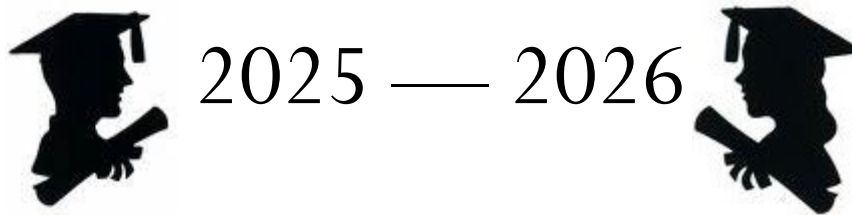


Student Handbook & Code of Conduct

YOUR RIGHTS AND RESPONSIBILITIES



ACADEMY OF ACCELERATED LEARNING, INC.



“Where Learning Is Fun!”

www.aalinc.org

Ashcroft Campus
7419 Ashcroft
Houston TX 77081
(713) 773-4766

District Office
5300 N. Braeswood St.
Houston TX 77096
(713) 668-8237

Bellfort Campus
6711 Bellfort Street
Houston TX 77087
(713) 645-0336

Savoy Campus
5999 Savoy Drive
Houston, TX 77036
(346) 618-5665

Student Handbook and Code of Conduct

Academy of Accelerated Learning, Inc. (AAL)

Board of Directors

Mr. Tommy Brooks	President
Dr. James Douglas	Vice-President
Mr. Isaac Ledesma	Secretary
Mr. Percy Creuzot	Member
Dr. Veda Brown	Member

AAL Administrative Personnel

Mr. Brandon Chandler	Superintendent
Ms. Martha Bravo	Director of Operations
Ms. Miranda Bonton	Chief Financial Officer
Ms. Brianna Perez	Curriculum, Compliance & Accountability Administrator
Ms. Maira Henriquez	District PEIMS/Database Administrator
Ms. Norimar Henriquez	District Technology Administrator
Ms. J'Lesscia Dozier	Superintendent's Secretary & Receptionist
Ms. Deordre Adams	Principal – Savoy Campus
Ms. Danetta Lightener	Principal – Ashcroft Campus
Mr. Xavier Downs	Principal – Bellfort Campus
Ms. Tyneshia Creque	District Testing & Accountability Coordinator
Mr. Julian Rhyne	Grant & Fundraising Manager

Who We Are, Our Mission & Our Vision

WHO WE ARE

The Academy of Accelerated Learning (AAL) was established in 1998 to provide academic programs and enrichment activities for youth from underserved areas of greater Houston. AAL is a non-profit 501(c)3 organization which receives its funds primarily from State and Federal agencies.

OUR MISSION

To develop an accelerated PK-8th grade learning environment that clearly charts a path for empowerment for primarily at-risk students to become tomorrow's problem solvers, thinkers, and leaders through participation in a wide variety of educational experiences appropriate to their age, interests, and needs.

OUR VISION

To provide families with the opportunity to choose a high-quality school, so that all students achieve their full potential.

MOTTO

Achieve. Accelerate. Lead!

CORE BELIEFS

We Believe In:

- A safe and orderly learning and working environment focused on teaching and learning.
- Embedding an equitable and accessible 21st century learning environment supported by the use of emerging technologies throughout the curriculum.
- Improving organizational effectiveness while maintaining fiscal responsibility.
- Ensuring effective district & school leadership
- Ensuring that an effective teacher instructs every class.
- Communicating to stakeholders in an open, honest, and accurate manner.
- Embracing our community's linguistic & cultural diversity and using it to enhance the educational environment through equity and access.
- Creating an environment where everyone is valued and respected, encouraged to contribute, and recognized for their efforts.
- Holding everyone accountable for educational excellence.

IMPACT STATEMENT

Dear Academy of Accelerated Learning, Inc. students and families,

Welcome to the 2025-2026 school year! We expect that this year will be a great one for all of you. The Academy of Accelerated Learning, Inc. is dedicated to ensuring that all of our students are in school and engaged in active learning that accelerates their growth, learning, and development as leaders.

The Academy of Accelerated Learning is a Generation Two Texas Open Enrollment Charter Public School District since 1998, serving children in grades Pre-kindergarten through 8th grade. As an approved and authorized charter by the Texas Education Agency, the Academy of Accelerated Learning, Inc. currently operates three (3) school locations in the greater Houston Metropolitan Area.

This *Code of Student Conduct* has been created to apprise the parents of the standards required of students enrolled in school and to serve as a resource to parents and/or guardians of what actions that may require enforcement. Parents and/or guardians have a responsibility to see that children arrive to school on time, for students to attend classes on a daily basis and that all students follow the conduct standards established by the Board of Directors.

Student and parents are expected to become familiar with the provisions of the districtwide *Student Code of Conduct* and the rules and regulations adopted and set forth by the Board of Directors and the School-Based Discipline Management Committee of the Academy of Accelerated Learning, Inc.

All parents and students should be aware that the Academy of Accelerated Learning, Inc. is an independent school district approved for enrollment by the Texas Education Agency of The State of Texas. Furthermore, the Academy of Accelerated Learning, Inc. creates, establishes, adopts and modifies all current and past regulations and policies for the districtwide management and protective rights of all students and staff at the Academy of Accelerated Learning, Inc.

The Academy of Accelerated Learning, Inc. does not discriminate on the basis of age, race, color, ancestry, national origin, sex handicap or disability, marital status, religion, veteran status, political affiliation, or sexual orientation. This policy includes a prohibition of racial harassment and a hostile environment, as this type of harassment denies students the right to an education free of discrimination on the basis of race, color or national origin.

Mr. Brandon Chandler
Superintendent of Schools

Equal Education Opportunity

The Academy of Accelerated Learning, Inc. does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in providing educational services, activities, and programs, including vocational and career technology programs. AAL also complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended, and any other legally-protected classification or status protected by applicable law.

Additionally, as required by Title IX, AAL does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement also applies to admission and employment with AAL, Inc. Questions about issues related to Title IX may be referred to the AAL District Facilitator, designated as the Title IX Coordinator.

Other federal laws prohibiting discrimination include Title VI, the Age Discrimination Act, the Boy Scouts Act, and Title II of the ADA.

AAL, Inc. has designated the following administrator as the Title IX Coordinator to address inquiries or concerns regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Martha Bravo, Director of Operations, 5300 N. Braeswood, Suite 8, Houston, TX 77096, (713) 668-8237, mbravo@aalinc.org. Ms. Bravo may also receive inquiries or concerns regarding discrimination on the basis of race, religion, color, national origin, and any other protected characteristics.

Reports may be made by any person and at any time, including during non-business hours, by mail, phone, or email. During school business hours, reports may also be made in person. Upon receiving notice of an allegation of sex-based harassment, the Title IX Coordinator or designee will promptly investigate and respond in accordance with Academy of Accelerated Learning, Inc’s policy.

AAL, Inc. has designated the following administrator as the ADA/Section 504 Coordinator to address inquiries or concerns regarding discrimination on the basis of disability: Brianna Perez, Curriculum, Assessment, and Compliance Administrator, 5300 N. Braeswood, Suite 8, Houston, TX 77096, (713) 668-8237, bperez@aalinc.org

Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. This includes an appreciation for the rights of others. The Academy of Accelerated Learning, Inc. is committed to ensuring every student fulfills his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, AAL has established this Student Code of Conduct (“the Code”). The Code outlines prohibited behaviors and consequences for such behavior. AAL has the responsibility and authority to ensure the Code, question students, counsel them, and assign discipline when appropriate.

The Code does not define all types and aspects of student behavior. The Board and the Superintendent may establish

written policies rules, and regulations of general application governing student conduct in all schools. In addition, each Principal, within his or her own campus, may establish certain rules and regulations not inconsistent with those established by the Board and the Superintendent.

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

A teacher may send a student to the Principal's office to maintain effective discipline in the classroom. In addition a teacher may remove from class a student:

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

The use of detention, in-school and out-of-school suspension, expulsion have all been adopted as methods of disciplining students and the Superintendent has final authority to use any of these disciplinary actions, which in his/her judgment, is appropriate for the violation.

When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior and consequences.

Jurisdiction

AAL has disciplinary authority over a student:

- During the regular school day;
- While the student is attending any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- For any expulsion offense committed while on AAL property or while attending a school-sponsored/related activity of AAL or another school in Texas;
- For any expulsion offense committed away from AAL property and not at a school-sponsored/related event, if the misconduct creates a substantial disruption to the educational environment;
- While the student is in transit to or from school or to or from school-related activities or events;
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
- When the student commits a felony, including those provided by Texas Education Code 37.006 or 37.0081, regardless of time or location; and
- When criminal mischief is committed on or off AAL property or at a school-related event.

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to the appropriate law enforcement agency.

Admission Policies and Procedures

AAL, Inc. requires applicants to submit a complete application form in order to be considered for admission.

Admission applications must be submitted during the open enrollment period designated by AAL, Inc. Admission and

enrollment shall be open to persons who reside within the geographic boundaries served by AAL, and who are eligible for admission based on lawful criteria identified in the Academy of Accelerated Learning, Inc. charter and in state law. And, as allowed by Chapter 12 of the Texas Education Code, AAL may admit a child of a school employee regardless of whether the child resides in the geographic area served by AAL, Inc. The total number of students enrolled at AAL, Inc. shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by AAL based on occupancy limitations, code compliance, and staffing requirements as deemed necessary.

Lottery Procedures When a Grade/Class is Oversubscribed

A “lottery” for purposes of the school’s admissions procedures is a random selection process that determines the order of enrollment of student applicants. An annual lottery is required for each location if the number of applicants for that location exceeds the number of available seats. The lottery shall take place within five days after the closing date of the application period. The required lottery will be conducted via lottery selection software. To ensure that the required lottery winner list and the waiting list are selected randomly, the principal or designee of each location will conduct the computerized lottery, supervised by a representative from the AAL, Inc. District Office. Results of the lottery shall be certified by a notary public.

