



**Faculty-Staff Handbook
2017-2018**

LAKES ACADEMY MISSION STATEMENT

The Lakes Academy will provide a safe, structured and consistent environment, including a seamless connection to a therapeutic component. It is our goal for all students to be successful both academically and socially.

SCHOOL COLORS

Blue, Grey, & White

SCHOOL MASCOT

Mustangs

DISTRICT ADMINISTRATION & STAFF

Mr. Donald L. Mills, Ed. D.	Superintendent
Ms. Annette Ellenwood, B.S.	Business Manager
Mr. James Chavis, B.S.	Student Services
Mr. Delton Reiley, M.S.	Counselor
Mr. Evan Tupa, B.A.	Instructional Technology

CAMPUS ADMINISTRATION & STAFF

Mr. Jerry Zapata, M. Ed.	Campus Director
Ms. Joseph Perez, B.S.	Student Services Clerk
	Instructional Coach
	Community Outreach
	Life Skills Coach

HOURS OF OPERATION

School Office Hours	Teacher Work Day
8:00 am to 4:00 pm	8:00 am to 4:00 pm

MEADOWLAND CHARTER SCHOOL BOARD

Mr. Mark Morkovsky	President
Dr. Charlotte Travis	Vice President
Ms. Carolyn Alley	Member
Ms. Kristen Weber	Member
Mrs. Carla Heath	Member
Mrs. Lea Freemyer	Member
Mrs. Janet Oord-Graves	Member

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FACULTY POLICIES AND PROCEDURES

Throughout this handbook, the terminology “MCD” and “the district” may be used to reference Meadowland Charter District. The terminology “Campus” and “School” maybe used to reference The Lakes Academy. Certain local school policy is derived directly the Meadowland Charter District’s board policy. These policies are denoted in parenthesis () following the section or sub-section. Sections or sub-sections with no direct board policy reference are considered local school policy. The Meadowland Charter District’s full board policy can be found at meadowlanddistrict.org.

Campus Procedures

Attendance

Attendance accounting is necessary in each period for accurate records reflecting attendance in class for academic purposes.

Attendance accounting for average daily attendance purposes has different parameters as it affects the school rating and funding. This is reported daily to the school PEIMS coordinator. Students must be in class during the first 120 minutes of the school day to be counted in attendance.

Teachers will only mark absent or present on the *Gradebook* program (with the exception for the first week of school). Teachers will not determine whether an absence is excused or not.

Faculty Meetings

Faculty meetings will be held at a minimum of once a month, or as needed, in a designated area. All staff members are expected to attend. Meeting time will be at immediately following school and generally will last no longer than ninety minutes. The need may arise during the year for other meetings and you will be notified at least 48 hours in advance unless there are extenuating circumstances.

Friday circles are no exception to working hours. No employee should plan outside work or activities on Fridays due to circles. These are scheduled for a purpose and it is expected that all faculty/staff participate and become actively engaged in the process. No one is allowed to leave early on Fridays without the permission of the superintendent.

Movie/Video Approval

The office shall monitor the use of any media as an instructional resource. The basic guideline for multimedia is equivalent to that for any other resource in another media (such as text): the program must aim to increase student learning on specific instructional objectives. Before a video may be shown it must be approved by the office.

Substitute Information

1. A list of approved substitutes is available from school administration.
2. All subs will be coordinated via the front office. Faculty may not arrange their own substitute for any reason.

Important:

If an absence is scheduled, staff should not wait until the last minute to submit an absence request form.

Prohibition of Tobacco and Alcohol

Smoking, using e-cigarettes, using tobacco products, and the use of alcoholic beverages at school-related or school-sanctioned activities, on or off school property, is strictly prohibited.

Meadowland Charter District faculty and staff are prohibited from possessing e-cigarettes or tobacco products at a school-related or school-sanctioned activity, on or off school property.

Fire Drill/Evacuation Plan

A fire drill will take place within the first two weeks of school and once every month thereafter. Teachers should follow the evacuation plan and protocols provided by administration and review this protocol with all students.

It is important that teachers evacuate the classroom with their class roster and escort the entire class to the designated destination. Teachers should remain with their students during the evacuation process at all times and escort their students back to class when indicated to do so. Total silence will be expected during all fire drills.

It is also pertinent that all teachers post the map and exit routes by the classroom entrance in a visible location. All students and teachers must exit the building during a fire drill.

Teachers will follow the fire drill/evacuation plan provided by administration.

Response to Accidents/Emergencies

1. School personnel shall report all injuries of students on school grounds or at school sponsored events off campus to administration. Teachers and other staff shall refer or escort the child to the office for examination. If a nurse is not on campus, school personnel shall call emergency services.
2. If prompt treatment by a physician is considered necessary, the principal or designee will attempt to contact the parent/legal guardian.
3. Serious Emergencies: If, in the judgment of administration, the student's injury is life-threatening or requires immediate medical treatment, the principal or designee shall contact EMS.
 - a. The principal or designee shall then contact the parent/legal guardian or other family member.
 - b. If a parent/legal guardian/caregiver cannot be reached, the principal or designee shall attempt to contact another family member as noted above: grandparent, adult brother or sister, adult aunt or uncle.
 - c. The principal shall designate a staff member to accompany the student to the hospital if a parent/legal guardian or other family member cannot accompany the student.
 - d. A district employee may consent to medical treatment by EMS or by hospital personnel for a student if the parent/legal guardian enrolling the student gave written consent at the time of registration. If a district employee consents to medical treatment by EMS or by hospital personnel for a student, the following information shall be given in writing by the school official signed by that official, to the doctor, hospital, or EMS administering the treatment:
 - 1) Name of the student.
 - 2) Name of one or both parents/legal guardians and other persons legally in control of the student.
 - 3) Name of the school official giving consent and his/her relation to the student.
 - 4) A statement of the nature of the medical treatment to be given.
 - 5) The date on which the treatment is to begin.

Response to Accidents/Emergencies after School Hours

1. After school programs or students who remain after school for school events have program or club/organization sponsors who should be able to provide simple first aid for minor injuries.
2. If students are sick, the parent/legal guardian are to be called to pick their child up from the program or club/organization.
3. In case of a serious emergency, EMS should be called, and the parent/legal guardian notified immediately.

Reports

Accident Report: A school professional shall complete the when a student is injured seriously enough to require more than first aid attention at school and for minor injuries which do not require further evaluation or treatment by physician are to be recorded on the accident report form. Any District employee may complete these forms. Copies are given to the parent/legal guardian/caregiver on the day of the injury, and a copy is sent to the superintendent. One copy should be retained on campus in the student file.

Minor Illness/Injury Notification: Injuries which do not require further evaluation or treatment by a physician are to be recorded on the form. Any District employee may complete these forms. A copy is given to the parent on the day of the injury and a copy is retained on campus in the students file.

Response to Accidents/Emergencies for Off-campus Events

For all off campus events, there will be one designated supervisor in charge. This individual needs to ensure that Form 2085 Medical Consenter is on hand for all residential facility students and the Medical Release Form for community students. These forms are to be used if a student needs to receive medical treatment. Medical attention should be immediately sought. The child's health and safety is priority over all else. The supervisor should first contact the campus during school hours to report the incident. After hours, contact the administrator. The campus administrator will then contact the Parent/legal guardian.

Media Contact

Employees may not speak to the media on MCD behalf without the approval of the superintendent. All media inquiries should be directed to the superintendent.

Educational Environment

Grading Periods

All students in grades 1-12 shall be assessed on the following components to determine a student's grades:

1. Daily Grade and/or Homework Measures which may include, but are not limited to, projects, journals, research and other instructional activities related to the content area. Grades are to be based on curriculum-related criteria and will reflect academic achievement. Students' participation or lack of participation in extra-curricular activities, rehearsals and/or performances beyond the regular school day will not negatively impact students' grades.
2. Participation
3. Quizzes
4. Assessment Performance Measures which may include, but are not limited to, exams, recitations, teacher-made tests, quizzes, assessments, projects, and other grade-level acceptable assessment measures.

