



HOUSTON CLASSICAL
CHARTER SCHOOL

Scholar Handbook

2022-2023

WELCOME to HCCS!

Dear Scholars and Families,

The entire school community welcomes you to Houston Classical Charter School. Our school was created by a dedicated group of individuals that seek to offer Houston families with strong options in free public education. Our commitment is to provide all of our scholars with a nurturing, orderly and academically rigorous environment. Our scholars will grow to enjoy studying, learning, making new friends and will become responsible and caring young people who are prepared to succeed in college and beyond.

The connection between home and school is an important one and when scholars and families work together scholars succeed. We hope that all of our families will become involved in the educational process.

The attached *Scholar Handbook* outlines important school policies and procedures. There is a place for family signature (pg. 68 & 69) in this handbook. Please be sure to sign the two pages and submit the "School Copy" to a school staff member. You will be given a copy for your records.

We look forward to a productive year where your child's academic and social development is nurtured to its fullest potential.

If you ever have questions, now or in the future, do not hesitate to contact any member of the school community.

Warm regards,

Deyvis Salazar
Head of School/Founder



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SECTION I

GENERAL POLICIES AND PROCEDURES

Attendance Policy

Absences from class may result in a serious disruption of a scholar's mastery of the instructional materials; therefore, the scholar and parent should make every effort to avoid unnecessary absences.

Compulsory Attendance

The state compulsory attendance law requires that a scholar between the ages of 6 and 19 attend school and school-required tutorial sessions unless the scholar is otherwise legally exempted or excused. School staff must investigate and report violations of the state compulsory attendance law. A scholar's absence from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the scholar and his or her parents. State law permits the school to file a complaint against the parent in the appropriate court if the scholar is absent, without excuse, on three or more days or parts of days within a four-week period. State law requires the school to file a complaint against the parent in the appropriate court if the scholar is absent, without excuse, on 10 or more days or parts of days within a six-month period in the same school year.

Excused and Unexcused Absences

The following absences are considered excused absences:

1. General illness such as the seasonal flu
2. Death in the immediate family
3. Removal from home
4. Observing a Religious Holy Day
5. Medical Appointment



Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to, class cuts, car trouble, over sleeping, personal business, vacation, etc.

Required Documentation of Absences

When a scholar must be absent from school, it is the parent's responsibility to call the school office each day to explain the reason for the scholar's absence. Upon returning to school, the scholar must bring a doctor's note (or other acceptable documentation) to the school office, signed by the parent, which describes the reason for the absence. In order to excuse the absence, the note must:

1. be submitted to the school office within three school days of the scholar's return to school, and
2. describe an acceptable reason for the absence (see "Excused and Unexcused Absences").

Notification to Parents

The school will notify the parent by phone call and email when the scholar is absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent of, among other things, the need for a conference between the parent and the Attendance Officer/Head of School to discuss the absences.

Cell Phones and Other Electronic Devices

Possession and use of cell phones, computers, and other devices capable of electronic communications at school is a privilege, not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations (e.g. powered off and out of sight during school hours). Any such devices may be confiscated, powered on, and searched by school officials if there is a reasonable cause to believe that the devices have been used in the transmission or reception of communications prohibited by law, policy, or regulation (see "Telecommunications or Other Electronic Devices,").

Change of Address or Telephone Number

When the address or telephone number of a scholar has been changed, it is the responsibility of the parent to notify the school office immediately. Proof of residency at the new address may be required.

Check Acceptance Policy



All personal checks written to the school must include the current address and phone number of the account holder. The account holder's name should also be legible and printed on the check.

In the event that a check written to the school is returned unpaid by the bank, the account holder agrees that the school may collect a return check fee of \$30. The school may contract with a collection company in an effort to redeem returned checks. The use of a check for payment is the account holder's acknowledgement and acceptance of this policy and its terms.

Closed Campus

The school operates on the closed campus concept. Specifically, this means that scholars are not allowed to leave campus for any reason during the school day, including during meal periods, without first obtaining permission from the school office (see "Leaving Campus during the School Day,").

Clubs and Organizations

Participation in school-sponsored activities is an excellent way for a scholar to develop talents, receive individual recognition, and build strong friendships with other scholars; participation, however, is a privilege, not a right.

All scholars are encouraged to participate and take an active part in scholar clubs and organizations.

New Clubs or Organizations

Scholars desiring to form a new club or organization shall submit a written request to the Head of School at the school office, containing the following mandatory elements:

1. a statement of the club's or organization's purposes, goals, and activities;
2. signatures of a minimum of 10 scholars who wish to participate in the club or organization;
3. written parental permission of each scholar signatory to participate in the club or organization;
4. written agreement of a teacher who has agreed to serve as the staff sponsor for the club or organization;
5. a description of any funding or other assistance received from, or affiliation with, any non-scholar groups; and
6. a schedule of its proposed meeting times.



Fundraising

The Head of School must approve any plan or activity used by a club or organization for making money. Only activities that raise money through payment of admissions or where value is received for money paid may be conducted. No advertising will be sold without the approval of the Head of School.

Meetings

Only school-recognized scholar clubs and organizations are permitted to meet on school property during non-instructional time.

Conferences with Teachers and Head of School

Because the Head of School and teachers are busy serving scholars during the school day, they are unable to accommodate unscheduled telephone calls or in-person conferences. When parents feel it advisable to contact the Head of School or teachers personally, they are encouraged to leave their telephone numbers with the school office in order that the Head of School or teacher may return the call later. Personal conferences are welcome if a telephone conversation does not prove adequate. To schedule an in-person conference with the Head of School or a teacher at a mutually convenient time, please call the school office for an appointment. Parents may also communicate with teachers via e-mail regarding school-related business.

Deliveries

Packages such as flowers, balloons, etc., should not be delivered to the school for scholars. These will not be delivered to the classroom.

Distribution of Materials or Documents

Only publications relating to school-sponsored activities or school-recognized clubs and organizations may be posted or distributed. The publication, as well as the time and location of its posting or distribution, must be submitted to the Head of School for review and approval.

Dress Code

The school dress code is established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards. Scholars and parents may determine a scholar's personal dress and grooming standards, provided that they comply with this dress code.



In order to maintain an orderly environment, all scholars shall be required to meet the minimum expectations of the school dress code. Dress and clothing that unduly attracts the attention of other scholars often precipitate comments and/or other reactions that are disruptive.

Safety, general health, and hygiene are factors that are also considered in the establishment of this dress code. The provisions of this dress code shall be enforced equally with regard to all scholars to whom the provisions apply.

The following criteria for a scholar's personal dress and grooming standards provide the minimum requirements.

School Uniforms

All scholars will be required to be in full uniform each school day unless a note has been sent home to the parents stating otherwise. Scholars should leave home in their entire uniform, enter school with uniform in place and maintain the uniform code throughout the entire time on campus.

Shirts and blouses must be clean, neat, ironed, and in good repair. They should be tucked in at all times while on campus.

Tears and holes in trousers, shirts, sweaters, or coats must be kept mended or patched to appear like new. Uniform items should be free of all pencil and ink marks.

THE GUIDELINES BELOW APPLY TO UNIFORM

General Criteria

A scholar's personal dress and grooming standards shall not:

1. lead school staff to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
2. create a health or other hazard to the scholar's safety or to the safety of others.

Specific Criteria

1. Hair is to be clean and well-groomed. Unusual coloring (e.g., red, blue, purple, etc.) or excessive hairstyles are not allowed.
2. Words, symbols, or designs shaved in hair (including facial hair and eyebrows) are not allowed.
3. Clothing, tattoos, and other articles that are considered "gang-related" are not allowed.

4. Extremely baggy clothing is not allowed. Pants, shorts, etc., are not to be worn below the waistline and should be appropriately sized.
5. Hats, scarves, bandanas, hair coverings, sweatbands, or hooded shirts are not allowed except under circumstances designated by the Head of School.
6. Grills or temporary decorations on teeth are not allowed.
7. Chains, handcuffs, jewelry, or accessories that suggest weaponry are not allowed.
8. Scholars are to wear appropriate closed- toe, closed heel shoes at all times. House shoes, shoes with wheels and sandals are not allowed.
9. Excessive makeup is not allowed.

Boys: Additional Guidelines

1. Make-up is not allowed.
2. Jewelry other than a watch is not allowed.
3. Belts and ties are required.
4. Uniform each day is required Monday through Friday
5. 1-8th grade: Ties are required

Girls: Additional Guidelines

1. Apparel that is too tight or too short to prevent modesty is not allowed.
2. Skirts, dresses, and culottes must be no shorter than 3 inches above the knee.
3. Jewelry other than a watch and stud earrings are not allowed.
4. Low-cut apparel is not allowed.
5. Shirts are to have sleeves.

Enforcement Procedures

If the scholar's dress or grooming is inappropriate or objectionable under these provisions, the Head of School or designee shall request the scholar to make appropriate corrections. If the scholar refuses, the Head of School or designee shall notify the scholar's parent and request that the parent make the necessary correction. If both the scholar and parent refuse, the Head of School shall take appropriate disciplinary action, including removal from school until the scholar is in compliance with the dress code. Decisions of the Head of School or designee regarding dress and grooming are considered final. Failure to comply with the dress code will result in disciplinary action.

Enrollment of New Scholars

Admission and enrollment of scholars shall be open to any person who is eligible for admission based on lawful criteria identified in the school's charter, e.g., qualifying residency and disciplinary history. The total number of scholars enrolled in the school shall not exceed the



number of scholars approved in the school's charter or subsequent amendments. Applications for admission shall be due by a reasonable deadline to be set each year by the school—i.e., the close of the “open- enrollment period.”

Lottery

If the number of eligible applicants does not exceed the number of vacancies, then all eligible applicants who have applied during the designated open-enrollment period will be offered admission. If there are more eligible applicants than available spaces in a class or grade, then a lottery will be conducted at a time set by the school each year. A name (or number assigned to a name) will be drawn for each vacancy that exists, and each applicant whose name (or number) is drawn will be offered admission. The remaining names will then be drawn and placed on a waiting list in the order in which they were drawn.

Notification of admission will be made by telephone, e-mail, or U.S. Postal Service. Failure of a parent 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 forfeit his or her position in the lottery. Parents should call the school immediately upon receipt of the notice in order to preserve their scholar's position in the lottery.

If a vacancy arises before the commencement of the school year, the individual on the waiting list for the current year with the lowest number assignment will be offered admission and then removed from the waiting list. If an application is received after the open-enrollment period has passed, the applicant's name will be added to the waiting list behind the names of the eligible applicants who timely applied.

Exceptions

Federal guidelines permit the school to exempt from the lottery process scholars who are already admitted under the charter, siblings of scholars already admitted under the charter, and children of the charter's founders, teachers, and staff.