Admission Process for Returning Students

Returning students (students who currently attend the school) who remain qualified to attend the school, and who notify the school of their intent to return for the next school year by the date set by the Superintendent, are exempt from the lottery and will remain enrolled. Parents shall submit a Proof of Residency with each year re-enrollment.

Siblings Policy and Children of the School’s Employees

As permitted by federal guidance on the Charter Schools Program, the following categories of applicants are exempt from the required lottery:

Children of the school’s teachers and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are the initial category exempt from the required lottery requirements, and, space permitting, are automatically enrolled.

Subsequently, space permitting, siblings of returning students currently enrolled at an AAL location who have qualified as returning students constitute a secondary category of student applicants who are automatically enrolled;

Therefore, space permitting, siblings of applicants selected through the required lottery who were also registered for that lottery constitute the third automatically enrolled category.

“Sibling shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment.

Priority of admission in the order of each above-listed category of lottery-exempt students shall also be determined by lottery.

Development of a Waiting List

The required lottery will be paused momentarily after the computerized lottery fills all available seats allowed by the enrollment cap. A lottery drawing will then continue, and the randomly-selected numbers will be used to create an annual waiting list. As space becomes available, applicants will be called from the waiting list, beginning with applicants with the lowest number assignment in the order of each category. Applicants selected by lottery will be “deemed admitted” and may proceed from provisional admission to enrollment.

Applications that are Submitted Outside the Designated Application Period

If a student applies to the school outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application was received.

Students with Disqualifying Disciplinary Histories

As authorized by Education Code 12.111(a)(5)(A), Academy of Accelerated Learning shall exclude from enrollment those students who have a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Subchapter A, chapter 37 of the Education Code.

Documents and Information Applicants are Required to Provide

Applicants must submit a completed application form in order to be considered for admission. The application form must be signed and dated by the parent(s). The application form must include the following items:

- Applicant’s name (first, last, and middle names)
- Applicant’s birth date
- Applicant’s current grade level and grade applied for
- Applicant’s residential address
- Phone numbers
- Applicant’s parents’ name and signature
- Whether the applicant has a sibling already admitted to attend the school

All applications will be reviewed to make sure all documentation and information is submitted. All applicants will receive a letter via mail at the address posted on the application, informing of their acceptance or denial for enrollment.

Student Information

Any student admitted to the Academy of Accelerated Learning must provide records, such as report cards from the previous school attended, to verify his/her academic standing. Verification of residency, original birth certificate, and current immunization records are also required.

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

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

Non-Discrimination Statement as Part of the AAL’s Admission Policy

It is the policy of AAL, Inc. to comply with all state and federal regulations regarding admission and not to discriminate

during the admission on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

Residency Verification

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

- Current Driver's license or identification card issued by the State of Texas
 - Current property tax bill with parent/guardian's name and property address
 - A recently paid rent receipt
 - A current lease agreement
 - The most recent tax receipt indicating home ownership
 - A current utility bill (water, electric, gas) indicating the address and name of the residence occupiers
- Building permits issued to a parent on or before September 1 of the school year in which admission is sought as evidence of residency for the school year in which admission is sought only.

Falsification of residence on an enrollment form/application is a criminal offense

Pre-K 3 Age Requirement

To be eligible for Pre-Kindergarten 3, your child must reside within the geographic boundaries served by the Academy of Accelerated Learning, Inc. (unless state law provides otherwise). Additionally, your child must be at least 3 years old on or before September 1 and meet at least one of the following criteria:

- Be unable to speak and comprehend the English language;
- Be educationally disadvantaged;
- Be homeless, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child;
- Be the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority;
- Be the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty;
- Be or ever have been in the conservatorship of the Department of Family and Protective Services; or
- Be the child of a person eligible for the Star of Texas Award.

Pre-K 3 School Hours

Half-Day Program Only (if offered)

Pre-K3 Program (AM)	Monday – Friday	8:00 – 11:30am
▪ Breakfast	7:30 – 7:55am	
▪ Lunch	11:00 – 11:30am	
▪ Instruction	8:00 – 11:00am	
▪ Dismissal	11:30am	

Pre-K3 Program (PM)	Monday – Friday	12:30 – 3:30pm
▪ Lunch	12:00 – 12:30pm	
▪ Instruction	12:30 – 3:30pm	
▪ Dismissal	3:30pm	

All students are to report to the school cafeteria for breakfast and/or lunch. If a student does not wish to eat the student will be expected to go directly to their assigned classroom by the start time.

All children enrolled in the Pre-K3 program **MUST** be completely potty trained. This includes all personal hygiene, clothing, dressing and notifying teacher of need to use the restroom facilities.

Parents/guardians who have not picked up their child(ren) at their scheduled dismissal time will be charged a **“late-fee”** of \$5.00 per every fifteen (15) minutes that parents/guardians are late.

Pre-K 4 Age Requirement

To be eligible for Pre-Kindergarten 4, your child must reside within the geographic boundaries served by the Academy of Accelerated Learning, Inc. (unless state law provides otherwise). Additionally, your child must be at least 4 years old on or before September 1 and meet at least one of the following criteria:

- Be unable to speak and comprehend the English language;
- Be educationally disadvantaged;
- Be homeless, regardless of the residence of the child, of either parent of the child, or of the child’s guardian or other person having lawful control of the child;
- Be the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority;
- Be the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty;
- Be or ever have been in the conservatorship of the Department of Family and Protective Services; or
- Be the child of a person eligible for the Star of Texas Award.

All children enrolled in the Pre-K4 program **MUST** be completely potty trained. This includes all personal hygiene, clothing, dressing and notifying teacher of need to use the restroom facilities.

Kindergarten Age Requirement

To qualify for kindergarten, the child must be five years old on or before September 1st of the school year they are applying for.

First (1st) Grade Age Requirement

To qualify for first grade, the child must be six years old on or before September 1st of the school year they are applying for.

Exception: Any five-year-old child is eligible for the first grade for the full school term if the student has completed kindergarten at the Texas Private School Accreditation Commission (TEPSAC) accredited private school or at a public school in another state or has been enrolled in the first grade in a public school in another state prior to transferring to a Texas public school. [TEC 42.003, (c)] The term “enrolled” means actually receiving instruction by attendance in a public school rather than just being registered prior to receiving instruction.

PreK4 thru 5th Grades School Hours

Morning Arrival	Monday – Friday	7:30 – 8:00am
Breakfast	Monday – Friday	7:30 – 7:55am
Tardy	Monday – Friday	8:00am
Dismissal	Monday – Friday	3:30pm

Middle School (6-8) Grades School Hours

Morning Arrival	Monday – Friday	7:30 – 8:00am
Breakfast	Monday – Friday	7:30 – 7:55am
Tardy	Monday – Friday	8:00am
Dismissal	Monday – Friday	3:30pm

All students are to report to the school cafeteria for breakfast and/or lunch. If a student does not wish to eat the student will be expected to go directly to their assigned area or classroom.

Parents/guardians who have not picked up their child(ren) at their scheduled dismissal time will be charged a **“late-fee”**, of \$5.00 per every fifteen (15) minutes that parents/guardians are late.

Attendance

Regular school attendance is essential for a student to make the most of his/her education. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, students and parents should make every effort to avoid unnecessary absences. Two state laws – one dealing with compulsory attendance, the other with attendance for course credit – are of special interest to students and parents. These laws are discussed below in more detail.

Compulsory Attendance

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

Students enrolled in Pre-Kindergarten and/or Kindergarten are required to attend school and are subject to compulsory attendance requirements as long as they remain enrolled.

Notice to Parents

Under Texas Education Code 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year or is absent for three or more days or parts of days within a four-week period, the parent is subject to prosecution under Texas Education Code 25.093 and the student is subject to referral to a truancy court for truant conduct under Texas Family Code 65.003(a).

AAL shall notify a student’s parent if the student has been absent from school, without excuse on three days or parts of

days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the student's attendance and require the student to attend school; the student is subject to truancy prevention measures under Texas Education Code 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least 90% of the days the class is offered. These include both excused and unexcused absences. A student who attends at least 75% but fewer than 90% of the days may receive credit or a final grade if he or she completes a plan, approved by the campus principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, an attendance committee will use the following guidelines:

- Whether the student has completed all assignments, mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student or the student's parent had any control over the absences.
- Whether the documentation expressing reasons for the student's absences are acceptable and authentic.
- Any information presented by the student or parent to the committee about the absences.

Absence and Tardiness

General Absence Information

The Academy of Accelerated Learning has an expectation that all students maintain at least a 98% attendance rate. This means we expect students to be in attendance at school no less than 98% of the days classes are held. When a student must be absent from school, parents must call the school each day the student will be absent. Upon returning to school, it is mandatory that the student bring a note from a medical professional or parent explaining the absence. The Principal or designated school administrator will have final approval as to if the absence will be excused. Notes must be received within three (3) days of the absence or the absence will be unexcused. A note signed by the student, even with the parent's permission, will not be accepted.

All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or campus administrators. Any absence not approved in advance will be unexcused.

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

Types of Absences

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

Excused Absences

Students may be excused for temporary absences resulting from any cause acceptable to the Principal. As discussed above, students must provide a written explanation for the absence and the absence must be approved by the Principal to be excused. The excuse will be filed in the attendance office and become part of the student's record. An absence will be considered excused if the absence is for one or more of the following reasons:

- An absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the student or the student's parent provides a certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence

- relating to the illness or related treatment.
- Personal illnesses that do not exceed three consecutive days. Illnesses that extend beyond three days will require a doctor's note.
- Family emergency or illness (number of days allowed is at the discretion of the Principal or designated school administrator).
- Quarantine of the home. (Medical note required)
- Bereavement of a family member. (Documentation required and number of days allowed is at the discretion of the Principal or designated school administrator).
- Observing religious holy days.
- Juvenile court proceeding documented by a probation officer.
- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
- Student participation in a United States naturalization oath ceremony.
- Documented health care appointments for the student, if the student begins classes or returns to school on the same day as the appointment.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Temporary absence resulting from any cause acceptable to the Principal or Superintendent.
- For students in the conservatorship (custody) of the state who need to attend (1) an activity required under a court-ordered service plan, or (2) any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Unexcused Absences

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

- Failure to bring a written note within three (3) school days following an absence;
- Leaving school without the permission of the Principal or designee;
- Walking out of class; and
- Receiving a pass to report to a certain school area and failing to report.