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In grades 1-12 the following weights shall be used for grades.

Type	Weight	Number of Grades
Daily Grade	65%	13
Participation	10%	Teacher's Discretion
Quizzes	10%	2
Common Assessment / Tests / Projects	15%	3

Teachers in grades 1-12 are to provide the following number of grades during a nine-week grading period. Teachers will record no less than 18 grades per grading period per subject area. The grades will be distributed throughout the nine-week grading period with no fewer than 2 grades per week per subject area. All grades are to be updated no later than following Monday at 4:00 pm. The number of grades required for credit recovery will vary depending on the length of assignment to the class. For non-core specialty teachers will record no less than 10 grades per grading period. Lowest grade given on an incomplete assignment will be 50%.

Grading

The following grading scale will be utilized for recording students' grades in grades 1-12:

90-100 = A | 80 - 89 = B | 70 – 79 = C | 69 or below = Failing

The following conduct scale will be utilized in grades 1-12:

Code	Description	Code	Description
A	A PLEASURE TO HAVE IN CLASS	H	WORKING BELOW GRADE LEVEL
B	TAKES PRIDE IN WORK WELL DONE	I	POOR ATTENDANCE
C	WORKS HARD IN CLASS	J	PLEASE SCHEDULE A CONFERENCE
D	DOES NOT COMPLETE ASSIGNMENTS	K	SUMMER SCHOOL RECOMMENDED
E	NEED FREQUENT ENCOURAGEMENT	L	DIFFICULTY STAYING ON TASK
F	SEEMS TIRED IN CLASS	M	FREQUENT DISRUPTIVE BEHAVIOR
G	OFTEN SLEEPS DURING CLASS		

Grade Book

Teachers shall record and maintain appropriate and accurate student academic and nonacademic performance data to justify grades earned by students. The grade book will be maintained utilizing the online resource. A parent portal is available for parents to access student grade information, please contact student services for access information.

Make Up Work

To ensure that students have an opportunity to continue with their learning when they are absent from class for various reasons, the following procedures are to be established:

Make up work for an absence from school

Students are entitled to make up assignments or tests after any absence, regardless of the reason for the absence. Students who are suspended from school for disciplinary reasons are also entitled by state law to make-up the work. The following procedures should be used:

1. Teachers are to inform students of the time allotted for completing the make-up work.

2. It is the student's responsibility to get the assignments and to complete the work within the allotted time.
3. Students are to be allowed to make-up both class work and homework.

Progress Reports

School district policy states that all students will receive an interim progress report at least once every grading period. Any student with a grade between 70 to 74 will be considered "in danger of failing". Any student with a grade of 69 or below shall be reported as failing. Parent/Guardian/Legal Guardians/Caregiver shall be notified by telephone when these two categories of progress are evident.

All students and parent/legal guardian are entitled to know how the grade will be determined. Administration, at the beginning of the school year, shall explain this grading system to the parent/legal guardian, teachers and students.

Parent/Guardian Teacher Conferences

Conferences between students, teachers, and parents/legal guardians are highly encouraged. In cases where there has been considerable difficulty with the student or where the teacher feels he/she needs the help in dealing with the situation administration should be involved.

Please notify administration of upcoming parent/legal guardian and teacher conferences. All conferences between parents/legal guardians and teachers should be held either during the teacher's conference period or before/after school. Please do not hesitate to notify the parent/legal guardian of your students when difficulties arise; their cooperation and assistance can be a great help in resolving the problem.

Conferences may be held in the conference room. Please be sure to schedule usage of the conference room to avoid conflicts with other meetings.

Lesson Plans

All teachers will maintain current lesson plans for all subjects and classes. Administrators will check the lesson plans. Lesson plans will be entered via Eduphoria by midnight every Sunday night unless otherwise advised by administration. Every week of the school year must be accounted for through the submission of lesson plans. Any exceptions will be made by the office.

Lesson plans must reflect the educational planning that is student-centered and meets the appropriate needs of the LEP student, at-risk student, regular student, and the student with special needs. Lesson plans must include modifications/accommodations for special education students and include all required components. Lesson plans should be on pace with the subjects year at and class instruction should match lesson plans.

Substitute folders should consist of an updated roster, seating chart, rules guidelines and expectations, step by step lesson and assignments. Sub folders should be updated in accordance with each teacher's year-at-a-glance units. Substitute lessons should follow current lesson plans and unit; and should be completed prior to absence. These should be provided and updated monthly to the office manager.

Speakers, Performers, Presenters in the Schools

The office shall monitor outside speakers as an instructional resource. Before a speaker may be brought in it must be approved by the office.

Grievance Process (Module 300.120)

This policy governs student and parent complaints, employee grievances, and citizen complaints.

For purposes of this policy, “days” means school business days.

With the exception of a complaint against the Superintendent, each complaint must initially be brought at the lowest level of review, at the Campus Principal Review level for campus-level employee complaints or at the Superintendent Review level for district-level employee complaints.

The Board encourages all complaints to be resolved at the lowest level possible.

Campus Administrator Review of Complaint (Section 1)

Where a(n) the Lakes Academy employee, student, guardian of a student, or a member of the public has a complaint or concern regarding the Lakes Academy, the individual shall first bring their complaint or concern in writing to the appropriate campus administrator. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The campus administrator must hear the complainant, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The campus administrator must respond to the complainant and issue a final decision in writing within 10 days of the principal's receipt of the complaint.

Superintendent Review of Complaint (Section 2)

If the individual bringing the complaint is not satisfied with the campus administrator's final decision, then the individual may file a written appeal to the Superintendent of the Lakes Academy. This written appeal shall be filed with the Lakes Academy's office within 10 days of the individual's receipt of the campus principal's final decision. The complaint shall include a copy of the written complaint to the campus principal along with a copy of the campus principal's final decision. A copy of the appeal shall also be delivered to the campus principal.

The appeal must be specific, and where possible suggest a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint expressed to the campus principal.

The Superintendent shall respond to the complaint and issue a final decision in writing within 15 days of receipt of the written appeal.

Chief Executive Officer Review of Complaint (Section 3)

If the individual bringing the complaint is not satisfied with the Superintendent's final decision, then the individual may appeal their complaint in writing to the Meadowland Charter District's Charter Holder, Roy Maas' Youth Alternatives within 10 days of receiving the Superintendent's final decision. The complaint shall be directed to the Chief Executive Officer, and shall include a copy of the written complaint to the Superintendent along with a copy of the Superintendent's final decision. A copy of this appeal shall also be delivered to the Superintendent.

A complaint against the Superintendent shall begin at this level of review and shall follow the complaint process in accordance with this policy section and the Texas Open Meetings Act.

Board of Directors Review of Complaint (Section 4)

If the individual bringing the complaint is not satisfied with the CEO's decision, then the individual may appeal their complaint in writing to the Lakes Academy's Board of Directors within 10 days of receiving the CEO's

decision. The complaint shall be directed to the President of the Board, and shall include a copy of the written complaint to the CEO along with a copy of the CEO's decision. A copy of this appeal shall also be delivered to the CEO.

The President of the Board, at the next regular meeting of the Board, shall provide a copy of the complaint record to all board members. The Board's decision shall be decided on a review of the record developed at the CEO level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

Charter Holder Board of Directors Review of Complaint (Section 5)

If the individual bringing the complaint is not satisfied with the Meadowland Charter Districts Board of Directors decision, then the individual may appeal their complaint in writing to Charter Holder Board of Directors within 10 days of receiving the Meadowland Charter Districts Board of Directors decision. The complaint shall be directed to the President of the Charter Holder Board, and shall include a copy of the written complaint to the Lakes Academy Board of Directors along with a copy of the Lakes Academy Board of Directors decision. A copy of this appeal shall also be delivered to the Meadowland Charter Districts Board of Directors.

