PARENT & SCHOLAR HANDBOOK
2025-26

Austin Achieve Public Schools
5908 Manor Road
Austin, Texas 78723
(512) 522-4190
www.austinachieve.org

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Introduction

Parents and Scholars:

Welcome to Austin Achieve Public Schools! We wish this year to be an especially productive experience for each scholar. For this to happen, we must all work together: scholars, parents, faculty, and staff. This Parent and Scholar Handbook (the "Handbook") is designed to help us accomplish this goal.

The Handbook is an overview of the school's goals, services, and rules. It is an essential reference book describing what we expect of our parents and scholars, and what they can expect of the school.

This Handbook is designed to exist in harmony with Board policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to scholars and parents through newsletters and other communications. **In case of conflict between Board policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**[1]

We ask that our parents review the entire Handbook with their scholars and to keep it as a reference throughout the school year. Parents or scholars with questions about the material in this Handbook should contact the front office at their respective schools.

On behalf of the entire AAPS staff and community, best wishes for a great school year!

[1] Note: The CEO or designee can exercise judgment on an as-needed basis in support of the school's pillars, and, if necessary to comply with overall Board policies, the CEO or designee can include a reasonable and temporary revision consistent with overall Board policy to the Handbook pending discussion and approval at the next Board meeting.

Section 1: General Information

History of Austin Achieve Public Schools, Inc.

Campus	Current Location	Launch Year	Current Grades Served
Austin Achieve Middle School	5908 Manor Rd Austin, TX 78723	2012	5, 6, 7, 8
Austin Achieve High School	7424 E Hwy 290, Bldg 2 Austin, TX 78723	2015	9, 10, 11, 12
Austin Achieve Northeast Elementary	7424 E Hwy 290, Bldg 1 Austin, TX 78723	2018	PreK3, PreK4, Kinder, 1, 2, 3, 4
Austin Achieve—Pflugerville	1900 Pfennig Ln Pflugerville, TX 78660	2022	PreK3, PreK4, Kinder, 1, 2, 3, 4, 5, 6, 7, 8

Austin Achieve Board of Directors

Please visit our website www.austinachieve.org for the most current list of Board members.

Mission and Vision

We're a tuition-free, open-enrollment public charter school preparing Austin youth to attend and excel at top universities, by instilling the values and skills necessary to excel in higher education.

We believe every scholar, regardless of socioeconomic status, should receive an excellent education.

Austin Achieve Public Schools ("Austin Achieve" or "AAPS") prepares all scholars for college admission through a comprehensive approach that includes academics, social development, and exposure to a wide-range of extracurricular opportunities. Scholars are encouraged to become well-rounded in order to succeed academically and in the global economy.

Austin Achieve will leverage its success and innovation to become a model for reform within the Austin community and Texas at large.

Pillars

High Expectations — Austin Achieve places an emphasis on respect, pride, hard work and personal responsibility. As all scholars are expected to attend and graduate from college, Austin Achieve provides a rigorous, well-rounded curriculum that promotes the critical thinking, writing and technical skills necessary to compete in the nation's top colleges and beyond.

Individualized Support — Scholar achievement data is collected throughout the year and used to measure progress and keep scholars and teachers accountable for scholar success.

More Classroom Time — Longer school days and a longer school year result in an extra 317 hours of classroom instruction per year when compared to traditional Austin ISD schools. Saturday and summer programs are also offered and, in some instances, required for struggling scholars.

Teachers as Leaders — Teachers are empowered to shape curriculum and school culture, and are personally responsible for providing the best possible education for each scholar.

Parents as Partners — Parents are viewed as partners in their child's education. Parents are regularly updated on their scholar's progress and presented with opportunities to participate in the school community.

Safe and Nurturing Community — Austin Achieve provides a safe, welcoming environment where scholars can focus on learning.

School Staff

Please visit our website for the most current list of staff members.

