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**Parent-Student Handbook  
2018 - 2019**

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## OAKS ACADEMY MISSION STATEMENT

the Oaks Academics 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

## Meadowland Charter District – Oaks Academy

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### Roy Maas' Youth Alternatives

In 2007 the state board of education in the state of Texas awarded the RMYA board of directors a contract to operate an open-enrollment charter school. They decided to open the Oaks Academy in the fall of 2008 and today serve as the charter holder for the school. In 1976, Catholic Family and Children's Services and the San Antonio Urban Council applied for and received a grant from the Department of Health, Education and Welfare (now Health and Human Services) under the "Runaway Act". They were awarded the grant and Roy Maas was hired as Executive Director. Roy opened "The Bridge Emergency Shelter" with a budget of \$100,000 for 16 boys. In November 1977, working with the San Antonio Optimist Club, Roy became a consultant at Girlsville, which was a long-term home for girls. Girlsville, formerly known as Aganier Hall, was opened in the mid 1950's by the Girls Council of San Antonio. In August 1978, the Bridge and Girlsville merged to become Youth Alternatives, Inc. At this point the "umbrella" concept now operating as Roy Maas' Youth Alternatives was born. As residential programs were added, it became clear that the children in the care of Youth Alternatives would benefit from living together in one facility. In 1986, when a 40 acre facility became available in Boerne, the Board voted to purchase it, remodel existing structures and add additional buildings to house more children. In August 1993 the Board of Directors voted to change the organization name from Youth Alternatives, Inc. to Roy Maas' Youth Alternatives, Inc. This was done to honor the hard work and dedication of its founding Executive Director, Roy Maas, who passed away in 1994. The district expanded to two campuses in 2017 and the Meadowland Campus was renamed to the Oaks Academy. The district remains as the Meadowland Charter District.

### RMYA Mission

RMYA creates brighter futures for children in crisis by promoting individual success and healthy relationships in a safe, healing environment, giving children and families the tools to end the cycle of abuse.

### RMYA Values

**Protection:** We offer the children in our care sanctuary from cruelty, abuse, and neglect; and acknowledge that safety, security, and non-violence are foundational to rebuilding the shattered trust of these injured souls.

**Simplicity:** We recognize that all human beings can best fulfill their highest purpose by simply helping them understand and accept who they are using straightforward approaches that encourage recuperation, personal exploration, and healthy integration into society.

**Integrity:** We understand that we cannot successfully engage in our work together unless we do so with respect, honesty, and humility. We have high expectations of each person's work and behavior, and encourage self-reflection as a tool for improvement.

**Community:** We seek out the interconnectedness that bonds us together as a team, and endeavor to actively discover ways to achieve our mutual goals. Through all we do, we look for opportunities to learn from everyone we encounter and affect human relations with the children in our care, with each other, and the broader community.

**Equality:** We celebrate the commonalities and differences inherent in embracing a global family that includes people from all walks of life; acting and speaking respectfully in all our interactions, and listening carefully to what each person has to offer.

**Responsibility:** We aim to thoughtfully leverage each resource entrusted to us; spending the money of our donors and grantors wisely, and encouraging knowledge sharing across staff, volunteers, and the public.

July 12, 2017

Parents and Students;

The Meadowland Charter District is growing, as we look to expand our mission, some changes are being made. The newly named Oaks Academy, formerly the the Oaks Academy... home of the Mighty Mustangs will still continue to serve the students of Boerne.

As a student of The Oaks Academy, you have a great opportunity to continue and add to the traditions and standards of our previous student bodies. This handbook has been developed for your information and guidance this school year.

Restorative Practices has become a part of our school culture to assist in sharing information freely in a safe and secure atmosphere and to build the learning community for all. Students are expected to do their best and to demonstrate respect and courtesy at all times. Be aware that you, as the student, are the most important part of the Oaks Academy. Be proud of your school and take care of it. As a Mighty Mustang, you are expected to conduct yourself with dignity and respect.

The Oaks Academy is dedicated to you students and giving you the tools and education you need to for a brighter future. Therefore, it is necessary for there to be rules, procedures, and expectations to insure each student has an opportunity to receive a quality education. This handbook will inform you of our guidelines, rules, and expectations of you so you can be successful.

Again, welcome to our school. We look forward to this school year and helping you in any way possible to reach academic success!

Best regards,



Dr. Donald L. Mills, Ed. D.  
Superintendent, Meadowland Charter District

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## STUDENT 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 Oaks 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](http://meadowlanddistrict.org).*

### Educational Environment

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#### Academic Integrity

Students are expected to be honest and display a high standard of integrity in the pursuit of work for credit in all classes. The attempt of any student to present as their own work such work not honestly preformed will be regarded as a serious offense which will result in a grading penalty and/or disciplinary action. The school will inform parents/guardians of any student who is found in violation of this policy.

***Cheating*** - Dishonesty of any kind on a test or exam, written assignment, or project, illegal possession of a test or exam questions, the use of unauthorized notes during a test or exam, obtaining or giving information about a test or exam from or to another student, assisting others to cheat or altering grade records are instances of cheating.

***Plagiarism*** - Offering the work of others as your own without proper acknowledgement is plagiarism. Therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, internet sources, and other reference, themes, reports, writings, of a fellow student is guilty of plagiarism.

#### Assignment/Make Up Work

When a student has an absence, he/she may be permitted by the campus director to complete/make up assignments missed due to the absence. Teachers should give the student any work missed upon their return. Students will be allowed the equivalent days missed to turn in their make-up work.

#### Career and Technology

The Oaks Academy will offer courses that introduce students to careers and teach necessary skills for entry level employment or post-secondary education. Please see the counselor for further information involving CTE.

#### ***PUBLIC NOTIFICATION OF NONDISCRIMINATION IN CAREER AND TECHNICAL EDUCATION PROGRAMS***

The Oaks Academy offers career and technical education programs in eleven cluster areas. Admission to these programs is based on student interest and available staffing patterns.

It is the policy of the Oaks Academy not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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It is the policy of The Oaks Academy not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title IV of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The Oaks Academy will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact administration at (830) 331-4094.

### Cell Phones

The Oaks 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 Oaks 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.

### Classroom Behavior

Students are expected to be in class and ready to begin by the tardy bell. Students will be expected to follow policies, procedures, and rules of each classroom. Items that are distracting such as radios, tape recorders, electronic games, iPods, stuffed animals, cameras, etc. are to be left at home. Students will be expected to participate in class to the best of their ability. Students should be prepared for the school day. Students who do not follow classroom policies, procedures, and rules may be subject to disciplinary action.

Please Refer to the Student Code of Conduct in Appendix Section 2.

### Dress Code

Students are expected to follow the district's dress code policy.

The Oaks Academy will enforce the following:

1. The Oaks Academy prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any substances prohibited under school policy.
2. Modesty, as defined by the principal, will be the dominant feature of all clothing.
3. Attire shall be clean, well-fitting, and not tattered.
4. Clothing must not be too tight for free movement or for sitting, reaching, and bending. Conversely, clothing cannot be too loose, saggy-baggy, oversized or have holes. Clothing must fit and remain on the waistline. Boys' boxer shorts must be properly concealed under pants or shorts.
5. Short skirts, halter-tops or other shirts with deep cut openings, or clothing that reveals undergarments will not be allowed in school.
6. No spaghetti straps will be allowed on any garments.

7. Tank top straps must measure at least three inches in width. Shirts that are generally worn as undergarments must be worn as such. If the shirt worn over the undergarment has buttons, the buttons must be closed.
8. Skirts, dresses, shorts, and the tops of any slits in skirts or dresses must be less than 4 inches above the knee.
9. Any extreme hairstyle causing significant disruption to the school process will not be allowed.
10. Hair shall be kept clean and well-groomed. No unnatural hair colors will be allowed.
11. Boy's facial hair must be shaved regularly. Boys' hair length may not extend below the eyebrows in the front, below the earlobes on the sides, or below the shirt collar in the back.
12. Body and facial piercings are discouraged and at the sole discretion of the principal.
13. Girls may have no more than two (2) piercings in each ear.
14. Clothing may be neither immodest nor representative of anti-social cultures, such as gang or drug associated apparel.
15. The wearing of wallets with chains is prohibited.
16. "House shoes", slippers, and pajama pants are prohibited. Tennis shoes must be properly laced. Steel-toed shoes are not allowed.
17. There are no allowances for music devices or electronics allowed in the classrooms.
- 18. Bandanas will not be worn or carried.**
- 19. The midriff must not be exposed when the student goes through normal activities of a school day (bending, stretching, reaching, etc.).**
- 20. There are to be no hats, caps, or hoodies are to be worn in the buildings.**
21. Approved uniforms for school sponsored events will be permitted during school and school activities.
22. Shorts may be worn as long as the hem lies below the student's finger tips when his/her arms are down at the student's side.
23. Male students are required to wear shirts at all times. Shirts are to be buttoned at all times, half shirts are not allowed unless participating in a sports activity for which it has been approved.
24. Back packs, book bags, and/or purses are not allowed or required at school. The school and teachers will provide all materials needed for school. If back packs or purses are brought to school, they will be kept in the office until the end of the school day.

Violations of the dress code policy may result in more stringent guidelines for that student. The Superintendent, or designee, has the final authority concerning appropriateness of clothing and hairstyle. Students in possible violation of dress code policy will be referred to the Superintendent, or designee. Should there be an infraction regarding the dress code, the student may call home to have other clothing provided.

### Lost & Found

If you find any article of value, you are asked to turn it into the office. As the school assumes no responsibility for lost or stolen items, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school. If you accept an item that is not yours, you will be subject to disciplinary action. Lost and found items not claimed by the end of the grading period will be donated to charity.

### Nuisance Items

Any item not related to school can be considered a nuisance and are not to be brought to school. Examples are tape recorders, CD players, cameras, iPods, radios, video games, and stuffed animals. Any other items that are considered nuisances by the Principal are also not permitted.

### Physical Education

A student may have a temporary or permanent physical condition that prevents him/her from participating in physical education. There are two alternatives to such full participation.

#### *Restricted Physical Education*

A student may be assigned to a restricted physical education program when it is possible to accommodate the student's physical limitations by modifying activities of a regular program. This program is taught by a regular physical education teacher, and is part of the regular PE class. Some examples of physical conditions that can be accommodated through the restricted physical education program are asthma, arthritis, and some temporary orthopedic conditions.