The President of the Charter Holder Board, at the next regular meeting of the Charter Holder Board, shall provide a copy of the complaint record to all board members. The Charter Holder Board's decision shall be decided on a review of the record developed at the Meadowland Charter Districts Board of Directors level. Any action of the Charter Holder Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

The failure of the Board to act on a complaint has the effect of upholding the Meadowland Charter Districts Board of Directors decision.

Family Educational Rights and Privacy Act (FERPA) (Module 400.060)

Compliance (Section 1)

In regards to student records, the Lakes Academy shall comply with the Family Educational Rights and Privacy Act ("FERPA").

Custodian of Records (Section 2)

The Superintendent is designated the custodian of all student records. The campus director of each school is designated as an agent of the Superintendent for the purposes of the receipt of requests concerning the disclosure of student records.

Directory Information (Section 4)

Definition (Section 4.1) - Directory information is the following: (1) student's name, (2) address, (3) telephone number, (4) date and place of birth, (5) photograph, (6) electronic mail address, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) awards received, (11) the most recent school attended by the student, (12) grade level, (13) enrollment status, (14) and other similar information.

Disclosure (Section 4.2) - Directory information will be released to the public at the discretion of the Lakes Academy, in compliance with FERPA, unless a parent or student over 17 years old objects to part

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or all of its release in writing within 10 school days after receiving the annual notice described in Section 3 of this policy. Written objections shall be collected and maintained by the principal.

Local Procedure - FERPA, a federal law, requires that the Lakes Academy, with certain exceptions, obtain written consent prior to disclosing personal identifiable information from your child's educational records. The Lakes Academy however may disclose appropriately designated directory information without written consent unless the parent advises the district to the contrary.

This directory information is generally considered not to be harmful or an invasion of privacy. It can be disclosed to outside organizations without the parent's written consent. These outside organizations can include year book companies, class ring companies, etc. There are also two federal laws that require local education agencies to provide military recruiters, upon request, with three directory information categories- names, addresses, and telephone numbers - unless parents have provided written notice of their objection.

If you do not want the Lakes Academy to disclose information from your child's educational record without your prior written consent, you must notify the Principal in writing within two weeks after initial enrollment each school year.

A "Parent Information Release Authorization" form is located in the Lakes Academy enrollment packet. If you do not want directory information disclosed on your child you must complete the form and return it to the registrar.

Notification

Notification for the US department of Education model FERPA is located in the Appendix 1 of this document. Acceptance of FERPA located in the Lakes Academy enrollment packet, and is signed at the initial enrollment each school year.

Student and Faculty Photography

All videotaping and photography that is educationally based is allowable. Videotaping and photography must be done using school issued equipment and stored only on school issued equipment. School A/V equipment is available throughout the year for checkout.

Personal smart phone devices or personal cameras are NOT permitted to be used for Videotaping or photography on the campus or any school event.

Any distribution or recreation of media involving students must be approved by administration. This applies to any digital social media.

Bilingual Education – ESL (Module 400.090)

Board Commitment (Section 1.1)

The Board of the Meadowland Charter District is committed to meeting the needs of non-English speaking students who are English Language Learners (ELL) or students of limited English proficiency (LEP) and to providing every ELL student with a full opportunity to participate in a bilingual education or English as a Second Language (ESL) program. Throughout this Policy ELL students and LEP students shall have the same meaning.

Compliance with State and Federal Requirements (Section 1.2)

The Superintendent, or designee, shall ensure that the bilingual and/or ESL programs of the Meadowland Charter District in compliance with federal and state law.

Program Responsibilities (Section 2)

The Superintendent will ensure that the Lakes Academy shall:

1. Identify ELL students based on criteria established by the state;
2. Provide bilingual education and/or ESL programs as integral parts of the Lakes Academy regular program;
3. Assess achievement for essential knowledge and skills in accordance with Education Code Chapter 39 to ensure accountability for ELL students.

Idea Policies & Procedures (Module 400.100)

Legal Framework (Section 1)

It is the policy of the Lakes Academy to follow the Legal Framework for the child Centered Process developed through the Region 18 Education Service Center. Additional policies may be adopted by the governing board to evidence the Lakes Academy's commitment to the framework and uploaded to Region 18's Legal Framework website.

Regular Education Teacher IEP Review Request (Section 2)

The Superintendent or designee, shall develop a process to be used by a teacher who instructs a student with a disability in a regular classroom setting: (1) to request a review of the student's individualized education program; (2) that provides for a timely response from the Lakes Academy to the teacher's request; and (3) that provides for notification to the student's parent or legal guardian of that response.

Section 504 of the Rehabilitation Act Of 1973 (Module 400.110)

Policy of Nondiscrimination (Section 1)

It is a policy of Meadowland Charter District not to discriminate based on disability in its educational programs as required by Section 504 of the Rehabilitation Act of 1973 (Section 504).

Section 504 Coordinator (Section 2)

The following position is designated as Section 504 compliance coordinator:

Mr. J. Arnold Chavis
Director of Student Services
Meadowland Charter District
121 Old San Antonio Road
Boerne, Texas 78006
830-331-4094

Section 504 Committee (Section 3)

The Section 504 committee shall be composed of at least two persons, including persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

Student Safety (Module 400.140)

Child Abuse, Maltreatment and Neglect (Section 3)

Sexual Abuse of Children, Neglect and Maltreatment of Children (Section 3.1)

- a. The Superintendent, or designee, shall develop and implement procedures detailing methods to increase staff, student, and parent awareness of the sexual abuse, neglect and other maltreatment of children, including prevention techniques and knowledge of likely warning signs.

- b. The Superintendent, or designee, shall be responsible for having a safety plan developed that details action that a child who is a victim of sexual abuse, neglect or other maltreatment should take to obtain assistance and intervention. This plan shall also provide for available counseling options

Required Training (Section 3.2)

- a. As part of new employee orientation, new open-enrollment charter school employees and those existing charter school employees who have not yet received such training, shall receive training concerning prevention techniques for, and recognition of, sexual abuse, neglect and all other maltreatment of children. At the discretion of the Superintendent, OR DESIGNEE, any charter school staff member may annually receive training in these areas.

- b. The Superintendent, OR DESIGNEE, shall ensure that training under this section shall comport with legally mandated criteria.

Reporting of Child Abuse or Neglect

Administration shall inform all employees of the contents of this procedure, particularly emphasizing the responsibility of staff for reporting situations involving suspected child abuse or neglect and for maintaining confidentiality of the nature of the allegations, the persons involved, and the identity of the person reporting the case.

Reports Required by Law

All citizens have a duty to protect children and a legal responsibility to report suspected abuse and neglect to the proper authorities. A citizen cannot be held liable for reporting suspected abuse or neglect of a child when it is done in good faith. A report that is knowingly or intentionally false when it is made is a crime. If a person has cause to believe that a child has been or may be abused or neglected or has died of abuse or neglect, each citizen must immediately make a report to the proper authority within 48 hours. If a person knowingly fails to make the required report when that person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, the person may be found guilty of a crime under Section 261.109 of the Texas Family Code. That person may also be subject to sanctions by the State Board for Educator Certification, by the Commissioner of Education. The duty to make an immediate report of suspected child abuse applies to all individuals, including professionals, paraprofessionals, custodians, other certified and noncertified personnel, and volunteers.