Residency Information

To be eligible for continued enrollment in the school, the parent must show proof of residency at the time of enrollment or indicate a situation that excludes the parent from providing a proof of residency on the scholar residency form (e.g. homeless). Failure to comply with this requirement will result in the immediate initiation of procedures to exclude scholars from enrollment.

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

1. a recently paid rent receipt,
2. a current lease agreement,



3. the most recent tax receipt indicating home ownership,
4. a current utility bill indicating the address and name of the residence occupiers,
5. mailing addresses of the residence occupiers,
6. interviews with persons with relevant information, or
7. building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve 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.

Disciplinary History

As provided in the school's charter, the school may exclude a scholar from admission who has a documented history of a criminal offense, juvenile court adjudication, or discipline problems under Subchapter A, Chapter 37, of the Texas Education Code. The school shall exclude a scholar from admission who has a documented history of an offense listed in Section 37.007(a) and (d) of the Texas Education Code. As such, if it is later discovered that the scholar failed to disclose a documented history of a criminal offense, juvenile court adjudication, or disqualifying discipline problems, the school will immediately initiate procedures to exclude the scholar from admission.

Scholar Information

Any scholar admitted to the school must produce records such as a report card and/or transcript from any previous school(s) attended to verify his or her academic standing within 30 days of enrollment. Verification of residency and current immunization records are also required. Every scholar enrolling in the school for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in the school, the parent and school district in which the scholar was previously enrolled shall furnish records which verify the identity of the scholar unless a situation is indicated on the scholar residency form. These records may include the scholar's birth certificate or a copy of the scholar's school records from the most recently attended school.

The school forwards a scholar's records on request to a school in which a scholar seeks or intends to enroll without the necessity of the parent's consent.

Providing False Information

A person who knowingly falsifies information on a form required for enrollment of a scholar in the school may be guilty of an offense under Section 37.10 of the Texas Penal Code.

Non-Discrimination



It is the policy of the school to prohibit discrimination in scholar admission on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the scholar would otherwise attend in accordance with the Texas Education Code, or any other basis protected by law.

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a scholar. A scholar, however, is expected to provide his or her own pencils, paper, pens, erasers, notebooks, calculators, headsets, etc., and may be required to pay certain other fees or deposits, including payment of:

1. a fee for materials for a class project that the scholar will keep, if the fee does not exceed the cost of materials;
2. membership dues in voluntary scholar clubs or organizations and admission fees to extracurricular activities;
3. a security deposit for the return of materials, supplies, or equipment;
4. a fee for voluntarily purchased items, such as scholar publications, class rings, pictures, yearbooks, graduation announcements, etc.;
5. 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;
6. a fee for items of personal apparel used in extracurricular activities that become the property of the scholar;
7. a fee for a scholar identification card;
8. a fee for supervision of a scholar who is picked-up late from all school related functions;
9. a fee for lost, damaged, or overdue textbooks, library books, technological equipment, and academic curriculum materials; or
10. a fee specifically permitted by any other statute.

Before- and After-School Care Programs -

Before- and After-School Care Programs may be provided on a campus. Fees for these programs may vary by depending on number of participants and need. At the discretion of the Head of School, such services may be revoked for habitual abuse of early drop-off or late pick-up. Continual abuse of mandated program times may be considered as neglect and thus may be treated as such.

Scholars who are not enrolled in an After- School Care Program and whose parents are more than 15 minutes late for pick up may be placed in the After-Care Program for appropriate supervision and the parents charged the daily rate for the service.

Leaving Campus During the School Day

A scholar who will need to leave campus during the day must submit a note to the school office from his or her parent which provides the following information:

1. scholar's name,
2. reason for scholar's need to leave campus,
3. time scholar will need to be gone from campus,
4. phone number where parent may be reached to confirm parent's permission,
5. parent's name, and
6. parent's signature and date

No scholar will be permitted to leave campus before the school office confirms the scholar's need to leave campus with the scholar's parent by phone.

Scholars who fail to check in/out before leaving and/or returning to campus will be considered truant from any instructional hours missed.

Scholars will not be allowed to leave in the custody of any person not named on the Scholar Registration Card. Photo identification is required.

Doctor's appointments should be scheduled, if possible, at times when the scholar will not miss instructional time.

Lockers/Cubbies/Desk

If provided storage, such as lockers, cubbies, or desks, it remains under the jurisdiction of the school even when assigned to an individual scholar. The school reserves the right to inspect all space. Searches may be conducted at any time, whether or not the scholar is present.

Lost and Stolen Items

All articles, including books, found on campus should be taken to the school office. All articles not claimed will be disposed of through proper channels. We will do this twice per year. Scholars are not to bring electronic entertainment devices and other personal items to school. The school is not responsible for lost or stolen items.

Meals



The school serves breakfast and lunch through participation in the National Breakfast and School Lunch Program. Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") guidelines are followed to meet the nutritional needs for all scholars.

Menus

Menus may be obtained online under "Print Documents" in our website at www.houstonclassical.org

Payment for Meals

Scholars are encouraged to purchase meals from the school in advance. Payments may be made to the scholar's account weekly, monthly, or yearly. See the school office for acceptable methods for payment.

State-Mandated Nutrition Guidelines

TDA policy places strict limits on any food or drink provided or sold to scholars, other than through the school's Food and Nutrition Services. Scholars may not have access to candy or any other food of minimal nutritional value during the school day. The specific policy may be obtained at the school office or online at www.agr.state.tx.us.

Free and Reduced-Cost Meals

The school sends applications for free or reduced cost meals to the scholar's home at the beginning of each school year. Applications must be complete, regardless of intent to participate in the program, listing all members of the household and family income. Should the family income status change, assistance may be requested at any time during the school year. Only one application for each household is required. Completed applications should be returned to the school office.

Messages for Scholars

It is not possible to receive and deliver telephone messages and/or supplies to scholars without interrupting classes and interfering with the learning environment that the school staff works so hard to maintain. In the case of an emergency, the school office should be contacted for assistance.

Notice of Non-Discrimination

The school, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability, and/or age in educational programs or activities that it operates or in employment decisions. The school is required by Title



VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as Board Policy not to discriminate in such a manner (not all prohibited bases apply to all programs).

Pledge of Allegiance/Minute of Silence

As allowed by state law, each school day, scholars 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 Head of School at the school office to excuse their scholar from reciting a pledge.

One minute of silence will follow recitation of the pledges. During the one-minute period, each scholar may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract others. State law does not allow scholars to be excused from participation in the required minute of silence.

Houston Classical Charter School Creed

HCCS Creed (Call and Response)

Who are you?

A scholar! I shine brightly for others!

Why are you here?

To get an education!

Why else?

To be the great person I am meant to be!

And what will you have to do?

Work Hard! Work, work, work hard! Work! Hard! Work, work, work hard!

What else will you have to do?

Take care of each other!

And what will you need!

(stomping in unison) Self Discipline!

Why?

To be the master of my own destiny!

What else will you need?

Respect for me, my peers, my teachers, and all people.

Where are you headed?

College!

And will you succeed?

Yes!

And when you succeed, what will you do?

Change history and give back to others!



What are we?
A community! (repeat)

Religious Expression

Scholar Expression of Religious Viewpoints

The school shall treat a scholar's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the school treats a scholar's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the scholar based on a religious viewpoint expressed by the scholar on an otherwise permissible subject.

Religious Expression in Class Assignments

Scholars may express the scholars' beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the scholars' submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. Scholars may not be penalized or rewarded on account of religious content. If a teacher's assignment involves writing a poem, the work of a scholar who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded on account of its religious content.

Freedom to Organize Groups and Activities

For the purposes of the Equal Access Act, Houston Classical Charter School maintains a "limited open forum" for school clubs which grants the opportunity for non-curricular related clubs to meet on the school premises during non-instructional time. The Head of School, or designees, shall draft rules and regulations to govern all organizations within the general philosophy of scholar welfare and the Equal Access Act. Requests to meet on school premises must contain a brief statement of the group's purpose and goals, a list of the group's members, and a schedule of its proposed meeting times. Requests may be approved by the Head of School, or designee, subject to availability of meeting space and without regard to the religious, political, philosophical, or other content of speech likely to be associated with the group's meetings. Scholars may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during, and after school to the same extent that scholars are permitted to organize other non-curricular scholar activities and groups. Religious groups must be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination based on the religious content of the group's expression. If scholar groups that meet for nonreligious activities are permitted to advertise or announce the groups' meetings, for example, by advertising in a scholar newspaper, putting up posters, making announcements on a scholar activities bulletin board or public address system, or handing out



leaflets, school authorities may not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of non-curricular groups and events, provided they administer the disclaimer in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

Prayer

Each scholar has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a scholar to engage in or refrain from such prayer or meditation during any school activity.

Respect for All

The school has a diverse scholar population and strives to maintain an environment of respect and acceptance. Scholars must not engage in harassing behaviors motivated by ethnicity, gender, color, religion, national origin, or disability directed toward another scholar.

Scholars are expected to treat other scholars and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

School Calendar

The school operates according to the annual Board-adopted school calendar. Refer to the school calendar located on the school website for procedures relating to the announcement of school closings in the event of bad weather. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school website at www.houstonclassical.org.

School-Day Schedule

Refer to our Main Office for information regarding the school-day schedule and whether supervision of scholars before or after school is available.

School Facilities Use

Certain areas of the campus will be accessible to scholars before and after school for specific purposes. Scholars are required to remain in the area where their activity is scheduled to take place. Unless the school staff member overseeing the activity gives permission, a scholar will not be permitted to go to another area of the campus. Unless involved in an activity under the supervision of school staff, scholars must leave campus once school is dismissed.



School Functions

Scholars are held responsible for their conduct while in attendance at any school function. A scholar who is on campus or in attendance at any school function at any place, night or day, is subject to all regulations of the school and will be governed accordingly. Scholar identification cards may be required to attend some school functions.

School-Sponsored Trips

Many school-sponsored trips are made each year for the various activities in which scholars participate. The following regulations govern trips sponsored by the school:

1. Scholars missing school when on a school-sponsored trip are not counted absent, but are required to make up the work missed. Arrangements should be made with each teacher for make-up work before the trip is made.
2. Scholars must take the responsibility of observing all safety rules.
3. Scholars making a school-sponsored trip are under the supervision of a sponsor and are expected to follow the school Scholar Code of Conduct and dress code.
4. Scholars may not miss any class more than 10 times within the school year, unless they are participating in competition beyond the district level.

Skateboards

Scholars are not permitted to use their skateboards, scooters, and/or roller blades on campus at any time. If a scholar is using any of the above instruments as a means of transportation to or from school, he or she must walk and carry the skateboard, scooter, and/or roller blades while on campus. Skateboards, scooters, or roller blades should be kept in a locker, or other designated place approved by a teacher or the Head of School, until the end of the school day.

