, the student must be in attendance no less than ninety percent (90%) of the days a class is offered. The student, parent, or representative may, upon receipt of such knowledge, submit written petition to the school’s Attendance Committee requesting that credits be awarded. The petition may be filed immediately, but the deadline for filing petitions shall be no later than thirty (30) days after the last day of the first semester or the last day of the school year of the second semester for secondary schools. Students who have been denied credit because of absences shall be afforded the opportunity to regain credit by fulfilling the requirements established by the attendance committee. The committee may set more stringent requirements for regaining credit when absences are unexcused than in other circumstances. All options for regaining credit will be established through a contract that will be administered by the Attendance Committee.

Students may regain credit by one or more of the options below:

- complete additional assignments as specified by the attendance committee
- make-up lost academic time before and after school
- attend Saturday classes if offered
- attend tutorial sessions
- earn credit by examination, through an accredited university with a minimum grade of 70 with approval by the Attendance Committee

The Attendance committee can arrange an appropriate setting with the principal staff for fulfillment of student’s attendance obligations.

Repeated Courses

Students who fail a course will be required to repeat a course to obtain credit for graduation. The student must repeat each semester in which a failing grade was received with the exception of the first semester. If the student has a failing grade for the first semester that can be averaged with the second semester to

give a passing grade for the year then a student will not be required to repeat the first semester as the student has shown progress in mastery of the material. Upon completion of the repeated course, the new course grade shall replace the previous grade for the course.

Class Rank

Students in grades 9-12 are awarded ranking (grade) points each semester based on the level of the class they take. No ranking (grade) points are given for any grade below 70 regardless of the level of the class taken. Final class ranking during a student’s senior year will be determined by adding the total of rank points for all classes taken in grades 9-12.

GRADE	RANK POINTS GIVEN FOR LEVEL OF COURSE				
	BASIC	REGULAR	PRE-AP	AP	DUAL CREDIT
100	3.00	4.00	5.00	6.00	7.00
99	2.90	3.90	4.90	5.90	6.90
98	2.80	3.80	4.80	5.80	6.80
97	2.70	3.70	4.70	5.70	6.70
96	2.60	3.60	4.60	5.60	6.60
95	2.50	3.50	4.50	5.50	6.50
94	2.40	3.40	4.40	5.40	6.40
93	2.30	3.30	4.30	5.30	6.30
92	2.20	3.20	4.20	5.20	6.20
91	2.10	3.10	4.10	5.10	6.10
90	2.00	3.00	4.00	5.00	6.00
89	1.90	2.90	3.90	4.90	5.90
88	1.80	2.80	3.80	4.80	5.80
87	1.70	2.70	3.70	4.70	5.70
86	1.60	2.60	3.60	4.60	5.60
85	1.50	2.50	3.50	4.50	5.50
84	1.40	2.40	3.40	4.40	5.40
83	1.30	2.30	3.30	4.30	5.30
82	1.20	2.20	3.20	4.20	5.20
81	1.10	2.10	3.10	4.10	5.10
80	1.00	2.00	3.00	4.00	5.00
79	0.90	1.90	2.90	3.90	4.90
78	0.80	1.80	2.80	3.80	4.80
77	0.70	1.70	2.70	3.70	4.70
76	0.60	1.60	2.60	3.60	4.60
75	0.50	1.50	2.50	3.50	4.50
74	0.40	1.40	2.40	3.40	4.40
73	0.30	1.30	2.30	3.30	4.30
72	0.20	1.20	2.20	3.20	4.20
71	0.10	1.10	2.10	3.10	4.10
70	0.05	1.00	2.00	3.00	4.00
BELOW 70	0.00	0.00	0.00	0.00	0.00

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 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 or state assessment are scheduled, and no partial day 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 with access to the school's computers and their parents are required to sign and follow the Student Acceptable Use policy found at the back of the Handbook. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mails sent from or received on school computers, are not private and may be monitored by school staff.

Credit and Acceleration by Exam (Middle and High School)

The school uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam. Students in grades six and above will earn credit for a subject upon scoring 90% or above on a Board-approved examination in that subject. If a student is given credit in a subject on the basis of an examination, the examination score will be entered on the student's transcript.

Students in grades 6–12 who have previously taken a course or subject – but have not received credit – may earn credit by passing an exam with a score of at least 70% on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, credits transferred from a non-accredited public or private school, correspondence courses, or independent study supervised by a teacher. The campus principal will determine if a student may take an exam for this purpose.

Students in grades 6–12 who have not received prior instruction in a course or subject area may earn credit by passing an exam with a score of at least 90% on the essential knowledge and skills defined for that course or subject. The campus principal will determine if a student may take an exam for this purpose.

HB 2694 stipulates that students are not required to take an EOC exam in a subject area in which they received credit by exam.

Dual Credit Programs (High School)

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+ Academy offers a dual credit program in conjunction with the Dallas County Community College District, specifically, Eastfield Community College. The dual credit program is a privilege for students, not a right. Participation in the dual credit program may be removed by the principal, assistant principal, dean of instruction, or counselor for any documented reason agreed upon by two of the above. If a student is removed from the dual credit program, he or she has the right to appeal to the school principal. If a student is unhappy with the principal's decision, he or she then have the right to appeal using the schools official grievance procedure.

A student may begin taking dual credit classes when they have completed 16 state credits toward graduation, have passed their Freshman and Sophomore End Of Course (EOC) exams and been accepted by the college. Students begin the admission process for dual credit classes by picking up an admission packet from the counselor. Students may begin the admission process at either Eastfield during the spring semester of their sophomore year. Although the counselor, academic dean, and teachers serve as resources for this process, it is the responsibility of the student to do the following:

- Take the TSI Assessment test and gain admission to the college through the college's dual credit office.
- Meet with the guidance counselor to discuss classes required and receive recommendation.
- Obtain the signature of the guidance counselor requesting permission to take a dual credit course.

The college schedule will be divided into four academic terms: Summer I, Summer II, Fall, and Spring. The first academic term a student completes, they must take English 1301 and History 1301.

A+ Academy maintains high academic standards; therefore any student who receives a grade below 70 will not be allowed to attend college classes for the next academic term. Other stipulations include the following:

- A student may take 2 classes after not attending college for a term, as a semester on probation.
- A student must complete an academic term of two college courses with an average grade of B before they may attempt more than 2 courses.
- The high school assistant principal must approve the courses taken by a student taking more than 2 courses.
- If students are eligible to graduate at the end of their junior year, they will be able to take their senior year at a college. Students will need to take at least 4 classes each semester.
- Students are required to return to A+ Academy during the clock hours of any college courses dropped.