- It is the responsibility of each school employee, agent, or contractor who suspects child abuse or neglect, not the School District, to make a report. [19 TAC 61.1051(a)(1)] This responsibility may not be delegated to any other person.
- Each person shall make a report not later than 48 hours after the hour the person first suspects that the child has been or may be abused or neglected or is a victim of indecency with a child.
- A person commits a criminal offense if the person knowingly fails to report a possible case of abuse or neglect, or if they fail to report within 48 hours. [See Texas Family Code §261.109].
- Failure to report child abuse or neglect violates the Educator's Code of Ethics and may result in sanctions against an educator's certificate, as addressed in 19 TAC 249 [19 TAC 61.1051].
- For the purposes of reporting go to this website http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

School Visitors (Section 4)

Visitors (Section 4.1)

The Superintendent, or designee, shall ensure conspicuous signs are posted at each campus entrance requiring all visitors to sign-in at the school campus administrative office. All visitors must present a form of identification or at a minimum their name and date of birth. Meadowland Charter District - Lakes Academy personnel shall process each visitor through the Texas Department of Public Safety's Sex Offender Registry Search or other database system which checks for sex offender status. All visitors will be issued a badge that is to be worn at all times while visiting the school campus. Upon their departure they must sign-out at the central administrative office and return the visitor's badge.

Visitors who do not submit a form of identification or their name and date of birth for the purpose of checking sex offender status shall not be allowed on school grounds. However, a parent/legal guardian of a student enrolled at Meadowland Charter District - Lakes Academy, who has previously established with the school that they are the parent/guardian of the student, but does not provide identification or their name and date of birth at the time of the school visit, shall follow the policy outlined in Section 4.2(a) and (b).

Registered Sex Offenders (Section 4.2) Registered sex offenders are prohibited from entering school grounds with few exceptions.

Parents/Guardians

- a) A parent/guardian registered sex offender may enter school grounds for the following limited purposes:
 - a. To attend a conference at the school with school personnel to discuss the
 - b. academic and/or social progress of the parent/guardian's child;
 - c. When the principal has requested the parent/guardian's presence for any other reason concerning the parent/guardian's child; or
 - d. To pick up their child from school.
- b) Requirements for the Exception to Apply:
 - a. The parent/guardian must notify the principal of the purpose of the visit and when the visit will occur, including date and time, before the parent/guardian enters the school grounds.

- b. The principal shall notify the administrative offices of the parent/guardian's intent to visit.
- c. The parent/guardian must check in at the campus administrative office upon arrival and departure from the school.
- d. The parent/guardian must remain under the direct supervision of staff at all times.

Enrolled/Admitted Students

- a) A current student who is a registered sex offender may enter school grounds to attend regularly scheduled classes, extra-curricular, and other school related events.
 - a. Current students who are registered sex offenders will have additional monitoring during these school events.
- b) Requirements for the Exception to Apply

Former Students

- a) A former student registered sex offender may enter school grounds for the following limited purposes:
 - a. To attend a conference at the school with school personnel to discuss the
 - b. academic and/or social progress of the parent/guardian's child;
 - c. When the principal has requested the parent/guardian's presence for any other reason concerning the parent/guardian's child; or to pick up their child from school.
- b) Requirements for the Exception to Apply:
 - a. The parent/guardian must notify the principal of the purpose of the visit and when the visit will occur, including date and time, before the parent/guardian enters the school grounds.
 - b. The principal shall notify the administrative offices of the parent/guardian's intent to visit.
 - c. The parent/guardian must check in at the campus administrative office upon arrival and departure from the school.
 - d. The parent/guardian must remain under the direct supervision of staff at all times.

MCD does acknowledge and accept responsibility of having a resident that could possibly be a registered sex offender. This is part of our charter and we are aware that some students in care may be registered.

A prior student of MCD is allowed to visit the school for a limited amount of time and limited access as long as they were identified as an offender as a minor. This decision is at the discretion of the campus administrator.

Protective Orders (Section 4.3) Meadowland Charter District - Lakes Academy personnel shall comply with all legal restraining and protective orders pertaining to students enrolled in Meadowland Charter District - Lakes Academy.

Weapon and Handgun Prohibition (Section 5)

The Lakes Academy prohibits the use or possession of any firearm, illegal knife, club, or other weapon while on the premises of the school or any school grounds or building in which a school activity is being conducted.

Pursuant to section 30.06 & 30.07, penal code (30.06 - trespass by holder of a license to carry a concealed handgun) (30.07 - trespass by license holder with an openly carried handgun), a person licensed under

subchapter h, chapter 411, government code (30.06 - concealed handgun law) (30.07 - handgun licensing law), may not enter this property with a concealed handgun or a handgun that is carried openly.

According to TEC 37.125 Meadowland Charter District will seek action “to the criminal punishment for the threatened exhibition or use of a handgun or firearm in or on school property or school bus.”

Prohibition against Harassment, Intimidation, or Bullying (Section 9)

Meadowland Charter District - Lakes Academy strives to provide students and staff with a school environment free from harassment, intimidation and bullying.

Prohibition (Section 9.1)

Meadowland Charter District - Lakes Academy explicitly prohibits harassment, intimidation, and/or bullying on the basis of race, color, national origin, sex, disability, age, sexual orientation, and/or religion. Meadowland Charter District - Lakes Academy prohibits harassment, intimidation, or bullying in any form at school, school-related events, including off-campus events, school-sponsored activities, school buses or any event related to school business.

Definition (Section 9.2)

Harassment, intimidation, or bullying means engaging in written or verbal expression, expression through electronic means, through the use of cell phones, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school and that:

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

Reporting (Section 9.3)

Meadowland Charter District - Lakes Academy encourages students who believe they are being subjected to harassment, intimidation, or bullying and students who have first-hand knowledge of such harassment, to report the matter promptly to any Meadowland Charter District - Lakes Academy employee, adult volunteer, contractor, or agent who is not involved in the alleged harassment, intimidation or bullying. Any Meadowland Charter District - Lakes Academy employee, adult volunteer, contractor or agent who witnesses, overhears or receives a report, formal or informal, written or oral, of harassment, intimidation, or bullying shall report it in accordance with procedures developed under this policy.

Superintendent Responsibilities (Section 9.4)

The Superintendent shall take appropriate actions to ensure Superintendent's Harassment, Intimidation and Bullying policy and procedures are enforced.

The Superintendent, or DESIGNEE, shall develop procedures to implement this policy that include:

1. An absolute prohibition against harassment, intimidation, or bullying;
2. A method to ensure initial and annual dissemination of this policy and associated procedures to all students, parents, teachers, administrators and all other Meadowland Charter District - Lakes Academy employees, volunteers, contractors, and agents;
3. Annually disseminating age-appropriate information to students on the recognition

4. and prevention of harassment, intimidation, or bullying;
5. Annual staff development training in harassment, intimidation, and bullying prevention, awareness, and reporting.
6. Identification of school officials responsible for investigating reports and making decisions based on the outcome of the investigation;
7. Procedures for reporting incidents and the immediate, appropriate, and impartial investigation of incidents which includes:
 - i. conducting interviews of all students involved;
 - ii. conducting interviews of witnesses; and
 - iii. investigating the circumstances of the incident, including events or incidents
8. that preceded the incident;
9. Prompt notification of the parents of all students involved;
10. Procedures for resolving complaints that include proper application of consequences consistent with Meadowland Charter District - Lakes Academy policy and with consideration for state and federal IDEA requirements;
11. Procedures for parties to appeal the determination of the investigation;
12. Sets out available counseling options for a student who is a victim of harassment,
13. intimidation, and/or bullying; and
14. Sets out available counseling options for a student who engaged in conduct that was harassing, intimidating, and/or bullying.

If an investigation reveals that harassment, intimidation, or bullying has occurred, the Superintendent or their designee, must take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent harassment from recurring. Any steps taken to remediate the situation should not penalize the student who was harassed, intimidated, and/or bullied.

Consequences (Section 9.5)

Any person found to have engaged in harassment, intimidation, and/or bullying in violation of this policy may be subject to disciplinary action up to and including expulsion. Any staff member who permits harassment, intimidation, or bullying of a student may be subject to disciplinary action up to and including termination of employment. Any staff member who receives complaints of harassment, intimidation, and bullying and does not act promptly or does not forward the complaint to the staff member's supervisor shall be subject to disciplinary action up to and including termination of employment.