Statement of Non-Discrimination

Austin Achieve does not discriminate on the basis of race, religion, color, national origin, sex, disability, academic, artistic, or athletic ability, sexual orientation, pregnancy, marital status or the district the child would otherwise attend under state law or in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following staff members have been designated to coordinate compliance with these requirements:

Title IX Coordinator	*for concerns regarding discrimination on the basis of sex*	Linda Trevino < ltrevino@austinachieve.org >
Senior Director of Special Services (Special Education/504)	*for concerns regarding discrimination on the basis of disability, or* *for concerns regarding implementation of Individual Education Plans (IEP)*	Ashcon Habibi < ahabibi@austinachieve.org >

Attendance

School Operating Hours

Each school's front office is open to parents and visitors according to the most current hours posted on our website (see "Contact Us" link).

Daily Attendance

Regular daily attendance is expected of all scholars as frequent absences from school have a critical bearing on their educational and emotional social progress. Scholars are considered tardy if

they are late for their first class at "School Start Time" (see table below). If a scholar is tardy, they must enter through the school's main entrance and report to the front office to obtain a tardy pass. Appointments with doctors and dentists should be planned during vacation periods, after school hours, or on weekends. If a scholar has to leave school early, parent notification must be provided to the front office by the morning of the desired early release. This assures that all the teachers can be informed of the scholar's absence and plan the child's work accordingly. Scholars will not be released to anyone not listed on the child's emergency contacts. Identification will be requested. After any medical appointment, scholars must bring a doctor's note to the front office.

In the event of an unforeseeable emergency and/or illness, please arrange to get your child's classwork/homework so that missing assignments can be made up to avoid receiving a zero.

Regular Hours of Attendance

Scholars should not arrive on campus before posted Doors Open time, unless they are part of an organized activity.

Scholars should arrive to school on time every day and attend classes as scheduled. Teachers cannot provide an effective instructional program for children who are frequently absent or tardy, as scholars who arrive tardy for class disrupt the learning process.

Arrival

Scholars arriving to school on time will have access to free universal breakfast.

Campus	Doors Open	School Start Time
Austin Achieve Elementary Northeast (7424 E Hwy 290, Bldg 1)	7:15 AM	7:47 AM
Austin Achieve Middle (5908 Manor Rd)	7:00 AM	7:15 AM
Austin Achieve High School (7424 E Hwy 290, Bldg 2)	8:45 AM	9:00 AM
Austin Achieve—Pflugerville (1900 Pfennig Ln)	7:00 AM	7:30 AM

For **Northeast Campus** (7424 E Hwy 290): All parents must use the entrance on 183. The entrance on Hwy 290 will be CLOSED during the arrival and dismissal times. This is to prevent traffic jams and ensure the safety of staff and scholars.

Consequences for Tardiness

Scholars reporting to school at or after School Start Time will be considered tardy. Any scholar who is not in the classroom and ready to learn by School Start Time is tardy and must report to the front office to obtain a tardy pass. The scholar may be assigned consequences via the front office according to campus policies, which may include loss of Achieve Bucks/ClassDojo points. **Excessive tardies may result in additional consequences including but not limited to time served before school, during lunch, and/or after school.** Please contact your school's front office if you would like more information.

Dismissal

Scholars may not remain on school grounds after dismissal unless they are participating in a school-sanctioned after-school activity (e.g. athletics, clubs) under the direct supervision of a faculty member. Scholars staying for After-School Reflection, make-up work, etc. need to have made prior arrangements for transportation. Once scholars leave campus they may not return until the beginning of school the next day.

School Bus Transportation changes: If you need to make a change to your scholar's after-school transportation, you must notify the front office by 12:00 PM. We will not be able to make changes after this time. This gives the office staff enough time to notify teachers about any changes. If you are not able to call and make the change by the cut-off time, you can still pick your scholar up from the office up to 45 minutes before car line pickup begins. We will not release any students from the front office after this time and you will need to join the car line to pick up your scholar.

External gates close by 6:00PM. Only staff members with an access card will be able to enter the parking area after this time.