Some courses taken for one academic term at the college level are equivalent to 1 full high school credit. Listed below are college courses which will count for high school credit and their college course equivalent:

<u>High School Course Name</u>	<u>College Course Equivalent</u>
Creative Imaginative Writing	ENGL II
English III or English IV	ENGL 1301 or ENGL 1302
English IV	ENGL 2321, ENG 2322, or ENGL 2323
Algebra II	MATH 1214 or MATH 1414
Pre-Calculus	MATH 1316
Calculus AB	MATH 2413
Anatomy and Physiology	BIOL 2401
Geology, Meteorology, Oceanology	GEOL 1403
U.S. History 1301)	HIST 1302 (The prerequisite for this course is HIST 1301)
	HIST 1301 is worth ½ credit at the high school level.
World Geography	GEOG 1301
Art I	ARTS 1316
Business Computer Inform. Systems	COSC 1401
Computer Science	COSC 1309
Spanish I	Any 1311 Level Foreign Language
Spanish II	Any 1312 Level Foreign Language

Some college level courses replace a high school course, but will only count as ½ credit at the high school level. These courses include:

Economics	ECON 2301
Government	GOVT 2301
Psychology	PSYC 2301
Sociology	SOCI 1301
Communication Applications	SPCH 1311

***See the Dual Credit Course Crosswalk for further information**

Students are eligible to take any college level course after completing an initial semester. The counselor must sign the enrollment form for the college. Any unlisted classes will count as ½ credit at the high school level.

High School Graduation Standards

To receive a high school diploma, a student must successfully complete the required number of credits, pass all required End of Course Exams at a satisfactory level, and meet all attendance requirements. A student with disabilities who is receiving special education services may be permitted to graduate under the provisions of his or her Individualized Education Plan. (See “**Students with Disabilities**”.)

Graduation Requirements

A+ Charter Schools students will graduate by meeting the requirements for the Recommended or Distinguished Achievement Programs. Special exceptions will be accorded those individuals who will graduate under an ARD decision or who otherwise meet specific criteria related to the minimum graduation plan.

With the passage of House Bill (HB) 3, the relationship between high school courses, STAAR EOC assessments, and performance on those assessments is now linked to a student's graduation program. This section provides information regarding the phase-out of high school TAKS as the assessment graduation requirement and about the relationship between the courses, the assessments, and graduation programs.

HB 5 allows a student who is completing the fourth year of high school during the 2013-14 school year and who does not satisfy the curriculum requirements of the student's current graduation program to graduate if the student satisfies the requirements of new foundation program.

Graduation Requirements

A+ Academy Secondary School students will graduate by meeting the requirements for the Recommended or Distinguished Achievement Programs. Special exceptions will be accorded those individuals who will graduate under an ARD decision or who otherwise meet specific criteria related to the minimum graduation plan.

With the passage of House Bill (HB) 3, the relationship between high school courses, STAAR EOC assessments, and performance on those assessments is now linked to a student's graduation program. This section provides information regarding the phase-out of high school TAKS as the assessment graduation requirement and about the relationship between the courses, the assessments, and graduation programs.

HB 5 allows a student who is completing the fourth year of high school during the 2016-2017 school year and who does not satisfy the curriculum requirements of the student's current graduation program to graduate if the student satisfies the requirements of new foundation program.

Foundation High School Program

The program contains up to four parts:

- A 22-credit foundation program which is the core of the new Texas high school diploma
- Five endorsement" options that allow students to focus on a related series of courses
- A higher performance category called Distinguished Level of Achievement
- Performance Acknowledgments that note outstanding achievement

The Foundation requirements (22 credits) include:

English (4 credits)

- English I

- English II
- English III
- An advanced English course

Mathematics (3 credits)

- Algebra I
- Geometry
- An advanced math course

Science (3 credits)

- Biology
- Integrated Physics & Chemistry or an advanced science course
- An advanced science course

Social Studies (3 credits)

- World History
- World Geography
- U.S. Government (one-half credit)
- U.S. History ·Economics (one-half credit)

Languages Other Than English (2 credits)

- 2 credits in the same language
- 2 credits from Computer Science I,II,III

Physical Education (1 credit)

Speech: Demonstrated proficiency

Fine Arts (1 credit)

Electives (5 credits)

Endorsements:

Additionally, a student may earn the Distinguished Level of Achievement and/or a Performance Acknowledgment for outstanding performance. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.

Distinguished Level of Achievement Acknowledgments

- * Foundation Program requirements
- * 4 credits in math (4 for RHSP/DAP)-3 for MHSP/HSP
- *4 credits in science
- *At least 1 endorsement

Performance

- *Dual credit course
- *Bilingualism and biliteracy
- *PSAT, ACT's Plan, SAT or ACT
- * Advanced Placement or International Baccalaureate exam
- *Earning a nationally or

internationally-recognized
business or industry certification
or license

**A student entering 9th grade must indicate an endorsement he or she plans to follow. A student may change or add an endorsement at any time.*

**A student may graduate without earning an endorsement if, after his or her sophomore year, the student's parent signs a form permitting the student to omit the endorsement requirements.*

STAAR Graduation Requirements

With the passing of HB 5, STAAR graduation requirements have changed. Please see the school counselor visit the school website at <http://www.apluscharterschools.org> for the information on these changes.

Graduation Programs and Assessment Requirements

With the implementation of the STAAR EOC program, assessment requirements for graduation have changed. With the STAAR program, students will be required to meet the passing standard on five STAAR EOC assessments (English I, II, Algebra I, biology, and U.S. history).

Students entering grade 9 before the 2014-15 school year have the option to graduate under the foundation program or remain under the graduation plan currently in effect.

Minimum High School Program (MHSP)

Students entering grade 9 before the 2014-15 school year have the option to graduate under the foundation program or remain under the graduation plan currently in effect.

Students Receiving Special Education Services on the Minimum Plan

In addition, other students served by special education graduating under the minimum plan will take STAAR Modified or STAAR Alternate assessments. These students automatically default to the minimum requirements as determined by each student's ARD committee. Note that not all students receiving special education services are on the minimum plan, and conversely, not all students on the minimum plan are receiving special education services. It is also possible that a student receiving special education services is on the minimum plan but not taking STAAR Modified or STAAR Alternate assessments.

Students entering grade 9 before the 2015-2016 school year have the option to graduate under the foundation program or remain under the graduation plan currently in effect, as the ARD committee determines.

Recommended High School Program (RHSP)

Students entering grade 9 before the 2014-15 school year have the option to graduate under the foundation program or remain under the graduation plan currently in effect.

Distinguished Achievement Program (DAP)

Students entering grade 9 before the 2014-15 school year have the option to graduate under the foundation program or remain under the graduation plan currently in effect.

Honor Graduates

Students who graduate in the top twenty percent of the class shall be recognized as Honor Graduates. The following categories of Honor Graduates shall be recognized:

Graduate with Highest Honors shall be those students whose final class ranking places them in the top five percent (5%) of the class.

Graduate with Higher Honors shall be those students whose final class ranking places them in the next five percent (6%-10%) of the class.

Graduate with Honors shall be those students whose final class ranking places them in the next ten percent (11%-20%) of the class.

Honor Graduate Certificate (High School)

The Texas Education Agency allows each public high school in Texas one “Honor Graduate Certificate.” This certificate will be presented to the highest-ranking graduate in the senior class. The recipient of this honor must:

- Be enrolled in the school for a minimum of three consecutive calendar semesters prior to graduation and meet state and school attendance requirements;
- Graduate under either the Recommended or Distinguished Graduation Program; and
- Be the highest-ranking graduate with the highest GPA of all students meeting these criteria, with not less than a cumulative 3.7 GPA. Under no condition will the GPA be rounded up.

All calculations for this honor will be conducted at the end of the Spring semester (before graduation) each school calendar year. An eligible student must have attended at least one of the calendar semesters during the school year that the honor is granted.