Retaliation Prohibited (Section 9.5)

Meadowland Charter District - Lakes Academy prohibits retaliation against any person who in good faith reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with Meadowland Charter District - Lakes Academy policies and procedures. Individuals who intentionally fabricate allegations of harassment, intimidation or bullying may be subject to disciplinary action in accordance with Meadowland Charter District - Lakes Academy policies and procedures.

Discipline

Students who are disrupting classroom instruction should be dealt with in a timely manner. Faculty use redirection first and foremost to regain instructional command. We have three (3) overarching classroom

management goals. Encouraging Respect for Everyone, Respect for Education, and Respect for Environment. MCD is a Restorative Practices School and follow the RP ideology set forth by the International Institute of Restorative Practices (www.iirp.org).

The core beliefs of Restorative Practices is founded in seven (7) assumptions:

- The true self in everyone is good, wise and powerful.
- The world is profoundly interconnected.
- All human beings have a deep desire to be in good relationship.
- All humans have gifts and everyone is needed for what they bring.
- Everything we need to make positive change is already here.
- Human beings are holistic.
- We need practices of habit to build from the core self.

When dealing with difficult situations, we use these assumptions to drive our decision making process to do what is at the best interest of the child.

Instructional Staff should follow the approved behavior management system in dealing with students. It is recommended that you exhaust all possible alternatives prior to writing a discipline referral. Alternatives include:

- 5 minute class room cool down
- 5 minute out of class cool down (student will have to make up time out of class with you)
- Referral to therapist/counselor
- Student/Teacher/Administrator conference
- Parent/legal guardian phone call (community students)
- Parent/legal guardian conference
- Staff conference
- Behavior documentation form
- R3 Therapy Room

It is very important that staff document actions and interventions to discipline/behavioral problems that are being addressed. Include the date, person you spoke with, and any outcomes. For residential facility students, please use the Eduphoria system. For community students, please email a bulleted list of behavior and action.

Documentation for student discipline

All faculty must keep appropriate and complete records on student behavior, disciplinary actions, and intervention techniques. One major use of this documentation is to guide District employees as they collaborate with students, parent/legal guardians, and other professionals to improve student behavior, and ultimately student achievement. Complete, detailed records help prepare referrals for assessment, and consideration of other educational programs or outside agencies, etc. Records of student violations of the *Student Code of Conduct* and administrative actions are required by law and are reported to PEIMS. MCD will analyze this data in developing the Campus Improvement Plan to respond to discipline trends and problems.

Violations of classroom or campus rules

1. Teachers shall keep written documentation of students' failure to comply with campus and classroom rules. Other support staff including paraprofessionals, etc., shall also document student violations when appropriate.
2. The principal shall clearly establish procedures for teachers and support staff to do the following:

- a. Inform students of their conduct that allegedly constitutes a violation, allowing the student an opportunity to explain his/her version of the incident.
- b. Inform parent/legal guardian of minor infractions of the school rules.
- c. Inform parent/legal guardian of detention, which must include:
 - Reasons for the detention;
 - Date and time of detention;
 - Confirmation of parent/legal guardian notification of the detention prior to the actual detention date.

Violations of the student code of conduct

Teachers and other staff when applicable shall keep written documentation of students' failure to comply with the *Student Code of Conduct* as required by law.

1. Staff members shall document student violation of the *Student Code of Conduct* by filing a written report with the principal or other appropriate administrator not to exceed one page. The staff members shall use the *MCD Behavior Documentation* form for this purpose. It is imperative that the employee identify the specific offense in the referral.
2. The principal or other appropriate administrator shall determine further action. If a referral is warranted, a copy of this report will be sent to the parent/legal guardian of the student within 24 hours of receipt of the report. If a conference with the parent/legal guardian is held on the day of the incident, the administrator may deliver the copy of the referral at that time. Otherwise, the administrator shall mail a copy to the parent/legal guardian.

Administrative Actions

1. The principal shall establish campus-wide procedures for administrators to maintain records regarding disciplinary actions implemented by the administrators, such as the following:
 - a. Withdrawing or restricting privileges, campus-wide detention, Saturday school, or other discipline that does not entail removing the student from the regular classes;
 - b. Use of the *Reflect and Refocus* room under supervision for a class period.
 - c. Suspension from school;
 - d. Expulsion.
2. In accordance with the requirements for documenting administrative removal of a student from regular classes for 1 day or more, the administrator shall comply with the administrative procedure on discipline management documentation in this manual.
3. The principal shall see that form letters for parent/legal guardian/caregiver notification of detention, suspension from school, and other campus-based disciplinary actions are used for standardized communication to the parent/legal guardian/guardians.
4. The principal or designee shall notify the superintendent of serious incidents by following the procedures for reporting critical incidents.
5. The principal shall inform all staff of the importance of such detailed information so that administrator are able to easily gather the data regarding student discipline on campus.
6. The principal shall establish routine procedures for the collecting of details about such serious incidents, including the standards for witness statements from students or staff. A form is attached which may be copied and used for such statements: *MCD Student Discipline Referral*.

Notification of Appropriate Staff/Confidentiality

The principal or designee shall communicate the results of an investigation of a violation of the *Student Code of Conduct*, the administrative disciplinary action taken, the parent/legal guardian/caregiver conference, or other information deemed necessary only to the staff that have a legitimate educational

interest. Care should be taken by the principal or designee to avoid general dissemination of such information which is of a confidential nature.

1. The following staff might need this information if the conduct relates to their better serving the student's educational needs:
 - a. Middle school - the individual teacher or the academic team of teachers
 - b. High school - the academic team or individual teachers and the therapist.
2. If an incident occurs with a specific staff member or members, even if they are not one of the student's teachers, that staff member is entitled to information regarding administrative action.
3. If a student commits an offense which is so severe that it might warrant expulsion, the principal or designee shall inform the teachers of the student of this conduct. The principal or designee shall also inform the teachers in writing that the student will be accorded a due process hearing and that this information shall be kept confidential by the teachers. The State Board of Education may revoke or suspend the certification of a teacher who violates this confidentiality. [*Texas Education Code, Section 37.007*]

OSHA

Occupational Safety and Health Administration (OSHA) / Blood-borne Pathogens and Contagious & Infectious Disease Prevention

Meadowland Charter District is committed to complying with OSHA standards and guidelines as it applies to our agency. The Roy Maas Youth Alternatives nurse is responsible for OSHA (Occupational Safety and Health Administration) compliance and other medical related staff training.

Exposure Determination and Procedures

Some employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. for purposes of this policy employees are considered to be exposed even if they wear personal protective equipment.). This exposure determination lists all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency.

Precautionary Measures

To help control and prevent HIV/AIDS, hepatitis, tuberculosis, and other contagious and infectious diseases, employees are required to observe the following precautionary measures:

- **Compliance Methods:** Standard precautions will be observed to prevent contact with blood or other potentially infectious materials. Any employee who is required to prepare and/or serve food will not do so if they have symptoms of acute illness or an open, untreated wound. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. After removal of personal protective gloves, employees wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water, or germicidal disinfectant. If employees incur exposure to their skin or mucous membranes, those areas are washed or flushed with water as appropriate as soon as feasible following contact.
- **Personal Protective Equipment:** All personal protective equipment is provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
- **Hepatitis B Vaccine:** All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work

involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver, which uses the wording in Appendix A of the OSHA standard.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost at a provider designated

- **Post-Exposure Evaluation and Follow-Up:** When the employee incurs an exposure incident, it must be reported to the Senior Director of Human Resources.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

The employee will be offered the option of having his blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted, the appropriate action can be taken and the blood sample discarded.

The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Services. These recommendations will be made in accordance with the guidelines for the current worker's compensation provider.

The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

The following person has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy: Senior Director of Human Resources of Roy Maas' Youth Alternatives.

HIV/AIDS and Related Conditions

The Texas Legislature has determined that the creation of workplace guidelines is necessary to ensure that the rights and privileges of individuals infected with the human immunodeficiency virus (HIV) are protected. Therefore, the MCD and RMYA has developed the following policies to help all employees better understand how to deal with HIV/AIDS and related conditions in the workplace.