Tardiness

Scholars who are late to class are designated tardy and will be assigned disciplinary consequences if they are tardy on four or more days within every grading period.

A parent or guardian must sign scholar(s) in when tardy. Scholars will be unable to attend class until a parent or guardian has signed the scholar(s) in at the office.

Telephone

Because of the tremendous amount of essential business that must be transacted over the school office telephones, scholars are requested not to ask for use of the telephone except in



emergencies. The school office staff will deliver messages in cases of emergency. No toll calls from office telephones are to be made by scholars.

Transportation

Scholars who participate in school-sponsored trips may be required to ride a school vehicle (i.e., a vehicle driven for school-related business or owned, leased, or rented by the school). The Head of School, however, may make an exception if the parent personally requests that the scholar be permitted to ride with the parent, or if the parent presents—prior to the day of the scheduled trip—a written request that the scholar be permitted to ride with an adult designated by the parent.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, scholars are held to behavioral standards established in this Handbook. Scholars must:

1. follow the driver's directions at all times;
2. enter and leave the vehicle in an orderly manner;
3. keep feet, books, instrument cases, and other objects out of the aisle;
4. not deface the vehicle or its equipment;
5. not put head, hands, arms, legs, or any object out of any window; and
6. wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated scholars are allowed to ride in the vehicle. Scholars may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a special needs scholar is receiving bus transportation as a result of an Individual Education Plan ("IEP"), the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences.

Use of Scholar's Image/Information

Photographs of scholars (including video images) along with scholar names, activities, honors, and achievements will be allowed for use in official school projects and events unless a parent specifically requests in writing that such usage be denied. Individual scholar photos for official campus identification cards may be taken as required.

Visitors

Parents and other visitors are welcome to visit the campus by appointment. No visitors will be allowed in any part of the building without first obtaining approval from the school office. During



lunch period, we reserve the right to refuse visitors access to our facility for any purpose. The school will take the following actions when there is a visitor at the school:

1. The visitor must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID.
2. The visitor's information will be stored in an electronic database to document visitors to the school. 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.
3. The school will 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. Visitors identified as sex offenders shall be escorted by school staff at all times during a school visit.
4. A visitor badge will be issued to the visitor and displayed conspicuously during the visit.

Visits to individual classrooms during instructional time are permitted only with approval of the Head of School and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Withdrawals

A scholar under 19 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. Less than three days' notice may result in forms being mailed. A withdrawal form may be obtained from the school office.

The school may initiate withdrawal of a scholar for non-attendance if:

1. the scholar has been absent 10 consecutive school days and repeated efforts by the school to locate the scholar have been unsuccessful, or
2. the scholar is 19 years of age or older has more than five unexcused absences in one semester.

SECTION II

HEALTH AND SAFETY INFORMATION

School Safety



Scholar safety on campus and at school-related events is a high priority of the school. Although the school has implemented safety procedures, the cooperation of scholars is essential to ensure school safety. A scholar should:

1. avoid conduct that is likely to put the scholar or other scholars at risk;
2. follow the behavioral standards in this Handbook, as well as any additional rules for behavior and safety set by the Head of School, teachers, or school staff;
3. remain alert to and promptly report to school staff safety hazards, such as intruders on campus and threats made by any person toward a scholar or school staff;
4. know emergency evacuation routes and signals; and
5. immediately follow the instructions of school staff who are overseeing the welfare of scholars.

Asbestos Management Plan

The school has every facility inspected for asbestos before use by a licensed Asbestos Hazard Emergency Response Act (AHERA) inspector. An Asbestos Management Plan is created for the school in accordance to federal regulations by AHERA. Parents may view the Asbestos Management Plan by contacting the school office.

Child Abuse Reporting and Investigations

Reporting Procedures

Scholars who believe they are the subjects of abuse, sexual abuse, neglect, or other maltreatment should report the incident immediately to a teacher or the Head of School.

If a parent has cause to believe that a scholar has been or may be abused or neglected at school, the parent should immediately notify the Head of School at the school and make an oral report to Child Protective Services at 1.800.252.5400 or the local Police Department at 911.

Staff Reporting

All school officials are required to report any suspicions or knowledge of abuse, sexual abuse, neglect, or other maltreatment immediately and directly to Child Protective Services. School staff cannot be required to report it to a supervisor before reporting to CPS.

Additional Information

Additional information regarding abuse, sexual abuse, neglect and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of abuse, sexual abuse, neglect or other maltreatment, may be found



at the following Texas Education Agency website:

<https://tea.texas.gov/texas-schools/health-safety-discipline/child-abuse-prevention/child-abuse-prevention-an-overview>.

Staff Training

All members of the school staff are trained annually in child abuse awareness and reporting procedures.

Scholar Interviews at School

The school cooperates with official child abuse investigators as required by law. The school may not interfere with an investigation of a report of child abuse or neglect conducted by the Texas Department of Family and Protective Services ("DFPS"). The school shall permit the investigator to conduct the required interview with the scholar at any reasonable time at the school. The school may not require the investigator to permit school staff to be present at a scholar interview conducted at school.

Notification of Parents

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

Communicable Diseases

To protect other scholars from contagious illnesses, scholars infected with certain diseases are not allowed to come to school while contagious. Parents of a scholar with a communicable or contagious disease should phone the school office so that other scholars who might have been exposed to the disease can be alerted.

Dyslexia and Related Disorders

From time to time, scholars may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules, and standards approved by the State. Parents will be notified should the school determine a need to identify or assess their scholar for dyslexia and related disorders.

Emergency Medical Treatment

If a scholar has a medical emergency at school or a school-related activity and the parent cannot be reached, school staff will seek emergency medical treatment unless the 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 scholar's allergies to medications, etc. Parents should keep emergency care information current (e.g., name of doctor, emergency phone numbers, allergies, etc.). An updated Scholar Health Form will be required at the beginning of each school year. Please inform the school office of any changes that occur during the school year.

Fire, Lock-Down, and Disaster Drills

Fire drills are conducted for two purposes:

1. to train scholars to leave the building orderly and quickly in case of an emergency alarm, and
2. to teach self-control in times of emergency.

When the fire alarm is sounded, all scholars should immediately walk out of the room and proceed to the designated exit. They should walk in an orderly manner, with no talking or pushing. When the scholars reach the safety zone designated by the teacher, they should face the building but remain in line.

In addition to fire drills, lock-down or disaster drills will also be conducted.

Health Care Appointments

A scholar may be excused for a temporary absence resulting from a visit to health care professionals if that scholar begins classes or returns to school on the same day of the appointment. A note from the health care professional must be provided to the school office upon return of the scholar to school. Scholars whose absences are excused for these reasons may not be penalized for that absence and will be counted as if the scholar attended school for attendance purposes. The scholar will be allowed a reasonable time to make up the missed school work.

Illness During School Hours

A scholar who becomes ill during school hours is to report to the teacher, who will then send him or her to the school office. The scholar's parent will be contacted. No scholar is allowed to go home without the parent being notified. Scholars are not to call parents from cell phones asking to go home; such calls are to be made from the school office by school staff.

Scholars should stay home from school due to illness if any of the following are present:

1. fever of 100 degrees Fahrenheit or higher in the past 24 hours;
2. vomiting and/or diarrhea in the past 24 hours;



3. itchy, red eyes with discharge;
4. unknown rash;
5. ringworm (until treatment has been started);
6. live head lice or
7. jaundice.

To protect scholars at school, scholars assessed with any of the signs and symptoms listed above will be sent home.

Immunizations

The State of Texas requires that every child in the state be immunized against vaccine 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 scholar, please read "Texas Minimum State Vaccine Requirements for Scholars." This document and more information about school vaccine requirements are available at the Texas Department of State Health Services ("DSHS") Immunization Branch website: www.ImmunizeTexas.com (click on the "School Information for..." link, then "Schools & Child Care" then "K-12 Requirements" link).

Proof of immunization must be in one of the following forms:

1. a copy made from the original health record;
2. a printed copy from the Health Dept/Physician with their signature and stamp on it;
3. a record that is printed from Imm Trac.

Records from a previous school are not acceptable.

Provisional Enrollment

A scholar can be enrolled provisionally for 30 days from the first day of attendance only if:

1. he/she is transferring from a Texas school to a Texas school;
2. a dependent of a parent who is Active Duty Military with a valid ID card;
3. the scholar is homeless or displaced.

Should on day 30 of the provisional enrollment an up-to-date compliant immunization record is not received, then the scholar will be excluded from school and marked absent until the record is provided.



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

Exemptions from Immunization Requirements

Exemptions from immunization requirements are allowable on an individual basis for:

1. medical reasons;
2. reasons of conscience, including a religious belief; and
3. active duty with the armed forces of the United States.

To claim an exclusion for medical reasons, the scholar must present a statement signed by the scholar's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the scholar, 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 scholar or any member of the scholar'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 exemption for reasons of conscience, including a religious belief, a signed DSHS affidavit must be presented by the scholar's parent, stating that the scholar'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. The official DSHS affidavit form must be notarized and submitted to the school office. The form must be submitted within 90 days from the date it is notarized. The school will accept only official affidavit forms developed and issued by the DSHS. No other forms or reproductions will be allowed. The scholar 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.

Immunization Records Reporting

The school's record of a scholar's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and the DSHS and transferred to other schools associated with the transfer of the scholar to those schools.



Injuries

The school is not responsible for medical costs associated with a scholar's injury.

Interrogations and Searches

Scholars shall not place, keep, or maintain any article or material prohibited by school policy or that would lead school officials to reasonably believe that it would cause a substantial disruption at school or at a school-sponsored or school-related function. Head of Schools and teachers have the right to question scholars regarding their conduct or the conduct of others without consent or the presence of a parent/guardian.

School staff may search a scholar's outer clothing, pockets, or property by establishing reasonable suspicion or securing the scholar's voluntary consent. However, consent obtained through threat of contacting parents or the police authorities is not considered to be voluntarily given.

Scholar lockers, desks/offices, backpacks, vehicles parked on campus, and any other area that is owned or jointly controlled by the school, are under the jurisdiction of the school. As such, they may be searched any time there is reasonable cause to believe that they contain articles or materials prohibited by school policy, with or without the presence of the scholar. The parent will be notified if any prohibited items are found in the scholar's possession.

Random Drug Searches

In order to ensure a drug-free learning environment, the school may conduct random drug searches of the school facilities. The school may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on campus. Searches of classrooms, common areas, or scholar belongings may also be conducted by trained dogs when scholars are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Law Enforcement Agencies

Procedures for Law Enforcement Interviews

The following procedures shall be followed when law enforcement officers and other lawful authorities want to question or interview a scholar at the school:

1. The school shall verify and record the identity of the official and request an explanation of the need to question or interview the scholar at school.
2. The school shall make reasonable efforts to notify the scholar's parent.