Tardy Policy

The district's tardy policy has been developed to emphasize the importance of each student arriving on time to school every day and remaining in the classroom for the entire period. Learning personal responsibility by arriving at school and class on time is an integral part of the school's standard of excellence, which helps prepare students for success.

Tardiness interrupts instructional time. Students should be inside the classroom by the school's announced start time. If a student is more than 20 minutes late to any class, he/she will be counted absent for the period. A student arriving after this time must first report to the front office and obtain a tardy slip. Tardiness to school will be unexcused, unless the student arrives to campus late for one of the following reasons:

- Attendance a required court appointment
- Appointment with a doctor, dentist, or other medical professional
- Inclement weather (Principal's Approval Required)

During the first few days of school, the school will be working with students and families, focusing on getting organized and arriving to school and class on time. This Tardy Policy will become effective on the 6th day of school.

The student's responsibility is to move quickly and safely through the school's hallway and report to class before the tardy bell rings. It is the student's responsibility to BE ON TIME to class.

The parent's responsibility is to bring the student to school on time each day and discuss the school's tardy policy with their child, reinforcing the student's ability to be responsible for arriving to class on time. **Note: Parents who**

bring their children to school after the 8:00 a.m. tardy bell rings, must park their car, enter the building and sign their child in at the front office. Teachers will not receive students without a tardy pass.

CONSEQUENCES FOR ARRIVING LATE TO SCHOOL:

Number of Tardies	Consequences
1-3	Verbal warning to parents
4-5	Written warning to parents
6-9	Conference with parents
10+	At the 10 th tardy and each subsequent tardy, the parent must meet with the school principal or designee and submit a letter explaining the reason(s) for the excessive tardiness. Failure to meet this requirement may result in the school filing a case with Child Protective Services. The Principal or designee may substitute alternative discipline consequences for habitual tardiness.

Make-Up Work Due to Absence

A student's absence must be "excused" to be eligible for make-up work. Students who are absent for school-related reasons or for an anticipated or planned absence must make arrangements for make-up assignments prior to the absence.

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

Students are responsible for obtaining and completing make-up work in a satisfactory manner and within the time specified by the teacher.

Students should receive credit for satisfactory make-up work after an absence. They may receive a zero as a placeholder until missed work is completed and turned in.

If a student misses a test due to an excused absence, a make-up test will be scheduled by the teacher. Students are responsible for taking the test at that time. Teachers are not obligated to reschedule a make-up exam.

Students may not make up work following an unexcused absence. An unexcused absence may result in an "F" or grade of 0% for each assignment missed.

Dismissal Policy

Parents must sign up at the beginning of the year and select which method of dismissal they will use for their student (walker, private car, private bus, extended care). Students should be picked up no later than twenty minutes after dismissal has begun each day. Students should not be in the corridors, at their lockers, or in the school building later than ten minutes following dismissal time unless accompanied by a staff member. Students must follow all school rules during dismissal. It is critical that parents/guardians respect procedures to have a safe and smooth dismissal each day.

Students are not allowed to remain on campus unsupervised after designated dismissal times. The school will not have adult staff supervision after school hours. Additionally, students who have not been picked up after the designated dismissal time may be placed in the schools after school program. Parents of these students will be responsible for all fees incurred as a result of such placement, as allowed by applicable law.

Pre-Kindergarten 3 (AM): students are dismissed at 11:30 a.m. at their designated areas. Parents must sign out their child no later than 11:30 a.m. to avoid a late fee.

Pre-Kindergarten 3 (PM): students are dismissed at 3:30 p.m. at their designated areas. Parents must sign out their

child no later than 3:30 p.m. to avoid a late fee.

Pre-K4 through 8th grade: students are dismissed at 3:30 p.m. according to their parent assigned method of dismissal/transportation (walker, private car, private bus, extended care).

- **Walkers:** for parents who walk to pick up their child, these students will be dismissed from the cafeteria door. Parents must line up and children are released on a first come, first release basis.
- **Private Car:** for parents who drive to pick up their child, students are dismissed from the classroom by car tag number and escorted to their car. It is critical for the car tag dismissal number to be displayed on the rear-view mirror so staff may call for your student to be brought to you and keep the dismissal traffic flowing safely and quickly.
- **Private Bus:** for students whose parents pay for private bus to home or childcare agencies. Parents must sign a release and have on file with the school.
- **Extended Care at AAL:** for parents that have elected AAL extended care and who are in financial good standing will have their students escorted by AAL staff to the designated area for extended care each day.

Any changes to a student's dismissal plan must be submitted in writing to the school office no later than 2:00 p.m. so the school can successfully execute the change with the student. Failure to submit the request in writing may result in the student being placed in AAL Extended Care and the parent incurring fees for the services.

Morning Care & Extended Care Services for Fee

We require all students who need EARLY and/or EXTENDED CARE SERVICE to be registered with the District Early/Extended Care Program. No students will be permitted to stay in the Early or Extended Day Services if he/she is *not registered* by parent/guardian.

FULL TIME

3-5 days per week:

Early Care Services 6:45 - 7:30am Extended Care Services 4:00 - 6:00pm
Early Care (Morning): \$30.00 per week/student Extended Care (Afternoon): \$30.00 per week/student

Payments: Must be paid weekly in cash or money order and paid **in advance.**

PART TIME

2 – 4 days a week:

Early Care (Morning): \$6.00 a day/per student Extended Care (Afternoon) \$6.00 a day/per student
Family rate \$5.00 a day/per siblings in family*

Payments: Must be paid weekly in cash or money order and paid **in advance.**

Discount Rates for siblings, if enrolled

Irregular PART TIME

For students who do not attend on a weekly basis.

Early Care (Morning) **and** Extended Care (Afternoon)

Early Care (Morning): \$6.00 per day (1 or 2 days) Extended Care (Afternoon) \$30 (3 or more days)

Payments: Must be paid weekly in cash or money order and paid **in advance.**

DROP-IN RATES (Emergency Situations Only)

Parents/guardian **MUST** call the office at Ashcroft (713)773-4766, Bellfort (713) 645-0336, and Savoy (346) 618-5665 to inform the school if an emergency should arise in order to qualify to receive the Drop-In Rate of \$10.00 per day/student

Early Care - Must be paid upon dropping off student. Extended Care - Must be paid upon being picked up.

OVERVIEW OF RESPONSIBILITIES for STAKEHOLDERS

The *Code of Student Conduct* and the School-Based Discipline Management System Committee are implemented and established with the cooperation of all member of the Academy of Accelerated Learning (AAL) community with a view toward the overall goal of keeping school safe and secure. Safety is our number one priority. Attaining that goal depends on the exercise of responsibilities by the following:

Student Responsibilities

The student's responsibilities for achieving a positive learning environment at school and/or school-related activities include the following:

- Students are expected to adhere to the district, school, classroom and school-related activity rules with the *Student Code of Conduct*.
- Attending all classes each day and being on time in conformity with the compulsory attendance laws of Texas;
- Preparing for each class with appropriate materials and completed assignments;
- Practicing self-discipline, setting individual goals, and utilizing good work habits to meet personal and educational expectations;
- Taking ownership of learning by engaging in extracurricular and co-curricular activities that enhance and promote academic achievement;
- Dressing according to the dress code adopted by School District;
- Knowing that the use, possession, and/or sale of vapes, illegal or unauthorized drugs, alcohol, and weapons is unlawful and prohibited and that students may be subject to random searches in accordance with Board Policy and state and federal law in order to ensure a safe school environment;
- Showing consideration for the physical, social, and emotional well-being of others by being respectful toward others and their property;
- Using kind and courteous language and refraining from making profane, insulting, threatening, or inflammatory remarks;
- Conducting oneself in a respectful, responsible, and honorable manner;
- Establishing and maintaining effective working relationships with parents, peers, and school personnel;
- Paying required fees and fines;
- Knowing and obeying all school rules in the Code of Student Conduct and the School-Based Discipline Management System by assuming responsibility for making choices and accepting consequences for your behaviors;
- Cooperating with staff members in the investigation of disciplinary matters;
- Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels;
- Reporting threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the building principal, a teacher, or another adult;
- Complying with all safety protocols and cooperating with or assisting the school staff in maintaining safety, order and discipline;
- Remaining in assigned areas until dismissed, and leaving when directed;
- Using Academy of Accelerated Learning, Inc. technology systems for school business purposes only and using school computers and related equipment appropriately.

In general, all students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline and the School-Based Discipline Management System are established to achieve and maintain order in the school. Students who violate the rights of others or district or school rules shall be subject to disciplinary action in accordance with established district policies and procedures. All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect will result in the student being removed from participation in school activities, including special school programs such as field trips, etc.

Complaints

- Students may present any complaint to the district, either personally or through a representative, through the appropriate complaint procedures;
- Students have the responsibility to follow the established complaint procedures and to accept the decision that results from the complaint process.

Students and School Property

- Students are expected to show proper respect to all students, staff and property;
- Students are responsible for their own actions directed toward school property and for damages to property;
- Any damages intentionally caused to any and all school property shall be compensated by the child's parents and/or guardians.