- All medical information concerning a diagnosis of HIV/AIDS must be treated confidentially. Information about a person's health is private; therefore, every reasonable effort must be taken to protect this information. Unauthorized disclosure that an employee or client has HIV/AIDS is prohibited.
- Persons with HIV infection are entitled to the same rights and opportunities as persons with other communicable diseases.
- In response to employee's concerns, MCD and RMYA requires that all employees receive education about HIV/AIDS. Knowledge and understanding about HIV/AIDS helps increase employee's sensitivity to their colleagues with HIV/AIDS and increases the potential for more compassionate service delivery to clients.
- On request, MCD and RMYA refers employees to agencies, organizations, and community support groups that offer counseling and support services. In addition, MCD and RMYA provides information about health insurance and other benefits to employees with HIV/AIDS as well as information about testing concerning HIV infections.
- Among the work force, the most common misperception about AIDS is the fear of casual transmission. According to the United States Surgeon General's Report, AIDS is not transmitted by: coughing, sneezing, shaking hands, mosquito or insect bites, sharing office supplies, drinking from the same cup, sharing the restroom facilities, casual contact, utensils, food, tools, machinery, telephones, office equipment, air, or water. According to public health authorities, including the Surgeon General, AIDS is contracted by intimate sexual contact, exchange of blood products and mother to infant contact during pregnancy or delivery.

OSHA Training

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include explanations of the following:

- The OSHA standard for blood-borne pathogens;
- Epidemiology and symptomatology of blood-borne diseases;
- Modes of transmission of blood-borne pathogens;
- This Exposure Control Plan (i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.);
- Procedures which might cause exposure to blood or other potentially infectious materials at this facility;
- Policies and procedures to prevent and control HIV/AIDS, hepatitis, tuberculosis, and other contagious and infectious diseases;
- Control methods, which will be used at the facility to control exposure to blood or other potentially infectious materials;
- Personal protective equipment available at the facility;
- Post-exposure evaluation and follow-up;
- Signs and labels used at the facility;
- Hepatitis B vaccine program at the facility;
- Infection Control for commonly encountered conditions; and
- Material Safety Data Sheets (MSDS) and related OSHA symbols for biohazards.

Training will be done by use of videotape, written material, and in-services.

All employees receive OSHA training within the first 90 days of employment, and are

offered annual refresher training. RMYA's nurse will be responsible for annually reviewing these policies and updating them if necessary. The outline for the training material is located in the office of the Director of Training.

Cardiopulmonary Resuscitation (CPR) (Section 1)

In accordance with the state law and regulations governing instruction in cardiopulmonary resuscitation (CPR), each teacher will receive CPR instruction at least once prior to graduation.

Miscellaneous Provisions Relating To Students (Module 400.160)

Administration of Prescription Medication

Written Request Required

Unless otherwise authorized by this policy, employees, agents, and volunteers are prohibited from administering any medication to students, including vitamins and food supplements.

The campus director of each the Lakes Academy campus shall ensure that a written request to administer prescription medication to a student is received from the student's parent, legal guardian, or person having legal control of the student before prescription medication may be administered by an the Lakes Academy employee.

Authorized Employees

Employees authorized by the Lakes Academy to administer prescription medication include:

- a. A registered nurse
- b. Office Manager
- c. Student Services

Prescription Medication Dispenser

Employees authorized to administer prescription medication to a student shall ensure that the medication is administered from either:

- a. A container that appears to be in the original container and properly labeled; or
- b. From a properly labeled unit dosage container filled by an authorized employee from a container described by Section 2.3(a).

Cell Phones

The Lakes Academy does not permit students to possess cellular phones or paging devices while on school property or while attending school related activities on or off of school property. Students having cellular phones or similar devices must turn them in to the office upon entering the property. The Lakes Academy is not responsible for any damage, theft, or loss of a cellular phone or similar device that a parent voluntarily provides for a student. Students who violate this policy will be subject to disciplinary action. District employees shall confiscate any cellular phones or paging devices from students who violate this policy and a \$15 fine assessed for its return. If a student commits a third violation to this policy in a school year, the student may be administratively withdrawn from the school for violating the student code of conduct.

Photography and videography by students is prohibited without permission from a campus administrator while on school property or while attending school related activities on or off of school property.

Clinic and Nurse

The Lakes Academy does not have a full-time or part-time registered nurse. The office will maintain a record of students who need to visit the office for nurse services. If any student becomes ill, the student will be given a pass to go to the office. If any discernible medical problem regarding a student, such as poor eyesight, hearing difficulties, etc., is detected the office will be notified and will take appropriate action.

Students are NOT allowed to have in their possession any drug or medication. Students in possession of any medication may face disciplinary action. Please refer to the Administration of Prescription Medication section in student safety for more information.

Religious Discrimination Prohibited (Section 1)

The Lakes Academy prohibits discrimination, harassment, or retaliation on the basis of religion. A student enrolled at the Lakes Academy has the right to silently pray or meditate at the Lakes Academy so long as it does not disrupt the instructional or other activities of the school. The Lakes Academy shall not require, encourage, or coerce any student engage in or to refrain from prayer or meditation during any school activity.

Human Resources (Module 600)

Building Responsibilities

Faculty members should assume the following responsibilities in the use and care of the buildings:

1. Report any damage or maintenance needed to furniture or building to administration.
2. Turn the lights, fans and air conditioning off when the room is not in use.
3. See that waste paper is not left on floors or tables.
4. Have students leave desks in proper order at the close of each period.
5. Assist the custodian by arranging papers, books, desks, tables, and other materials so as to make it easier for him/her to clean the room.
6. ALL classroom parties must be approved by the principal.
7. DO NOT use any type of tape, staples, pushpins, etc. on chalkboards, wood, whiteboards, screens, and walls. Use only wall putty or poster tape for hanging posters.
8. Do not remove or add furniture without approval by administration.
9. If your classroom is NOT cleaned to your satisfaction – notify the administration immediately.

Code of Ethics

The following is a non-exclusive list of prohibited acts which will be considered good cause for employee disciplinary actions, up to and including termination. This is not intended to be a complete list and it does not alter any at-will relationship between employees and Meadowland Charter District - Lakes Academy. It is expected that all MCD faculty and staff to adhere to the Texas Educator Code of Ethics as defined at http://tea.texas.gov/Texas_Educators/Investigations/Educators_Code_of_Ethics/.

1. Theft or attempted theft or misappropriation of school, employee, student, or guest property, including any items found on the school campus or at a school function.
2. Failure to follow the directive of a supervisor unless the directive is illegal.
3. Failure to cooperate with a school investigation.
4. Failure to perform duty assignments in a satisfactory, safe or efficient manner.
5. Unauthorized absences or tardiness.
6. Possession of any weapon or hazardous substance.
7. Dishonest, immoral or illegal conduct on duty or on school premises, such as conduct which would tend

- to bring discredit to the school.
8. Possession, use, distribution, sale, or being under the influence of a controlled substance or alcohol while on duty or on school premises.
 9. Assaults, threats, or intimidating conduct towards a student, parent/legal guardian/caregiver, teacher, community member or employee.
 10. Harassment, including sexual harassment.
 11. Abuse, including, but not limited to, sexual abuse of a student.
 12. Abusing, defacing, or destroying school property, or the property of a student or employee.
 13. Falsification of any school or school related record.
 14. Failure to account for school or school related activity funds.
 15. Use of tobacco on school property or at school related activities.
 16. Unauthorized disclosure of any information made confidential by policy or law.
 17. Penal Code violations.
 18. Violation of any school policy, procedure, rule or law.
 19. Distributing, storing, or sending any MCD information, including but not limited to: student records, intellectual property, supplies, material, to a personal email, storage device or to a non-MCD school employee is not permissible.