3. Unless prohibited by law or when the scholar has been arrested or taken into police custody, a school staff member shall be present during the questioning or interview.

When the investigation involves allegations of child abuse, special rules apply (see "Child Abuse Reporting and Investigations,").

Procedures for Assuming Custody of Scholar

The school shall permit a scholar to be taken into custody:

1. pursuant to an order of the juvenile court;
2. pursuant to the laws of arrest;
3. by a law enforcement officer if there is probable cause to believe the scholar has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
4. by a probation officer if there is probable cause to believe the scholar has violated a condition of probation imposed by the juvenile court;
5. pursuant to a properly issued directive to apprehend; or
6. by an authorized representative of the Texas Department of Family and Protective Services ("DFPS"), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the scholar's physical health or safety.

Medication Policies

All Medication

All medication must be prescription medication. In order to be administered during school hours, the medication must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.

Prescription medication labels must include the scholar's name and instructions and be clearly legible.

Written instructions from a physician or ANP are required and must include the following information:

1. name of the scholar,
2. name of the medication,
3. reason the medication is being given,
4. specific amount to be given,



5. time the medication is to be given, and
6. the method used to administer the medication.

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 scholars with those conditions may be allowed to have inhalers located in the office to be administered by a health specialist. Requirements also include written authorization from the scholar's parent and physician or other licensed health care provider on file in the school office.

Should a scholar require the inhaler to be present with them, the office would need to be provided a written note from a doctor or other health care professional. With these safeguards in place, the scholar may possess and self-administer his or her prescribed asthma and/or anaphylaxis medication at his or her discretion during school hours or at school related events. Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the physician.

Medication in a scholar'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.

Diabetes Management

Scholars with diabetes may be allowed to have equipment and medication used in the treatment of diabetes located in the office to be administered by a health specialist. Requirements also include written authorization from the scholar's parent and physician or other licensed health care provider on file in the school office.

Scholars with diabetes may possess the equipment and medication used in the treatment of diabetes during the school day and at school-related events given certain conditions and a written note from the prescribing doctor or health care professional expressing this authorization. According to Texas Health and Safety Code Chapter 168, a diabetes management and treatment plan must be developed and implemented by the scholar's parent and the physician responsible for the scholar's diabetes treatment. This plan must evaluate the scholar's ability to manage diabetes and his or her level of understanding of diabetes and must be signed by the parent and physician responsible for the scholar's diabetes treatment. An individual health plan must be implemented by the school and must incorporate components of the scholar's diabetes management and treatment plan. In accordance with the scholar's individualized health plan, which incorporates the diabetes management and treatment plan signed by the

parent and physician that indicates the scholar's ability to manage diabetes and his or her level of understanding of diabetes, a school shall permit a scholar to attend to the management and care of his or her diabetes, which may include:

1. performing blood glucose level checks;
2. administering insulin;
3. treating hypoglycemia and hyperglycemia;
4. possessing necessary monitoring and treatment equipment designed for diabetes care; and
5. attending to the management of his or her diabetes in the classroom, in any area of the school grounds, or at any school-related activity.

Physical Restraint

School staff may, within the scope of their duties, use and apply physical restraint to a scholar that they reasonably believe is necessary in order to:

1. protect a person, including the person using physical restraint, from imminent physical injury;
2. obtain possession of a weapon or other dangerous object;
3. protect property from imminent serious damage;
4. remove from a specific location a scholar refusing a lawful command of school staff, including a classroom or other school property, in order to restore order or impose disciplinary measures;
5. prevent scholar from fleeing when fleeing would put the scholar, other scholars, or others in imminent danger.

Surveillance Cameras/Video Recordings

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor scholar behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document scholar misconduct and used by school staff when investigating an incident.

SECTION III

ACADEMICS AND GRADING

Physical Education



Requirements K-8 [E] [M]

All scholars in grades K-5 must engage in at least 135 minutes of physical activity each week as part of the physical education curriculum.

Physical Education Exemption

Short-term exemption from physical education is possible for scholars who have physical handicaps, illnesses, or other incapacities that a physician or ARD committee deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Each case is handled on an individual basis as follows:

1. Each request for exemption or for modified activity must be accompanied by a physician's certificate. Such certificates are honored, but must be renewed each year.
2. When the certificate will allow modified activities in class, the scholar should remain in physical education class. The teachers adjust the activities of the scholar to the disability.
3. An exempted scholar may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.

Physical Fitness Assessment

Except for scholars for whom, as a result of disability or other condition identified in law, assessment is inappropriate, the school will assess the physical fitness of scholars annually.

Promotion Requirements

A scholar may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a scholar must receive a grade of at least 70 (without notations that scholar is performing lower on original work) and successfully complete all assigned coursework. Scholars must demonstrate mastery of grade level content on benchmark test (F&P, NWEA, and Interim Assessments for ELA and Math)—with limited exceptions. In addition, at certain grade levels a scholar—with limited exceptions—will be required to pass the state-mandated assessment test and meet the 95% attendance rule (see Page 1). All grades are final; scholars will receive the grade that was earned. Additional grade level Promotional Requirements are listed below:

Kindergarten

- Sight Words – Scholar must know 100 percent of kindergarten sight words.
- Reading Roots Level – 5
- Map/NWEA – 163 Reading; 166 Math
- Passing grade in all core subjects.



- F&P Level: E
- Attendance: Any scholars with more than 10 unexcused absences may repeat the grade

First

- Sight Words – Scholar must know 100 percent of kindergarten, first grade, and second grade sight words.
- F&P Reading Level: J
- Reading Roots Level – 48
- Map/NWEA – 177 Reading; 179 Math
- Passing grade in all core subjects.
- Attendance: Any scholars with more than 10 unexcused absences may repeat the grade

Report Cards

Parents must be kept informed about their scholar's grades, overall performance, and absences. Therefore, report cards will be sent to parents at intervals corresponding with the nine-week grading period. Parents are requested to schedule a conference with their scholar's teacher if he or she is not making adequate progress.

Grading scales are as follows:

1. A= 94% to 100%
2. B= 80% to 93%
3. C= 70% to 80%
4. F = 69% and below

*Please note, we will be using number grades.

Special Needs Scholars

ESL Services

The school offers English as a Second Language ("ESL") services for English language learners with limited English proficiency. The program is designed to assist English learners in grades K–8 with development in language—listening, speaking, reading, and writing. The goal of the program is to provide additional English language assistance to scholars, enabling them to become academically successful in all classes. Scholars 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 scholar (with parent approval) is provided additional English language support.



Special Education Services

To be eligible to receive Special Education services, the scholar must have a disability, and as a result of the disability, the scholar has a need for specialized services. The school has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 3 to 21 years of age and who fall within the school's jurisdiction. If you know or suspect that your scholar has a disability, please contact the school's Head of School for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of scholars with disabilities. Each scholar who receives special education services has an Individual Education Plan ("IEP") which is developed by the scholar's Admission, Review, and Dismissal ("ARD") Committee. The ARD Committee considers the scholar's disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the scholar to participate in the general curriculum. At any point any scholar who does not fulfill his/her responsibilities (e.g. completing classwork or homework, participating in class, and/or following the scholar code of conduct), the Houston Classical Charter School administration reserves the right to administratively withdraw the scholar.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Head of School.

If a scholar is experiencing learning difficulties, the parent may contact the Head of School to learn about the school's overall general education referral or intervention system for support services. This system links scholars to a variety of support options, including referral for a special education evaluation. Scholars having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all scholars.

At any time, a parent is entitled to request an evaluation for special education services. Within fifteen school days, the Committee must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The school must complete the evaluation and the report within 45 school days of the date the school receives the written consent.

The school must give a copy of the report to the parent.

Following the completion of an evaluation, the school must hold an Admission, Review, and Dismissal Committee meeting within 30 calendar days.

If the school determines that the evaluation is not needed, the school will provide the parent with a written notice that explains why the scholar will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the school.



Additionally, a copy of the “Notice of Procedural Safeguards: Rights of Parents of Scholars with Disabilities” will be provided.

The “Notice of Procedural Safeguards: Rights of Parents of Scholars with Disabilities” can be obtained from the school office or at the Texas Education Agency Special Education Website: www.tea.state.tx.us/special.ed. For further information, please contact the Special Education Director.

All special education services are provided in the least restrictive environment which may be special education settings, general education settings, or a combination of both. All scholars 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 scholars who are not disabled.

Section 504 Services

To become eligible for services and protections under Section 504 of the Americans with Disabilities Act, a scholar 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 scholar has, or is suspected of having, a disability under this act and requires special services, parents or teachers should contact the Head of School for information concerning available programs, assessments, and services. For further information, please contact the District 504 Coordinator.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of scholars participating in Title I programs, is the Head of School and may be contacted at the school.

Textbooks

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be used by the scholar as directed by the teacher and treated with care. A scholar who is issued damaged materials should report the damage to the teacher. Scholars will be expected to pay for lost or severely damaged materials. A scholar whose textbook record is not clear will not be issued any school textbooks until the records are cleared (although a scholar will be provided textbooks for use at school during the school day). Release of scholar records will be delayed pending payment for lost or severely damaged textbooks.

SECTION IV SCHOLAR CODE OF CONDUCT

Preface

To function properly, education must provide an equal learning opportunity for all scholars by recognizing, valuing, and addressing the individual needs of every scholar. In addition to the regular curriculum, principles and practices of good citizenship must be taught and modeled by the school staff. This includes an appreciation for the rights of others.

However, no school or school system can discharge these responsibilities if it permits scholars to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The school has both the responsibility and authority to enforce the Scholar Code of Conduct, question scholars, counsel them, and assign discipline when deemed appropriate.

Scholars live and function, as do adults, in the general community. As citizens, scholars are entitled to our society's benefits; but as citizens, they are also subject to its national, state, and local laws and rules governing various aspects of their conduct. Not all laws are easy to follow, nor need one necessarily agree with each and every law or rule. Often a law or a rule seems unjust or inappropriate, but the law or rule must be obeyed.

In much the same manner, scholars live and function in a second community as well—namely, the school community. Education confers its own benefits, but it, too, requires acceptance of individual responsibilities. It must at the same time have an orderly and manageable framework within which to operate.

The rules and standards set forth in this Handbook apply to conduct:

1. on school premises or on school vehicles or involving school property,
2. off school premises which directly affects other scholars or the school, and
3. at school functions of any kind.

This Handbook does not define all types and aspects of scholar behavior; however, the Board of Trustees has the responsibility to set forth policies, rules, and regulations to help each scholar conduct himself or herself in a proper manner as a good citizen of the school community. If changes in state law become effective after the printing of this Handbook, the state law will supersede the local policy.