Parent Responsibilities

The parent's responsibilities for helping students achieve a positive learning environment at school and/or school-related activities include the following:

- Supporting your child's potential for lifelong success and maximize their ability to learn while at school;
- Providing the necessities of life in the home environment, including emotional encouragement, supervision, direction, and positive acknowledgement of your child's attempts to learn new skills;
- Bringing to the attention of school authorities any problem or condition that affects their student;
- Helping your child to learn and practice social and emotional skills that help them build positive relationships, resolve conflicts, and participate effectively in instruction;
- Ensuring your child comes to school every day on time and properly attired, and promptly notifying the school to explain any absences or tardies;
- Providing a quiet space free of distractions for your child to study at home, providing structure and positive encouragement to develop strong study habits, and helping your child participate in school tutorials as the need arises;
- Working with teachers and school and district administrators to provide a safe, positive, and educationally-oriented school environment;
- Maintaining regular, open communication with your child's teachers, support staff, and administrators, which includes sharing up-to-date addresses, phone numbers, and email addresses with the school office so that you may be reached if your child has an emergency;

- Ensuring your child's safety by adhering to appropriate drop-off and pick-up times and providing appropriate identification when requested by school personnel;
- Reporting concerns of inappropriate conduct in a timely manner;
- Showing your child that you are interested in their education and talk with their teacher(s) to learn how you can support their success;
- Discussing work assignments and school activities with your child, and help them understand how their education and their teachers can help them achieve their goals in life;
- Treating teachers and staff as your partners in your child's education by responding positively to their attempts to communicate with you, attending conferences, and sharing your expertise on your child to discover strategies that will maximize success;
- Respond promptly when notified by campus to pick up student due to medical or disciplinary problems;
- Responding promptly when notified of student disciplinary matters;
- Read, acknowledge, and understand the *Student Code of Conduct* and the rules applicable to their student's conduct while they are at school or school related activity.

School Personnel Responsibilities

The school staff's responsibilities for helping students achieve a positive learning environment at school and/or school-related activities include the following:

- Discovering the positive qualities, academic strengths, and personal interests of each of their students, and identify how these traits can be used to maximize students' success;
- Showing respect for students and their property;
- Getting to know the student's family members and enlisting their expertise to support the student's academic, social, and emotional development;
- Establishing regular, positive communication with students and their families;
- Actively participating in campus activities that promote parent and/or student involvement;
- Working collaboratively with students, parents, and other district professionals to solve problems at the classroom level;
- Disseminating grading procedures and classroom expectations to students and parents at the beginning of each semester;
- Teaching students skills that enable them to accelerate their learning and become life-long learners;
- Establish classroom management procedures that promote good student conduct and promotes the academic, social and emotional well-being of all students according to school and District policies and procedures;
- Conducting self in a respectful and honorable manner while at school and at all school-related activities or events.

How May We Assist You?

AAL, Inc. is committed to providing the safest environment, best service and educational experience to our students, parents and community partners. The following procedures will help resolve any issue that may arise:

Step 1:

- Bring your concern to the person closest to the issue/problem. For example, if you have a question about something that happened in your child's classroom, start with the teacher.

Step 2:

- The next level will be to discuss your concern with the person who supervises the individual in question. In most cases, this is the principal (additional resources: assistant principal/coordinator or counselor).

Step 3:

- If you have additional concerns, we want to help you, and we ask that you work with us to resolve issues by contacting the following:

Employee -Related Concerns - Director of Operations - 713-668-8237

Technology -Related Concerns - District Technology Administrator - 713-668-8237

Title VII Concerns – Curriculum, Assessment, and Compliance Administrator - 713-668-8237

Title IX Concerns – Director of Operations - 713-668-8237

Title IX

As required by law, the District shall have procedures for investigating complaints of Sexual Harassment – including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District official listed in this policy. The District designates and authorizes the following person as the Title IX Coordinator to be responsible for coordinating the District's efforts to comply with the Title IX of the Education Amendments of 1972, as amended, for students:

Name: Martha Bravo, Director of Operations

Address: 5300 N Braeswood, Suite 8, Houston, TX 77096

Email: Title IX Coordinator - mbravo@aalinc.org

Telephone: 713-668-8237

Search of Property and Students

- Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures;
- Student's possession and/or use of electronic devices (cell phones, games (DVD players) and other personal toys, devices and materials are prohibited. Such items will be confiscated by the School District;
- Students have the responsibility not to carry on their person or to have on school property or at school-sponsored event such items as drugs, weapons, toy guns, or other contraband materials in violation of school policy or state law;
- School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, toy guns, or other materials ("contraband") in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property such as desks shall remain under the control of school officials and shall be subject to search;
- Students do not have a reasonable expectation of privacy in the use of school desks or other school issued property.

Students School Uniform

ALL students enrolled at the Academy of Accelerated Learning, Inc. are required to wear the designated school uniform on a daily basis, unless the school specifically grants permission to do otherwise. The school's uniform policy and grooming standards are established to teach grooming and hygiene, create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. The school relies on student and family support to help maintain this dress code. This uniform is utilized throughout the normal school year only, and excludes summer school.

If a student arrives at school out of uniform or is groomed inappropriately, the student's parent(s) will be called to bring a change of clothes. The student will not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence. The school reserves the right to determine and restrict unbecoming styles. AAL prohibits any clothing or grooming that, in the administration's judgement, may reasonably be expected to cause disruption of, or interference with, normal school operations. Violations of the school's uniform policy and grooming standards will result in incremental disciplinary action.

Uniforms with torn pants or shirts with holes are not allowed. All damaged uniform items should be replaced.

Student Dress Code and Personal Grooming

- All students attending the Academy of Accelerated Learning must be dressed every day in the approved uniform:

ITEM	ACCEPTABLE DRESS	INTERPRETATIONS/SPECIAL COMMENTS
Uniform Top	-All students must wear the AAL uniform polo-style shirt. Shirts must be tucked in at all times	-Grades PK-5: AAL White or Red shirt -Grades 6-8: AAL White, Red, or Goldenrod shirt -This shirt may be purchased from the school and MAY be substituted with a plain polo shirt of the same color -All students must own and wear at least one AAL-logo shirt (required for field trips and picture day)
Uniform Bottom	-Properly fitting khaki, navy, or black pants/slacks/knee-length shorts/ knee-length skirts (shorts must be worn underneath)/capri-pants -Black, brown, or any neutral-colored belt.	-PK students must wear elastic waist pants/shorts -Must be appropriately worn at the waist, no low waistline bottoms -No baggy, saggy, or tight-fitted bottoms -No cargo-style pants/shorts -Belts may not have rhinestones, wording, or designs
Footwear	-Socks must be worn at all times -Shoes must be: <ul style="list-style-type: none"> • Fully enclosed 	Footie socks are not allowed Shoes may NOT be: <ul style="list-style-type: none"> • Sandals, mules, high heels, or Crocs • Heelies (shoes with wheels) • Flip-flops or slides • Illuminated or light-up Shoelaces must be tied at all times
Hair	Hair must be: <ul style="list-style-type: none"> • Well-groomed 	Extreme hairstyles or extreme unnatural colors that cause a distraction are not permitted

	<ul style="list-style-type: none"> • Non-distracting hair color that is styled in a way that is neither distracting or conspicuous. 	
Jewelry	<ul style="list-style-type: none"> -Earrings, hair jewelry, watches, bracelets, rings, and necklaces that are not a safety hazard or substantial disruption may be worn. -Necklaces must be tucked into the uniform shirt. -Bracelets and necklaces are limited to two 	<ul style="list-style-type: none"> -Clip-on jewelry (earrings, nose rings, etc.) is not permitted -Students may wear stud earrings; no large dangling or hoop earrings -Spike/gaged earrings, necklaces, and bracelets are not permitted -No facial or body piercings
Outer Wear	<ul style="list-style-type: none"> AAL Hoodie may be worn when weather permits – AAL Polo shirt must be worn underneath the hoodie AAL Sweatshirt may be worn when weather permits – AAL Polo shirt must be worn underneath the sweatshirt 	<ul style="list-style-type: none"> Hats, caps, bandanas, or other headwear is not permitted indoors except in the interest of religious practices, safety, or with the permission of the Principal or Superintendent.
General & Free Dress Days	<ul style="list-style-type: none"> -Fingernails must be neat and trimmed -Clothing should be neat and school appropriate -Bottoms should be loose-fitting 	<ul style="list-style-type: none"> -No long fingernails -No see-through clothing -No bathing suit type clothing -Garments must be free of holes, tears, inappropriate wording/ logos/ messages/ advertising -Clothing must not depict images of violence -Jeans may be worn on “free dress days” only, but must meet guidelines of uniform bottoms -No tattoos (permanent or temporary) -No accessories such as sunglasses -No extreme make-up or nail color -No wallets with chains

Exceptions to the uniform dress requirements will be authorized in writing by the Superintendent or school Principal.

Free Dress, Special Events Dress are as designated by the Superintendent and / or principal (no open-toed shoes at any time throughout the year and summer school).

Daily Attendance

Parents are required to have their children at school on a daily basis – ON TIME. School hours for *full* day are 8:00 to 3:30pm for PK4-8th for grade school students. ***No child (ren) will be permitted to enter school grounds / class after 10:00 a.m. unless a valid “Medical or other approved Excuse Notice” is provided.***

Student Withdrawals from AAL

Voluntary Withdrawal

A parent wishing to withdraw a student from school should notify the school at least 24 hours in advance. By providing this information in advance, parents help facilitate the withdrawal process. A withdrawal form may be obtained from the school registrar’s office. The Principal or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also

provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. On the student's last day, a copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. The student will also be provided with a copy of the completed withdrawal form showing the students grades earned to date to provide to his or her new school. No withdrawals will be processed after 2:00 p.m. on any instructional school day for any parent/student. Withdrawing students and parents are expected to:

- Return all textbooks, laptops, technology equipment, and checked-out materials/equipment
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a release of student records.