Dismissal Timestamps by Campus:
Austin Achieve Elementary Northeast (7424 E Hwy 290, Bldg 1)

Regular Time	Early Release Time	Dismissal Action
2:45 PM	12:45 PM	Staging for car line begins. ***Please do not arrive before this time.***
2:50- 3:30 PM	12:50- 1:30 PM	Car line pick-up.
3:05 PM	1:05 PM	Buses arrive on campus.
3:25 PM	1:25 PM	Buses exit.
3:30 PM	1:30 PM	End of dismissal. Scholars who have not been picked up or loaded onto a bus and are not part of an after-school activity are escorted to the front office. Please see campus **Late Pick-Up Policy** for further details.

For **Northeast Campus** (7424 E Hwy 290): All parents must use the entrance on 183. The entrance on Hwy 290 will be CLOSED during the arrival and dismissal times. This is to prevent traffic jams and ensure the safety of staff and scholars.

Dismissal Timestamps by Campus:
Austin Achieve Middle (5908 Manor Rd)

Regular Time	Early Release Time	Dismissal Action
2:30 PM	12:15 PM	Buses arrive on campus.
2:40 PM	12:25 PM	Staging for car line begins. ***Please do not arrive before this time.***
2:50 PM	12:35 PM	Scholars begin exiting and loading buses.
3:00- 3:10 PM	12:45- 12:55 PM	Buses exit, followed by car riders.
3:10 PM	12:55 PM	End of dismissal. Scholars are expected to exit the internal gates and transition home. Scholars who have not been picked up or loaded onto a bus and are not part of an after-school activity must wait outside the front office.

Dismissal Timestamps by Campus:
Austin Achieve High (7424 E Hwy 290, Bldg 2)

Regular Time	Early Release Time	Dismissal Action
4:10 PM	2:45 PM	Staging for car line begins. ***Please do not arrive before this time.***
4:30 PM	2:45 PM	Buses arrive on campus.
4:28 PM	2:58 PM	Scholars begin exiting.
4:28- 4:40 PM	2:58- 3:10 PM	Parent pick-up and bus loading/exiting.
4:40 PM	3:10 PM	End of dismissal. Scholars are expected to exit the building and transition home. Scholars who have not been picked up or loaded onto a bus and are not part of an after-school activity must wait outside the front office.

For **Northeast Campus** (7424 E Hwy 290): All parents must use the entrance on 183. The entrance on Hwy 290 will be CLOSED during the arrival and dismissal times. This is to prevent traffic jams and ensure the safety of staff and scholars.

Dismissal Timestamps by Campus:
Austin Achieve—Pflugerville (1900 Pfennig Ln)

Regular Time	Early Release Time	Dismissal Action
2:40 PM	12:40 PM	Buses arrive on campus.
2:50 PM	12:50 PM	Staging for car line begins. ***Please do not arrive before this time.***
2:50 PM	12:50 PM	Scholars begin exiting and loading buses.
3:00 PM	1:00 PM	Buses exit.
3:30 PM	1:30 PM	End of dismissal. Scholars who have not been picked up and are not part of an after-school activity must wait outside the front office.

After School Activities

Scholars are highly encouraged to participate in extracurricular activities, many of which occur after school. Scholars remaining in the building and/or inside the school gates after regular school hours for extracurricular activities must be under the direct supervision of a staff member/sponsor. Scholars participating in after-school activities should be picked up within 15 minutes of the scheduled completion time for that activity.

Participation in after-school and extracurricular activities is a privilege and not a right. Scholars on academic probation and/or the Restorative Justice program may be restricted from after-school activities including but not limited to clubs, sports, dances, rallies, and after-school trips and may be required to stay after school for After School Reflection and/or for homework and classwork completion.

Middle School. In order to be academically eligible for athletics and clubs, a scholar must maintain a 2.5 GPA.

High School. Eligibility for many activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. Basics of "No Pass, No Play" are as follows:

- Must be passing all courses (except identified advanced classes).
- Scholars lose eligibility for a three-week period, which is defined as 15 class days. Exception: one but only one of the three school weeks may consist of only three or four class days, provided the school has been dismissed for a scheduled holiday period. Two class days does not constitute a school week. Exception: Thanksgiving if schools are on holiday Wednesday, Thursday and Friday.
- School week begins at 12:01AM on the first instructional day of the calendar week and ends at the close of instruction on the last instructional day of the calendar week (excluding holidays).