The Board of Trustees and the Head of School may establish written policies, rules, and regulations of general application governing scholar conduct in all schools. In addition, each Head of School, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board and the Head of School.

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 scholars is prohibited.

A teacher may send a scholar to the Head of School's office to maintain effective discipline in the classroom. In addition, a teacher may remove from class a scholar:

1. who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the scholars in the class or with the ability of the scholar'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 scholars in the class or with the ability of the scholar's classmates to learn.

The Board of Trustees has authorized detention, in-school and out-of-school suspension, and expulsion as methods of disciplining scholars. The Board of Trustees has also given authority to the Head of School or his designee to use any other disciplinary actions which, in his or her judgment, is appropriate for the violation.

Responsibilities of Staff, Parents, and Scholars

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among staff, parent, and scholar requires that:

School Staff

1. maintain an atmosphere conducive to good behavior;
2. are in regular attendance and on time, and are prepared to perform their duties with appropriate working materials;
3. exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
4. plan a flexible curriculum to meet the needs of all scholars;
5. promote effective training and discipline based upon fair and impartial treatment of all scholars;
6. encourage parents to keep in regular communication with the school and encourage parental participation in school affairs;
7. develop a cooperative working relationship among staff and scholars; and
8. obey school policies and regulations.

Parents

1. ensure their scholar's compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
2. assist their child in being properly attired;
3. take an active interest in the overall school program;
4. communicate regularly with the school concerning their scholar's conduct and progress;
5. discuss report cards and work assignments with their scholar;
6. bring to the attention of school authorities any problem or condition that affects their scholar;
7. maintain up-to-date home, work, and emergency telephone numbers at the school;
8. cooperate with the Head of School and teachers in their efforts to achieve and maintain a quality school system; and
9. provide transportation for their scholar to and from mandatory tutorials and Saturday school.

Scholars

1. attend all classes daily and on time;
2. prepare for each class, taking appropriate materials and assignments to class;
3. meet school standards of grooming and dress;
4. exhibit an attitude of respect and courtesy toward individuals and property, and conduct themselves in a responsible manner, always exercising self-discipline;
5. refrain from making profane, insulting, threatening, or inflammatory remarks;
6. refrain from engaging in disruptive conduct or cheating;
7. obey all school and classroom rules;
8. seek changes in school policies and regulations in an orderly and responsible manner through approved channels;
9. respect the rights and privileges of scholars, teachers, and other staff and volunteers;
10. cooperate with and assist the school staff in maintaining safety, order, and discipline; and
11. adhere to the requirements of the Scholar Code of Conduct.

Jurisdiction

The school may discipline a scholar for any violation of the Scholar Code of Conduct committed while a scholar is:

1. on school property;
2. within 300 feet of school property as measured from any point on the real property boundary line;

3. attending any school-related or school- sponsored activity no matter when or where it takes place;
4. on the property of another school;
5. attending another school's school- sponsored or school-related activity; or
6. off school property, including online activity off school property including any online and social media activity if
 - a. the violation causes a material and/or substantial disruption at school, or
 - b. it is reasonably foreseeable to school officials that the violation will cause a material and/or substantial disruption at school.

The school may also discipline a scholar for any offense listed in Sections 37.006(a) or 37.007(a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.

Code of Conduct Violations

Abuse

Actions or threats of actions which constitute verbal or physical abuse of any employee or volunteer of the school by a scholar or any other individual will not be tolerated. Appropriate measures necessary to correct these situations shall be taken by the school, including expulsion.

Academic Dishonesty

Scholars found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Scholar Code of Conduct.

Academic dishonesty includes cheating or copying the work of another scholar, plagiarism, and unauthorized communication between scholars during an examination. The determination that a scholar 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 scholars.

Academic Offenses

Scholars found to have academic offenses shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Scholar Code of Conduct.

Academic offenses may include, but are not limited to: incomplete homework assignments, missing assignments, late assignments, missing after school, before school and Saturday tutorials, and failure to return signed papers.



Alcoholic Beverages

Any scholar 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 Scholar Code of Conduct. An "alcoholic beverage" means any beverage containing alcohol, including wine or beer. A scholar is considered "in possession" if he or she has contact with the alcohol regardless of the amount of time it is in the scholar's possession. If a scholar 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 scholar 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 Head of School shall take steps to maintain acceptable scholar conduct while riding a school vehicle. Scholars who fail to follow the behavioral standards described in this Handbook (see "Transportation,") may be denied the privilege of school transportation. Parental involvement will be sought before a scholar is excluded from riding a school vehicle, except in situations involving a flagrant violation. Flagrant violations include fighting, gross insubordination, and other acts that may cause a safety hazard. It should be understood by all that the driver has the responsibility for maintaining order in his or her school vehicle. It is the duty of the Head of School—not the driver—to exclude a scholar from riding a school vehicle. However, the driver is not prohibited from exercising reasonable judgment in order to protect other passengers from bodily harm.

Disruptive Activity

In order to protect scholar safety and sustain an educational program free from disruption, state law permits the school to take action against any person—scholar or non-scholar—who:

1. interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from the Head of School;
2. interferes with an authorized activity by seizing control of all or part of a building;
3. uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;
4. uses force, violence, or threats to cause disruption during an assembly;
5. interferes with the movement of people at an exit or an entrance to school property;

6. uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the Head of School;
7. 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 (disruption includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a scholar from attending a required class or school activity; entering a classroom without the consent of either the Head of School or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities); or
8. interferes with the transportation of scholars in school vehicles.

Electronic Devices

Scholars are not permitted to possess electronic devices (e.g., electronic games, iPod and mp3 players, radios, cameras, etc.) at school, unless prior permission has been obtained from the Head of School. Without such permission, teachers will collect the items and turn them in to the Head of School's office. The Head of School will determine whether to return items to scholars at the end of the day or to contact parents to pick up the items.

For safety purposes, the school permits scholars to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing.

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

Scholars 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

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

Gang-Free Zones/Gang Activity



Any scholar found to have engaged in organized criminal activity, gang-related, and other criminal acts will be subject to appropriate disciplinary action. Scholar 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, Sex, Gender or Disability

Scholars must not engage in harassing behavior directed toward another scholar. Harassment is chronically annoying, aggressive or intimidating behavior towards another individual.

Scholars are expected to treat other scholars and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school encourages parental and scholar support in its efforts to address and prevent harassment in any form in schools. Scholars and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher or with their Head of School.

A scholar who believes he or she has been harassed by another scholar or by school staff is encouraged to report in writing the incident to the Head of School. The allegations will be investigated and addressed. A substantiated complaint against a scholar will result in appropriate disciplinary action, according to the nature of the offense and the Scholar Code of Conduct.

The scholar or a parent may appeal the decision of the Head of School in accordance with the school grievance procedure (see "Scholar or Parent Complaints and Concerns,").

Harmful Drugs

The use of "Harmful Drugs" poses a serious threat to the physical, psychological, and emotional health of individuals, their families, and their communities. In recognition of this fact, the school enforces this policy.

The term "Harmful Drugs" includes, but is not limited to, all those substances considered to be marijuana, dangerous drugs, narcotics, depressants, 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 term also includes 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.



Any scholar found to have had a Harmful Drug 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 Scholar Code of Conduct. A scholar is considered “in possession” if he or she has contact with a Harmful Drug regardless of the amount of time it is in the scholar’s possession. If a scholar becomes in possession of a Harmful Drug, he or she needs to immediately inform an adult on campus. Those scholars involved in selling or distributing a Harmful 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 Scholar Code of Conduct.

Other sanctions may include completion of a drug rehabilitation program or referral for prosecution.

A scholar may not keep in his or her possession any medication, even medication for which he or she has a prescription (see “Medication Policies,” p. 24). 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,”).

Hazing/Bullying

Texas Laws prohibit scholars from engaging in, encouraging, aiding, or assisting in hazing or bullying. Hazing is defined as harassment, humiliation, and/or embarrassment of other scholars, which may or may not include some physical abuse. Bullying is defined as written, verbal, or physical conduct that, in the judgment of the Head of School, is sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for the scholar and is harmful to a scholar or a scholar’s property. A scholar found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a hazing or bullying incident will be subject to discipline.

Inappropriate Sexual Conduct

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

Insensitivity to Others

Inappropriate verbal or physical behavior that is motivated due to race, ethnicity, culture, gender, or disabilities will not be tolerated.

Interference with School Activities or Discipline

Any scholar whose conduct, whether in class or out, materially and substantially interferes with school activities, school-sponsored functions (whether on public or private property), or school



discipline, or invades the rights of school staff or other scholars, shall be subject to disciplinary penalties in accordance with the Scholar Code of Conduct.

“Conduct” includes, but is not limited to, the following activities:

1. preparing, circulating, or presenting petitions which interrupt the school day;
2. displaying on or about his or her person, books, materials, locker or vehicle, symbols, arm bands, flags, pennants, signs, or other decorations that are related to violence and/or gangs; and
3. preparation, printing, publishing, or distributing any unauthorized publication, periodical, paper, pamphlet, magazine, or book.

School Property

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to him or herself, as well as to the scholar body in general.

Any scholar found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full extent of the damage and shall be subject to disciplinary measures. Scholars found to have intentionally, knowingly, or recklessly damaged or destroyed school property may be refused admittance to school or school-sponsored functions until full restitution has been made for such damages.

Self Defense

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a scholar from discipline when:

1. the scholar provokes, invites, or encourages the use of physical force by another person;
2. the scholar has an opportunity to avoid physical force or to inform school staff of the threatened use of force;
3. the scholar uses physical force after the other party abandons or attempts to abandon a fight or confrontation;
4. the scholar does not attempt to walk away from a confrontation; or
5. the scholar does not attempt to get help from school staff.

Sexual Harassment

Scholars must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another scholar or school staff. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All



scholars are expected to treat other scholars and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school will notify the parents of all scholars involved in sexual harassment by scholar(s) and will notify parents of any incident of sexual harassment or sexual abuse by school staff. To the greatest extent possible, concerns will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another scholar or sexual harassment or sexual abuse by school staff may be presented in writing by a scholar and/or parent in a conference with the Campus Head of School or designee or with the school Head of School. Scholars who believe they are the subjects of sexual harassment by other scholars or school staff should report the incident immediately to a teacher, the Campus Head of School, or the Head of School. School staff members who receive complaints of sexual harassment are to report the matter as soon as practically possible to the Campus Head of School, or staff with the authority to undertake investigations of sexual harassment complaints.

The scholar or parent may appeal the decision regarding the outcome of the investigation in accordance with Board Policy.