### Public Display of Affection

Embracing or kissing is not an acceptable action on the school campus. Public displays of affection will not be condoned on the school campus. This includes familiarity such as petting, caressing or placing hands on another in an affectionate manner. Lack of cooperation regarding this policy may result in disciplinary action.

### Special Programs

The school provides programs to students who are having difficulties learning. If a child is experiencing learning difficulties, the parent may contact the school to learn about what pre-referral program system is used for support services. The school will provide a variety of support systems and intervention strategies, including possible referral for an evaluation to determine if a student is eligible for special education services. Students having difficulties in the regular classroom should be considered for tutoring, and academic support services that are available to all students.

At any time, a parent may request an evaluation for special education services. Within a reasonable amount of time, the district will determine if an evaluation is needed. If the district determines there is an educational need for an evaluation, the parent will be contacted to provide consent for an evaluation. The district must complete the evaluation, upon written consent, within 60 calendar days. The district must give a copy of the report to the parent.

If the district determines an evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs parents of their rights if they disagree with the district. The parents will also receive a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

Parents may contact the school office regarding options for a child experiencing learning difficulties or a referral for evaluation.

### Summer School

The purpose of summer school is to provide remediation as well as acceleration. Summer school provides an opportunity to make up credits from time lost or failure of a subject. Students wishing to attend summer school must seek approval from the Principal. Summer school will also provide support and remediation to those students failing the state assessment testing program.

### **Grievance Process** (Module 300.120)

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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 Oaks Academy employee, student, guardian of a student, or a member of the public has a complaint or concern regarding the Oaks 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 Oaks Academy. This written appeal shall be filed with the Oaks 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 Oaks Academy's Board of Directors within 10 days of receiving the CEO's

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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 Oaks Academy Board of Directors along with a copy of the Oaks 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.

## **Admissions & Enrollment** (Module 400.020)

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### **Admissions** (Section 1)

The Oaks Academy's admission application period is from April through July.

### **Non-Discrimination Policy** (Section 1.1)

The Oaks Academy's admissions and enrollment shall be free from discrimination based on race, color, or national origin; sex, gender, or gender identity; disability, or relationship or association with an individual with a disability; religion; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

### **Enrollment** (Section 2)

#### **Eligibility** (Section 2.1)

The Superintendent or Superintendent's designee shall establish procedures that ensure that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll in the Oaks Academy. Areas to be verified include, but are not limited to, a student's residency and grade level.

#### **Enrollment Documentation** (Section 2.2)

Upon a student's enrollment, the Superintendent or Superintendent's designee shall ensure that a bona fide effort is made to secure all records and required documentation pertaining to the student.

### **Residency Qualifying for Enrollment** (Section 2.3)

The Superintendent or the Superintendent's designee shall ensure upon enrollment that:

- the student and either parent reside within the geographic boundary stated in the charter;
- the student does not reside within the geographic boundary stated in the charter but has a parent who does and that parent is a joint or the sole managing conservator or possessory conservator of the student;
- the student and the student's guardian or other person having lawful control of the person under a court order reside within the geographic boundary stated in the charter;
- the student has established a separate residence under the TEC, §25.001(d), the person's presence within the boundary is not for the primary purpose of participation in extracurricular activities, and the person has not engaged in conduct for which exclusion permitted and deemed warranted by the Superintendent or the Superintendent's designee
- the student is homeless, regardless of the residence of the student, of either parent, or of the person's guardian or other person having lawful control of the person;
- the student is a foreign exchange student placed with a family that resides within the geographic boundary stated in the charter by a nationally recognized foreign exchange program ;
- the student resides at a residential facility that is located within the geographic boundary stated in the charter;
- the student resides within the geographic boundary stated in the charter and either is 18 years old or older or has had the disabilities of minority removed;
- the student does not reside within the geographic boundary stated in the charter but has a grandparent who does and who provides a substantial amount of after-school care for the student; or
- the student is placed in foster care by an agency of the state or a political subdivision, and person's foster parents reside within the geographic boundary stated in the charter.

### **Establishing Residency** (Section 2.4)

The Superintendent or Superintendent's designee may make reasonable inquiries to determine whether a student qualifies as a resident for purposes of enrollment. The Superintendent or Superintendent's designee may request utility bill, receipts, lease information and other items verifying that the applicable residence is within the boundary stated in the charter.

### **Withdrawing from School**

When a student is to withdraw from school, they must report to Director of Student Services providing written statements stating the reason for the withdrawal and future plan for the continued education of the student. When verified, the student will be given a withdrawal form. This form will indicate current grade, attendance, and special programs that are in place for the student.

## **Student Transportation Policy** (Module 400.030)

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### **Transportation to and from School** (Section 1)

It is the policy of the Oaks Academy not to provide direct transportation services to and from school for all students. It is the responsibility of the Superintendent/Executive Director or designee to seek reimbursement from the State of Texas for the provision of direct transportation services.



It is the policy of the Oaks Academy not to provide public bus passes or cards to its students for transportation to and from school for all students. It is the responsibility of the Superintendent/Executive Director or designee to seek reimbursement from the State of Texas for the provision of the passes or cards.

### **Instructional Field Trips and Out-Of-School Activities**

Field trips and out-of-school activities that are instructional in nature are addressed in this procedure. However, student trips that are UIL-related (e.g., athletics, one act play, pep squad, etc.) and those trips that are activities of school clubs and organizations (e.g., Student Council, special interest clubs) are **NOT** addressed in this procedure. Students failing classes cannot participate in sports events until their grade improves to passing.

#### ***GENERAL GUIDELINES AND PURPOSE***

- 1) All field trips and other out-of-school activities must be relevant to learning and related to current content/units of study or for the purpose of course related competition or performance.
- 2) All trips shall be co-curricular, NOT rewards for select groups during the school day.
- 3) All trips shall have an assessment component that connects the activity to the learning objectives.
- 4) Vertical planning at the campus level shall occur to enhance a student's exposure to diverse experiences over the course of time.
- 5) In NO case shall trips result in more than 10 days absence from any course or class for any given student.
- 6) Field trips planned within 10 school days of state exams (TAKS/STAAR, End-of-Course Exams, etc.) shall not be approved (does not apply to out-of-District scheduled competitions).

#### ***ORGANIZATION AND APPROVAL***

- 1) The teacher shall plan any field trip or other out-of-school activity in accordance with District and campus procedures and submit the written request to the Principal for approval and subsequent scheduling on the school calendar
- 2) The Principal shall submit a copy of the written request for approval of a trip to the Superintendent a month prior to the date of the trip or activity.
- 3) Schools shall conform to District procedures regarding the mode of transportation.
  - a. RMYA vehicles will be used for all field trips.
  - b. All district employees must sign permission slips to drive RMYA vehicles.
- 4) Parent Permission-Teacher shall obtain written permission from the parent/guardian of each student participating in the activity prior to the departure from the campus.
  - a. The teachers shall use the Field Trip Permission form for parent authorization. The form addresses the mode of transportation and provides parental authorization to administer necessary medical treatment. A separate form must be obtained showing parent permission for each trip/activity.
  - b. The teachers shall take copies of the signed forms on the trip for the purpose of securing medical treatment if necessary.
- 5) Supervision - The Principal is responsible for ensuring that adequate and proper supervision is provided during any field trip or out-of-school activity. The following guidelines are minimal and may be enhanced if the Principal or teacher deems the activity warrants additional adult supervision.
  - a. Every school shall provide at least one adult chaperone on each vehicle used for transportation.

- b. The school shall provide at least one adult chaperone for every 5 students, and an additional adult for every fraction thereof.
- 6) The Principal/designee may prohibit a student from participating in field trips when the student is assigned to OSIF or is suspended from school at the time of the field trip. Student participation in field trips shall not be denied for any other purpose.
- 7) A student shall not be charged any fee for any field trip/activity which is a related to the instructional program or curriculum. The teacher shall arrange for any costs or fees to be paid following procedures regarding use of student activity funds, or the Principal shall ensure that field trip funds are available from the school budget. [Field Trip Request Form found in Forms section of this handbook.]

### Vehicle Policy

#### Vehicles on Campus

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. Students are not to be in their vehicle during instructional time for any reason.

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

#### Parking Lots

Student, faculty and guest parking areas are off limits to all students, except for the arrival or departure or under the permission of a teacher or administrator. Please know by using the school parking lot, you are giving permission for your vehicle to be searched at any time deemed appropriate from the administrator with or without your presence. Please ensure you are assisting in keeping the parking lots free of debris.

### Tuition, Attendance and Fees Policy (Module 400.040)

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#### Documented Absences (Section 2.2)

A student absent from school for any portion of the day, upon his or her return, must provide a written note to the school that explains the absence. The note must either be signed by a parent, guardian, or the student if the student is 18 years old or emancipated.

Local Procedure - Following an absence, students should bring a signed note from the parent explaining the reason for the absence. If the student saw a doctor, a note should be obtained from the doctor explaining the absence. All students should report to the office following an absence prior to the start of the school day. There is no difference between an excused or unexcused absence.

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

- Activities related to obtaining United States citizenship

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- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus
- For students in the conservatorship (custody) of the state
  - An activity required under a court-ordered service plan
  - Any other court-ordered activity; provided it is not practicable to schedule the student's participation in the activity outside of school hours
- Religious holy days
- Required court appearances
- Military Recruitment Visits
- Post-Secondary Activities

### Leaving Campus During School Hours (Section 2.1)

A student younger than 18 years old must have prior, written parent or guardian approval, before that student may leave the school campus during school hours.

Local Procedure - Students who leave campus must sign out at the front office. Students over the age of 18 may sign out themselves.

### Warning Notice (Section 3)

The Superintendent shall ensure that at the beginning of each school year the parents of students of the Oaks Academy receive notice that they are subject to prosecution and the student is subject to referral to truancy court for violation of attendance laws.

Local Procedure - All unexcused absences will be reviewed at the 10% mark and considered on a case by case basis and are at the decision of the campus director and the attendance committee. There is no appeal process regarding attendance and credit issuance. Parent-teacher conferences are held at the 10% loss mark, last chance contract at the 15% mark, **and a removal from the school due to a lack of academic progress at the 20% mark.** Any student attendance affecting credit issuance or grade passage will be required to make up time in summer school.

### Tardy Policy

Tardiness shall be recorded up to the 30<sup>th</sup> minute of each class and on the 31<sup>st</sup> minute will become an absence for that class only. The tardy policy procedure will be in effect starting the second Monday of school, so that each student will have had ample time to acclimate to his or her daily schedule and routine. This will remain in effect through the conclusion of the first semester. Each student will have a clean slate to begin the second semester upon return from winter break.