Computer Use Policy

To better serve MCD and to provide staff with the best tools, MCD makes available access to many forms of electronic media and services. Faculty/staff should remember that electronic media and services, such as computers, email, Internet, fax machines, and MCD's internal network, are intended to facilitate and support MCD teaching and learning. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner. To ensure that all employees are responsible, the following guidelines have been established for using the Internet, email, laptops, personal data assistants, and fax machines. No policy can lay down rules to cover every possible situation. Instead, this policy is designed to express MCD's philosophy and set forth general principles when using electronic media and services.

Internet and Email

Internet and email accounts provided by MCD are primarily intended to assist an employee in the performance of his/her job. These capabilities are provided to employees at administration's discretion and are intended as a tool and a benefit for employees. MCD allows limited and reasonable personal use of the Internet and the employee's work email account via the network. By 'limited and reasonable personal use' MCD means that there are constraints and guidelines that employees must comply with when using these resources in order to protect the agency and its assets.

Internet is defined as all data, information, or messages (email) of any type, to include existing, composed, transmitted, or received on MCD equipment. MCD equipment qualifies as property or records of MCD and therefore subject to possible disclosure by MCD to law enforcement agencies or other authorized persons. Employees should always make sure that the data, information, or messages contained in Internet email transmissions are accurate, appropriate, ethical, and lawful.

Access to email and the Internet is a privilege, not an entitlement. Use of these resources for

personal matters shall involve occasional, brief activities of 3 minutes or less and must not interfere with the employee's job responsibilities. The employee's email account may be used for occasional personal communications, but should not be posted in chat rooms or other areas of the Internet. Inappropriate sites would include but not limited to all social media sites as well as any sexually explicit sites.

MCD reserves the right to monitor Internet usage or traffic of employees at any time on MCD premises or involving the use of MCD equipment to include data, information or messaging of any type. MCD does not allow work email accounts to be set up on personal electronic devices.

Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. To ensure a virus free environment, faculty and staff need to be cautious with downloaded files and email attachments. Appropriate files include resources for teaching and learning purposes.

Disciplinary action up to and including possible termination will result from violations of this policy.

Personal Calls/Cell Phones

It is highly encouraged by administration that cell phones are not seen or heard by all MCD employees. Cell phones and technology devices are encouraged to be left in your car or desk. Cell phones should not be evident at professional development or meetings. All personal phone calls should be limited during work hours. Instructional staff should use their conference period for personal calls. Telephone calls should not be more than 3 minutes.

It is not appropriate to take personal calls during school hours when students are present. Family members may call the main office at any time and leave a message for the teacher that will be delivered at an appropriate time.

As with personal calls, cell phone usage must be limited 3 minutes unless special permission is given due to an urgent matter and approved in advance by a supervisor. Cell phone calls must not interfere with work responsibilities, supervision, and teaching. Please refer to the videotaping and picture section for information on allowable media.

Employee Additional Duty

Employees will be directed to perform additional assigned duties from time to time, such as supervision of students before and after school, field trips, weekends, summer school, or special events.

Employee Attendance

All employees are expected to conduct themselves in a professional manner during their employment, including practicing good attendance habits. All employees should regard coming to work on time, working as scheduled, and leaving at the scheduled time as essential functions of their jobs. Arriving at work later than scheduled or leaving work earlier than scheduled without prior approval by the school administrator can lead to disciplinary action. Perfect attendance is desirable as nothing replaces good teaching from a highly qualified teacher. Faculty/Staff attendance is monitored via the TXEIS timeclock system. The administrator assigned to the supervision of such attendance is the Office Manager.

Employee Compensation and Benefits

Compensation

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The MCD' pay plans are reviewed by the administration team and Board annually. All MCD positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are compensated monthly via electronic deposit. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or salary and receive additional pay for each hour worked beyond 40 in a work week.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Employees can login to a self-service system that will allow them to access payroll and demographic information. For access to the self-service system please contact administration.

Additional Duty Pay

MCD compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Stipends

When available and approved stipends may be dispersed by the administration and are at the sole discretion of the superintendent.

Benefits

Employee benefits shall include:

1. Enrollment in the Texas Teacher Retirement System (TRS)
2. Enrollment in the TRS ActiveCare health care
3. Five days of state leave a year (Rollover)
4. Five days of local leave a year (Do not rollover if over 5)

As part of the health insurance benefits, continuation of coverage shall be offered pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA provides employees with an opportunity to continue health care insurance coverage when a qualifying event would ordinarily terminate the coverage. Some of the more common qualifying events include death of the insured, resignation, termination, and reduction in hours, leave of absence, divorce, or loss of eligibility of a dependent. COBRA permits an employee to pay the full cost of the coverage at the rates paid by the school plus an administrative fee.

- MCD contributes \$225 per pay cycle to TRS active care participants who have been employed less than 5 years.
- MCD contributes \$341 per pay cycle to TRS active care participants who have been employed more than 5 years

State days are eligible for carry over or transfer. Local days will be purchased back by the district at \$85.00 a day for those employees with 90% attendance or higher when funding is available.

Employee Conviction and Reporting of Certain Crimes

All employees shall notify the school administration and human resources immediately of any charge of any criminal act involving a controlled substance as defined by state and federal law, or any criminal conviction of a felony or Class A or B misdemeanor. All employees shall notify the school administrator and human resources of any conviction of any criminal act involving a controlled substance as defined by state and federal law, or any criminal conviction of a felony or Class A or B misdemeanor within seven calendar days of such conviction. Violations of this or other school policy may result in disciplinary action including termination of employment.

Violations of this policy within or related to an employee's duties shall be grounds for disciplinary measures including termination of employment.

Employee Use of Copyrighted Materials

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes or DVDs are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Employee Appearance

A professional instructional atmosphere is created when faculty is concerned about personal appearance. All faculty will be neatly and professionally attired at all times.

Personal Appearance

MCD expects all employees to exercise appropriate judgment with regard to personal appearance, dress, and grooming to be most effective in the performance of their workplace duties regardless of where they take place. While we recognize that personal appearance is an important element of self-expression, our obligation to the children in our care requires that we sensibly model that appearance in a way that is consistent with prevailing societal norms. In keeping with this approach, MCD allows reasonable self-expression through personal appearance, unless a) it places an employee or others in a potentially unsafe situation, b) it conflicts with an employee's ability to perform his or her job effectively or within his or her specific work environment, c) it is regarded as offensive or harassing toward co-workers, students, or others with whom MCD conducts business and has contact with employees.

Cleanliness and caring for one's personal hygiene and appearance is an important aspect of the work we do with the young people in our care. The personal appearance policy applies when the employee is on campus or at any event, whether on duty or off duty.

Personal Hygiene

Hair for all faculty must be kept neat and trim and must not interfere with the execution of job duties or present a safety hazard to the employee or others. At the discretion of the supervisor or as required by a credentialing organization, hair may be required to be pulled away from the face or place in a hair net. Mustaches and beards must be kept groomed, trimmed, and neat. Extreme or non-professional cuts and/or unnatural hair colors are not permitted.

Clothing

Appropriate clothing varies by faculty position and function and should conform generally to dress in similar positions at other organizations. Employees must not wear clothes to work that are suggestive because they are too tight, too loose, too clingy, etc. Other specific examples include low-cut necklines, holes in clothes, short skirts and shorts, muscle shirts, spaghetti straps, halters, tank tops, lululemons, spandex, and other thin, see-through, or lacy clothing. Shorts, dresses, and shirts may not be worn if they are shorter than the fingertips of the wearer with their arms at their side. Tank tops are only allowed in the Meadowland gym while engaged in physical activity.

Employees on shift work must dress in clothes that allow the employee to be active during the school day, including footwear. Flip-flops are never permitted for any faculty. If a special event is planned for a shift (i.e., special dinner outing, tickets to a play, etc.) dress should be appropriate to the event. Employees may bring more casual clothes to change into after the event as long as they conform to the general dress policy.