- Ineligible scholars must wait seven (7) calendar days after a three-week evaluation period and the grading period to regain eligibility.
- Scholars may regain eligibility an unlimited number of times throughout the school year.
- Passing means a minimum grade of 70 on all courses (except identified advanced classes).

Leaving School Early

Checking your child out of school before dismissal time counts as a "Left Early" entrance on your child's truancy record. It is considered unexcused unless a medical note is provided from a health care provider stating your child had a medical appointment during a time period that warranted leaving early.

Scholars may leave school early for the following reasons only:

1. Medical appointment.
2. A reason excused by an administrator.

To leave school early, scholars must adhere to the following procedures:

1. Parent/guardian will report to front office with reason for early release. *We request that any reason other than medical be pre-approved by Principal.*
2. Front office staff will summon scholar to office, where parent/guardian will sign out. ***Failure to sign out will result in disciplinary action.***
3. Upon return to campus (same day or immediate next school day), the scholar must present a provider's note to the front office. Note must contain the name of the health care provider and a phone number, which may be used for verification.

Unexcused "Left Early" entries are considered missing part of a school day and may count towards the 10 unexcused absences that trigger a truancy filing.

If you need to pick up your scholar before school ends, you must pick up ***in advance of 30 minutes before*** dismissal procedures begin. We will not release any scholars from the front office after this time and you will need to join the car line to pick up your scholar.

Compulsory Attendance

Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to scholars and parents.

The state compulsory attendance law requires that a scholar between the ages of six, or who is younger than six and has been previously enrolled in first grade, and who has not yet reached age 19 must attend school and certain school-required tutorial sessions unless the scholar is otherwise legally exempted or excused. Compulsory attendance also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in prekindergarten or kindergarten.

School employees must investigate and report violations of the state compulsory attendance law. A scholar absent from school without permission – including absence from any class, required special programs, or required tutorials – will be considered truant and subject to disciplinary action.

A scholar who voluntarily attends or enrolls after their 19th birthday is required to attend each school day. If a scholar 19 years of age or older has more than five unexcused absences in a semester, the

school may revoke the scholar's enrollment. The scholar's presence on school property thereafter would be unauthorized and may be considered trespassing.

Notice to Parents: Under Texas Education Code § 25.095(a), you are hereby notified that if a scholar 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 scholar is subject to prosecution under Texas Education Code § 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

Attendance for Credit

To receive credit in a class, a scholar must attend at least 90 percent of the days the class is offered. A scholar who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the scholar can regain credit, if appropriate.

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

- All absences will be considered in determining whether a scholar has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose.
- A transfer or migrant scholar begins to accumulate absences only after they have enrolled in the district. For a scholar transferring into the district after school begins, including a migrant scholar, only those absences after enrollment will be considered.
- In reaching a decision about a scholar's absences, the committee will attempt to ensure that it is in the best interest of the scholar.
- The committee will consider the acceptability and authenticity of documented reasons for the scholar's absences.
- The committee will consider whether the absences were for reasons over which the scholar or the scholar's parent could exercise any control.
- The committee will consider the extent to which the scholar has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The scholar or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

Parents may be required to attend an emergency attendance meeting as deemed necessary to determine the root causes of the truancy and establish next steps to ensure the scholar does not reach 19 excused or unexcused absences.

If credit is lost because of excessive absences, the attendance review committee will decide how the scholar may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained, the scholar or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Chief Executive Officer within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Chief Executive Officer or designee will inform the scholar or parent of the date, time, and place of the meeting.

Types of Absences

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

Excused Absences

An absence will be considered excused if: the absence is for one or more of the following reasons, the scholar satisfactorily completes the schoolwork missed, **and is accompanied by official documentation**:

- Appearing at a governmental office to complete paperwork required in connection with the scholar's application for United States citizenship;
- Attending a required court appearance;
- Documented health care appointments, for the scholar or the scholar's child (if applicable), if the scholar begins classes or returns to school on the same day as the appointment;
- Illness, only when accompanied by a provider note verifying the condition that caused the absence(s);
- Juvenile court proceedings documented by probation officer;
- Observing religious holy days;
- Required screening, diagnosis, and treatment for Medicaid-eligible scholars;
- Serving as an election clerk;
- Taking part in a scholar's United States naturalization oath ceremony;
- Visiting a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside of the local area;
- Visiting a professional at the professional's workplace for the purpose of career investigation, if scholar is in junior or senior year of high school;
- Visiting an institution of higher education to determine the scholar's interest in attending, if scholar is in junior or senior year of high school;
- Temporary absence resulting from any cause acceptable to the campus Principal.