**Find policy to adjust from adopted policy related to 90% attendance.**

## Family Educational Rights And Privacy Act (FERPA) (Module 400.060)

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### Compliance (Section 1)

In regards to student records, the Oaks 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 Oaks Academy, in compliance with FERPA, unless a parent or student over 17 years old objects to part 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 Oaks Academy, with certain exceptions, obtain written consent prior to disclosing personal identifiable information from your child's educational records. The Oaks 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 Oaks 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 Oaks 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 Oaks 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 must be approved by administration. This applies to any digital social media.

### Required Instruction and Graduation Policy (Module 400.080)

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#### **Pledge of Allegiance** (Section 1.2)

The superintendent, or designee, of each campus of the Oaks Academy shall ensure that the Oaks Academy maintains compliance with all state laws and regulations governing recitation of the Pledge of Allegiance to the United States and Texas flags and the regulations governing proper flag display in each classroom in which the pledges of allegiance are recited.

#### **Observance of Moment of Silence** (Section 1.3)

The superintendent, or designee, of each campus of the Oaks Academy shall ensure that the Oaks Academy maintains compliance with state law governing the observance of one minute of silence following the recitation of the pledges of allegiance to the United States and Texas flags.

#### **Commemoration of the Events of September 11, 2001** (Section 1.4)

The superintendent, or designee, of each campus of the Oaks Academy shall ensure that the Oaks Academy maintains compliance with state law governing the commemoration of the events of September 11, 2001.

#### **Instruction in Cardiopulmonary Resuscitation (CPR)** (Section 1.5)

The superintendent, or designee, of each campus of the Oaks Academy that serves grades 7 through 12 shall ensure that the Oaks Academy maintains compliance with the state law and regulations governing instruction in cardiopulmonary resuscitation (CPR) and that each student receives CPR instruction at least once prior to graduation.

#### **Graduation** (Section 2)

##### **Endorsements** (Section 2.1)

The Oaks Academy shall offer the following endorsements:

1. science, technology, engineering and math (STEM)
2. business and industry
3. public services
4. arts and humanities
5. multidisciplinary students

The Superintendent of the Oaks Academy, shall implement procedures to ensure that each student of the Oaks Academy indicates in writing the endorsement the student intends to earn.

##### **Distinguished Level of Achievement** (Section 2.2)

The the Oaks Academy offers the curriculum requirements for a student to earn a distinguished level of achievement.

##### **Performance Acknowledgements** (Section 2.3)

The Superintendent of the Oaks Academy shall ensure that the Oaks Academy offers the requirements adopted by the SBOE for a student to earn a performance acknowledgment on his or her diploma.

### **High School Graduation Plan** (Section 2.4)

The campus director of each high school campus of the Oaks Academy shall designate a school counselor or school administrator responsible for developing and reviewing personal graduation plans with each 9th grade student and his or her parent or guardian in accordance with state law and regulations. The designee shall ensure that the student and the student's parent or guardian conform and sign the personal graduation plan.

The Superintendent of the Oaks Academy shall ensure that the information provided by the Texas Education Agency explaining the advantages of the distinguished level of achievement and each endorsement is posted on the school's website.

### **Individual Graduation Committee** (Section 2.5)

The Superintendent of the Oaks Academy shall establish an Individual Graduation Committee (IGC) for each student who has failed not more than two end-of-course (EOC) assessments, is in their 12th grade year, and has successfully completed at least the Foundation High School Program.

The IGC shall be composed of the following persons:

1. Principal or principal's designee,
2. The teacher of the course for each EOC the student failed;
3. The department chair or lead teacher supervising the teacher described above;
4. The student's parent or guardian; or
5. A designated advocate if the parent or guardian is unable to serve; or
6. The student (at the student's option) if the student is 18 years of age or is emancipated.

The Superintendent shall ensure that the Oaks Academy maintains compliance with all state laws and regulations governing graduation of a student by means of an individual graduation committee (IGC). The Executive Director shall implement procedures for the establishment of, and graduation determinations made by, an IGC. Such procedures shall include the following:

1. The process by which the Oaks Academy shall appoint a designated advocate if the parent or guardian of a student is unable to serve on the IGC;
2. The method by which the Oaks Academy shall provide notice to the parent or guardian of the student or designated advocate, if applicable, of the time, place, and purpose of the IGC;
3. The method by which the Oaks Academy documents the student's satisfaction of the additional remediation requirements and demonstration of proficiency in the subject matter of the EOC exam failed by the student;
4. The academic criteria considered by the IGC to determine if a student is
5. qualified to graduate;
6. The vote of the IGC on the graduation decision of an individual student; and
7. A timeline for the IGC's determination of the graduation decision.

In addition to criteria required by law to be considered by the IGC, the IGC shall also consider the following academic criteria to determine whether a student is qualified to graduate:

1. Completion of 70% of the TEKS with 70% passing rate
2. If a child in care, what possibilities mobility had on success of the student

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### 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.

### Method for Validating Credits

The method of validating credit is determined on a case by case basis and takes into account the best interest of the student and their graduation plan. The district will follow and adhere to state academic achievement record requirements.

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### Parent-Teacher Conferences

If a parent wants to conference with teachers or administrators they must contact the school office to arrange the meeting during the school day. At no time should a parent or visitor call a teacher during class or conference with them at the door of the room.

### Number of Grades

Grades 1-12

The academic grade should accurately reflect the student's knowledge and skill level in the Academic Standard or subject area at the end of the grading period. 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 18 grades:

1. will be distributed throughout the nine-week grading period with no fewer than 2 grades per week per subject area. The number of grades required for credit recovery will vary depending on the length of assignment to the class.
2. Non-core specialty teachers will record no less than 6 grades per grading period.

### Classification of Students

Placement of a student is based on the information and records supplied to The Oaks Academy at the time of enrollment. If official records do not agree with the verbal or unofficial information, student placement will be adjusted in accordance with the official records.

In high school grades 9-12, promotion to the next grade shall be based upon the accumulation of credits earned in elective and core subject areas. The following credit chart indicates the mandatory subject area requirements:

- 9<sup>th</sup> grade - 0-4.5 credits
- 10<sup>th</sup> grade - 5-10.5 credits (5 credits must include: 1 English credit, 1 math credit and 1 science)
- 11<sup>th</sup> grade -11-16.5 credits (11 credits must include 2 credits in English, 2 credits in math, 2 credits in science, and 1 credit in social studies)
- 12<sup>th</sup> grade - 17+ credits (17 credits must include 3 credits in English, 2 credits in math, 2 credits in science, 2 credits in social studies) Seniors must also be enrolled in all remaining courses required to graduate.

### Graduation Requirements

Requirements	Minimum	Foundation	Foundation + Endorsement	Recommended	Distinguished
ELA	4	4	4	4	4
Math	3	3	4	4	4
Science	2	3	4	4	4
Social Studies	2.5	2.5	2.5	3.5	3.5
Economics	0.5	0.5	0.5	0.5	0.5
Academic Elec.	1	0	0	0	0
PE	1	1	1	1	1
Foreign Lang.	0	2	2	2	3
Health	0.5	0		0	0
Technology	0	0		0	0
Fine Arts	0-(For Students who entered grade 9 before	1	1	1	1



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	2010-11) 1-(For students who enter Grade 9 in 2010-11 or later)				
<b>Speech</b>	0.5/0	0	0	0.5	0.5
<b>Electives</b>	6.5 or 7.5	5	7	5.5	4.5
<b><i>TOTAL</i></b>	<b>22</b>	<b>22</b>	<b>26</b>	<b>26</b>	<b>26</b>

### **Class Ranking/Highest Ranking Student**

Class rank will be calculated by a student's Grade Point Average (GPA). This is the average of all semester grades awarded credit by the state of Texas. Official class rank will be posted on the Student's Academic Achievement Record (AAR) at the end of the final semester which will determine final GPA and class rank.

The positions of valedictorian and salutatorian will be awarded to the two top ranking students who have been continuously enrolled with The Oaks Academy for at least one full semester and maintain a 3.5 or higher

### **Class Rank for Students who Entered Grade 9 Prior to 2014-2015**

Class rank shall be determined by averaging all grades earned in courses taken in grades 9–12 for high school credit, unless excluded below.

For the purpose of determining honors to be conferred during graduation activities, the student's class rank will be calculated through the third nine-week grading period of the senior year. The grade for the third nine-week grading period shall be used as the semester grade for this purpose. The weighted grade average shall be rounded to the nearest thousandths place.

For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law.

### ***Exclusions***

The calculation of class rank shall exclude grades earned in or by courses taken for high school credit prior to grade 9; correspondence courses; credit by examination, with or without instruction; summer school; courses evaluated as pass/fail; and out-of-district distance learning courses and/or electronic courses.

### ***Weighted Grade System***

The District shall categorize and weight courses as Tier 1, Tier 2, Tier 3, and Tier 4. The District shall assign weights to semester grades and shall calculate a weighted numerical grade average in accordance with the following scale. The list of available courses in each category is found in the high school course guide.

<u>Category</u>	<u>Weight</u>
Tier 1 plus 12	
Tier 2 plus 10	
Tier 3 plus 4	

### Tier 4 plus 0

- Tier 1: Eligible Advanced Placement (AP) and AP/Dual Credit courses designated in administrative regulations shall be categorized and weighted as Tier 1 courses.
- Tier 2: Eligible Pre-Advanced Placement (PreAP) and Dual Credit courses taken in the District and designated in administrative regulations shall be categorized and weighted as Tier 2 courses.
- Tier 3: Eligible courses in regular education foundation classes of English, mathematics, science, social studies, and foreign languages shall be categorized and weighted as Tier 3 courses.
- Tier 4: All other eligible courses shall be designated as Tier 4 courses.

For the purpose of class rank calculation, the student's actual or adjusted weighted grade for each eligible course shall be used. No minimum figure shall be substituted. The District shall record unweighted numerical grades on student transcripts.

### ***Valedictorian and Salutatorian***

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking as determined by the district's class ranking procedure described in this policy and who complete the Recommended Program or the Advanced/Distinguished Achievement Program. To be eligible, a student must have been continuously enrolled in a district high school for the four semester's immediately preceding graduation and enrollment must have occurred by October 1 of the year preceding graduation. In addition, a student must have been enrolled in at least seven class periods during his or her entire senior year with a cumulative 3.5 or higher of all coursework. In case of a tie in weighted numerical grade averages after calculation to the thousandths place for valedictorian, the District shall recognize all students involved in the tier as sharing the honor and title. In case of a tie in weighted numerical grade averages after calculation to the thousandths place for salutatorian, the District shall recognized all students involved in the tie as sharing the honor and title.