Valedictorian/Salutatorian (High School)

The Valedictorian will be the student with the highest number of ranking points attained in grades 9-12. The Salutatorian will be the student with the second highest number of ranking points attained in grades 9-12.

Additional Requirements for Valedictorian and Salutatorian

- Student must have attended A+ Academy for at least three years
- Student must have attained a GPA of at least 3.75; and
- Student must be graduating on the Distinguished Achievement Program*

If no student achieves this standard, selection will be made according to the following criteria:

- Attended A+ Academy for at least two years
- Attained a GPA of at least 3.75; and
- Graduate on the Distinguished Graduation Plan*

If no student achieves the second standard, selection will be made accordingly:

- Attended A+ Academy for at least three years; and
- Attained a GPA of at least 3.5

Finally, if there is no one in the third tier, selection will be made according to the following:

- Attended A+ Academy for at least two years; and

- Have the highest GPA.

***Note:** The Distinguished Graduation Plan requires four (4) college-level classes in addition to the Recommended Graduation Plan requirements, as well as an additional year of foreign language. The student must earn a grade of “B” or higher in EACH of the college-level courses to be included in the Distinguished Graduation Plan.

An unbiased committee will be chosen by the Superintendent or his designee to determine the standing of Valedictorian and Salutatorian. This committee will be headed by the school Counselor or Superintendent, or Superintendent’s designee, and will consist of at least five unbiased people appointed by the Superintendent.

Final grade point averages (GPAs) for seniors will be calculated after the grades for the 5th six-week grading period have been awarded during their senior year. Averages for students enrolled in the dual credit program will be calculated after the course is completed and the grade is awarded. Announcement of the Valedictorian and Salutatorian will be made at the end of the third week of the final six-week grading period.

Homework Policy

Homework is a regular part of the school’s academic program and serves several purposes. For example, homework provides students with opportunities to practice and study. It is also a vehicle for developing personal responsibility, and allows parents to know what their child is learning in school.

Teachers will assign homework that fosters individual learning and growth and that is appropriate for the subject area. Homework is part of all students’ regular evaluations. Each student is responsible for completing and turning in homework on time. The teacher’s record is final in cases of conflict regarding homework assignments. If a student or parent has questions about homework, contact the teacher who assigned it.

Report Cards and Grading Scales

The school will issue progress reports every three weeks and report cards at the end of each six-week reporting period within a semester. Parents are encouraged to schedule a conference with their child’s teacher at any time.

Grade Scale

Prekindergarten and Kindergarten students will be assigned grades according to their individual mastery of academic work, classroom behavior, and social skills.

All classes in 1st–12th grade will follow a standard scale for assigning letter grades for each grading period. Individual teachers will establish the grading policies and procedures for their classes, with grades corresponding to the following scale:

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

Incomplete Grades

In some cases, students who have missed assignments and/or concepts in a class may be given an incomplete grade. All work receiving a grade of “I” should be completed and turned in before the end of the grading period. Questions concerning an “I” should be directed to the teacher. Students are responsible for making necessary arrangements with the teacher to make up work.

Any “incomplete” that is not made up before the end of a grading period or within the make-up period of an excused absence will count as a “0” if not completed by the assigned time. **(Band and Athletics may require additional involvement such as attendance at games/events that receive grades.)** A grade of “I” on a six weeks report card can prohibit a student from participating in extracurricular activities.

Make-up Grades

Students are allowed to make up missing classroom assignments and homework if an absence is excused, as described in the attendance policy. One day will be given to complete and turn in make-up work for each day of an excused absence. Work missed due to unexcused absences, including disciplinary reasons, will be accepted at the discretion of the teacher.

Progress Reports

The grading system of our school is designed to give parents a true indication of the student’s progress, or lack thereof. On Thursday, following the first 3-week period of a six week, Progress Reports are sent home by teachers to the parents by the student, if they are failing. These reports are to be signed by the parent and returned to the school promptly. Students will then be taken out of all extracurricular activities for the next three weeks. Students may not attend before or after school practices, or play games for 3-weeks. This includes all sports, color guard, cheerleading etc. Students must attend tutoring for the following 3-weeks, so that the student may pass at the 6-weeks. Students who do not return progress reports as directed may be subject to administrative actions.

Promotion Requirements

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student’s teacher, the score received on any criterion-reference or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course level or grade level standards. Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100.

IN ADDITION TO LOCAL POLICY, GRADES 5 and 8 STUDENTS MUST MEET ALL SSI REQUIREMENTS TO BE PROMOTED TO THE NEXT GRADE. Please read the Student Success Initiative (SSI) grade advancement requirements below.

(SSI) STUDENT SUCCESS INITIATIVE GRADE ADVANCEMENT REQUIREMENT

Enacted by the 76th Texas Legislature (1999), the STUDENT SUCCESS INITIATIVE (SSI) grade advancement requirements currently apply to Grades 5 and 8 STAAR reading and mathematics test. As specified by these requirements, a student may advance to the next grade level ONLY by passing these tests.

The goal of the SSI is to ensure that all students are academically successful in reading and mathematics. This effort depends greatly on schools, parents, and community members working in partnership to meet individual student needs.

Classification of Students (High School)

The classification of a student depends upon the number of credits earned and not the number of years spent in high school. After the ninth grade, students are classified according to the following schedule:

9th Grade (Freshman Year) requires successful completion of eighth grade.

10th Grade (Sophomore Year) requires the completion of one year of high school and a minimum of 5.0 credits.

11th Grade (Junior Year) requires the completion of two years of high school and a minimum of 10.0 credits.

12th Grade (Senior Year) requires the completion of three years of high school and a minimum of 16.0 credits.

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.

Semester Exam Exemption

This is the exemption plan for students attending *A+ Academy*, grades 9 through 12. This plan is designed to assist in meeting the campus goals of high achievement expectations, regular daily attendance, and increased awareness of student personal responsibilities.

Regular attendance promotes optimum learning. Educational research has proven that regular school attendance enhances the opportunities for academic achievement.

Conditions for Semester Exam Exemption

- A student who qualifies for an exemption may opt to take the semester exam and the grade received will be computed in the final semester average.
- Only those students who have cleared all debts and fines owed to the school will be eligible for exemptions.
- This policy does not include college level dual credit courses.
- The student can earn an exemption from the semester exam, but must be in attendance on the day of the semester exam.
- The student is either eligible or ineligible in each class and the teacher’s grade book will determine the decision. Students who receive a semester exam exemption must submit a parent signature confirming parental knowledge of the waiver. Forms for this will be distributed prior to the semester exams. These forms will include grade requirements for exam exemption.

Criteria for Exemption from Semester Exams

- A student may only claim exemption status for half of the classes for which he/she is enrolled.
- The student is NOT eligible for exemptions with any unexcused absence in the semester.
- The student may not have been suspended for any part of the semester.

Three tardies to any one class will constitute one unexcused absence.

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 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 principal 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”) that 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 that 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/>.

Options and Requirements for 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 principal 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 prior to a referral for special education services.

At any time, a parent is entitled to request an evaluation for special education services. To request an evaluation to determine if your child is eligible for special education you should submit a written request to your child's school. Within a reasonable amount of time, the Student Support Team (SST) team must decide if the evaluation is needed.