Hats may not be worn in buildings, and must be removed during a presentation of colors or the playing of the *Star-Spangled Banner*. Faculty and students alike are required to wear their hats in the appropriate manner so as not to be construed as a gang symbol—understanding that any dress indicating a possible gang affiliation will vary over time and must be continually monitored by staff to ensure its ongoing relevance.

Jewelry

Jewelry may be worn, but is limited to rings, toe rings, earrings, and ear cartilage piercings. Faculty should be particularly careful not to wear jewelry that could present a safety risk to themselves or others such as hoops, necklaces, and large rings. Jewelry shall not be worn on the nose, lips, tongue, cheeks, or eyebrows. Gauges are not permitted.

Body Art

Body art is an evolving cultural phenomenon and there are varying degrees of acceptance in the general community. Therefore, the MCD policy concerning body art must consider this reality as part of its responsibility to the students as well as the communities and organization that support the agency. Tattoos are the only permitted form of visible body art and must comply with the following limitations. Facial tattoos (including the front of the neck and top of the head unless completely covered by hair) or tattoos larger than the hand (palm with fingers together) of the person displaying the tattoo are prohibited.

Tattoos that involve the use of profanity; disparaging symbols or words toward individuals, groups, or organizations; racist symbols; gang symbols; nudity; or promote the use of alcohol/drugs; violence; weapons; or other ideas deemed inappropriate by administration are prohibited. Tattoos not meeting these limitations must be covered at all times while on duty or present at an MCD activity.

The Meadowland Charter District - Lakes Academy Personal Appearance Policy is expressed here as a guideline within which faculty are expected to function, and is not intended to be inclusive of every circumstance. Any disputes concerning management decisions regarding an individual's adherence to the MCD Personal Appearance Policy may be discussed with administration.

Employee Notice of Termination

While we hope to have a long lasting relationship with all of our staff, employment with MCD is “at will”. This means that either the employee or MCD can terminate your employment at any time for any reason. Staff

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should provide their supervisor with thirty (30) days written notice of the intention to resign in the form of a letter of resignation. The letter should contain the following:

1. A permanent forwarding address for future correspondence (e.g., W-2, etc.).
2. The date of the last day of employment
3. Exit check list and signature

A resignation form along with an exit checklist will need to be filled out with administration. Under certain circumstances, including but not limited to funding reductions, enrollment changes, and program changes, designated positions may be eliminated, and MCD will make every effort to furnish affected employees with at least thirty (30) days’ advance notice.

Employee Standards and Evaluation

All employees of Meadowland Charter District - Lakes Academy are expected to adhere to all applicable state and federal laws and regulations as well as policies, procedures and regulations of the school and the written and oral directives and instructions of their supervisor.

The performance of employees is subject to evaluation at any time, but will be completed at least annually. Violations of policy, procedure, rules, regulations, directives or laws may result in disciplinary action.

Such action may begin at any of the following steps, depending on the severity of the infraction:

1. Counseling, verbal reprimand, or written reprimand
2. Final warning, suspension, with or without pay, or probation
3. Dismissal

MCD Appraise Teacher Evaluation Process

The MLCS has developed and appraisal system based on the Texas Teacher Evaluation and Support System (T-TESS) framework. This appraisal process will be conducted via the Euphoria Appraise application. The Appraise application allows for seamless communication between appraisers and appraises, allowing easy tracking and organization of documents and forms. Based on the information obtained from these documents, teachers will be empowered to create a career pathway that will lay out future goals and development opportunities.

MLCS Appraise			Yearly Summative Evaluation
Week 1-6	Week 6 – End of Year Conference	At least 15 days prior to the last day of instruction	
Teacher Orientation - At least two weeks before the first observation	Teacher Orientation for late hires Goal Setting and Career Pathway Plan Form for late hires	End-of-year conferences - Review summative scores for Domains I, II, III - Review the data gathered and evidence gathered throughout the year for Domain IV - Review results of the performance of the teachers students - Review goal setting and career pathway plan	
Goal Setting and Career Pathway Plan Form - Submitted to the appraiser for review	Ongoing review of teacher and student data Ongoing review of the Career pathway plan to assess progress towards goals, professional development impact, and teacher and student performance		
	Ongoing collection of evince to support Domain IV		

Informal observations and walkthroughs with ongoing feedback to support develop teacher practices			
Formal Observation window established for summative observation			

Associated Documents

Teacher Self-Assessment and Career Pathway – A detailed form that allows teachers to self-assess instructional needs.

Walkthrough – Informal unscheduled classroom checks that focus on MLCS instructional initiatives. (see attached)

Observation – Informal scheduled observations that focus on the T-TESS Domains 1- 3 and 17 dimensions.

Summative Observation – Formal Scheduled summative observation on the T-TESS Domains 1- 3 and 17 total dimensions.

17 dimensions are based on 5 performance levels: Distinguished, Accomplished, Proficient, Developing, and improvement needed. (see attached)

End of Year Conference – Scheduled to review yearly performance based on the above documents.

Appraise Domain Information

Domain 1 - Planning

- Standards and Alignment
- Data and Assessment
- Knowledge of Students
- Activities

Domain 2 - Instruction

- Achieving Expectations
- Content Knowledge and Expertise
- Communication
- Differentiation
- Monitor and Adjust
- Student Performance

Domain 3 - Learning Environment

- Classroom Environment, Routines and Procedures
- Managing Student Behavior
- Classroom Culture

Domain 4 - Professional Practices and Responsibilities

- Professional Demeanor and Ethics
- Goal Setting
- Professional Development
- School Community Involvement

Requests for Absence

Employees shall submit an employee absence request form to the school administrator. In the event of a planned absence, the employee will submit the written employee absence request – at least two (2) days in advance to allow timely consideration by the school administrator and to acquire a substitute. Text, email, and/or verbal request for leave are not acceptable, and leave taken without prior written approval will be considered as an unapproved and unpaid absence. Any unapproved leave is without pay.

For instructional staff, any request for leave ordinarily may not be taken on the first day of school, on the last day of school, during the administration of state assessments, during the administration of local common assessments and benchmarks, on days immediately before or after scheduled holidays. Each employee's administration is authorized to make exception to this policy as he or she determines appropriate to accommodate the employee without compromising the interests of the students.

In the event of an unplanned absence, the leave request must be immediately completed and submitted upon return of the employee to be considered for approval or disapproval by the school administration.

For half day absences, the absence start and end time must be 8:00 am to 12:00 am or 12:00 pm to 4:00 pm.

If an emergency arises, contact the front office until an administrator can be informed of the status of your emergency. The office will handle the situation from that moment on for whatever amount of time is required, the appropriate form should be completed upon the employee's arrival at school.

After arrival at school if an emergency arises, notify the administrator. Explain the situation, fill out the appropriate form, and staff will work to cover classes as necessary.

Request for Extended Leave of Absence

Employees taking leave or absent from duty shall do so only in compliance with applicable federal and state statutes with approval of the school administration. Failure to return to duty promptly after an approved leave of absence shall be cause for disciplinary action up to and including termination of employment.

Qualifying employees shall be entitled to leave in accordance with the Family and Medical Leave Act of 1993.

Approved forms of leave are the following:

- FMLA
- Military

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of the employee or employees, when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions.

Employees shall not engage in conduct constituting sexual harassment. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment.

An employee who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of their immediate supervisor.

Appendix

1. FERPA Notification

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days after the day the Lakes Academy receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent, or eligible student, believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of 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 PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

The following is directory information: (1) student's name, (2) address, (3) telephone number, (4) date and place of birth, (5) photograph, (6) electronic mail address, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) awards received, (11) the most recent school attended by the student, (12) grade level, (13) enrollment status, (14) and other similar information.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. 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 student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, 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. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student 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. (§99.31(a)(4))
- 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 student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to:

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(a) Develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. §99.31(a)(10)
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))