### ***Conduct***

To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including removal to a DAEP, a three-day suspension, or expulsion during his or her last two semesters.

### ***Early Graduates***

To be eligible to graduate early, a student shall complete all coursework and state assessment testing required of the ninth grade class in which he or she begins high school. A student who completes the high school program requirements in fewer than four years shall be ranked in the class with which he or she actually graduates.

An early graduate shall be eligible for recognition as the valedictorian or salutatorian provided he or she has declared in writing by May 15 of the sophomore year his or her intent to graduate the following year. An early graduate shall also be eligible for all other honor graduate distinctions.

***Transfer Credit***

When a student transfers grades for properly documented courses from an accredited school, the District shall assign weight to those grades based on the categories and grade weight system used by the District if similar or equivalent courses are offered to the same class of students in the District.

When a student transfers from a non-accredited school, including a home school, the District shall accept and/or assign grades in accordance with the secondary grading and reporting administrative regulations.

Letter grades shall be recorded as follows:

Transfer Grade Conversion Chart				
A+ = 100	B+ = 89	C+ = 79	D+ = 74	
A = 95	B = 85	C = 77	D = 72	
A - = 90	B - = 80	C - = 75	D- = 70	F = 69

**Class Rank for Students who Enter Grade 9 in 2014-2015**

Class rank shall be determined by averaging all grades earned in courses taken in grades 9–12 for high school credit, including the summer immediately preceding the beginning of grade 9, that satisfy graduation requirements under the Foundation Plan with an Endorsement, to a maximum of 26 credits, unless excluded below. A student’s class rank will be calculated in accordance with administrative regulations and based on an incremental denominator using the grades from eligible courses that will produce the highest weighted numerical grade average.

For the purpose of determining honors to be conferred during graduation activities, the student’s class rank will be calculated through the end of the third nine-week grading period of the senior year. The grade for the third nine- week grading period shall be used as the semester grade for this purpose. The weighted grade average shall be rounded to the nearest thousandths place. For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District’s eligibility for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law.

**Promotion and Retention of Students**

Middle school students must attain an average of 70 or higher in all courses taken. If a student fails to attain a 70 or higher, they may be retained in that grade level. Parents/Guardians will be included in the retention decision however; the decision rests with school officials.

**Credit Recovery**

Students who fail a full year course must repeat both semesters and obtain a grade of 70 or higher to receive credit. If a student fails one semester of a year course, they will be issued half credit for the semester passes and will have to repeat the semester they fail. This can be done the following school year or during the summer through a credit recovery program. They must obtain a 70 or higher in order to receive credit or an average of 70 or higher from the two attempts of the course.

### Graduation Exercises

Students meeting and completing all graduation requirements will be permitted to participate in graduation ceremonies. Students needing 1 or less credits, 1 or less state assessments can participate in the ceremony although a diploma will not be awarded until all aspects of the child's transcript are completed. A Valedictorian and Salutatorian may be awarded at each graduation.

### Transcripts

Transcripts of student achievement and test scores may be obtained upon request. Students wishing their transcripts sent or mailed to colleges, employers, or other agencies should request official transcripts from the PEIMS coordinator. One copy of the transcript is issued free of charge. Any additional copies of transcripts will cost \$5.00 each.

### Credit by Exam

Students who feel they have already mastered the content of any academic course may apply for Credit-By-Exam. Students should contact the Director of Student Services for an application.

Students can be tested in any academic subject area. The tests are administered on a web based system. Students may receive study sheets and guides for the subject area they wish to test. Students who want to gain credit in a course without prior instruction must score 80% to receive credit. Students who want to receive credit for a course they previously failed must score 70% on the exam in order to receive credit.

If the student passes the test, the score earned will be entered on the student's academic achievement record (AAR) unless the parent and/or student declines to accept the score within 30 calendar days after receiving the results. The scores will be included in the calculation of the student's grade point average (GPA).

### Testing Program

Students enrolled in grades 3-11 must participate in benchmark and the state assessment testing program as approved on the student assessment testing calendar.

Students will also be assessed every year using a norm referenced assessment tool currently adopted by the school. This assessment measures abilities in reading, written language, and math skills.

### End-of-course Assessments (Section 3)

#### End-of-Course Exams (Section 3.1)

Students shall take end-of-course (EOC) exams for secondary-level courses in Algebra I, Biology, English I, English II and United States History.

A student's performance on such assessments shall not be used in determining class ranking or to account for a percentage of the student's final grade for the course.

1. the Oaks Academy shall not administer more than two benchmark assessment instruments to prepare a student for an end-of-course exam.
2. The campus director, or designee, of each campus of the Oaks Academy, shall implement procedures to ensure that each teacher receives the results of the end-of-course exam administered to students taught by that teacher in the subject for which the exam is administered.
3. The campus director, or designee, of each campus of the Oaks Academy, shall ensure that each student who fails to perform satisfactorily on an end-of-course exam receives accelerated instruction in the applicable subject area.

### **Texas Success Initiative (TSI)** (Section 3.2)

A student enrolled in a college preparatory Mathematics or English language arts course that satisfies the Texas Success Initiative (TSI) college readiness benchmarks is exempt from the Algebra I or English I and English II end-of-course exams, even if the student did not perform satisfactorily on a previous administration of the applicable end-of-course assessment instrument.

### **Notification Regarding Automatic College Admission and Financial Aid**

Refer to the school counselor for more information on college admissions and financial aid.

## **Bilingual Education – ESL** (Module 400.090)

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### **Board Commitment** (Section 1.1)

The Board of the Oaks Academy 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 Oaks Academy operate in compliance with federal and state law.

### **Program Responsibilities** (Section 2)

The Superintendent will ensure that the Oaks 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 the Oaks 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)

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### **Legal Framework** (Section 1)

It is the policy of the Oaks 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 Oaks 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 Oaks 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)

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### **Policy of Nondiscrimination** (Section 1)

It is a policy of Meadowland Charter School 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. James Chavis  
Director of Student Services  
Meadowland Charter School  
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.

## Health Policy (Module 400.120)

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### **Immunizations & Reportable Diseases** (Section 1)

The Campus Director, or designee, of the Oaks Academy shall ensure compliance with immunization laws and regulations and that the Oaks Academy complies with laws and regulations regarding reportable diseases.

### **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 Oaks 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 Oaks Academy employee.

#### **Authorized Employees**

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

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

#### **Prescription Medication Dispenser**

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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).

### Clinic and Nurse

The Oaks 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. If it is necessary for a student to take medication during school hours, the parent/guardian should take the medication to the office and fill out any necessary paperwork. Office staff will keep the medication, verify the need for its use, and dispense the medicine to the student at the proper time. Students in possession of any medication may face disciplinary action.

### Consent to Emergency Medical Treatment

1. Authorization Given to School Officials: When a parent, guardian, or other person having lawful control of a student registers the student, that adult shall complete the *Student Registration Data* form provided by the District. The parent/guardian shall complete the portion of the form that grants permission for school personnel to act in the child's behalf if the parent/guardian cannot be contacted. The form also contains a statement that the parent/guardian will assume financial responsibility even when the school Principal/designee is acting in the child's behalf. Completion of this form is required when the child is registered, and it is imperative that the school maintain the form on file.
2. Consent Form Other Relatives: School personnel shall also attempt to record other emergency contacts in case the parent/guardian is unavailable. Although the Principal has the authority to consent to medical treatment for a student when the parent/guardian has signed the form granting such permission, it is preferable for a family member to make medical decisions, especially if treatment by an EMS unit or a hospital is necessary. *Family Code §32.001* specifies that a grandparent, an adult brother or sister, or an adult aunt or uncle of a child may consent to treatment if the parent/guardian cannot be contacted. Unless the parent/guardian has given notice that these family members cannot consent, no written authorization from the parent or guardian is necessary for a grandparent, adult brother or sister, or adult aunt or uncle to consent to medical treatment for the child.
3. Minor's Consent for Self: A minor can consent to treatment for him/herself in the following very specific cases:
  - a. The child is 16 years of age and is living apart from his parent/guardian, or managing conservator, and is managing his/her own financial affairs.
  - b. The child consents to diagnosis and treatment of an infectious, contagious, or communicable disease that is required by law to be reported to the Texas Department of Health, including sexually transmitted diseases.
  - c. The child is unmarried and pregnant, and consents to hospital, medical, or surgical treatment related to her pregnancy.
  - d. The child consents to examination and treatment for chemical addiction, chemical dependency, or any other condition directly related to chemical use.

### Head Lice

Head Lice (All Grade Levels) Although head lice is not an illness or disease, it is a common condition among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. As a result, the district will exclude any student found to have lice. It is preferred not to have lice.

If detected at school, the administrator will contact the student's parent/guardian to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent/guardian should check in with the school administrator to discuss the treatment used and to discuss additional recommendations, including subsequent treatments and how to prevent a recurrence. Mass screenings for lice are no longer recommended; however, if an administrator notices a number of students from the same class with live lice, they may, as time permits, screen the entire classroom. Every effort will be made to ensure the privacy of the child. Removal of a child from a class or school is at the sole discretion of the campus administrator. More information on head lice can be obtained from the TDSHS.

### Prohibition of Tobacco and Alcohol (Section 6)

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 School students are also prohibited from possessing e-cigarettes or tobacco products at a school-related or school-sanctioned activity, on or off school property. The Superintendent shall ensure that this prohibition is enforced by school personnel.

### Illegal Steroid Use (Section 7)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

## Student Safety (Module 400.140)

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### Discipline (Section 1)

#### Student Code of Conduct (Section 1.1)

The Board shall adopt a student code of conduct in accordance with law. Annually, the Board shall review the student code of conduct and make changes as necessary. The Student Code of conduct is contained in the last section of the handbook.

#### Distribution of Code of Conduct Section (Section 1.2)

The principal of each the Oaks Academy campus shall ensure that the student code of conduct is distributed to each student at the beginning of the school year. Transfer students shall receive a student code of conduct upon enrollment.

#### Students with Disabilities (Section 1.3)



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The change in placement and/or any disciplinary action regarding a student with a disability, who needs or is believed to need special education and related services under the Individuals with Disabilities Education Act, shall be in compliance with applicable federal and state laws and regulations.