If the evaluation is needed, the parent will be notified within **15 school days** and asked to provide a written consent for the evaluation. After receiving the written request or if the school refuses to conduct the evaluation, the school must provide parents a notice of their **procedural safeguards** that explains their rights under the law.

The school district has **45 school days** to conduct the evaluation after receiving a signed consent from the parent.

The school has **30 calendar days** after completing the evaluation to hold an ARD meeting to review the results of the evaluation, determine eligibility and develop an IEP if a child is found eligible for services.

The designated person to contact regarding options for a child experiencing learning disabilities or a referral for evaluation for special education is the Special Education Assistant Director.

Section 504 Services

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

A+ Academy 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 a disability. 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 principal for information concerning available programs, assessments, and services. For further information, please contact the Section 504 Coordinator.

State Assessments

Elementary and Middle School Students

Students at certain grade levels will take state-mandated assessment tests in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in Grades 3–8;
- Reading, annually in Grades 3–8;
- Writing, including spelling and grammar, in Grades 4 and 7;
- Social studies in Grade 8;
- Science in Grades 5 and 8; and
- Any other subject and grade required by federal/state law.

Certain students may be eligible for exemptions or accommodations to state-mandated exams.

High School Students

To receive a high school diploma, students must successfully pass exit-level TAKS tests. Test results will be reported to students and parents. Certain students may be eligible for exemptions or accommodations.

STAAR

Beginning with the 2011–2012 school year, the State of Texas Assessments of Academic Readiness (“STAAR”) replaced the Texas Assessment of Knowledge and Skills (“TAKS”) to ensure that students have the academic knowledge and skills needed to meet the challenges of the 21st Century.

As required by HB 5, TEA has adopted 5 EOC exams which are required for graduation; students in 9th grade will be required to take 5 End-of-Course (“EOC”) assessments during high school. These include the following EOC exams:

- English I Reading and Writing on a single test and given one score,
- English II Reading and Writing on a single test and given one score;

- Algebra I;
- Biology; and
- U.S. History.

HB 5 makes re-takes of an EOC exam optional for a student who fails to achieve the necessary score. It also mandates that a student's performance on an EOC exam may not be used for purposes of determining class rank, top 10%, or as a sole criterion for admission to an institution of higher education.

If a student is in a special education program, the student's Admission, Review, and Dismissal ("ARD") Committee must determine whether any allowable modification is necessary in administering an assessment instrument to the student.

Alternative Assessment

Students with disabilities who are receiving special education services in grades 3–11 and who are exempt from the state assessment in one or more subject areas will participate in state-approved assessment instruments in the applicable subject(s).

TELPAS

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessment administered to all Limited English Proficient ("LEP") students in K–12th grades. The TELPAS measures English ability based on the stage 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.

Summer School

A+ Academy holds summer school to help students recoup credit or strengthen necessary skills for selected classes through classroom environments and Texas Virtual School Network as available. All students that did not pass any section of a state-mandated assessment examination must attend summer school.

Tutorials

Tutorials are provided for students who are struggling with classroom assignments or needing help in any area.

SECTION IV: 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. This includes an appreciation for the rights of others. A+ Academy is committed to helping every student fulfill his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, A+ Academy has established this Student Code of Conduct (“the Code”). The Code outlines prohibited behaviors and consequences for such behavior. The school has the responsibility and authority to enforce the Code, question students, counsel them, and assign discipline when appropriate.

The Code does not define all types and aspects of student behavior. The Board of Directors may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, campus principals may establish certain rules and regulations not inconsistent with those established by the Board.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

A teacher may send a student to the principal or assistant principal’s office to maintain effective discipline in the classroom. In addition, a teacher may remove from class a student:

1. Who has been documented by the teacher to repeatedly interfere with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn.

The Board of Directors has authorized detention, in-school and out-of-school suspension, and expulsion as methods of disciplining students. The Board of Directors has also given authority to the campus principals or designee to use any of these disciplinary actions, which, in his or her judgment, is appropriate for the violation.

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.

Jurisdiction

The school may discipline a student:

1. For any violation of the Code committed while a student is
 - a. On school property;
 - b. In transit to and from school;
 - c. Attending any school-related or school-sponsored activity, so long as the student is under the direction of a school employee;
 - d. On the school property of another Texas school district;
2. Attending another district’s school-sponsored or school-related activity;
3. When a school employee or volunteer is a victim of retaliation no matter when or where

- it takes place; or
4. When a felony is committed, as provided by Texas Education Code §§ 37.006, 37.0081.

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

Discipline

A student's attitude toward school will play a large role in determining how well he or she does in school. The primary purpose for coming to school should be to grow through classroom and extracurricular activities. Students must remember that they are responsible for their own actions and be willing to accept consequences for unacceptable behavior. Students are accountable for their behavior on the way to and from school and during any school sponsored activities.

School personnel may counsel students any time regarding their behavior. Students should accept this advice and understand that it is provided as a means to help them grow. No student has the right to impede the education of another student.

It is important that parents strive to work with their children and the school personnel in establishing clear expectations for student behavior. The staff has a systematic discipline plan, which will be reviewed with the students the first day of class and reiterated throughout the school year. Every effort will be made to develop positive consequences, which can be applied to individual students as well as classrooms. Consistency is important. The overall plan will establish firm and consistent limits for students and establish a positive educational environment for both the student and the teacher. Generally, the following levels will be used to determine consequences for disregarding classroom rules:

1. Warning from teacher or staff member.
2. Discipline from classroom teacher.
3. Teacher discipline and parent notification.
4. Principal's discipline and parent notification.

Code of Conduct Violations

Abuse

Action or threats of action that constitute verbal or physical abuse of any employee or volunteer of the school by a student or any other individual will not be tolerated.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes, but is not limited to, cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Alcoholic Beverages

Any student found to have sold, given, delivered, been in possession of, or been under the influence of any alcoholic beverage while in school or while a participant in or spectator of a school-sponsored event, shall be subject to disciplinary penalties in accordance with the Student

Code of Conduct. An “alcoholic beverage” means any beverage containing alcohol, including wine or beer. A student is considered “in possession” if he or she has contact with the alcohol regardless of the amount of time it is in the student’s possession. If a student becomes in possession of alcohol, he or she needs to immediately inform an adult on campus. The smell of alcohol detectable on one’s breath is sufficient evidence to indicate being “under the influence.”

Bomb Threats

Any threat of this type will not be tolerated. A student making a bomb threat will be subject to expulsion and dealt with to the full extent of the law.

Conduct While Riding in School Vehicles

The campus principal shall take steps to maintain acceptable student conduct while riding a vehicle to a school-related event. Violations include, but are not limited to fighting, gross insubordination, and other acts that may cause a safety hazard.

Threats

Threats to an individual, whether written or oral, will not be tolerated or ignored and may result in expulsion.

Electronic Devices

Students are not permitted to possess certain electronic devices (e.g., electronic games, iPod and mp3 players, pagers, radios, cameras, etc.) at school. School staff will collect the items and turn them in to the school office. A fine of \$25 is required for return of confiscated electronic devices.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited and dealt with to the full extent of the law.