Involuntary Withdrawal

The school may initiate the withdrawal of a student for failure to meet AAL expectations and attendance under the following conditions:

- Disciplinary violations under TEC 37.006, 37:007, and other serious or repeated disciplinary infractions;
- The student has been absent ten consecutive school days; and
- Repeated efforts by the attendance officer and/or Principal to locate the student have been unsuccessful.

Holidays and Teacher In-Service Days

Students do not attend school on designated holidays or on teacher in-service days. Teachers and Staff shall attend on these days only. (See Annual Academic Calendar)

Transportation

AAL does not provide transportation. Parents are responsible for their child (ren) transportation to and from school.

Early Pick-up of Students

In all instances of early dismissal/early student pick-up, the following precautions are taken to ensure student safety: Approval of parent or guardian is required in all instances of early dismissal. The Principal may release a student before the end of a school day only upon presentation of a written or face-to-face request from a parent (no phone calls), or for reasons of emergency. Students may only be released to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf. No one will be authorized to take a child from the school grounds without prior parent written approval. Should this procedure not be followed by the parents, the school administration reserves the right to take all appropriate action to protect the safety and interest of the child. Parents are kindly asked to refrain from picking up students after 2:00pm. The teacher and children are preparing for dismissal and homework assignments are also being administered. Students may not have more than 2 early dismissals/pick-ups per semester.

School Emergency Closures

Inclement Weather

Check with your local news channels for current weather updates, AAL Webpage (www.aalinc.org) and call outs from the district approved app. Should it become necessary to close the school due to a city-wide emergency situation (severe rain, flooding, Hurricane, Shelter in Place, nuclear attacks, terrorist attacks, etc.) the Superintendent will decide whether to close schools and then make the official announcement. AAL will

announce this information on local radio, television stations and posts on the district web page. Parents, please keep **all personal information current** with the office and the teacher: home address, home phone number, work phone number, cell number and emergency contacts numbers.

Parent Teacher Advisory Committee

A well organized and functioning Parent Teacher Advisory Committee is vital to the school, community, and student development. Parents and Volunteers play an important role in the total development of the student body by supporting the school, school programs, school activities and school-wide development. We seek volunteers up to 2 representatives per grade level (PK-8). Each member will serve for one year on the advisory committee.

School Supplies

A school supply list will be available to parents during the Meet & Greet, during regular office hours and upon school opening for the year. Parents should send one (1) change of clothes for each child in grades PK3 and PK4.

Parents, Guardians and Visitors

ALL parents, guardians and visitors to the campus (Ashcroft, Bellfort, or Savoy) **MUST** come to the front office and sign in. All parents, guardians and visitors are required to wear appropriate business attire, business casual attire or casual wear to conduct business while on campus. A picture identification is required upon signing in. A visitor's badge will be issued and must be worn at all times while in the building to show approval of the visit.

Parent Conferences

Parents who wish to conference with their child's teacher concerning the child's behavior, grades or other issues, must visit during their designated conference times. Parents may also email the teacher requesting a conference. Parents will not be permitted to interrupt the classroom instructional time to discuss issues pertaining to their child.

Threat Assessment and Safe and Supportive School Team

Campus administration will work closely with the campus threat assessment and safety team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and: 1.) the person poses a substantial risk of harm to any person; or 2.) the person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Local Wellness Policy

The Academy of Accelerated Learning, Inc. has adopted a local wellness policy pursuant to Section 204 of Public Law 108-265-June 30, 2004, entitled child nutrition and WIC Reauthorization Act of 2004. The wellness program is designed to provide well balanced meals to students and wholesome exercise, familiarization with and participation in various programs to increase awareness and standards for healthful growth. Parent involvement is critical to the success of the program.

Meal Program

The school operates the Community Eligibility Provision (CEP) under the National School Lunch and School Breakfast Program that provides nutritionally balanced meals each day at no cost to the students. At the time of enrollment, each student is required to submit an application to determine eligibility and each subsequent year of enrollment at AAL, Inc.

All Students Qualify for FREE Breakfast and Lunch Programs

Lunch Periods

All students will remain on-campus during the lunch period. Students may eat the district provided lunch or bring a packed lunch. During the lunch period, students are expected to display good manners and courtesy. Students may eat only in the lunch area and must clear their place and dispose of all trash appropriately. The lunch area will be monitored by AAL staff. The following guidelines apply to the cafeteria:

- Students must dispose of plates/food trays and utensils in garbage bins.
- Students must keep tables, seats, and floors clean.
- Students must talk in a normal voice. No shouting is allowed and appropriate language must be used at all times.
- Students must keep cafeteria lines orderly; no pushing, running, horse playing, or cutting in lines.
- Students may not loiter in the cafeteria and hallways during lunch.
- Students must remain seated unless otherwise instructed.
- Students must keep hands, feet, personal belongings, and food to themselves.
- Students who deface school property will be fined an amount necessary to cover the cost of restoring the damaged property.
- Students may not order food from outside.

Students who do not follow these guidelines may be subject to disciplinary action.

Public Areas

Hallways, stairways, the cafeteria, and restrooms are used by all students and school employees. The following rules of conduct apply to all students:

- Students may not loiter in hallways, stairways, the cafeteria, or restrooms.
- Students may only eat in the cafeteria, unless otherwise directed by the Principal.
- Students may not run in these areas.
- Students may not use any profane or vulgar language while in these areas.
- Students may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- Students may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books or any other school property.
- Students must keep these areas clean and safe.
- Students may not leave belongings on the floor, outside of, or on top of lockers.
- Students must clean up after themselves and properly dispose of trash.
- Students must immediately report any leaks, spills, or other problems in the restroom to a teacher or the office.
- Students may not roughhouse, wrestle with, or trip others at any time.

Students are not permitted in the halls during class periods or during the lunch period unless they are accompanied by

a staff member or have a hall pass from an authorized staff member. Students who are found in the halls without passes or who violate the guidelines listed above will be subject to disciplinary action.

Students should only be in areas of the school campus they have been authorized to be in by an AAL staff member/teacher. Additionally, students shall follow these rules:

- Students shall not be unsupervised in a classroom without teacher permission.
- Students shall not remove any item from a teacher's desk.
- Students shall not use laboratories when no teacher is present.
- Students shall not use the playground without permission.
- Students shall not use the school phones during the day without permission from authorized school personnel.

Electronic Devices & Technology Resources

In accordance with House Bill 1481 of the 89th Legislative Session, AAL does NOT permit students to possess personal communication devices, which includes: cell phones, tablets, smartwatches, radio devices, paging devices, or any other electronic device capable of telecommunication or digital communication during the school day. Each campus site will have procedures to collect such communication devices at the beginning of each school day and have a procedure to return the devices at the end of each school day. Possession and use of cell phones, computers, and other devices capable of electronic communications at school is not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations. The school will not be responsible for damage to, loss, or theft of any such device a student brings to school.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. If a school employee observes a student using any cell phone or other telecommunications device during the school day or school-related activity, the school employee shall confiscate the device and turn it into the front office. A confiscated device may be picked up from the Principal's office. Confiscated devices that are not retrieved by the student or parent will be disposed of after the notice required by law.

AAL will not be responsible for damage to or loss or theft of confiscated items.

School administrators shall have the discretion to determine the appropriate use of phones for students participating in school-sponsored or school-related activities off school property.

Disciplinary action for violations of this policy will be in accordance with the Student Code of Conduct. The use of camera phones for recording is strictly forbidden on the school premises at any time.

Consequence will be as follows:

-First Offense: Collection of device by campus and held overnight (device will be returned to student at the end of the next school day)

-Second Offense: Same as above and lunch detention

Third Offense: Same as above plus parent conference

Fourth + Offense: Same as above plus In-school suspension

The school further prohibits students from possessing other electronic devices – including but not limited to radios, tape or CD players, iPods, iPads, smart watches, headphones or air/ear-buds, electronic games and other similar devices with access to internet, photos, games, calls, or cameras – on school property during the school day. These devices disrupt classes and distract others from learning. If a school employee observes a student using any electronic device during the school day or during a school-related activity, the school employee will confiscate the device and turn it into the front office. The school administration will return the confiscated items to the parent/guardian. The school will not be responsible for damage to or loss or theft of confiscated items.

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

Acceptable Use of Technology Resources

School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the school's network systems and use of school equipment, is restricted to approved purposes only. Students and parents will be asked to sign an Acceptable Use Agreement Acknowledgement Form regarding use of these school resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct of school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the school's computer and/or network security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequences may rise to the level of expulsion.

Phone Messages

During school hours, parents should not try to reach a student's cell phone. Parents should call the main office in emergency situations. The school will then notify the student of any emergency.

Distribution of Published Materials

School Materials: Publications prepared by and for the school may be posted or distributed with prior approval by the Superintendent, Principal, and teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials: Students must obtain express prior written approval of the Superintendent and/or Principal before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus. Any student who posts material without prior written approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Fundraising and Sales

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events unless he/she has a written permission from the Superintendent and Principal. No person may display, solicit, or sell any item or service to students or school personnel while on school property, at school-sponsored events without the written permission of the Superintendent.

Deliveries

Flowers, balloons, food items, etc. should not be delivered to the school for students. These will not be delivered to the classroom. Students may not receive any form of delivery (balloons, food, flowers, etc.) except by any parent in

person and as necessary for the school day. Food items, including but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to the students.

Parents who want to organize activities in school such as birthday parties, pizza parties, etc., must receive prior written approval from the Principal. These events may not take place during the school lunch periods and may only be held at the very end of the school day. All food items must be store-bought; homemade items will not be allowed.

School Activities and Field Trips

The school offers a wide range of activities to enrich student learning during and after school. Students participating in such activities are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee. The district has the right to limit a student's participation in school activities and field trips for violating the district's Code of Conduct. The following rules apply to all activities and field trips:

- Students must return a Field Trip Permission Slip signed by his or her parent/guardian by the specified date. Phone calls will not be accepted as permission.
- Students must wear the school uniform, unless otherwise specified.
- Students will abide by the Student Code of Conduct while on the trip.
- Students will be responsible for making up any missed assignments.