### **Transfer Option for Victims of Violent Acts** (Section 2)

The Superintendent, or designee, shall develop local procedures allowing for the transfer of a student to attend a safe school if the student becomes a victim of a violent criminal offense while on a school campus or on any school property, or while attending a school-sponsored or school-related activity.

### **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

### **Weapon and Handgun Prohibition** (Section 5)

The Oaks 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."

### **Concussion Protocol** (Section 7)

### **Cardiopulmonary Resuscitation (CPR)** (Section 1)

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

### **Bullying**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or school-related activity, or in a district operated vehicle, and the behavior:

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

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

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

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

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

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

### Reports

1. *Accident Report* a school professionals shall complete the form when a student is injured seriously enough to require more than first aid attention at school. Health assistants and other paraprofessionals shall not complete this report. Copies are given to the parent on the day of the injury, and a copy is sent to the Superintendent. One copy should be retained on campus.
2. *Minor Illness/Injury Notification* Injuries which do not require further evaluation or treatment by a physician are to be recorded on this 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.

### Married and/or Pregnant Students

Any student who is married at the time they seek enrollment in The Oaks Academy shall report the fact of the marriage, the name of the spouse, and place where the spouse lives.

Any student who marries after enrollment into The Oaks Academy shall promptly report the fact to the Principal and shall report the name of the spouse, and place where the spouse lives.

Students who are married and/or pregnant shall not be discriminated against. These students will be allowed to attend school and will be expected to attend class regularly and keep up with their work. These students, except as outlined in paragraph 4, shall not be denied the right to be eligible to participate in extracurricular or other activities of the school due to marriage or pregnancy.

In the event of a student becomes pregnant during any term while enrolled in The Oaks Academy, then, for the benefit of her health and welfare of the expected child, and for the purpose of informing the school personnel so that counsel, protection, and advice may be given, she shall be required to inform the Principal as soon as such condition is known to her. Upon being informed, the Principal shall attempt to obtain, from the pregnant student, the name of her physician and consult with him for the purpose of determining when, and if, in the best interest for the health and welfare of the student and her expected child, other appropriate

educational arrangements should be made. After the student gives birth, she may be permitted to re-enter school upon written advice of her physician and approval of the Principal.

The student will be given information on school-age parenting classes and special services that are available to assist students to continue their education.

### **Fire Drill/Evacuation Plan**

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

Teachers will evacuate the classroom with their class roster and escort the entire class to the designated destination. Teachers will 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/evacuation drills.

All teachers will post the map and exit routes by the classroom entrance in an obviously visible location. All students and teachers must exit the building during a fire drill.

### **Sexual Harassment, Dating Violence, Discrimination, and Retaliation (Check)**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

#### ***Dating Violence***

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Additional resources are located at <http://www.texasadvocacyproject.org/>.

### ***Discrimination***

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

### ***Harassment***

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

### ***Sexual Harassment and Gender-Based Harassment***

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

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

### ***Retaliation***

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### ***Reporting Procedures***

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. All reporting begins with the principal.

Upon receiving a report of prohibited conduct, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by law. If not, the district will refer to local bullying guidelines to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by law or state statute.

### ***Investigation of Report***

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Federal Educational Records and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal to the school board.

## **Information Technology** (Section 8)

### **Computer System Access** (Section 8.1)

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Access to all of the Oaks Academy's computers, computer networks, electronic mail, and the Internet is for educational and administrative purposes. The Superintendent, or designee, shall require all users to agree in writing to comply with the Oaks Academy's policies and procedures in regards to such access. Failure to comply may result in disciplinary action.

### **Protection Measure** (Section 8.2)

The Superintendent, or designee, shall ensure that the Oaks Academy utilizes a filtering device or software that prevents any the Oaks Academy computer, and prevents the Oaks Academy's Internet service, from accessing material that is obscene, child pornography, or harmful to minors.

### **Internet Safety** (Section 8.3)

The Superintendent, or designee, shall implement a safety plan that ensures:

- a. Online activities of minors are monitored at the discretion of the Superintendent, or designee;
- b. Students' Internet access to inappropriate material is controlled;
- c. Students' safety is ensured when using electronic communication, including, but not limited to electronic mail, social networking sites, and chat rooms;
- d. The prevention of unauthorized access, including hacking, and other unlawful activities;
- e. The prevention of the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- f. Students are educated about appropriate online behavior including interacting with other individuals on social networking websites and chat rooms, and cyber-bullying awareness and response.

### **Monitored Computer Use** (Section 8.3)

The use of the Oaks Academy's computers and/or Internet system is not confidential and may be monitored by designated the Oaks Academy personnel to ensure appropriate use.

### **Appropriate Use**

- a. Appropriate Use Acceptable Activities:
  - i. Student-centered activities and research in support of The Oaks Academy Educational objectives. Access must be under the supervision of a sponsoring educator or under the supervision of another qualified staff member if available.
  - ii. Research and communications may be conducted by The Oaks Academy staff members that have fulfilled training requirements and have been granted access.
- b. Prohibited Activities:
  - i. Transmission or access of any material in violation of any U.S. or state regulations, including, but not limited to, obscene, harmful to minors or threatening material, copyrighted material or material protected by trade secret.
  - ii. Use for commercial activity, product advertisement or political lobbying.
  - iii. Installing or running Internet client applications not provided by or approved by The Oaks Academy Technology services
  - iv. The use of electronic communication to send abusive, threatening or profane messages
  - v. Students may not incur or attempt to incur any financial liability. This includes, but is not limited to, accessing any fee-based services.
  - vi. Access without supervision by a qualified staff member and a completed and approved Student Application for Access on file in the campus office.
  - vii. Chatting on the Internet is not permitted due to the inability to control dialogue and with whom the student interacts.
  - viii. Students cannot use E-mail accounts at this time.

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- ix. Research and communications by The Oaks Academy Staff members that have not fulfilled training requirements and been granted access
  - x. Engage in “hacking” or attempts to otherwise compromise system security.
  - xi. Engage in any illegal, commercial, or active political activities.
  - xii. Disclose or post personal information, such as last name, age, sex, school, address, or phone number.
  - xiii. Download files, which can jeopardize the health of the network by introducing a computer virus.
  - xiv. Using large amounts of disk space, without the prior consent of the technology staff. This includes screensavers, games, and other programs such as “Weather bug”.
- c. Consequences for Inappropriate Uses
    - i. Suspension of access to electronic communication system.
    - ii. Revocation of the electronic communication system and/or
    - iii. Disciplinary or legal action in accordance to Student Code of Conduct and applicable laws.

### Student Guidelines

- a. Student Guidelines
  - i. Students may be on the internet only with school staff permission.
  - ii. Students must get off the internet whenever told by a school staff member.
  - iii. Students are not allowed to listen to or download music or games from the internet.
- b. Security
  - i. User will always log onto The Oaks Academy networks using his/her own account. Users will not allow others to log in with their account. Users must log off all when they are finished.
- c. Safety
  - i. When communicating on the Internet, as with any other medium, it is necessary to teach children to safeguard themselves against potentially dangerous situations. Guardian/parents are requested to discuss this with their child.
- d. Vandalism
  - i. Vandalism will result in cancellation of privileges and will require restitution for costs associated with system restoration, hardware and software costs. Vandalism is defined here as any malicious attempt to physically harm a computer system, destroy data or access without permission the data of another user on any computer attached to The Oaks Academy Network, the Internet or any other network attached to The Oaks Academy Network. This includes the uploading or creation of computer viruses,
- e. Forgery
  - i. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users or deliberately interfere with the ability of other system users to send or receive electronic mail messages is prohibited.
- f. Privileges
  - i. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Access may be denied, revoked or suspended for violation of The Oaks Academy Policy, or as a result of other disciplinary actions. Furthermore, violation of this policy may result in additional disciplinary action by The Oaks Academy and/or legal action by law enforcement agencies when state or federal law have been violated.

- ii. Finally, all users should keep in mind that when they use the Internet; they are entering a global community. Any actions taken by them will reflect upon The Oaks Academy system as a whole.

### **Disclaimer and Limitation of Liability**

Access to the Internet is provided on an as-is basis. The Oaks Academy its governing board, charter holder board, and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to the internet, the Internet Service Provider, the Oaks Academy network, or any information or software accessed or received by the applicant. The Oaks Academy will not be responsible to or liable to the user or any claims, losses or damages the user may suffer as a result of these Terms and Conditions or access to the Internet, including without limitation any losses, claims or damages arising from The Oaks Academy's negligence or the user's own errors or omissions. The user agrees that this limitation releases The Oaks Academy from any claims, damages, or losses suffered arising from the use of this system. Use of any information obtained over this network is at the user's own risk.

### **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 School 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 School, 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 should 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.

MLCS 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 MLCS 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.

### **Local Visitors Policy**

Parents are encouraged and welcome to visit at any time. If a parent wishes to observe in the class room a 24 hour notice must be given. All visitors are required to sign in and out of the office and wear a visitors badge while on campus.

No student is to visit another campus while that school is in session unless prior arrangements have been made by the administration of the two schools. Any student who makes an unauthorized visit to another school may face disciplinary action.

## Miscellaneous Provisions Relating To Students (Module 400.160)

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### Religious Discrimination Prohibited (Section 1)

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

### Clubs

All clubs will submit a description of club activities, club purpose, proposed membership, date and time of meetings, and location of meetings to the Principal for approval. All club activities must be listed on the school calendar of events. Members may have to comply with standards set up by the club. Members should have a genuine interest in the club. Students may join more than one club. Meetings will be held before or after school. Clubs must meet at least once a month. Club sponsors must supervise students at all times. They should not leave until all members have left the school grounds. Sponsors will be responsible for the action of their clubs. Proper dress and behavior will be expected when clubs are representing The Oaks Academy.

### Food Services

While the Oaks Academy does not provide food services to our students, the Roy Maas' Youth Alternatives (RMYA) program, our charter holder, is the contracted provider for food service programs.

Roy Maas' Youth Alternatives also participates in the National School Breakfast Program (NSBP) serving the students at the Oaks Academy. For more information about their food services program, you may contact them at (830) 816-2425 and speak with the food services coordinator or view their website at [www.rmya.org](http://www.rmya.org) where you can also find their wellness policy and procedure.

### Residential Student Interaction

Any community student being caught providing internet access, assisting in running away, providing controlled substances, use of cell phone or other communication devices, or communicating with resident through a virtual tool will automatically be suspended from school until a hearing is held in which they will be either withdrawn or expelled.