Electronic Equipment in the Classroom

Students may only use audio visual or electronic equipment in the classroom with permission of the teacher. These items include but are not limited to audio or video taping equipment. The school is not responsible for the damage, loss, or theft of these items.

Exposure

Inappropriate exposure of body parts, even without any sexual intent, is a serious offense and will be subject to disciplinary action.

Gambling

Students are forbidden to gamble in a school building or on school property.

Gang-Free Zones/Gang Activity

Any student found to have engaged in organized criminal activity, gang-related, and other criminal acts will be subject to appropriate disciplinary action. Student behavior considered to be “gang related” will not be tolerated at school or at any school activity regardless of the location of the activity. This includes, but is not limited to: articles of clothing, hand signs, graffiti, and any other behaviors considered by the administration to interfere with the educational program of the school.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassing behavior directed toward another student. (See “Freedom from Discrimination, Harassment, and Retaliation.”)

Harmful Drugs

Any student found to have had a controlled substance, depressant, or stimulant substances, narcotics, marijuana, or dangerous drugs in his or her possession, or found to have been under the influence thereof while in school or while a participant in or spectator at a school-sponsored event, shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. A student is considered “in possession” if he or she has contact with the substances listed above regardless of the amount of time it is in the student’s possession. If a student becomes in possession of one of these substances, he or she needs to immediately inform an adult on campus. Those students involved in selling or distributing a controlled substance, inhalant, or dangerous drug while in school or while a participant in or spectator at a school-sponsored event will be subject to disciplinary penalties in accordance with the Student Code of Conduct. Other sanctions may include completion of a drug rehabilitation program or referral for prosecution. The substances covered and prohibited include all those substances considered to be marijuana, dangerous drugs, narcotics, depressant, or stimulant substances, controlled substances and simulated controlled substances listed in the state and federal codes covering the possession, sale, and use of such controlled substances, drugs, and narcotics. The policy also covers and prohibits all forms and species of the plant substance known as marijuana as well as any abusable chemical substance used for inhalation such as glue, aerosol paint, thinners, etc.

A student may not keep in his or her possession any medication, even medication for which he or she has a prescription. See “Administration of Medication”. Failure to comply may result in Level II discipline. The only exception to this policy is doctor-prescribed asthma medication. (See “Asthma and Anaphylaxis Medication”.)

Bullying

A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a bullying incident will be subject to discipline. See “Freedom from Bullying”.

Inappropriate Sexual Conduct

Inappropriate sexual conduct encompasses any inappropriate, indecent, or offensive act that implies or involves contact of a sexual nature.

Sexual Harassment

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or school staff. See “Freedom from Discrimination, Harassment, and Retaliation”.

Tobacco

Matches, lighters, etc. are not permitted at school or at school-related functions. A student is considered “in possession” if he or she has contact with tobacco or tobacco products, regardless of the amount of time it is in the student’s possession. If a student becomes in possession of tobacco or a tobacco product, he or she needs to immediately inform an adult on campus.

Weapons

A student shall not possess, exhibit, use or threaten to exhibit or use any firearm, explosive weapons, knife, or materials that could be used as a weapon to inflict physical harm or damage to persons or property on school property or at any school-related function, whether on or off school property. A student is considered “in possession” if he or she has contact with a weapon regardless of the amount of time it is in the student’s possession. If a student becomes in possession of a weapon, he or she needs to immediately inform an adult on campus. Weapons include, but are not limited to:

1. Air gun;
2. Any object used in a way that threatens to inflict bodily injury on another person;
3. BB gun;
4. Chains;
5. Chemical dispensing device (such as mace or pepper spray);
6. Club: an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument;
7. Explosive weapon;
8. Firearm ammunition;
9. Firearm silencer;
10. Firearm: any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use;
11. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
12. Knife: blade or a hand instrument designed to cut or stab another by being thrown, a dagger, a bowie knife, a sword or a spear;
13. Knuckles (i.e. brass knuckles);
14. Pellet gun;
15. Razors (including box cutters);
16. Stun gun;
17. Toys that imitate weapons (“look alike”); and
18. Zip gun.

Offenses and Consequences

Corporal punishment is never an acceptable form of school discipline.

Level I Offenses

Prohibited Conduct

1. Accessing restricted areas – i.e., using classrooms without teacher permission or removing items from a teacher’s desk.
2. Computer systems violations, including violations of the Acceptable Use Policy.
3. Failure to attend class or tutorial sessions.
4. Failure to complete assigned homework.
5. Failure to comply with school dress and grooming code policies.
6. Failure to comply with school medication policies.
7. Falsification of school records.
8. Failure to report harassment or bullying of students.
9. Inappropriate physical contact not defined as a Level II or III offense.
10. Parking or vehicle operation infractions.

11. Persistent tardiness.
12. Possessing matches, lighters, etc.
13. Possession of unapproved electronic devices (i.e., CD players; MP3 players; iPod; Game Boy; Nintendo; or other video, listening, or entertainment device) during school hours.
14. Posting materials or holding student gatherings without administrative approval.
15. Use any telecommunications or other electronic device during school hours without permission.
16. Use of a skateboard, scooter, and/or roller blades while on school property.

Disciplinary Consequences

1. Classroom management techniques.
2. Closure from Activities: The student is temporarily suspended from attending or participating in school activities, including sports, club activities, dances, eligibility for seeking and holding honorary offices, and field trips.
3. Closure from Classes: The student is temporarily removed from one or more classes, but remains at school. The student may receive other disciplinary actions, including detention or suspension.
4. Conference: A formal conference is held between the student and one or more school officials.
5. Confiscation of cell phones or other electronic devices.
6. Cooling-off time or “time-out.”
7. Detention.
8. Grade reductions for academic dishonesty.
9. In-school suspension.
10. Informal Talks: A teacher or school official will speak with the student to try and reach an agreement regarding how the student should behave.
11. Parent Involvement: A conference between the student, parent, and appropriate school official(s) may be held.
12. Restitution or restoration, if applicable.
13. Seating changes within the classroom.
14. Temporary confiscation of items that disrupt the educational process.
15. Verbal correction.

Level II Offenses

Prohibited Conduct

1. Persistent Level I offenses.
2. Academic dishonesty.
3. 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.
4. Causing an individual to act through the use of threat of force (coercion).
5. Gambling.
6. Inappropriate public displays of affection, including kissing, hugging, physical conduct, etc.
7. Failure to comply with conditions of in-school suspension placement or detention.
8. Fighting.

9. Interference with school activities or discipline.
10. Leaving a classroom, school property, or school-sponsored events without permission.
11. Oral or written offensive language directed toward other students or school staff.
12. Possessing a look-alike weapon (any device designed to appear to be a firearm or other weapon).
13. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with students.
14. Use of profanity or vulgar/offensive language.
15. Willful destruction of school property or property belonging to another student or a school employee/volunteer.