After-School Activities

To further enrich their education, students may take part in clubs and after-school activities, or work with a teacher. Students who stay for after-school activities are expected to follow these rules:

- Students must be with a teacher or other staff member at all times.
- Students' ride/transportation should arrive promptly at the end of the activity.
- Students must abide by the Student Code of Conduct while participating in the activity.
- Students may not stay after school to wait for another student.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator or district officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- the person poses a substantial risk of harm to any person; or
- the person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Pledges of Allegiance and Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Campus Principal to excuse their child from reciting a pledge.

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

State law does not allow for students to be excused from participating in the required minute of silence or silent activity that follows.

Recitation of the Declaration of Independence

State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during “Celebrate Freedom Week.” A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused.

Damage to School Property

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

Tobacco-Free School Notice

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, school vehicles, or on or near school property, or at school-related or school-sponsored events off school property. Student violators are subject to possible prosecution, as allowed by laws, as well as the disciplinary terms of the Student Code of Conduct.

Alcohol-Free School Notice

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

Drug-Free School Notice

AAL prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of location. The school also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Communicable Diseases

To protect other students and staff from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should notify the Principal and the school Health Professional so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition.

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

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

Student’s ability to re-enter school or remain cannot be waived by school personnel. Re-admission after communicable illness is based solely on clearance by the attending physician or other re-admission criteria as stated above and must be evaluated by the school health staff prior to student arrival on campus.

In the event of a communicable illness or outbreak for which guidelines are issued by a public health authority

including a local health authority or the CDC, or by the Texas Education Agency (TEA), students and families will be expected to follow all recommended health and safety protocols which may include but not be limited to: handwashing, masking, and quarantining if exposed or displaying symptoms of the communicable illness.

Immunizations

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the approved year's "Texas Minimum State Vaccine Requirements for Students." This document and more information about school vaccine requirements are available at the Texas Department of State Health Services website.

Proof of immunization may be shown through personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. New enrollees must provide proof of completed immunizations at the time of enrollment unless a student is eligible for provisional enrollment.

For Pre-Kindergarten and Kindergarten Students and students of any grade entering a Texas school for the first time (including students from out of state and out of country); current Immunization record must be provided to the school during the registration process. The students in these grade levels cannot attend school unless all immunization requirements are met.

Provisional Enrollment: A student may be provisionally admitted to or enrolled at AAL if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible and complete the required subsequent doses in each vaccine series on schedule and as rapidly as medically feasible. The student and/or parent must also provide acceptable evidence of vaccinations to the school.

A health aide or school administrator shall review the immunization status of provisionally enrolled students every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and AAL shall exclude the student from school attendance until the required dose is administered.

Homeless Students: A student who is homeless, as defined by federal law, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. The school shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Children in Foster Care: A student who is a "child in foster care" as defined by 45 C.F.R 1355.20(a) shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. The school shall promptly refer the student to an appropriate health provider to obtain the required vaccinations.

Transfer Students: A student can be enrolled provisionally for no more than 30 days if the student transfers from one Texas school to another and is awaiting the transfer of the immunization record.

Military Dependents: A military dependent can be enrolled provisionally for no more than 30 days if the student transfers from one school to another and is awaiting the transfer of the immunization record. The collection and exchange of information pertaining to immunizations with respect to military dependents shall be subject to confidentiality provisions prescribed by federal law.

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

Emergency Medical Treatment

If a student has a medical emergency while at school or a school-related event and the parent cannot be reached,

school employees will seek emergency medical treatment for the student. Therefore, parents should keep emergency care and contact information up-to-date. Please contact the Principal or school nurse to update any information.

Illness During the School Day

Students becoming ill or injured during the school day are directed to report to the nurse's office. If the health staff is not available, the student should report to the main office. Parents or other persons designated on the student's enrollment application will be contacted as appropriate. Except in emergencies, students failing to report to the health staff or main office will be counted unexcused absent.

If your child has a fever over 100 degrees Fahrenheit or 37.7 degrees Celsius, he/she must stay out of school until fever free for 24 hours without fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. If your child vomits during the school day due to illness, he/she will be sent home and will not be able to return until he/she is vomit free without vomit-suppressing medications for at least 24 hours.

Conjunctivitis (pink eye) can sometimes be confused with allergies, so it can be difficult to determine if a student has it. Indications include: crusty eyelid and/or redness and conjunctival swelling in only one eye. If the student presents these symptoms, he/she will be sent home and will be able to return with written clearance orders from the treating physician.

Students will be sent home for:

- Fever more than 100 degrees Fahrenheit or 37.7 degrees Celsius.
- Vomiting- students who vomit more than once or those with other symptoms such as fever, will be sent home.
- Clear indication of conjunctivitis (pink eye). This is sometimes confused with allergies, so it can be difficult to determine whether a student needs to go home. Crusty eyelids and/or redness and conjunctival swelling in only one eye are indications of conjunctivitis, not allergies.
- Untreated or exposed ringworm. If ringworm is suspected on the body, student may stay at school as long as the ringworm stays covered. If ringworm is being consistently and appropriately treated, student with exposed ringworm may return to campus after 48 hours. Increase in lesions despite statements of treatments will exclude student from school for the duration of the disease so it is important to ensure student is properly using the prescribed medication.
- Scabies, until treatment is completed and doctor approves re-admission.
- Unexplained rash or swelling of the skin. Parent(s) will be contacted and student must bring a physician note for re-admission.
- Head lice (which are not an illness or disease) are common among children and may spread easily through contact during play or when students share items such as headphones, brushes, combs, hats, or other items that come in contact with hair. All students are expected to be lice and live nit free, regardless of treatment history, while on the school campus. With approved, effective medication, proper treatment of bedding, clothing, and family members, and use of a nit comb, students should be 100% live nit free within no more than 3 days. All students must be re-checked school health professionals prior to re-admittance to campus.

Students will be picked up as soon as feasibly possible. Parents are responsible for providing accurate and updated emergency contact information and ensuring the health safety of their student by promptly picking them up for health dismissals. Failure to pick up the student within a reasonable time frame may necessitate emergency transport or child protective services involvement.

Administration of Medication

Medication should be administered at home whenever possible. If a student must take medication during the school day, the student's parent/guardian must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. The district will not purchase nonprescription medication to give to a student. Authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. Note: insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education plan (IEP) or Section 504 plan for student with disabilities.

Students are not allowed to self-carry diabetic medication such as insulin or syringes with the exception of an insulin pump. Please contact the Principal and/or school nurse to coordinate a specific health plan for your child.

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

Asthma and Severe Allergic Reaction Medication

A student may be authorized to possess his or her own medication because of asthma or a severe allergy as allowed by law. A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he/she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his/her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse and/or principal.

Food Allergies

Parents/guardians should notify the school when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse and/or principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment.

Seizures: To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following the diagnosis of a seizure disorder.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination: The Academy of Accelerated Learning, Inc. believes that all students learn best in an environment free from harassment, and that student welfare is best served when students can work free from discrimination. Students are expected to treat other students and school employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. School employees are also expected to treat students with courtesy and respect.

AAL prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex or gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is also a violation of school policy.

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

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

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

Reporting Procedures: A student who experiences discrimination or harassment based on race, color, national origin, religion, age, or gender or who believes that another student has experienced such prohibited discrimination or harassment must immediately report the experience to a teacher, counselor, Principal, or other school employee. The report may be made by the student's parent/guardian. Reports of sexual harassment should be made to the district designated Title IX Coordinator (District Facilitator – 5300 N. Braeswood , Suite 8, Houston, TX 77096, kvaughn@aalinc.org, 713-668-8237)

Upon receiving a report of potential prohibited conduct, AAL will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, or retaliation. If not, the school will determine if the allegations, if proven, would constitute bullying. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying, an investigation of bullying will also be conducted.

Freedom from Bullying and Cyberbullying

The Academy of Accelerated Learning prohibits bullying as defined below, as well as retaliation against anyone who reports or provides information as part of an investigation of potential bullying. Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student in reasonable harm to the student's persona or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the

school; or

- Infringes on the rights of the victim at school.

Bullying also includes cyberbullying, which is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

The district will take steps to prevent and mediate bullying incidents between students that: interfere with a student's educational opportunities; or substantially disrupt the orderly operations of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures: If a student believes that he/she has experienced bullying or has witnessed bullying of another student, it is important for the student (or parent) to notify a teacher, counselor, Principal, or another school employee as soon as possible to obtain assistance. Reports of potential bullying may be submitted anonymously.

AAL will investigate any allegation of bullying or other related misconduct. The school will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying as required by law.

Investigation Results

If the results of an investigation indicate that bullying or prohibited conduct occurred, the school will take appropriate disciplinary or corrective action, and may notify law enforcement in certain circumstances. Disciplinary action may be taken even if the conduct did not rise to the level of bullying. The Principal or designee may make a report to local law enforcement officials if, after an investigation is completed, the Principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

Interrogations and Searches

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

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

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

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

Desk and Locker Searches: Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of the school. The school will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

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

Law Enforcement Agencies

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Principal or designee will cooperate fully regarding the conditions of the interview, including allowing interviews without parental consent if necessary, if the questioning or interview is part of a child abuse investigation. In other circumstances,

- The school administration shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
- The school administration shall make reasonable efforts to notify the student's parent, unless the interviewer raises what the administration considers to be a valid objection.
- A campus administrator will generally be present during the questioning or interview, unless the interview raises what the administration considers to be a valid objection.