Telecommunications or Other Electronic Devices

Scholars are prohibited from using a telecommunications device, including a cellular telephone or other electronic devices (unless otherwise issued by the school for the purpose of instruction), within a school building before or during school hours or on a school campus during school hours and devices are to remain off during the school day. Devices that are on and/or cause a disruption during the school day will be confiscated. The school will not be responsible for damage, loss, or theft of these items. Once a device has been taken up, the following procedure will be used to return the device:

1. First Confiscation: In addition to a consequence, the device can be picked up by the scholar or parent no earlier than the end of the school day.
2. Second Confiscation: In addition to a consequence, the device can be picked up by the scholar or parent no earlier than the following school day.
3. Third Confiscation: In addition to a consequence, the device can be picked up by the scholar or parent no earlier than the following Monday.
4. Fourth Confiscation: In addition to a consequence the device will be kept for 30 days.
5. Fifth Confiscation: In addition to a consequence, the device will be kept until the end of the school year.



Any scholar refusing to give the device to school staff shall be subject to disciplinary penalties in accordance with the Scholar Code of Conduct. The campus is not responsible for damage that may occur to a confiscated device while awaiting pick up from a scholar or parent.

Head of Schools shall have the discretion to determine the appropriate use of phones for scholars participating in extracurricular activities while on school property or while attending school sponsored or school-related activities on or off school property.

Threats

Oral or written threats to cause harm or bodily injury to another scholar, an employee, or school property, including threats made using the Internet or other computer resources at school will not be tolerated.

Tobacco

Tobacco products, matches, lighters, etc., are not permitted at school or at school-related functions. A scholar 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 scholar's possession. If a scholar becomes in possession of tobacco or a tobacco product or e- cigarettes or vaping products, he or she needs to immediately inform an adult on campus.

Smoking and using smokeless tobacco, e-cigs, vapor devices, or tobacco products are not permitted in school buildings, vehicles, or on school property, 300 feet from school property, or at school-related or school-sanctioned events off school property.

Weapons

A scholar 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 scholar is considered "in possession" if he or she has contact with a weapon regardless of the amount of time it is in the scholar's possession. If a scholar 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. 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;
2. 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;
3. 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;

4. Explosive weapon;
5. Firearm silencer;
6. Knuckles (i.e., brass knuckles);
7. Chemical dispensing device (such as mace or pepper spray);
8. Zip gun;
9. Any object used in a way that threatens to inflict bodily injury on another person;
10. Firearm ammunition;
11. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
12. Chains;
13. Razors (including box cutters);
14. Pellet gun;
15. BB gun;
16. Stun gun;
17. Airgun; and
18. Toys that imitate weapons ("lookalikes").

Offenses and Consequences

Level I: Major Offenses

Examples (not inclusive list)

1. Being in an unauthorized area
2. Computer system violations
3. Disrespect of school staff and persons in authority
4. Failure to complete assignments including homework
5. Late assignments
6. Missing tutorials
7. Failure to return signed papers
8. Failure to comply with directives of school staff (insubordination)
9. Failure to comply with school dress code policies
10. Failure to leave campus within 15 minutes of school dismissal (unless involved in an activity under the supervision of school staff)
11. Failure to report known hazing, harassment, or bullying of scholars
12. Hazing, harassment, or bullying of scholars (verbal)
13. Inappropriate behavior (not abusive, threatening, violent)
14. Inappropriate public display of affection
15. Inappropriate physical contact not defined as a Level II, Level III, or Level IV offense
16. Insensitivity to others

17. Parking infraction
18. Persistent tardiness (tardy on four or more days within a grading period)
19. Possessing any electronic devices without permission
20. Possessing matches, lighters, etc.
21. Skipping or not attending class, Saturday detention, afterschool detention, before school detention, tutorial sessions, Saturday school or extended day
22. Using a skateboard, scooter, and/or roller blades while on campus
23. Using any telecommunications or other electronic devices, without permission, during school hours
24. Vehicle operation infraction
25. Sleeping in class

Appropriate Disciplinary Actions

1. Classroom management techniques
2. Community service (e.g. cleaning school during non-academic time or on a Saturday)
3. Cooling-off time or "time-out"
4. In-school suspension up to 30 days
5. Parent contracts to restrict home privileges
6. Parent observations in scholar's classes
7. Parent conference with teacher or Head of School
8. Placement in another appropriate classroom
9. Saturday detention, afterschool detention, or before school detention
10. Seating changes within the classroom
11. Temporary or permanent confiscation of items that are prohibited and/or disrupt the educational process
12. Loss of privileges, such as class parties, field trips and school activities as well as isolated lunch/recess. parking privileges, participation in extracurricular activities, eligibility for seeking and holding honorary offices, membership in school- recognized clubs or organizations, etc.
13. Daily behavior record

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

No employee or agent of the school shall cause corporal punishment to be inflicted upon a scholar to reform unacceptable conduct or as a consequence for unacceptable conduct.

Level II: Discretionary Suspension

1. Examples (not inclusive list) 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 school fraternity, sorority, secret society, or gang, as defined in Texas Education Code 37.121
2. Bypassing of internet blocks on school computers or networks to enter unapproved sites
3. Causing an individual to act through the use of or threat of force (coercion)
4. Engaging in conduct on campus that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the scholar has or has had a dating relationship
5. Engaging in conduct that constitutes sexual harassment (verbal and/or physical)
6. Engaging in offensive conduct of a sexual nature (verbal or physical)
7. Extortion/blackmail
8. Failure to comply with conditions of in- school suspension placement
9. Failure to comply with school medication policies
10. False accusation of conduct that would constitute a misdemeanor or felony
11. Falsification of school records
12. Fighting/mutual combat
13. Gambling
14. Gang activity (nonviolent)
15. Hazing, harassment, or bullying of scholars (physical)
16. Inappropriate behavior
17. Interference with school activities or discipline
18. Leaving classroom, school property, or school-sponsored events without permission
19. Making an obscene gesture
20. Persistent Level I offenses (two Level I offenses within a period of 45 rolling school days)
21. Possessing a look-alike weapon, including without limitation, BB guns, CO² guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon
22. Possessing a stun gun, mace, or pepper spray
23. Possessing ammunition
24. Possessing drug paraphernalia
25. Possessing or selling "look-alike" drugs
26. Possessing or using fireworks or other explosive devices
27. Possessing or using tobacco
28. Possessing prescription drugs, giving a prescription drug to another scholar, or possessing or being under the influence of another person's prescription drug
29. Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual or inappropriate nature in any media format including but not limited to cell phones
30. Refusing to allow scholar search
31. Sexual harassment/sexual abuse not defined as a Level III or IV offense
32. Theft

33. Threats (nonviolent/verbal or written) including those initiated through social media, or other electronic forms, made outside of the campus setting for action or threat of action to be taken while on campus
34. Throwing object not considered an illegal weapon that can cause bodily injury or property damage
35. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the scholars in the class
36. Use of profanity or vulgar/offensive language (orally or in writing)
37. Using the Internet or other electronic communications to threaten scholars or employees, or cause disruption to the school program
38. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment, etc.)
39. Willful destruction of school or personal property and/or vandalism

Appropriate Disciplinary Actions

1. Level I disciplinary techniques
2. Out-of-school suspension for up to three days

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

Level III: Mandatory Suspension, Administrative Withdraw and Discretionary Expulsion

Examples (not inclusive list)

1. Any offense listed in Sections 37.006(a) or 37.007(b) of the Texas Education Code, no matter when or where the offense takes place
2. Academic dishonesty
3. Burglary of a motor vehicle on campus
4. Conduct punishable as a felony not defined as a Level IV offense
5. Criminal mischief against school, scholar, or school staff
6. Deliberate destruction of or tampering with school computer data or networks
7. Disruptive activity (see "Disruptive Activity,")
8. Gang activity (violent)
9. Inappropriate exposure of body parts
10. Inappropriate sexual conduct
11. Persistent Level I offenses (four Level I offenses within a period of 45 rolling school days)
12. Persistent Level II offenses (two Level II offenses within a period of 45 rolling school days)
13. Possessing a knife, razor, box cutter, or chain

14. Possessing any object used in a way that threatens or inflicts bodily injury to another person
15. Possessing, selling, distributing, or under the influence of a Harmful Drug (see “Harmful Drugs.”)
16. Setting or attempting to set a fire on a school property (not arson)
17. Targeting someone for bodily harm
18. Threats (violent/verbal or written)
19. Self harm, including but not limited to severe scratching, branding, cutting, self hitting, burning, and biting.

Appropriate Disciplinary Actions

1. Out-of-school suspension for up to three days
2. Administrative Withdraw
3. Expulsion

Level IV: Mandatory Expulsion

Examples (not inclusive list)

1. Any offense listed in Section 37.007(a) and (d) of the Texas Education Code, no matter when or where the offense takes place
2. Required to register as a sex offender

Appropriate Disciplinary Actions

1. Expulsion

Conferences, Hearings, and Appeals

All scholars are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law and school policy. See Scholar and Parent Complaint and Concern Policy.

Suspension Process

In addition to the above list of Scholar Code of Conduct violations, an Administrator has the authority to suspend a scholar for any of the following additional reasons:

1. the need to further investigate an incident,
2. a recommendation to expel the scholar, or



3. an emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a scholar, an Administrator, or appointee, must attempt to hold an informal conference with the scholar to:

1. notify the scholar of the accusations against him or her,
2. allow the scholar to relate his or her version of the incident, and
3. determine whether the scholar's conduct warrants suspension.

Notification to Parents

If an Administrator determines the scholar's conduct warrants suspension during the school day, the Administrator will make reasonable effort to notify the scholar's parents that the scholar has been suspended before the scholar is sent home. The Administrator, or appointee, will notify a suspended scholar's parents of the period of suspension and the grounds for the suspension. Should parent/guardian require further discussion, a meeting should be scheduled with administration through the school office.

Credit during Suspension

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

Expulsion Process

Hearing

Scholars alleged to have committed an expellable offense will receive a hearing before the Head of School within a reasonable time following the alleged misconduct. Prior to the hearing, the school will send a written notice to the scholar and the scholar's parents, including:

1. the basis for the proposed expulsion;
2. the date, time, and location of the hearing; and
3. the right of the scholar, at the hearing, to:
 - a. be present;
 - b. be accompanied by his or her parents;
 - c. be represented by any adult representative, including legal counsel;
 - d. present evidence, call witnesses, and testify; and
 - e. be informed of the school's evidence.



After making a good faith effort to inform the scholar and the scholar's parents of the time and place of the hearing, the school shall hold the hearing regardless of whether the scholar, the scholar's parents, or another adult representing the scholar attends. The Head of School shall audio record the hearing.

Expulsion Order

Within seven days following the hearing on expulsion, the Head of School will notify the scholar and the scholar's parents in writing of his or her decision. If the outcome of the expulsion hearing is that the scholar will be expelled, the Head of School will enter an expulsion order and provide a copy to the scholar and the scholar's parents specifying:

1. the length of the expulsion;
2. the procedures for re-admittance at the end of the expulsion period, if applicable; and
3. the right to appeal the Head of School's decision.