Disciplinary Consequences

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

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

Level III Offenses

Prohibited Conduct

1. Persistent Level II offenses.
2. Abusing prescription drugs, 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.
3. Assault.
4. Burglary of a motor vehicle on campus.
5. Deliberate destruction or tampering with school computer data or networks.
6. Engaging in any conduct that constitutes sexual harassment.
7. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person.
8. Failure to comply with directives of school staff (insubordination).
9. False alarm or report.
10. Felony criminal mischief against school property, another student, or school staff.
11. Gang activity.
12. Possessing, selling, distributing, or being under the influence of alcohol.
13. Possessing, selling, or distributing any tobacco or tobacco products.
14. Possessing ammunition.
15. Possessing drug paraphernalia.
16. Possessing or using fireworks or other explosive devices.
17. Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual nature in any media format.
18. Setting or attempting to set fire on school property (not arson).
19. Targeting another individual for bodily harm.
20. Terroristic threat as defined by Texas Penal Code, Section 22.07.
21. Theft (stealing property belonging to the school or another person).
22. Verbal or physical threats or actions against school employees.

Disciplinary Consequences

1. Any consequence listed in Level I or II.
2. Out of school suspension for up to three days.
3. Expulsion.

Level IV Offenses

Prohibited Conduct

1. Commission of a felony offense listed under Title 5, Texas Penal Code.
2. Conduct punishable as a felony.
3. Gang activity (violent).
4. Inappropriate sexual conduct.
5. Indecency with a child.
6. Possessing, selling, distributing, or being under the influence of any illegal drug or controlled substance.
7. Sexual abuse of a young child or children.
8. Sexual assault.
9. Use, exhibition, or possession of a firearm, illegal knife, or prohibited weapon.

Disciplinary Consequences

All Level IV offenses will result in the immediate suspension of the student, pending an investigation by the campus principal. If the investigation indicates the student has engaged in Level IV prohibited conduct the campus principal is REQUIRED to recommend the student for expulsion.

Due Process

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

Suspensions

In addition to the above list of Code of Conduct violations, the principal or assistant principal has the authority to suspend a student for a period of up to three 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 principal 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 principal or designee determines the student's conduct warrants suspension during the school day, the campus principal or designee will make a reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The campus principal 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 principal regarding the suspension.

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.

Expulsion

TEC Section 12.131(b) provides that an open-enrollment charter school may not expel a student for a reason that is not authorized by Chapter 37 or specified in the student code of conduct. The charter school may expel a student for a reason authorized by Chapter 37 whether or not it is listed in the student code. But for non-Chapter 37 offenses, failure to give notice in the student code that an offense is expellable, bars the school from applying that discipline measure. The following list gives the charter an option to expel, but does not require expulsion for the listed offenses. A student may be expelled for one of these offenses only when committed on a campus, a school bus, or at a school-sponsored or school-related event or activity. Be aware that Chapter 37 permits expulsions in the case of some non-school related criminal acts. The object of this section is to be as inclusive as possible regarding offenses for which the school may want to expel a student.

Notice of Expellable Offenses

A student committing one of the following offenses whether on campus, on a school bus, or at school sponsored or school-related event or activity **may be subject to expulsion**:

1. Stealing from students, staff, campus visitors, or theft or misuse of school property
2. Committing extortion, coercion, or blackmail including obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
3. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities
4. Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence
5. Insubordination
6. Directing disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees or students
7. Fighting, committing physical abuse, or threatening physical abuse
8. Hazing
9. Engaging in offensive conduct that constitutes sexual harassment or sexual abuse, whether verbal or physical, that may include requests for sexual favors or intimidating sexual conduct directed toward other students or school employees
10. Possession of, or conspiracy to possess, any explosive or explosive device, or explosive appearing device
11. Falsification of records, passes, or other school-related documents

12. Making or assisting in making threats, including threats against individuals and bomb threats
13. Refusing to accept discipline management techniques proposed by a teacher or administrator
14. Any conduct that materially disrupts the school environment or educational process
15. Selling or trading on campus, any item not authorized by the principal
16. Placing a prohibited substance in another person's food, drink, and/or possessions
17. Participating in gang-related activities
18. Using any electronic equipment (i.e. paging devices or cellular phones) in a manner that disrupts the peace or provokes hostility
19. Possessing, exhibiting or using a pellet gun, air-powered rifle, paintball gun, BB gun, sling-shot, or other devices which propels a projectile by compressed air or gas, springs or elastic material
20. Possessing, exhibiting or using devices that produce loud noises (cap guns, firework noise devices, etc.)
21. Violating any rule set forth in this code pertaining to computers and the Internet
22. Possessing or using a firearm or explosive device
23. Possessing a firearm or explosive device look-alikes (toy guns, fake guns, fake explosive devices)
24. Possessing or using unloaded firearm accessories or parts (such as a gun barrel or gun clip)
25. Possessing, exhibiting, or using weapons including, but not limited to, knives (regardless of design or length); machetes; spears; and martial arts objects such as shurikan (throwing stars), nunchakus (nun-chucks), tonfa (wooden weapons), staff, baton, and bolo (long cord with weights at each end)
26. Possessing, exhibiting, or using any of the following: tobacco, alcohol products, matches, lighters, prescription drugs not belonging to the person, unlawful drugs or controlled substances, any drug look-alike product
27. Pulling a fire alarm as a prank, in a building owned or operated by the school where there is no smoke, fire, or danger that requires evacuation
28. Repeatedly violating classroom standards of behavior or repeatedly creating classroom disturbances
29. Displaying or using mace or pepper spray
30. Possessing or using fireworks or stink bombs
31. Acts of discrimination relating to race, ethnic, or national origin
32. Sexual harassment, sexual acts
33. Possession of noxious chemicals or toxins
34. Assaults that cause or threaten bodily injury to another
35. Academic dishonesty such as cheating or plagiarism
36. Computer misuse
37. Bullying
38. Conduct punishable as a felony
39. Repeated minor offenses (including, but not limited to, repeated violations of the dress code)

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 the campus. The school 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 weapons 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;
- (2) the frame or receiver of any such weapons;
- (3) any firearm muffler or firearm silencer;
- (4) any destructive device.

"Destructive device" means any explosive, incendiary, or poison gas bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive 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 one-half 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.

Expulsion Hearing

The A+ Charter Schools Inc. Chief Administrative Officer (currently Jim Lang) will serve as Hearing Officer for all Expulsions. The campus principal will complete the Expulsion form and send it along with the student's complete disciplinary file to the Hearing Officer. Within ten days of receipt of the Expulsion Form, the Hearing Officer will schedule a formal hearing with the student and his/her parents and representatives. The student will receive copies of the Expulsion form as well as any information in the student's file that will be used at the Expulsion Hearing. The student will be allowed to present witnesses and cross examine witnesses for the school during the hearing. The Hearing Officer will make a final determination concerning the Expulsion at the Hearing or within two days following the hearing. The Hearing Officer's decision may be appealed using the school's adopted grievance procedures.

No Credit Earned

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

Emergency Placement and Suspension

If the campus principal 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 principal or designee may order immediate removal of the student. Immediate suspension may be imposed by a Campus principal or designee if they reasonably believe 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.

A+ Academy Discipline Management Plan

Discipline

Our schools are dedicated to the education of students in an ethics-based program of study, activity, and living. We believe that all things should be done in an honorable and orderly fashion. We teach our students to accept responsibility and walk honorably before everyone.

We maintain discipline that is firm, consistent, and fair. We attempt to instruct students in proper actions before rules are broken. When intervention becomes necessary, the staff uses good judgment, understanding, and genuine regard for the student.