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

Unexcused Absences

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

- Car trouble;
- Failure to bring a an official doctor's note or other official documentation within two school days following an absence;
- Leaving school without the permission of a campus administrator;
- Oversleeping;
- Personal business; and
- Vacations.

Make-Up Work

A scholar will be permitted to make up tests and turn in projects due in any class missed because of absence. For any class missed, the teacher may assign the scholar make-up work based on the instructional objectives for the subject or course and the needs of the individual scholar in mastering the essential knowledge and skills or in meeting subject or course requirements.

A scholar will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. A scholar who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment.

Parent Absence

If parents plan to be out of town, prior to your departure we request a written note that contains the names and phone number of those individuals in charge of your child, as well as a phone number for where the parents may be reached. This contact information must be provided to the front office.

Doctor's Note After Absence for Illness

A scholar absent for any amount of days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the scholar's extended absence from school upon returning to school.

Withdrawing from School

A scholar under 18 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at minimum 2 business days in advance so that records and documents may be prepared. The parent may obtain information regarding the withdrawal process from the front office.

To complete withdrawal, all school property must be returned, which may include: library books, athletics uniforms/supplies, school technology, and class materials. Additionally, balances must be cleared, which may include fees for lost/damaged property.

A scholar who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Involuntary Withdrawal

The school may initiate withdrawal of a scholar under the age of 19 for nonattendance under the following conditions:

1. The scholar has been absent ten consecutive school days; and
2. Repeated efforts to locate the scholar have been unsuccessful.

School Uniform Policy

As authorized by state law and the school's charter, scholars are required to wear uniforms to school. The school's uniform policy is designed to prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and scholar. Scholars must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the scholar or others and will not distract from the educational atmosphere of the school. Scholars are required to arrive in a proper school uniform every day. **If a scholar arrives to school without the proper school uniform or any part thereof, scholar will not be permitted to attend class until the complete uniform is obtained and/or parent/guardian may be asked to attend a mandatory parent meeting.**

Tops	**Bottoms**
• Austin Achieve polo	• Khaki or black pants, shorts,

● Austin Achieve scholar ID card (MS & HS) ● *Optional:* Austin Achieve branded sweater/jacket. No other jackets, sweaters, or outerwear are permitted inside the building. ● On cold weather days, scholars may wear a long-sleeve, plain, solid-colored shirt in black, white, or gray underneath their polo. Cold weather accessories (hats, gloves, scarves) may be worn only outside the building. ● Hoodies or shirts with hoods do not comply with uniform policy and will be confiscated.	skirt, or jumper ● Closed-toe shoes for ES & MS (required for PE)

Parents are responsible for purchasing and providing their scholar(s) with the required uniform, except in the case of economically disadvantaged scholars as provided in the Texas Education Code. The school may provide a uniform for economically disadvantaged scholars on a payment installment plan. A request for school assistance for purchasing uniforms must be made in writing to Austin Achieve, and must include evidence of inability to pay.

Early Release days are "College Fridays" and scholars are encouraged to wear a college themed shirt. If not wearing a college shirt on these days, scholar must wear regular uniform.

Dress Code

Uniform and Dress Code Rules

- Scholars are expected to be in uniform and comply with the dress code from the moment they arrive on campus each morning until they leave campus in the afternoon.
- There are no excuses for arriving out of uniform or not within the dress code. Tardiness or absences will not be excused because appropriate clothing is not worn.
- If you are not able to furnish appropriate clothing for your child, please contact the school front office.

Free Dress

On regular Fridays and as special incentives, scholars have the opportunity to earn Free Dress. Scholars must follow the dress code rules indicated below when wearing Free Dress. Scholars that are wearing items not in accordance with the dress code policy may result in disciplinary action in accordance with the Scholar Code of Conduct.