### Requirements for Students Holding Offices and Positions of Honor

In order to obtain the best student leadership all students must have approval from the faculty sponsor. Consideration for positions will be based on scholarship, citizenship, dependability, cooperation, and conduct. Removal from an office is subject to administrative review. A student may be removed from an honor position for the following reasons:

- Suspension from school
- Failure to comply with rules, procedures, regulations
- Not fulfilling duties of office
- Not cooperating with faculty sponsors
- Conduct, discipline, or attendance problems.

## Appendix

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### 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 the Oaks 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.]

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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:

(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))

## 2. STUDENT CODE OF CONDUCT

The purpose of the Oaks Academy Student Code of Conduct is the following:

1. Describe appropriate behavior that promotes a positive learning environment.
2. Describe behavior expectations.
3. Provide examples of student misbehavior.
4. Explain consequences that may be enforced for student misbehavior.
5. Provide a district wide plan for dealing with student discipline.
6. Define the rights of all stakeholders (students, teachers, parents and administrators) in order to maintain good discipline at school.
7. Communicate board policies regarding student behavior.

The Student Code of conduct goes into effect at the time a student steps onto school grounds, enters a school vehicle, or attends a school sponsored activity.

### **Philosophy of Student Behavior and Discipline**

The goal of The Oaks Academy is to provide a safe and effective learning environment for all students. Discipline is one component that helps students mature and become productive members of society. The Oaks Academy strives to develop our student's social skills so they may be successful adults.

The Superintendent and School Board have delegated the responsibility of implementing policy and enforcing state and local laws pertaining to student conduct. The district administrative staff will help the Superintendent on this quest.

The Principal has been delegated to establish and maintain an appropriate climate for learning. In order to establish this climate the Principal along with other administrative staff must develop and enforce effective discipline procedures. These school leaders will also counsel with students and parents/guardians on appropriate student behavior.

We, as a school system have adopted the use of Restorative Practices into our discipline management system. We adopted three overarching beliefs about discipline: Respect for People, Respect for Education, and Respect for Environment. All course of action will be aligned to these beliefs within the continuum of Restorative Practices as defined by the International Institute of Restorative Practices (IIRP) and more

information can be found at [www.iirp.org](http://www.iirp.org). By being involved in The Oaks Academy, you are agreeing to be part of this restorative process.

When dealing with difficult situations regarding discipline we follow the seven (7) beliefs about restorative practices which are:

- 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.

### **Supervisors of Student Conduct**

When at school or at a school sponsored event students are under the direct supervision of school administrators, teachers, and staff. Students are expected to comply with all district school and classroom rules at all times. In order to have a safe and effective learning environment order will be maintained at all times. Students will be expected to conduct themselves in a manner that is established by the school administration, teachers, and staff. Failure to comply with these rules, regulations, and expectations will result in disciplinary action.

### **Responsibilities of Stakeholders**

Each stakeholder (administrator, teachers, students, parents, etc.) has rights and responsibilities for maintaining the effective learning environment.

#### ***Student Responsibilities and Expectations***

Students will need to conduct themselves properly and comply with all applicable rules, policies, and district procedures. Students are expected to:

1. Develop good habits
  - a. Attending school daily
  - b. Arrive to school on time
  - c. Work well independently
  - d. Use appropriate language
  - e. Maintain good health habits
2. Assume responsibility for their actions
  - a. Keep their parents/guardians informed of events, class progress, etc.
  - b. Make their own decisions
  - c. Accept consequences for their actions
  - d. Complete work on time
  - e. Develop good study habits
  - f. Complete all assigned work
3. Have a positive attitude
  - a. Be proud of accomplishments
  - b. Be trustworthy
  - c. Have academic integrity
4. Respect the rights of others
  - a. Allow others to work
  - b. Allow others to accept responsibility of their actions

- c. Learn to resolve differences appropriately
- d. Realize that their behavior may affect others
- e. Respect property of others
5. Treat others with respect by
  - a. Work and interact well with others
  - b. Be courteous
  - c. Be polite and helpful
  - d. Care for others
  - e. Display affection appropriately
  - f. Appreciate others
  - g. Express themselves in a respectful way
6. Treat teachers and staff with respect by
  - a. Being cooperative
  - b. Be attentive
  - c. Listen to teachers
  - d. Be polite
7. Respect authority of teachers and staff by
  - a. Listening
  - b. Follow directions
  - c. Question the teacher appropriately
  - d. Seek changes in rules and policy in an appropriate way
  - e. Obey school and class rules and procedures
  - f. Be in proper seat and classroom when tardy bell rings
  - g. Be prepared for every class
8. Participate in assigned classes
  - a. Attend all classes
  - b. Bring supplies and materials to class daily
  - c. Talk when appropriate
  - d. Follow instructions
  - e. Do all assignments
9. Assume responsibility for learning environment
  - a. Come to school dressed and groomed appropriately
  - b. Do not cause disruption in hallways
  - c. Remain in seat and comply with classroom procedures
10. Take care of the school
  - a. Help keep the school clean
  - b. Do not destroy the school
  - c. Help solve cases of vandalism
  - d. Help keep the school a safe place

### ***Parent/Guardian Responsibility***

Parents should

1. Ensure that their child complies with district policies, procedures, and rules.
2. Ensure their child is groomed and dressed appropriately for school
3. Communicate with the school regularly about student progress
4. Ensure child attends school daily
5. Participate in parent/teacher conferences and other activities for their child
6. Help and support school staff to maintain a safe and effective school
7. Discuss school work and report cards with child

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8. Inform the school of any issues at home that may affect student at school
9. Provide the child with a place to study and do homework
10. Make sure to inform school of any updates on personal information
11. Prepare the child to be receptive to instruction and discipline at school
12. Help child develop good study habits at home
13. Send child to school regularly and on time
14. Teach child to respect others and authority
15. Help child spend a certain amount of time studying each day
16. Help child accept responsibility and consequences of their actions
17. Help the school in teaching their child to become a self-disciplined, mature, and responsible person

### ***Teacher Responsibility***

Teachers should:

1. Provide effective instruction
2. Maintain an orderly classroom
3. Model for students respect for themselves, students, parents, and other personnel
4. Have regular attendance
5. Be punctual
6. Communicate with parents/guardians on a regular basis
7. Maintain a well-groomed and professional appearance to serve as a role model for students
8. Indicate a genuine interest for the welfare of students
9. Help students follow rules and expectations
10. Teach responsibility by enforcing rules of conduct and discipline fairly for those students who violate rules
11. Recognize growth, success, and achievement of students
12. Obey district policies and procedures
13. Teach to district and state standards of performance
14. Establish an effective working relationship with parents/guardians, students, and other staff members
15. Encourage work habits that will help students meet short and long term goals

### ***Administrator Responsibility***

Administrators should:

1. Establish a safe and effective learning environment
2. Provide support to teachers with students who are sent to office for inappropriate behavior
3. Implement curriculum within the limits given by district and state to meet the needs of all students
4. Promote effective discipline based on fair and impartial treatment of students by using the Student Code of Conduct as a reference
5. Encourage parent involvement
6. Have a cooperative working environment for all faculty and staff
7. Provide assistance to students to become self-disciplined
8. Be responsible for instructional leadership of discipline and evaluation of discipline plan
9. Ensure school grounds are safe
10. Ensure physical surroundings are appropriate for an effective learning environment
11. Manage resources to support goals of education program



12. Maintain a well-groomed and professional appearance to serve as a role model for faculty, staff and students

### Rules for Behavior

The responsibility for maintaining a school environment is the responsibility of the Principal and other administrative representatives. When student behavior interrupts the learning environment administrators are authorized to utilize consequences in order to restore learning.

When students violate the rules, regulations or policies of the school/district, they will be subject to various discipline management techniques. The techniques utilized should be chosen to modify or correct the improper behavior.

### Categories of Offenses

#### *Category I*

In accordance with Texas Education Code Section 37.007, a student **SHALL BE** expelled from school if the student, on school property, on school property of another district, at any district facility, at any school- sponsored or school-related activity on or off of school property, or on a school bus/van:

1. uses, exhibits, or possesses:
  - a. a firearm (In accordance with federal law, a student who brings a firearm (as defined in 18 U.S.C. Section 921) to school **SHALL BE** expelled from the student's regular campus for a period of at least **one calendar year.**);
  - b. a location-restricted knife:
    1. a location-restricted knife with a blade over five and one-half inches;
    2. a Bowie knife, sword, or spear;
    3. a switchblade knife;
    4. a lock-blade knife or fixed blade knife carried for use as a weapon.
  - c. a hand instrument designed to cut or stab by being thrown;
    1. a dagger, including a dirk, stiletto, or poniard;
    3. a crossbow, bow and arrow, blowgun, Chinese Star, or ice pick;
    4. a razor carried, designed, made or adapted for use as a weapon.
  - d. a club - an instrument designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, such as a blackjack, nightstick, mace, or a tomahawk;
  - e. a prohibited weapon:
    1. an explosive weapon;
    2. a machine-gun;
    3. a short-barrel firearm;
    4. a firearm silencer;
    5. knuckles;
    6. armor-piercing ammunition;
    7. a chemical dispensing device;
    8. a zip gun.
- 2) Engages in conduct that contains the elements of the offense of:
  - a. aggravated assault, sexual assault, or aggravated sexual assault;
  - b. arson;
  - c. murder, capital murder, or criminal attempt to commit murder or capital murder;

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- d. indecency with a child;
  - e. aggravated kidnapping;
  - f. aggravated robbery;
  - g. manslaughter; or
  - h. criminally negligent homicide.
- 3) Sells, gives, delivers to another person or possesses or uses or is under the influence of:
- a. marijuana ;
  - b. a controlled substance; or
  - c. a dangerous drug.
- 4) Sells, gives or delivers an alcoholic beverage to another person.
- 5) Commits a serious act or offense while under the influence of alcohol.
- 6) Possesses, uses, or is under the influence of an alcoholic beverage.

A student **SHALL BE** expelled if the student engages in conduct that contains the elements of any offense listed above against any district employee or volunteer in retaliation for or as a result of the person's employment or association with the district, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off of school property.

In accordance with federal law, a student who brings a firearm to school will be expelled regardless of age. Due to the seriousness of Category I offenses, assignments to discipline alternative education programs for violations in this category of offenses will be longer in duration than in other categories.