Parents are required to take an active role in the student's education and promote the rules of the school and classroom.

Students must conduct themselves at all times respectfully and with dignity. Students are expected to adhere to the school's philosophy and ethics-centered program and serve as an example to other students.

When a student's attitude is not in accord with school policies or principles, the parent/guardian will be called for a conference. Parents are expected to concur with administrators on discipline issues and support the school's policies.

Discipline Management Techniques

Discipline will be implemented to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and include a variety of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of the misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Detention

When a student receives a detention, it will be sent home with the student and must be signed by the parent. If the detention is not returned the following school day, the student may be given additional detention time. If a student repeatedly fails to serve detentions, a student's parents will be notified. Detentions indicate that a student may need direction in developing certain principles in their life. Multiple detentions and incident reports may cause a student to be suspended from school and prohibit students from participation in any school-related events such as sports, field trips, etc.

Students and parents, please be aware that all suspensions are a part of the State PEIMS Program and are reported to the State as discipline incidents.

Forms of Discipline

Detention

This is a form of corrective action that can be given to a student for various types of code violations, including, but not limited to:

- Uniform violation
- Failure to abide by student code of conduct
- Noncompliance to classroom, hall, cafeteria, gym, and/or before and after school rules

Suspension

A student may receive in-school suspension or out-of-school suspension when the administration believes that the infraction warrants such action. The suspension can range from **1 to 3 days**.

When a student is suspended for any reason, the parent/guardian will be notified immediately by a school employee to advise them of the situation and set up an appointment with the principal who is taking the administrative action.

Behavior Contracts

Every student who is suspended for any reason will be placed on a behavior contract upon returning to a regular classroom setting. This also includes ISS. The parent/guardian and the student will meet with the principal for a conference and discuss the activities that led to the administrative action or suspension. The student and the parent/guardian will sign a behavior contract that will be enforced for the remainder of the school year.

Expulsion - Students who are 10 years and older may be expelled from school for disciplinary reasons.

Discipline System

The following code of conduct applies to behaviors both in school and during school- sponsored and related activities.

- The first disciplinary infraction will result in a verbal warning being given to the student.
- The second disciplinary infraction will result in a written warning in the form of a detention. The warning notice will be sent home and must be signed by the parent/guardian. If referrals sent home to parents are not returned with parental signature, the student will not be allowed to serve the detention and further administrative action may be taken. Parents are encouraged to discuss each issue with teachers and the administration.
- The third disciplinary infraction given to a student by a teacher/staff member will result in a phone call by that teacher/staff member to the student's parent/guardian to explain behavior(s), and give notice of other possible disciplinary actions. The teacher/staff member will document this phone call and document that a notice has been given.
- If a student receives four disciplinary infractions, the student's teacher will send a notice of concern home to the parent.

- Additional disciplinary infractions will result in a parent/guardian meeting with the student's teachers and assistant principal to discuss the student's behavior, gather information, and determine patterns and circumstances surrounding the student's behavior. The purpose of the conference will be primarily to develop a plan that will help the student control behavior and effectively participate in the school's educational program. This may include disciplinary actions, such as, but not limited to, alternative classroom placement, in-school suspension and/or out of school suspension. The conference will also set the guidelines by which the student will abide in order to remain in school.
- If, after a conference between parents and staff, behavior results in additional disciplinary warnings, disciplinary actions will be administered at the discretion of the principal.

SECTION V: ESPECIALLY FOR PARENTS

A student'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.
2. Becoming familiar with all of your child's school activities and academic programs, including special programs, offered in the school. Discuss with the teacher or principal any questions you may have about the options and opportunities available to your child.
3. Monitoring your child's academic progress and contact teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed.
5. Becoming a school volunteer or participating in campus parent organizations.

Accommodations for Children of Military Families

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

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- 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 district. The district will permit no more than 5 excused absences per year for this purpose. For the absences to be excused, the absences must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>

Class Celebration

Parents are encouraged to assist teachers and other school staff in planning parties for students during scheduled events.

Parents are not permitted to plan surprise parties for their children at school. Students may pass out invitations to private parties while at school **only if the entire class receives an invitation.**

Elementary, PK-6- Class celebrations will occur during the last 30 minutes of the school day. Please notify the teacher 24 hours prior to the class celebration. Please inform the main office.

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.

Parental Notifications

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.

Parental Involvement

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 972-557-5578 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.
- Participating in campus parent organizations.

- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues.
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations.

Parental Rights

Accessing Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

- Federal law requires that, as soon as a student becomes 18 is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- Individuals or entities granted access in response to a subpoena or court order.

- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the school's grading policy.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Complaint Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Non-Discrimination Statement

In its efforts to promote nondiscrimination, *A+ Academy* does not discriminate on the basis of race, religion, color, national origin, gender, disability, or any other basis prohibited by law in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following district staff members are designated to coordinate compliance with the school's legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex and all other concerns regarding discrimination:
Name: Dr. Brenton White
Position: Superintendent
Office Address: 8225 Bruton Rd., Dallas, TX 75217
Office Telephone Number: 214-381-3226
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Name: Dr. Shala Flowers
Position: Curriculum Director and Student Services Support
Office Address: 8225 Bruton Rd., Dallas, TX 75217
Office Telephone Number: 214-381-3226

Parent and Student Complaints and Concerns

Students or parents who have a complaint should request to meet with the individual involved to try and resolve any concerns. If an informal resolution is not reached, student and/or parental complaints shall be submitted in writing on a form provided by the school as prescribed by Policy 300.120 "Grievance Process". Copies of documents that support the complaint shall be attached to the complaint form or presented at the Level One conference. After the Level One conference, no new documents may be submitted unless their existence was unknown to the complainant before the Level One conference. A complaint that is incomplete may be dismissed.

For purposes of this policy, "days" shall mean calendar days and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students and parents shall file Level One complaints with the campus principal. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One. If the complaint is not filed with

the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator. The appropriate administrator shall investigate as necessary and hold a conference within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented at Level One and identified in the Level Two appeal notice. At the conference, the individual may provide information concerning any documents or information relied by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference. The Superintendent or designee shall provide the complainant a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the A+ Charter Schools Inc. Corporate Administration, within ten days of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. The Superintendent or designee shall inform the individual of

the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Superintendent or designee shall provide the Board the record of the Level Two complaint. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If, at the Level Three hearing, the administration intends to rely on evidence not included in the records, the administration shall provide notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or the individual's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter. The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Parent/Teacher Conferences

Parents may schedule conferences with teachers through the faculty e-mail system or by leaving a voicemail for a teacher. Students may attend the conference only when invited by the teacher.

School Website

If you have access to the internet, please check the school website regularly at http://aplus.apluscharterschools.org/pages/A_Plus_Academy, as it is your best source of information regarding classroom activities and school functions. Additionally, faculty members have individual web pages that contain monthly lesson plans. This Handbook is also located on the school website.

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.

Teacher Contact

Please e-mail your child's teacher or call the office and leave a message if you have a question about your child's progress. Teachers will check their e-mails each day during their planning period. Please **do not** stop a teacher in the parking lot during drop-off and pick-up times, and **do not** enter a teacher's classroom for an unscheduled conference.