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

Appeals

The scholar or a parent may appeal the decision of the Head of School in accordance with the school grievance procedure (see "Scholar or Parent Complaints and Concerns,").

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

Effect of Scholar Withdrawal

If a scholar withdraws from the school before the expulsion hearing is conducted or an expulsion order is entered, the school may continue with the proceedings and enter an order. If the school fails to enter an expulsion order after the scholar withdraws, the next district in which the scholar enrolls may complete the proceedings and enter an order.

No Credit Earned

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

Suspension/Expulsion Requirements for Special Education

A scholar with a disability shall not be excluded from his or her current placement pending appeal to the Board of Trustees for more than ten days without ARD Committee action to



determine appropriate services in the interim. Pending appeal to a special education hearing officer, unless the school and parents agree otherwise, a scholar with a disability shall remain in the present education setting.

Emergency Removal

If an Administrator reasonably believes a scholar's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with scholars in a class, with the ability of a scholar's classmates to learn, or with the operation of the school or a school-sponsored activity, the Administrator may order immediate removal of the scholar. Immediate suspension may be imposed by an Administrator 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 scholar 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 Scholars with Disabilities

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

Administrative Withdraw

At any point the scholar does not fulfill his/her responsibilities (e.g. completing classwork or homework, participating in class, and/or following the scholar code of conduct), Houston Classical Charter School administration reserves the right to administratively withdraw the scholar. Parents will be notified via conference or phone call should the scholar reach this level.

SECTION V PARENTAL RIGHTS

Surveys and Activities

Scholars 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 scholar or the scholar's parent;
2. mental or psychological problems of the scholar or the scholar's family;
3. sexual behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of individuals with whom the scholar 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 scholar or parents; or
8. income, except when the information is required by law and will be used to determine the scholar's eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

Parents have a right to receive notice of and deny permission for their scholar'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 their scholar 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 scholar (exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law).

Excusing a Scholar from Reciting a Portion of the Declaration of Independence

Parents may request that their scholar be excused from recitation of a portion of the Declaration of Independence. State law requires that scholars in social studies classes in grades 3- 12 recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless:

1. the parent provides a written statement requesting that their scholar be excused,
2. the school determines that the scholar has a conscientious objection to the recitation, or
3. the parent is a representative of a foreign government to whom the United States government extends diplomatic immunity.

Requesting Professional Qualifications of Teachers and Staff

Parents may submit a request for information regarding the professional qualifications of their scholar's teachers, including:

1. whether a 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 has an emergency permit or other provisional status for which state requirements have been waived; and
3. undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree.

Parents also have the right to request information about the qualifications of any paraprofessional who may provide services to their scholar.

APPENDIX

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

The Family Educational Rights and Privacy Act ("FERPA") affords parents and scholars who are 18 years of age or older ("eligible scholars") certain rights with respect to the scholar's educational records. These rights are:

The Right to Inspect and Review

Parents or eligible scholars have the right to inspect and review the scholar's educational records within 45 days of the day the school receives a request for access. Parents or eligible scholars should submit to the Head of School 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 scholar of the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible scholar from exercising the right to inspect and review the scholar's educational records, the school shall provide the parent or eligible scholar with a copy of the records requested or make arrangements for the parent or eligible scholar 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 fee for a copy of an education record that is made for the parent or eligible scholar, unless the imposition of a fee effectively prevents a parent or eligible scholar from exercising the right to inspect and review the scholar's educational records. The school will not charge a fee to search for or to retrieve the scholar's educational records.

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

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



Parents or eligible scholars may ask the school to amend a record that they believe is inaccurate, misleading, or in violation of the scholar's privacy rights. Parents or eligible scholars should submit to the Head of School a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the scholar's privacy rights. 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 scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing to challenge the content of the scholar's education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the scholar's privacy rights.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the scholar's privacy rights, it shall amend the record accordingly and inform the parent or eligible scholar 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 in violation of the scholar's privacy rights, it shall inform the parent or eligible scholar 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 scholar's educational records, the school 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 or eligible scholars have the right to consent to disclosures of personally identifiable information ("PII") contained in the scholar's educational records, except to the extent that FERPA authorizes disclosure without consent.

Disclosure without Consent

Officials with Legitimate Educational Interests

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to school officials with legitimate educational interests. A school official is:

1. a person employed by the school as a Head of School, teacher, teacher aide/paraprofessional, or support staff member (including health or medical staff and law enforcement unit personnel);
2. a person serving on the Board of Trustees;
3. a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under

the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (e.g., attorney, auditor, medical consultant, therapist, etc.);

4. a parent or scholar serving on an official committee (e.g., disciplinary committee, grievance committee, etc.), or
5. a parent, scholar, 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 educational record in order to fulfill his or her professional responsibility.

Officials of another School

The school may disclose—and does so upon request—PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled, if the disclosure is for purposes related to the scholar's enrollment or transfer.

Federal and State Program Purposes

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to authorize representatives of:

1. the U.S. Comptroller General,
2. the U.S. Attorney General,
3. the U.S. Secretary of Education, or
4. State and local educational authorities.

Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

Financial Aid

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is in connection with financial aid for which the scholar has applied or which the scholar has received, if the



information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

State and Local Officials

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the scholar whose records were released.

Certain Studies

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to organizations conducting studies for, or on behalf of, the school, in order to:

1. develop, validate, or administer predictive tests;
2. administer scholar aid programs; or
3. improve instruction.

Accrediting Organizations

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to accrediting organizations to carry out their accrediting functions.

Tax Purposes

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to parents of an eligible scholar, if the scholar is a dependent for IRS tax purposes.

Judicial Order or Subpoena

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to comply with a judicial order or lawfully issued subpoena.

Health and Safety Emergency



The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the disclosure is to appropriate officials in connection with a health or safety emergency.

Directory Information

The school may disclose PII contained in the scholar's educational records without obtaining prior written consent of the parent or eligible scholar if the school has designated the information as "directory information."

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

1. scholar's name;
2. address;
3. telephone listing;
4. electronic mail address;
5. photographs (including video images);
6. date and place of birth
7. major field of study
8. dates of attendance;
9. grade level;
10. participation in officially recognized activities and sports;
11. weight and height of members of athletic teams
12. degrees, honors, and awards received
13. the most recent educational agency or institution attended; and
14. scholar identification ("ID") number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a scholar's SSN, in whole or in part, cannot be used for this purpose).

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

1. extracurricular programs or events (e.g., plays, sporting events, graduation ceremony, etc.),
2. publications (e.g., newsletters, yearbook, etc.)
3. honor roll and other recognition lists,
4. marketing (e.g., videos, print media, website, newspaper, etc.)



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

1. scholar's name,
2. address,
3. telephone listing

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

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

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

Records

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible scholar, FERPA requires the school to record the disclosure. Parents or eligible scholars have a right to inspect and review the record of disclosures.

The Right to File a Complaint

Parents or eligible scholars have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by the school to comply with the requirements of FERPA. The name, address, and phone number of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202
Phone: 1.800.872.5327

A complaint must contain specific allegations of fact giving reasonable cause to believe that a FERPA violation has occurred. A complaint does not have to allege that a violation is based on the school's policy or practice.



The Office investigates a timely complaint filed by a parent or eligible scholar or conducts its own investigation when no complaint has been filed or a complaint has been withdrawn, to determine whether the school has failed to comply with FERPA. If the Office determines that the school has failed to comply with FERPA, it may also determine whether the failure to comply is based on the school's policy or practice.

A timely complaint is defined as an allegation of a FERPA violation that is submitted to the Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation. The Office may extend the time limit for good cause shown.

Access to Medical Records

Parents are entitled to access their scholar's medical records.

Technology Mission Statement

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

Instructional Resource

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

The Internet is a global electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Services available to our school Internet users include:

1. educational opportunities and electronic field trips,
2. public domain software and shareware,
3. access to university libraries and various museums,
4. online encyclopedias,
5. access to research databases,



6. access to hundreds of reference sources,
7. online subscriptions to educational journals,
8. virtual classrooms and laboratory simulations, and
9. information and news from NASA and other research institutions.

Through the school, scholars and staff have access to numerous research oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. Computers at the school have the technology necessary to support scholar research and to promote academic achievement.

Scholar Safety

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

Purpose

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

User Responsibilities

1. The school is providing Internet resources for educational purposes only. Scholar/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.
2. The use of the school Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
3. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.



4. Individual accounts may be used only by the owner of the account except where specifically authorized by school administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
5. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Policy Terms and Conditions

Acceptable Use

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

Privileges

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked.

Warranty

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for loss of data resulting from delays, non-deliveries, missed deliveries, viruses, or service interruptions caused by its own negligence or user errors or omissions. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the school. The school specifically denies any responsibility for the accuracy or quality of information obtained through the school network services.

Disclaimer of Liability

The school shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information available on the Internet.

Monitored Use



Electronic mail transmissions and other use of the electronic communications system by scholars and staff shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only authorized school personnel designated by the Head of School, may read, delete, copy, or modify the electronic mail of other system users. Deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited. Forgery or attempted forgery will result in the cancellation of system privileges, as well as other appropriate consequences.

Vandalism

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

The school will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette

The user is expected to exhibit the following behavior:

1. Be polite;
2. Use appropriate language;
3. Maintain confidentiality of the user, colleagues, and scholars;
4. Respect copyright laws; and
5. Be respectful in all aspects of network use.

Consequences

Scholars found to have violated school policies and procedures concerning use of school computers or networks shall be subject to disciplinary penalties in accordance with the Scholar Code of Conduct.



Vandalism Prohibited

Any malicious attempt to harm or destroy school equipment or data or data of another user of the school's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of school policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences as allowed by school policy and state and federal law.

Violations of law may result in criminal prosecution as well as disciplinary action by the school.

Electronic Communication Device Commitment Policy

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

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

Therefore, all scholars who would possess or use such devices on school property or at school-related activities, together with their parent, agree to the following:

1. The possession and use of cell phones, pagers, PDAs, and other electronic communication devices by a scholar on school property or at school-related events is a privilege and not a right.
2. In consideration for the privilege to possess and use such devices on school property and at school-related events, the school is authorized and has the scholar's full consent to confiscate, power on or off, manipulate and do all things necessary to search his or her device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion arises that such device has been used to transmit or receive communications in violation of law, the Scholar Code of Conduct, school policy, or school regulation.

3. An electronic communication device used or possessed in violation of law, the Scholar Code of Conduct, school policy, or school regulations is subject to confiscation and may cause the loss of the privilege to possess and use such devices on school property and at school-related events for an indefinite period of time.