### *Category II*

A student **MAY BE** expelled or receive other disciplinary actions:

- 1) continues to engage in serious or persistent misbehavior that violates the District's Student Code of Conduct;
- 2) engages in conduct that contains the elements of the offense of criminal mischief if the conduct is punishable as a felony without regard to whether the conduct occurs on or off of school property;
- 3) engages in conduct that contains the elements of the offense of assault (intentionally,
- 4) knowingly, or recklessly causes bodily injury) against any employee or volunteer in
- 5) retaliation for or as a result of the person's employment or association with a school district without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property;
- 6) engages in conduct involving a public school that contains the elements of the offense
- 7) of false alarm or report;
- 8) engages in conduct involving a public school that contains the elements of the offense
- 9) of terroristic threat;
- 10) engages in conduct that contains the elements of the offense of aggravated assault,
- 11) sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student
- 12) regardless of where the offense occurs;
- 13) while on or within 300 feet of school property, as measured from any point on the

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- 14) school's real property boundary line, or while attending a school-sponsored or school related activity on or off of school property:
- a. Sells, gives or delivers to another person or possesses, uses or is under the influence of any amount of:
    - (1) marijuana or a controlled substance;
    - (2) a dangerous drug; or
    - (3) an alcoholic beverage;
  - b. Engages in conduct that contains the elements of an offense relating to abus/vane of glue or aerosol paint or abuse of volatile chemical;
  - c. Engages in conduct that contains the elements of an offense of assault intentionally, knowingly, or recklessly causes bodily injury to another, against a school district employee or volunteer;
  - d. Engages in conduct that contains the elements of the offense of deadly conduct;
- 15) While within 300 feet of school property, as measured from any point on the school's real property boundary line:
- (1) Uses, exhibits, or possesses:
    - (a) a firearm;
    - (b) an illegal knife;
    - (c) a club; or
    - (d) a prohibited weapon;
  - (2) Engages in conduct that contains the elements of the offense of:
    - (a) aggravated assault;
    - (b) aggravated sexual assault;
    - (c) sexual assault;
    - (d) arson;
    - (e) murder;
    - (f) capital murder;
    - (g) criminal attempt to commit murder or capital murder;
    - (h) indecency with a child;
    - (i) aggravated kidnapping;
    - (j) aggravated robbery;
    - (k) manslaughter; or
    - (l) criminally negligent homicide.
  - (3) Engages in conduct that contains the elements of a Title V Penal Code offense, regardless of where the offense occurs, and the board or the board's designee determines that the student's presence in the regular classroom: threatens the safety of other students or teachers; will be detrimental to the education process; or is not in the best interests of the district's students.

A student expelled for this offense is subject to placement until:

- a. the student graduates from high school;
  - b. the charges are dismissed or reduced to a misdemeanor offense; or
  - c. the student completes the term of placement or is assigned to another program.
10. is a registered sex offender under court supervision, including probation, community supervision, or parole in which case placement shall be for a minimum of a complete semester.

### *Category III*

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- 1) A student **MAY** receive disciplinary action if the student, while on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school related activity on or off of school property:
  - a. engages in conduct punishable as a felony;
  - b. engages in conduct that contains the elements of the offense of assault (intentionally, knowingly, or recklessly causes bodily injury to another individual);
  - c. commits a serious act or offense while under the influence of alcohol;
  - d. engages in conduct that contains the elements of the offense of public lewdness or indecent exposure.
- 2) A student **MAY** receive disciplinary action if the student engages in conduct on or off of school property that contains the elements of the offense of retaliation against any school employee.
- 3) A student **MAY** receive disciplinary action based on conduct occurring off campus and while the student is not in attendance at a school sponsored or school related activity if:
  - a. the student receives deferred prosecution for conduct defined as a felony offense in Title 5, Texas Penal Code;
  - b. a court or jury finds that the student has engaged in delinquent conduct under Section 54.02, Texas Family Code, for conduct defined as a felony offense in Title 5, Texas Penal Code; or
  - c. the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as a felony offense in Title 5, Texas Penal Code.

### *Category IV*

- 1) A student **MAY** receive disciplinary action for conduct occurring off campus and while the student is not in attendance at a school sponsored or school-related activity if:
  - a. the superintendent or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Texas Penal Code; and
  - b. the continued presence of the student in the regular classroom threatens the safety
  - c. of other students or teachers or will be detrimental to the educational process.
- 2) A student **MAY** receive disciplinary action and/or suspended if the student engages in any of the following offenses while on school property, at any school-sponsored or school-related activity on or off of school property, or on a school bus/van:
  - a. engages in assault.
  - b. possesses any weapon not classified in Texas Penal Code.
  - c. engages in vandalism.
  - d. commits criminal mischief.
  - b. participates in gangs or gang activities, including exhibiting gang graffiti, clothing, or gang insignias.
  - c. participates in fraternities, sororities, or secret societies.
  - d. engages in extortion, coercion, blackmail, or hazing.
  - e. engages in habitual fighting, repeated commission of physical abus/vane or threat of physical abus/vane, or involvement in a serious fight.
  - f. displays flagrant or extreme insubordination.
  - g. engages in repeated tobacco violations.
  - h. participates in aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
  - i. engages in verbal, written, or graphic abusive (e.g. name-calling, racial, ethnic slurs, or derogatory statements) that may disrupt the school environment or incite violence.

- j. exhibits disrespect, directs profanity, vulgar language, or obscene gestures toward staff or fellow students.
  - k. possesses or distributes pornography.
  - l. engages in sexual harassment or offensive physical or verbal behavior of a sexual nature.
  - m. disrupts the school environment or educational process.
  - n. possesses drug paraphernalia or emits the odor of marijuana or alcohol.
  - o. is under the influence of an unknown substance.
  - a. . engages in persistent misbehavior.
  - p. engages in cheating, copies the work of other students, or allows one's own work to be copied.
  - q. throws objects that can cause bodily injury or damage property.
  - r. engages in evasion or leaves school grounds or school-sponsored events without permission.
  - s. plays with matches or fire.
  - t. disobeys school rules.
  - u. possesses ammunition.
  - v. possesses or ignites fireworks.
  - w. commits theft.
  - x. possesses, abus/vanes, gives, or delivers an over-the-counter drug to another student or becomes impaired due to an over-the-counter drug.
  - y. engages in any violation of the "Acceptable Use Guidelines" for internet use.
  - z. engages in bullying, harassment, or making hit lists.
  - aa. commits any other conduct that constitutes a violation of state, local, or federal law not listed above.
- 3) A student MAY receive disciplinary action if the student is a registered sex offender who is not under any form of court supervision and whose presence in the regular classroom:
- a. threatens the safety of other students or teachers;
  - b. will be detrimental to the education process; or
  - c. is not in the best interests of the district's students.

Persistent or repeated violations of the rules of conduct may result in increasingly serious penalties.

### Definitions and Terminology

***Aggravated Assault*** - When a person commits an assault and causes serious bodily injury or uses or exhibits a deadly weapon.

***Aggravated Kidnapping*** - When a person intentionally or knowingly abducts another person with the intent to hold that person for ransom or reward or use that person as a shield or hostage, or facilitate the commission of a felony or the flight after the attempt or commission of a felony, or inflict bodily injury on that person or violate or abus/vane that person sexually, or terrorize that person or a third person, or interfere with the performance of any governmental or political function.

***Aggravated Sexual Assault*** - When a person engages in sexual acts that meet the definition of aggravated sexual assault in Section 22.021 of the Texas Penal Code.

***Arson*** - When a person starts a fire or causes an explosion with intent to destroy or damage:

- 1. any vegetation, fence, or structure on open-space land; or

2. any building, habitation, or vehicle:
  - a. knowing that it is within the limits of an incorporated city or town;
  - b. knowing that it is insured against damage or destruction;
  - c. knowing that it is subject to a mortgage or other security interest;
  - d. knowing that it is located on property belonging to another;
  - e. knowing that it is located within property belonging to another; or
  - f. when the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another. Students who commit arson may be subject to expulsion.

**Assault** - is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another;
2. Intentionally or knowingly threatening another with imminent bodily injury; or
3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

**Bias Motivated Code Violations** - When a student violates the Student Code of Conduct and it is motivated by bias. Students will receive severe sanctions.

**Bodily Injury** - When a person means physical pain, illness, or any other impairment of physical condition to another.

**Bullying** - Engaging in written or verbal expression or physical conduct that a school district board of trustees or the board's designee determines will have the effect of physically harming a student, damaging student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property, or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive education environment for a student.

**Capital Murder** - When a person commits an offense of murder and the person murders a peace officer or fireman engaged in official duty, or the person intentionally commits the murder in the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, or arson, or the person commits the murder for remuneration or the promise of remuneration or employs another to commit the murder for remuneration or the promise of remuneration.

**Chemical Dispensing Device** - A device other than a small chemical dispenser sold commercially for personal protection that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

**Criminal Attempt** - When a person has a specific intent to commit an offense, the person does an act amounting to more than mere preparation that tends but fails to effect the commission of the offense intended.

**Criminal Mischief** - 1) When a person, without the effective consent of the owner, intentionally or knowingly damages or destroys the tangible property of the owner or one intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person, or makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building. 2) When a person commits the above offense and is considered a felony if the amount of pecuniary loss is \$1500.00 or more, or the damage or destruction is inflicted on a place of worship or human burial, a

public monument, or a community center that provides educational programs and there is any amount of pecuniary loss to real or to tangible personal property, or one intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building.

**Deadly Conduct** - 1) When a person engages in conduct that places another in imminent danger of serious bodily injury. 2) When a knowingly discharges a firearm at or in the direction of one or more individuals, or a habitation, building, or vehicle and is reckless as to whether the habitation, building or vehicle is occupied. Recklessness and danger are presumed if the person knowingly pointed a firearm at or in the direction of another whether or not the person believed the firearm to be loaded.

**Deadly Weapon** - A firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

**Deliver** - The transfer, actually or constructively, to another a controlled substance, counterfeit substance, or drug paraphernalia, regardless of whether there is an agency relationship. The term includes offering to sell a controlled substance, counterfeit substance, or drug paraphernalia

**Disruption of Classes** - A person on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities. "Disrupting the conduct of classes or other school activities" includes emitting noise of an intensity that prevents or hinders classroom instruction, or enticing or attempting to entice a student away from a class or other school activity that the student is required to attend, or preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend, and entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupts class activities.

– Public property includes a street, highway, alley, public park, or sidewalk.

– School property includes public school campus or school grounds on which a public school is located and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

Disruptive activity is when a person acts alone or with others and engages in disruptive activity such as the following:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school;
2. Seizing control of a building or portion of a building to interfere with administrative, educational, research, or other authorized activity;
3. Preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
5. Obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the school.