The school shall permit a student to be taken into legal custody Pursuant to an order of the juvenile court:

- By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Department of Family and Protective Services ("DFPS"), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Texas Family Code relating to the student's physical health or safety.
- Pursuant to a properly issued directive to apprehend.
- To comply with a properly issued directive from a juvenile court to take a student into custody.
- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

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

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

Procedures for Use of Restraint and Time-Outs

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

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

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

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

Disruptive Activity

In order to protect student safety and sustain an educational program free from disruptions, state law permits the school to take action against any person who:

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

Videotaping of Students

- For safety purposes, video/audio equipment may be used to monitor student behavior in classrooms, hallways, and common areas on the campus. Students will not be told when the equipment is being used. The Principal may review the tapes routinely to document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Homework

Homework assignments are sometimes necessary to provide enough time for students to master subject matter and complete long-term projects. Teachers may assign homework to students to complete outside of the class setting. Students are expected to complete outside assignments, projects, and homework. Teachers will communicate their expectations to students regarding homework, late work expectations, and make-up assignments. If you have questions about homework, please contact the student's teacher.

Promotion

A student may be promoted to the next grade level only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit for a course, a student must demonstrate

mastery on grade level standards and meet the school's requirements for attendance.

Students in grades 1-8 must achieve an overall cumulative average of 70 or above for all subject areas. For core subjects including Reading/English Language Arts, Mathematics, Social Studies, and Science, students in grades 1-8 must maintain an end of the year average of 70 or higher for promotion.

Kindergarten Promotion: For students in kindergarten, promotion to the next grade shall be based on the evidence of satisfactory progress with an emphasis on reading and mathematics. Evidence of promotion may include assessment of the student's reading/math level, information from the student's daily work, report cards, anecdotal records, and teacher recommendation.

Retention

Students in danger of consideration for retention will receive a written request for a mandatory conference between February and May. For students in Kindergarten, retention shall be considered only in unusual circumstances and with the approval of the student's parents. A written recommendation for retention, including suggestions for assistance for the student shall be signed by the student's teacher, parent, and the principal.

Retention Appeal: a student who fails to satisfy school's promotion standards shall be retained at the same grade level for the next school year. The parent may appeal the retention by submitting a request to the district office within five working days of receipt of the retention notification.

If an appeal is initiated by the parent, the district office may decide in favor of promotion only if the district office concludes, upon review of all facts and circumstances, and in accordance with standards, that the student is likely to perform on grade level given additional accelerated instruction during the next school year.

Student Rights & Responsibilities and Standard Practice

The Board Policies and Standard Practice Memoranda of the Academy of Accelerated Learning, Inc. contains the rights and responsibilities of students that are embodied in this Code of Student Conduct. A brief description of several of the more important student rights and responsibilities are included in this handbook. The proper balance of student rights and responsibilities and obligations is essential to the orderly conduct of the district's educational goals.

Student Rights:

- To feel safe in the school environment.
- To take full advantage of learning opportunities.
- To work in an environment free from disruptions and chaos.
- To express opinions, ideas, thoughts and concerns.
- To have a healthy environment that is smoke, alcohol, and drug free.
- To use school resources and facilities for self-improvement.
- To expect courtesy, fairness and respect from all members of the community.
- To be informed of all expectations and responsibilities.
- To take part in a variety of school activities.

Complaints:

- Students may present any complaint to the district, either personally or through a representative, through the appropriate complaint procedures.
- Students have the responsibility to follow the established complaint procedures and to accept the decision that results from the complaint process.

Student Dress Code and Personal Grooming:

- All students have the responsibility to become familiar with the school's standards of dress and have the responsibility to adhere to them.

Any exceptions to the dress requirements will be authorized in writing by the school principal or superintendent of the school.

Right to Information and Privacy of Records:

- Students are assured the right to information and privacy of their school records in accordance with the Texas Public Information Act and Family Educational Rights and Privacy Act of 1974.

Student Misconduct

The Student Code of Conduct provides a description of a broad range of behavior considered to be student misconduct. The Acts of Misconduct listed in Levels I, II and III are not inclusive of every behavior that could occur. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. The student who commits an act of misconduct will be subject to disciplinary action by the classroom teacher, principal designee, and/or principal.

General Discipline Guidelines for Assessing Penalties:

When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case and may include such factors as:
 - a. seriousness of the offense
 - b. student's age
 - c. frequency of misconduct
 - d. student's attitude
 - e. potential effect of the misconduct on the school environment
 - f. state law requirements for certain disciplinary consequences
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, Academy of Accelerated Learning, Inc. transportation, the school, or any school-related activity and may include persistent misbehavior or Level II or higher misconduct.
4. Persistent shall be defined as more than one instance of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level IV constitutes a finding that the student has engaged in serious misbehavior.

Levels of Offenses- Overview

The behavior described should be viewed as representative and not exhaustive of the misconduct that most frequently causes a disruption to the orderly educational process. The acts of misconduct are categorized into the following four levels of offenses:

Level I-Violation of Classroom Rules:

- Offenses which generally occur in the classroom and can be corrected by the teacher. These misbehaviors are low-intensity behaviors that affect the orderly operation of the classroom, school functions, and extracurricular/co-curricular programs.

Level II-Administrative Intervention:

- Offenses that are more serious in nature or a continuance of Level I misconduct. These misbehaviors represent a more significant, excessive, or repeated interference with the orderly operation of the classroom, school functions, and extracurricular/co-curricular programs.

Level III-Suspension:

- Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or a continuance of repeated Level I, II, or III misconduct. These misbehaviors may also present a danger to individuals' health or safety, and/or cause damage to property. A finding that a student has engaged in a Level III offense may constitute a serious offense.

Level IV- Expulsion for Serious Offenses:

- Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the district's Code of Student Conduct by a student. These misbehaviors are the most serious misbehaviors representing disruptions to the learning environment that may also present a danger to individuals' lives, and/or serious property damage. Level IV misbehaviors create serious disturbances in the orderly operation of classrooms, school functions,

extracurricular/co-curricular programs and may result in police involvement. A finding that a student engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior.

General Procedures for Resolving School Problems:

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, and/or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

If further assistance is needed, then parents, guardians, or students can meet with the district superintendent. Parents, guardians, and students who wish to appeal an expulsion, should contact the Superintendent in writing within 10 days of the expulsion. The Superintendent will meet with the parents and involved school personnel for a resolution.

Levels of Student Misconduct and Disciplinary Options

Level I: Violation of Classroom or Transportation Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I: Acts of Misconduct May Include (but not limited to) Such Behavior as:

- Violations of rules or procedures established by the teacher
- Cheating or copying (plagiarism) the work of others including other students
- Refusal to participate in classroom activities
- Unexcused tardiness to class
- Failure to bring required classroom materials or assigned work to class
- General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
- Any other act that disrupts the classroom or interrupts the operation of the class
- Failure to deliver or return written communications between home and school
- Disruptive or non-compliant behavior on a school bus
- Failure to protect individual computer-account passwords

Disciplinary Options/Responses:

- Misbehavior warning (verbal or written)
- Oral correction/Redirection
- Provide opportunities for students to practice expected behavior and provide descriptive feedback
- Teacher-student conference
- Parent contact: written citation, telephone call to parent
- Student/parent/teacher conference
- Detention (maintained by teacher) before and after school hours
- Other appropriate in-class disciplinary actions
- In-Class discipline (seating changes, cooling-off time or "time-out," demerits.)

- Confiscation of inappropriate item
- Restriction of after school privileges
- Individual behavior management plan or contracts

Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
3. The teacher should have a planned discussion with the student about a particular concern or behavior and develop a plan for resolving or changing it.
4. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
5. Level I behavior violations and discipline options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.

Level II: Administrator Intervention

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school.

A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline citation form for the principal or other appropriate administrator designee. The principal will forward a report to the parents within 24 hours.

Level II: Acts of Misconduct Include Such Behavior as:

- Repeated violation of classroom or transportation rules under Level I
- Leaving the classroom or school grounds without the permission of school personnel
- Cheating, plagiarism, or copying the work of others including students, as well as failing to comply with test procedures and using cell phones, smart watches and electronic devices during testing
- Possession of matches, lighters or other flammable materials or contraband
- Possessing/using/distributing over-the-counter (OTC) drugs, supplements, or medication
- Inappropriate display of affection towards another student
- Verbally abusing or bullying others; including but not limited to slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion national origin, disability, physical/personal appearance, or sexual orientation
- Posting or distributing unauthorized materials on school grounds
- Failing to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Defacing or damaging AAL property, including textbooks, lockers, furniture, and/or other equipment, in an amount equal to or greater than \$50
- Any other acts that interfere with the orderly educational process in the classroom or the school
- Possessing cell phones, iPods, MP3 players, personal radios, cameras or personal devices at school
- Loitering, trespassing, truancy/skipping, leaving class/campus without authorization of school personnel
- Accessing materials and sites on the internet that are deemed to be inappropriate by AAL district

Disciplinary Options/Responses:

- Any applicable Level I Disciplinary Consequence
- Teaching and practicing the expected behavior
- Parent contact by phone and written or oral notification to the parent or guardian
- Required administrator/student/parent conference
- Develop a behavior and/or conduct intervention plan
- Detention or placement in In School Suspension (ISS)
- Exclusion from extracurricular activities, such as field trips, special events/awards ceremonies
- Suspension for up to three school days per occurrence
- Any other corrective action deemed appropriate by campus administration

Procedures:

1. Referral to administrator by way of written report.
2. Administrator confers with student and/or teacher to establish appropriate action
3. Written or oral notification of action is sent to parent. Notification is sent to teacher indicating action taken.
4. Level II behavior violations and discipline options/responses are not limited to those listed above
5. Repeated violations may result in a more severe response or referral to Level III.

Level III: Suspension or Optional Removal to a Discipline Alternative Education Program

Level III acts include misconduct for which an administrator may suspend the student or place the student in In-School Suspension. If the administrator finds the Level III misconduct to be serious or persistent as defined in this *Code*, the principal or administrator makes the determination on the basis of severity of the misconduct. The period of the suspension is limited to three days per occurrence.