Scholar or Parent Complaints and Concerns

The purpose of this policy is to secure, at the lowest possible administrative level, prompt and equitable resolution of scholar or parent complaints and/or concerns. Usually, scholar or parent complaints can be resolved simply by an informal phone call or conference with the teacher or Head of School who is the subject of the complaint. Generally, should the complaint involve a problem with a teacher, the scholar or parent is expected to discuss the matter with the teacher before requesting a conference with the Head of School. For those complaints that cannot be handled informally, the school has adopted the following grievance policy.

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process.

Definitions

For the purposes of this policy, "days" shall mean calendar days.

For the purposes of this policy, "parent" shall mean a person standing in parental relation but does not include a person as to whom the parent- child relationship has been terminated or a person not entitled to possession of or access to a child under a court order. Except as provided by federal law, all rights of a parent under Education Code Title 2 and all educational rights under Family Code 151.003(a)(10) shall be exercised by a scholar who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Family Code Chapter 31, unless the scholar has been determined to be incompetent or the scholar's rights have been otherwise restricted by a court order.

Level One

A scholar or parent who has a complaint that could not be resolved must

1. first meet with the teacher. If the complaint cannot be resolved, then the scholar or parent should
2. request a conference with the teacher(s) of the scholar and an Assistant Head of School of the school by filing the complaint in writing on a form provided by the school.

The form must be filed with the school office within seven days of the time the scholar or parent knew, or should have known, of the event or series of events about which the scholar or parent is complaining. Copies of any documents that support the complaint should be attached to the



complaint form. If the scholar or parent does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the scholar or parent did not know the documents existed before the Level One conference. A complaint form that is incomplete in any material way may be dismissed but may be re-filed with all the requested information if the re-filing is within the designated time for filing a complaint.

The teacher(s) of the scholar and a Assistant Head of School of the school will hold a conference with the scholar or parent within seven days of the request. The seven-day timeframe for holding the Level One conference may be extended if mutually agreed to by both the scholar or parent, the teacher(s) of the scholar and a Assistant Head of School of the school. An adult may represent a scholar at this and any level of the complaint.

The teacher(s) of the scholar and an Assistant Head of School of the school have seven days following the Level One conference within which to respond. Announcement of a decision in the scholar's or parent's presence shall constitute communication of the decision.

Should the complaint involve a problem with the teacher(s) of the scholar and an Assistant Head of School of the school, then the Level One complaint form should be submitted to the Grievance Committee at the following address:

Houston Classical Charter School

6403 Addicks Clodine Rd
Houston, Texas 77083

Level Two

If the outcome of the Level One conference with the teacher(s) of the scholar and Assistant Head of School is not to the scholar's or parent's satisfaction or the time for a response has expired, the scholar or parent may appeal the Level One decision to the Head of School by filing the appeal notice in writing on a form provided by the school.

The appeal notice must include a copy of the Level One complaint, a copy of the Level One decision being appealed (if applicable), and a copy of any documents presented at the Level One conference.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Houston Classical Charter School

6403 Addicks Clodine Rd
Houston, Texas 77083



The Head of School shall hold a conference with the scholar or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Two conference may be extended if mutually agreed to by both the scholar or parent and the Head of School.

The Head of School shall have seven days following the Level Two conference within which to respond. Announcement of a decision in the scholar's or parent's presence shall constitute communication of the decision.

Level Three

If the outcome of the Level Two conference with the Head of School is not to the scholar's or parent's satisfaction or the time for a response has expired, the scholar or parent may appeal the Level Two decision to the Chief Academic Officer or designee by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two appeal notice; a copy of the Level One and Level Two decisions being appealed (if applicable); and a copy of any documents presented at the Level One and Level Two conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Houston Classical Charter School

6403 Addicks Clodine Rd
Houston, Texas 77083

The Head of School or designee shall hold a conference with the scholar or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Three conference may be extended if mutually agreed to by both the scholar or parent and the Head of School or designee.

The Head of School or designee shall have seven days following the Level Three conference within which to respond. Announcement of a decision in the scholar's or parent's presence shall constitute communication of the decision.

Level Four

If the outcome of the Level Three conference with the Head of School is not to the scholar's or parent's satisfaction or the time for a response has expired, the scholar or parent may appeal the Level Three decision to the Head of School or designee by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two and Level Three appeal notices; a copy of the Level One, Level Two, and Level Three decisions being appealed (if applicable); and a copy of any documents presented at the Level One, Level Two, and Level Three conferences.



The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Houston Classical Charter School

6403 Addicks Clodine Rd
Houston, Texas 77083

The Head of School or designee shall hold a conference with the scholar or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Four conference may be extended if mutually agreed to by both the scholar or parent and the Head of School or designee.

The Head of School or designee shall have seven days following the Level Four conference within which to respond. Announcement of a decision in the scholar's or parent's presence shall constitute communication of the decision.

Level Five

If the outcome of the Level Five conference with the Head of School or designee is not to the scholar's or parent's satisfaction or the time for a response has expired, the scholar or parent may appeal the Level Four decision to the Board of Trustees by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two, Level Three, and Level Four appeal notices; a copy of the Level One, Level Two, Level Three, and Level Four decisions being appealed (if applicable); and a copy of any documents presented at the Level One, Level Two, Level Three, and Level Four conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Houston Classical Charter School,

6403 Addicks Clodine Rd
Houston, Texas 77083

The appeal will then be placed on the agenda of a future Board meeting. The Head of School or designee shall inform the scholar or parent of the date, time, and place of the meeting.

The Board of Trustees is not required to consider documentation not previously submitted or issues not previously presented. The presiding officer may set reasonable time limits. The Board of Trustees shall hear the complaint in a closed meeting to protect the individual's confidentiality and may request a response from the school. The school shall make an audiotape record of the Level Five proceedings before the Board of Trustees. The Board of Trustees shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board of Trustees fails to reach a decision



regarding the complaint by the end of the next regularly scheduled Board meeting, the lack of a response by the Board of Trustees upholds the decision at Level Four.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board of Trustees in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

Consolidation of Complaints

When the school determines, in its sole discretion, that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, the complaints may be consolidated.

Modification of Procedures

The Head of School may, at their sole discretion, modify this complaint process or require an alternative process, so long as the Board of Trustees retains final authority to hear and decide complaints and concerns brought hereunder.



Houston Classical Charter School 2022-2023 Parent/Scholar Handbook Acknowledgment Form and Agreement to Abide by the Parent/Scholar Handbook

Dear Parent,

A safe, orderly school is essential to scholar learning. The importance of that kind of an environment has been a long-standing value of this school. That environment promotes a positive school climate and high expectations for both behavior and learning.

This Handbook is published to outline those expectations. We want to assure and protect the rights of all scholars to a safe, orderly, and educationally efficient environment. If we can free the school from disruptions that result from inappropriate behavior and appearance, we seek to do so. We solicit your support and cooperation in a partnership which provides the best possible learning environment for your scholar.

This Handbook, including the Scholar Code of Conduct, has been developed through the cooperative efforts of our school community. It is extremely important that all scholars are aware of the expectations that the school has for them and that each parent encourages their scholar to accept and follow the behavioral standards outlined in this Handbook.

Your signature is requested to acknowledge your receipt of this Handbook and your commitment to abide by the provisions contained herein.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED AND AGREE TO ABIDE BY THE PARENT/SCHOLAR HANDBOOK, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING PROVISIONS THEREOF:

1. **SCHOLAR CODE OF CONDUCT;**
2. **COMPUTER RESOURCES, WEB LEARNING TOOLS, AND NETWORK SERVICES ACCEPTABLE USE GUIDELINES; AND**
3. **ELECTRONIC COMMUNICATION DEVICE COMMITMENT POLICY.**

Scholar Name

Grade Level

Scholar Signature (for scholars 3rd grade and up)

Parent Signature

Date

Parent Email

SCHOOL COPY



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- 3. ELECTRONIC COMMUNICATION DEVICE COMMITMENT POLICY.**

Scholar Name

Grade Level

Scholar Signature (for scholars 3rd grade and up)

Parent Signature

Date

Parent Email

Please remove/print this page, sign it, and keep it for your records.

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

PARENT/SCHOLAR COPY

Aiding Scholars Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those scholars who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all scholars, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling scholars.

If a scholar is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links scholars to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the scholar needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the scholar, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the scholar, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the scholar, it must complete the scholar's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the scholar. However, if the scholar is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the scholar is absent.



There is an exception to the 45-school-day timeline. If a district or charter school receives a parent’s consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the scholar is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent’s Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals (onsite):

The designated person to contact regarding options for a scholar experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: [Deyvis Salazar](#)

Email: Dsalazar@houstonclassical.org

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of scholars in the district’s or charter school’s Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals (third party):

The designated person to contact regarding options for a scholar experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Amy Shatila

Email: amy.shatila@aimeducate.com

Additional Information:

The following websites provide information and resources for scholars with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)



Houston Classical Charter School Translation Procedure

Purpose:

Houston Classical will take practicable steps to ensure that parents, guardians, and others English Learners have access and equal opportunity to important school information. Information will be provided in an understandable and uniform format, and to the extent practicable, in a language that parents/guardians can understand [Section 1112(e)(4); 114(b)(4); 1116(e)(5); 1116(f)].

Types of Translation Available:

Language assistance will be provided through a bilingual staff interpreter, written translated materials and documents, and technology-assisted website translation capabilities.

Data Used to Determine Translation Needs:

Houston Classical will conduct an annual review of the language access needs of our parents, guardians, and others through review of the Home Language Survey Forms, district/campus ethnicity data, and educator/parent/scholar feedback and requests. Houston Classical will translate documents when the home language outside of English reaches 30 percent of the demographic.

Based on this analysis, Houston Classical has determined that they will provide information in the following languages: Spanish

How Documents are translated

Documents are translated using a third party vendor and staff

Documents/Information to be Translated:

- The Scholar Handbook Campus Improvement Plan, Parent Family Engagement written policy will be available in Spanish and available upon request verbally via an interpreter or via website translation capability.
- Written parent newsletters from the Parent Family Engagement State-Wide Initiative will be provided to parents/guardians in the identified language(s).
- School-Parent Compact written information will be translated into the identified language(s). Teacher-Parent Conferences (Compact) will be conducted in the presence of a staff interpreter
- Written reports will be translated into the identified language for the parent/guardian. Further explanation or detail on the report will be provided to the parent/guardian via a staff interpreter.

The ESSER III Use of Funds Plan and Safe Return to In-Person Instruction and Continuity of Services Plan will be provided to parents/guardians in the identified language(s). Further explanation or detail on the report will be provided to the parent/guardian via a staff interpreter upon request. Interpreters will be available during all stakeholder consultation meetings as appropriate.

Monitoring:

On an ongoing basis, Houston Classical will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, Houston Classical will regularly assess the efficacy of these procedures used for the delivery of language assistance.