**Drugs** - The abuse of over-the-counter drugs, giving or delivering over-the-counter drug to another student, or becoming impaired due to abuse of over-the-counter drugs may result in disciplinary action. The abuse of one's own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug may result in a mandatory assignment expulsion. In addition to other illegal drugs (such as LSD, cocaine, marijuana, etc.), many prescription drugs are classified as dangerous drugs or controlled substances. Unauthorized possession or distribution of such substances may result in an expulsion. Examples include, but are not limited to: Ritalin, Adderall, Klonopin, Codeine, Xanax, Paxil, Valium, Activan, and Concerta.

**Evasion** - When a student fails to identify themselves to a school official they may face disciplinary action. If a student attempts to evade questioning by any school official through an act of running away from that official, or seeks to avoid the questioning through any method, that student, by his/her action, is subject to disciplinary action by the school district.

**Extortion** - When one student obtains anything of value through the use of threats, intimidation, or coercion is guilty of a serious breach of discipline and will be subject to prosecution under the law and school disciplinary action.

**Fighting** - When a student engages in a physical struggle or combat is subject to disciplinary action. Police may issue tickets for such disturbances.

**Fireworks** - When students, pass, ignite, or discharge fireworks of any kind on or around a school campus are subject to disciplinary action. Law states it is unlawful to explode or ignite fireworks within 600 feet of any public school (Texas Revised Civil Statutes-Annotated Article 9205 Section 8). Violators of this law will be subject to legal prosecution.

**Gambling** - When playing games of chance for stakes or risking something of value with the hope of making a gain; wagering. Gambling of any form is not permitted on the school campus or any place at which a school contest or activity is taking place. State law prohibits gambling. Students who engage in gambling will be subject to prosecution and discipline.

**Gangs or Crews** - A "gang" or "crew" is any group of two or more individuals whose purposes may include the commission of illegal acts. The district prohibits the existence of these groups and their activities.

**Gang Graffiti** - Graffiti is the identification or advertisement of an involvement in a gang or tagging crew. It may include any inscription, slogan, drawing or painting on any surface.

**Gang Prohibition** - Students are not allowed to advertise their involvement or membership in a gang while on school ground or at sponsored activities. Gang activities and involvement are described as but are not limited to the following:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other things which are evidence of membership or affiliation in a gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.



3. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Committing any other illegal act or other violation of school district policies;
  - d. Inciting other students to act with physical violence upon any other person; or
  - e. Engaging in concert with others intimidating, fighting, assaulting, or threatening to assault others.

**Harassment** - When a person threatens to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another person to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. The district will not allow students to engage in harassment motivated by race, color, religion, national origin, or disability directed toward another student.

**Hit List**- Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Indecency with a Child** - When a person engages in conduct described in Section 21.11 of the Texas Penal Code.

**Indecent Exposure** - When a person engages in conduct described in Section 21.08 of the Texas Penal Code.

**Intoxication** - When a person does not have the normal use of mental or physical faculties due to abuse a substance. If the substance is marijuana, a controlled substance or dangerous drug, it may be subject to a mandatory or discretionary expulsion.

**Nuisance Items** - Items that are deemed a nuisance to the school environment will not be permitted. These items may include but are not limited to radios, CD players, MP3 players, IPODs, tape recorders, cat-eye contacts, teeth jewelry, and dangerous toys. Students bringing nuisance items on campus are subject to disciplinary action.

**Obscenity** - Obscenity is defined as materials or language that a reasonable person would find depicts or describes sexual conduct or nudity in an offensive manner.

**Persistent misbehavior** - When a person has two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation.

**Pornography** - Materials meeting the definition of obscenity. Materials including, but not limited to, pictures, magazines, books, films, video clips, web pages, or removable media.

**Possession** - Is being in the care, custody, control, or management of an item. Possession does not require that the person have the object being possessed on his/her person; having an object in one's automobile, locker, book bag or other area where one has care, custody, control or management over the item is possession.

***Retaliation*** - When a person intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported the occurrence of a crime.

***Search*** - Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of others. In the context of school discipline, students have no claim to the right not to incriminate themselves. Students are expected to provide any information about their conduct or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students.

School officials may search the student, desk, locker, vehicle, or repository, such as any book bag, gym basket, vehicle, purse, supply packets, or anything that contains the student's personal effects by establishing reasonable suspicion or securing the student's voluntary consent. Vehicles on district property may be searched if reasonable suspicion exists to believe the search will result in evidence that school rules or other laws have been violated. Students shall be responsible for any prohibited items found in their lockers, possession, or vehicles while on school property or at school-sponsored or school-related activities. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, the District may contact local law enforcement officials. Lockers and desks are the property of the Oaks Academy and are subject to inspection/search. Students who leave campus without authorization and return are subject to an administrative search. A vehicle that is used to transport students on or off campus without authorization is subject to an administrative search. Students who are observed in an unauthorized area during school hours are subject to an administrative search.

***Self Defense*** - Self-defense may be considered as a factor when suspension or expulsion will be issued as a punishment in the event the following elements of a "self-defense" claim are met:

1. The student was not involved in provoking the situation.
2. The student was in a situation that danger is imminent, meaning there is no convenient or reasonable mode of escape.
3. The student used the force necessary to protect themselves against the aggressing student. The force must be reasonable and in proportion to the force being used. Reasonable force is defined as the degree of force which is not excessive and is appropriate in protecting oneself.

***Sexual Harassment*** - When a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

***Telecommunications Devices*** - The Oaks 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 Oaks 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.

***Terroristic Threat***- When a person threatens to commit an offense involving violence to any person or property with intent to:

- a. Cause a reaction of any type to the person's threat by an official or volunteer agency organized to deal with emergencies;
- b. Place any person in fear of imminent serious bodily injury;
- c. Prevent or interrupt the occupation or use of a building; room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; or
- d. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service.

***Tobacco Usage-*** Under state law students are prohibited from smoking, using or possessing tobacco products on school property, at any school related activity, or in a school vehicle. Students who violate this law will be issued a citation and be subject to disciplinary action.

***Vandalism/Destruction of Property-*** When a person damages or destroys buildings, grounds, vehicles, and/or equipment owned or contracted for by the district. These persons will be investigated and, if students are found guilty of such vandalism, the students and their parents will be held financially accountable. Students who commit an act of vandalism will be subject to disciplinary action and prosecution under the law.

***Vehicles on Campus-*** Persons with a valid driver's license may park on school property but are under the jurisdiction of the school. The Oaks Academy has the right to search any vehicle. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their vehicles and will be subject to disciplinary action. Searches of vehicles may be conducted at any time, with or without the presence of the student.

***Weapon-*** A weapon is a tool used to apply or threaten to apply force for the purpose of hunting, attack or defense in combat.

### **Expulsion**

The superintendent has the responsibility of reviewing discipline cases and determining if a student should be expelled in accordance with state law and district policy.

### **Appeal of Expulsion**

A decision by the superintendent to expel a student may be appealed. A request for a review of the superintendent's decision to expel a student must be made in writing to the superintendent within five (5) school days after receipt of the written decision. Failure to appeal within the allotted time will constitute a waiver of appeal. The hearing officer will provide the student's parent(s) written notice of the date, time, and place of the review within (5) five school days of receipt of the appeal request. A committee of school board members will review the record of the due process hearing on the expulsion and may hear a statement from the student, parent(s), or the parent's representative and from the superintendent. A copy of the procedural guidelines for the hearing will be sent to the parents. Committee members will have an opportunity to address questions to either side and to hear responses. The determination of the administrative committee shall be rendered and sent in writing to the parent(s) after the review of the expulsion decision. A student will be denied the privileges of the home campus pending appeal of an expulsion.

### Removals

#### *Office Referral*

Teacher removals may be necessary in order to maintain effective discipline in the classroom. Teachers and paraprofessionals have the responsibility of primary supervision and may send a student to the office with a discipline referral. The Principal/designee will utilize discipline techniques consistent with the student code of conduct and may return the student back to class after following administrative action.

#### *Removal by a Teacher*

A teacher may remove from class a student: (1) who repeatedly interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or (2) whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

### Notification of Student Code of Conduct Violation

If a student has violated the Student Code of Conduct, the Principal or designee will send a copy of the discipline referral documenting the violation to the student's parents or guardians within 24 hours.

### Suspensions

The Principal or designee may suspend a student who engages in conduct that violates the student code of conduct. A suspension may not exceed three days per offense. The school will not impose a grade penalty for make-up work after an absence because of suspension.

### Detention

Some infractions of the Student Code of Conduct, campus or classroom rules, teachers or administrators may detain students after school hours on one or more days.

### Discipline Management Techniques & Procedures

The Principal/designee, teachers, and school staff may use the following techniques & procedures when a student violates the Student Code of Conduct.

1. counseling by teachers, special services, or administrative personnel;
2. student-parent-teacher conferences;
3. cool off time;
4. behavioral contract;
5. assigned school duties other than classroom tasks;
6. verbal correction;
7. temporary confiscation of items that disrupt the educational process;
8. withdrawal of privileges, including participation in extracurricular activities and honorary positions;
9. discipline referral to the office;
10. detention;
11. referral to an outside agency and/or authority for criminal prosecution in addition to disciplinary measures imposed by the district;
12. removal from office, clubs or organizations;
13. suspension;
14. expulsion;
15. emergency expulsion or emergency placement;
16. judicial proceedings

### **Questioning Students**

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. Students are expected to provide any information about their conduct or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students.

Parents/Guardians will be contacted and informed of the available information regarding their son or daughter at the discretion of the administrator conducting the investigation. The intention is to conduct an efficient and effective investigation and to avoid causing parents/guardians undue alarm or anxiety based on incomplete information. Under no uncertain terms are students searched without the consent of the Superintendent.

### **Parent Notification**

A parent or guardian will be notified if any prohibited articles or materials are found in the student's possession, including a vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

### **Parental Liability for School Property**

The parent or guardian who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. negligent conduct of a child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. willful and malicious conduct of a child who is at least ten years of age but less than 18 years of age.

### **Reports to Local Law Enforcement**

Administrators/designee will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity. Some acts of misconduct may constitute criminal offenses in addition to violations of the Student Code of Conduct. School discipline is considered independent of criminal proceedings. Disciplinary consequences will not be postponed pending the outcome of any criminal proceeding or be affected by the outcome of any criminal proceeding.

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.