Level III: Acts of Misconduct Include Such Behavior as:

- Chronic or repeated disciplinary infractions of Level I and/or Level II offenses
- Fighting, boxing, hazing, defiance, gambling
- Failing to comply with reasonable requests of school personnel including defying the authority of school personnel
- Creating/making a hit list
- Participating in activities by groups such as gangs or cults
- Harassing, discriminating, and verbally abusing others, including slurs, name-calling, or derogatory statements to another person's race, color, religion, national origin, disability, physical/personal appearance, sexual orientation, and gender identity and/or gender expression.
- Using or possessing E-cigarettes, tobacco, and/or vaping paraphernalia
- Bullying
- Cyberbullying, at or way from campus
- Engaging in conduct that contains the elements of an offense relating to sniffing glue or spray paint, including possession, use, delivery to a minor, or possession of paraphernalia used with abuseable glue or spray paint (Sections 485.031 through 485.035, Health and Safety Code)
- Threatening others, inappropriately touching others, or using abusive language that is profane or derogatory
- Felony stealing/theft of computer equipment or any other property in an amount greater than \$750
- Burglary of an Academy of Accelerated Learning, Inc. facility
- Defacing school property with graffiti or other means that results in a loss or destruction to property in an amount less than \$20,000 (Section 28.08 Penal Code).

- Knowingly making a false report against someone that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report.
- Possessing replicas of weapons that are sufficiently similar in appearance to real weapons such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm.
- Installing unauthorized software on district computer equipment and/or tampering with computer hardware or software, leading to the disruption of the learning environment
- Any action that is punishable as a felony

Disciplinary Options/Responses:

- Parent contact by phone and written or oral notification to the parent or guardian
- Required administrator/student/parent conference
- Develop a behavior and/or conduct intervention plan
- Counseling
- Placement in In-School Suspension (ISS) for a maximum of five days or Out-of-School (OSS) suspension for maximum of three days
- Exclusion from extracurricular activities, such as field trips, special events/awards ceremonies
- Any other appropriate disciplinary actions determined by the administration
- Expulsion upon Discipline Committee recommendation and Superintendent approval
- Referral to a Disciplinary Alternative Education Program (DAEP)

Procedures:

1. Referral to administrator by way of written report
2. Administrator confers with student and/or teacher to establish appropriate action.
3. Written or oral notification of action is sent to parent. Notification is sent to teacher indicating action taken.
4. In school suspension (ISS) should include academic tutoring, class work provided by teacher, and/or instruction on skill building related to student behavior problem.
5. Repeated violations may result in a more severe response or referral to Level IV.
6. The administrator decides whether to suspend student or refer him or her to a DAEP.
7. If the student is referred to a DAEP, the parent/guardian will be provided a letter stating the reasons for removal and setting the term of placement. An ARD committee should be held for students receiving special education services to review the student's Individual Education Plan (IEP) or Behavioral Intervention Plan (BIP) as needed.

Procedures for Teacher Removal of Students

The Texas Education Code provides teachers with three ways to maintain discipline by removing unruly or disruptive students from the classroom. Each alternative for removal of students carries different disciplinary and administrative consequences. This section sets forth the three different alternatives.

Reasons for Teacher Removal of Students Alternative I:

- A teacher may refer a student to the principal's office to maintain effective discipline in the classroom as stated under Levels I and II.

Disciplinary Options Under Alternative I:

If the student is removed to maintain effective discipline as stated under Alternative I, the principal is free to employ any disciplinary management technique or option authorized by the Code as determined by the level of the offense and the seriousness of the misconduct. The student removed under this provision may be returned to the teacher's

class.

Alternative II:

- A teacher may remove a student from class who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Documentation should ordinarily be through a written factual account of the behavior that is occurring in the classroom.
- A teacher may remove a student from class whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

Disciplinary Options Under Alternative II:

- If the student is removed by the teacher under Alternative II and the teacher has appropriately documented the reasons for the removal, the student may not be returned to the teacher's class without the teacher's consent. Subject to the review procedures outlined in this section, the disciplinary options available to the principal include:
 - placement in another appropriate classroom
 - placement in In-School Suspension (ISS)
 - placement in Out-of School Suspension (OSS)

A student may be placed in in-school suspension up to five (5) days and the Principal shall review the ISS placement every 10th day. A student may be placed in out-school suspension for a period not to exceed three (3) days. A student will be responsible for all required assignments during anytime on suspension.

Review for Students Removed Under Alternative II:

- (a) Not later than the third class day after the day on which a student is removed under this section, the school principal shall schedule a conference with the principal or his or her designee, a parent or guardian of the student, the teacher removing the student from the class, and the student.
- (b) While waiting for the conference, the student *may not* be returned to the regular classroom without the teacher's consent. Pending the conference, the principal may place the student in in-school suspension or in another class.
- (c) At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.
- (d) Following the conference and whether or not each requested person is in attendance after valid attempts to obtain the person's attendance, the principal may place the student in another class, or in in-school suspension or may return the student to the class of the teacher who removed the student unless the teacher objects to the student's return. If the teacher objects, the principal may refer the student to the Campus Placement Review Committee for a determination as to placement.
- (e) The teacher may not be coerced to accept the student without a determination by the Campus Placement Review Committee.
- (f) The Campus Placement Review Committee will make a determination as to whether the student may be returned to the removing teacher's class. The student may not be returned to the teacher's class without the teacher's consent unless the committee determines that such placement is the best or only placement available. In the case of Special Education students, the decision on placement may be made only by a duly constituted Admission, Review, and Dismissal committee.

Placement Review Committee Under Alternative II:

Each school shall have a placement review committee composed of three members. The committee will determine placement of a student when a teacher has removed the student under Alternative II and refuses to allow the return

of the student to the teacher's class. The committee will make a final determination of the student's placement when a student is removed under this section.

The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member. The principal shall choose one member from the professional staff of the campus. The teacher refusing to readmit the student may not serve on the committee.

Alternative III:

A teacher is required to remove from class and send to the principal for disciplinary management technique or for expulsion any student who engages in misconduct, such as:

- Aggravated or sexual assault of staff or another student.
- Possession of firearm or other weapons, (play or real)
- Threats of assault or death
- Stealing/theft
- Possession and/or the use of drugs

None of the above categories are all inclusive of misconduct and/or consequences.

Level IV: Expulsion for Serious Offenses

Level IV acts of misconduct include serious misbehavior and/or illegal acts that threaten to impair the educational efficacy of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or the school. Under the law, students may be expelled for any violation listed under this section. Expulsion may occur if the Level IV act of misbehavior occurs on school property or off school property. Expulsion means removal of a student from school for more than 3 consecutive school days but no longer than one calendar year.

A student may be expelled from the Academy of Accelerated Learning engaging in the following misconduct while on school property, within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off of school property.

Level IV Acts of Misconduct Include Such Behavior as:

1. Engaging in the following misconduct while on school property, within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off of school property:
2. Making a terroristic threat
3. Selling, giving, delivering to another person, possessing, using, or being under the influence of marijuana, a controlled drug, or other controlled substances (Chapter 481, Health and Safety Code, or 21 U.S.C. Section 801 et seq.)
4. Selling, giving, delivering to another person, possessing, using, or being under the influence of a dangerous drug (Chapter 483, Health and Safety Code)
5. Selling, giving, delivering to another person, possessing, using, or being under the influence of an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code
6. Abuseable volatile chemical or possession of inhalant paraphernalia (Sections 485.031 through 485.034, Health and Safety Code)
7. Possessing a knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut and that are reasonably determined under the circumstances to have been possessed by the student for use as a weapon
8. Engaging in assault, which is defined as intentionally, knowingly, or recklessly causing bodily injury to a staff member or volunteer (Section 22.01(a)(1), Penal Code)

9. Possessing ammunition or bullets
10. Possessing BB guns, pellet guns, or air rifles
11. Possessing replicas of guns that are sufficiently similar in appearance to a real gun such that, if pointed at or shown to another person, a reasonable person may believe the student be in possession of a firearm.
12. Engaging in conduct that contains the elements of deadly conduct (Section 22.05, Penal Code)
13. Possessing a firearm as defined by 18 U.S.C. §921 off of school property and not at a school activity but within 300 feet of the school property line
14. Engaging in any conduct listed under Required Expulsion off of school property and not at a school activity but within 300 feet of the school property line

Disciplinary Options/Responses:

- Notification and investigation by Houston Police Department is required. If a decision is made to transport the student, the administrator should normally contact the parent/guardian within one hour
- Required administrator/student/parent conference
- Expulsion from extracurricular activities, such as field trips, special events/awards ceremonies
- Restitution or restoration as applicable
- Referral to appropriate agencies
- Referral to juvenile court for legal action
- Referral to a DAEP. If the student is referred to a DAEP, the parent/guardian will be provided a letter stating the reasons for removal and setting the term of placement.
- An ARD committee should be held for students receiving special education services to review the student's Individual Education Plan (IEP) or Behavioral Intervention Plan (BIP) as needed.

Procedures:

1. Referral to administrator by way of written report, with report sent to the parent.
2. If appropriate there will be an investigation conducted by the Houston Police Department
3. The administrator will schedule a conference with the student-parent/guardian within three days of the reported infraction
4. Before ordering the suspension, expulsion, or removal to a disciplinary alternative education program, the administrator must consider whether the student acted in self-defense, the intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, and whether the student has a disability that substantially impairs the student's capacity.
5. If the student is referred to a DAEP, the parent/guardian will be provided a letter stating the reasons for removal and setting the term of placement. An ARD committee should be held for students receiving special education services to review the student's Individual Education Plan (IEP) or Behavioral Intervention Plan (BIP) as needed.
6. Parents, guardians, and students who wish to appeal an expulsion, should contact the Superintendent in writing within 10 days of the expulsion. The Superintendent will meet with the parents and involved school personnel for a resolution.

Not any of the above categories are all inclusive of misconduct.

Any questions, concerns, or comments concerning these codes may be addressed by contacting the Superintendent or Board of Directors at the District Office (713) 668-8237.