Volunteering at School

Volunteers perform essential functions for our school program. Parents are encouraged to volunteer to help facilitate a healthy learning environment. Volunteers assist the school by listening to individual students or small groups of students read; tutoring; assisting teachers with cleaning classrooms and restrooms' and providing transportation for field trips.

All volunteers must submit to a criminal background check and display a visitor's badge while on campus.

SECTION VI: IMPORTANT NOTICES

Notice of Parent and Student Rights: 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 principal 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 principal 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 that 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.

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 appropriately designated "directory information" without written consent, unless a parent or eligible student has advised the school, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

The school has designated the following categories of information as directory information:

- Student's name;
- Student's grade
- Student's address; and
- Student's telephone listing.
- For students who represent the school in interscholastic athletic competition:
 - Student's height and weight

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and/or businesses or members of the public seeking information about a student under the Texas Public Information Act. The school will release directory information only to those businesses with a legitimate school-related interest or intent. Under no circumstances will the school release directory information to companies and/or business that might use the information to conduct unsolicited contact with the parent and/or student. In addition, two federal laws require the school to provide military recruiters, upon request, with student names, addresses and telephone listings, unless a parent or eligible student has advised the school that they do not want the student's information disclosed without prior written consent.

Any parent or eligible student who does not want the school to disclose directory information from the student's education records without prior written consent must notify the school in writing by completing and returning the "Use of Student Photos and Directory Information Opt Out Form" no later than the end of the first week of instruction after the student is enrolled.

Use of Student Photos and Directory Information Opt Out Form

You have the right to choose whether your student’s information is released or not. Please check a box in the appropriate column below and return this form to your student’s school no later than the end of the first week of instruction after the student is enrolled. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs, and consent to release directory information to the military (grades 9–12 only).**

INFORMATION ABOUT THE MILITARY

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks Box D in the high school portion of this form. The military typically requests this information in the Fall semester of each academic year. **If you do not want information to be released to the military, you must return this form by September 1st in order to ensure that your preferences are entered in time.** Parents, guardians and eligible students are encouraged to remember that checking Box D means that the school will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the school.

ALL STUDENTS	ALL STUDENTS IN GRADES 9–12
<p>PLEASE MARK EACH APPLICABLE SPACE:</p> <p>A. ____ I do NOT consent to the release of directory information about the student named below outside A+ Charter Schools Inc. charter schools to sources such as an institution of higher education, school supervised electronic communication, or newspapers and other media, except as authorized by law.</p> <p>B. ____ I do NOT consent to the release of photographs or directory information within A+ Charter Schools Inc. charter schools for publications and other materials such as yearbooks, school sponsored electronic communication, rosters for sports information, programs or articles.</p> <p>C. ____ I do NOT consent to the release of my child’s school work products (such as, research papers, art work, or computer based products) publicly through any school sponsored device, including but not limited to school sponsored</p>	<p>RELEASE TO MILITARY:</p> <p>D. ____ I do NOT consent to the release of the above directory information to the military about the student named below.</p>

electronic media.	
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PRINT Student's Full Legal Name
(month/day/year)

Students Date of Birth

PRINT Parent/Guardian/Full Legal Name

Parent/Guardian Signature

Date (month/day/year)

Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMS, digitalized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

I. Expectations

- A. Student use of computers, other technical hardware, computer networks and software is only allowed when granted supervised or granted permission by a staff member.
- B. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District website.
- C. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- D. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

II. Unacceptable Conduct (includes the following, but is not limited to)

- A. Using the network for illegal activities, including copyright or contract violations, downloading inappropriate materials, viruses, and/or software, hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, proselytizing, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as, but not limited to, pornographic sites.
- D. Posting messages or accessing materials that are abusive, obscene, harmful to minors, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- E. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- F. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- G. Wasting finite resources, i.e., downloading movies or music for non-educational purposes.
- H. Gaining unauthorized access anywhere on the network.
- I. Revealing the home address or phone number of one's self or another person.

- J. Invading the privacy of other individuals.
- K. Using another user's account, password, or ID card or allowing another user access to your account, password, or ID.
- L. Coaching, helping, observing or joining any unauthorized activity on the network.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening stalking, demeaning slanderous.
- O. Falsifying permission, authorization of identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.
- R. Using personal computing devices on the District network, except mobile devices for District approved programs.

III. Acceptable Use Guidelines – A+ Charter Schools Inc. Network Computer On-Line Services

A. General Guidelines:

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of A+ Charter Schools.
2. Students are responsible for their ethical and educational use of the computer on-line services at A+ Charter Schools.
3. All policies and restrictions of the District's computer on-line services must be followed.
4. Access to the District's computer on-line services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer on-line service.
5. The use of any District computer on-line services at A+ Charter Schools must be in support of education and research and in support of the educational goals and objectives of A+ Charter Schools.
6. When placing, removing, or restricting access to specific databases or other District computer on-line services, school officials shall apply the same criteria of educational suitability used for other education resources.
7. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited, confidential information, copyrighted material, threatening or obscene material, and computer viruses.

8. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual campus administrator or campus technology personnel will be considered an act of vandalism and subject to disciplinary action in accordance with Board Policy.
9. Any parent wishing to restrict their children's access to any District computer on-line services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

B. Network Etiquette

1. Be polite.
2. Use appropriate language.
3. Do not reveal personal data (home address, phone number, and the phone numbers of other people).
4. Remember that the other users District computer on-line services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
5. Users should be polite when forwarding email. The intent of forwarding email should be on a need to know basis.

C. E-Mail

1. E-mail should be primarily used for educational or administrative purposes.
2. E-mail transmissions, stored data, transmitted data, or any other use of District computer on-line services by students, employees, or any other user shall not be considered confidential and any be monitored at any time by designated staff to ensure appropriate use.
3. All e-mail and all contents are property of the District.

D. Consequences

1. The student, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use.
2. Noncompliance with the guidelines published here, in the Student Code of Conduct and in Board policy may result in suspension or termination of technology privileges and disciplinary actions. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.
3. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications using District equipment and network access is governed by the Texas Open Records Act, therefore, when legally requested, proper authorities will be given access to their content.

A+ Charter Schools Inc. Student Acceptable Use Agreement

Student name (print) _____ **Grade** _____

School

I have read the Student Acceptable Use Guidelines. I understand that the Internet is a world-wide group of hundreds of thousands of computer networks. I agree that A+ Charter Schools Inc. does not control the content of these Internet networks. I understand if my child violates the Acceptable Use Guidelines, his/her access privilege to the District's computer online services may be revoked and may be subject to disciplinary action. A+ Charter Schools Inc. has my permission to give network and Internet access to my child. I understand that my child will maintain this privilege as long as the procedures described in the District Acceptable Use Guidelines are followed.

I also grant permission for examples of my child's schoolwork to be published on the World Wide Web as an extension of classroom studies, provided that the home address, home phone number, and student's last name or a close up photograph is not included.

Note: While the District will use filtering technology to restrict objectionable material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. Parents, who do not want their child to have Internet access and/or have their schoolwork published on the web, should submit this request in writing annually to their child's principal. While the District will attempt to restrict access, it is ultimately the responsibility of the parent to ensure their child does not violate this request.

Parent or Guardian signature _____

Date _____

Parent name (print) _____

Home Address _____

Phone _____