Scholar-athletes may wear their AAPS team gear (jersey) on game days if approved by the coach.

Any clothing that, in the Principal's judgment, may reasonably be expected to cause disruption of or interference with typical school operations is not permitted. Clothing that is ripped, torn, ragged, or suggestive is not appropriate school wear; this is inclusive of ripped or defaced uniform pieces. Shorts and pants must be worn at the natural waistline and should fit appropriately; excessive sagging is not allowed.

Banned items include, but are not limited to, the following:

- Open-toed shoes, backless shoes, slippers. *(banned for ES and MS levels)*
- High heels. *(banned for ES and MS levels)*
- Headgear, except that which is used for religious or medical reasons. Caps with an authorized

Austin Achieve logo are permitted for HS only.
- Inappropriate or excessive jewelry, accessories, or adornments.
- Items containing pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene.
- Items that advertise or depict tobacco products, alcoholic beverages, drugs, or involvement with drug culture.
- Items constituting "gang" attire or affiliation.

The Principal possesses final discretion in determining appropriate dress and appearance. Failure to adhere to established dress and appearance codes will result in disciplinary action in accordance with the Scholar Code of Conduct.

Scholar ID Card Policy

As a way to increase the safety and security on campus, schools may require scholars to wear an ID card while on school property, including an AAPS school bus. Scholars will be provided with a lanyard and a school ID card. Scholars may wear their own lanyard as long as it is appropriate. Where required, IDs must be worn so that they are visible from the front. If a scholar loses an ID badge, or if a parent requests a duplicate copy, they may be charged to replace the property.

Scholar Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to scholars. Scholars are expected to provide their own consumable items, such as pencils, paper, pens, erasers, and notebooks. Scholars may be required to pay certain fees or deposits, including but not limited to:

1. A fee for materials for a class project that the scholar will keep, if the fee does not exceed the cost of materials.
2. Membership dues in voluntary scholar clubs or organizations and admission fees for extracurricular activities.
3. A security deposit for the return of materials, supplies, or equipment.
4. A fee for personal physical education and athletic equipment and apparel (although a scholar may provide their own equipment or apparel if it meets reasonable requirements and standards relating to health and safety).
5. A fee for voluntarily purchased items, such as scholarly publications, class rings, pictures, yearbooks, and graduation announcement.
6. A fee for items of personal apparel used in extracurricular activities that become the property of the scholar.
7. A fee for an identification card.
8. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school staff.
9. A fee for rental of a musical instrument for scholars enrolled in music education.
10. A reasonable fee for transportation of a scholar who lives within two miles of the campus or outside of Austin's city limits.
11. A reasonable fee, not to exceed $50, for costs associated with an educational program offered outside of regular school hours through which a scholar who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the scholar from attending the program.

12. A fee for lost, damaged, or overdue library books.
13. A fee for lost or damaged technology due to negligence.
14. A fee for damaged school property due to vandalism.
15. A fee specifically permitted by any other statute.

The school may waive any fee or deposit if the scholar and parent are unable to pay. A request for such a waiver must be made in writing to the front office and include evidence of the inability to pay.

Books and Instructional Materials

State-approved curriculum materials as well as library books are provided free of charge for each subject or class. Materials must be treated with care and used as directed by the teacher. A scholar who is issued damaged materials should report the damage to the teacher.

Scholars must return all library books and supplemental materials to the teacher at the end of the school year or when the scholar withdraws from school. Any scholar failing to return issued materials in an acceptable condition loses the right to free educational materials until the damages are paid for by the scholar and/or parent. However, a scholar will be provided materials for use at school during the school day. The school reserves the option to reduce or waive the payment requirement if the scholar qualifies as economically disadvantaged. The release of scholar records, including official transcripts, will be delayed pending payment for lost or severely damaged school materials.

Lost Books

Scholars should check the Lost & Found to see if a book was located. If the scholar is unable to locate the book, they must inform the teacher. The front office will then advise the scholar and/or family of the replacement price of the book. Payments must be completed in the front office. Scholars should then present the receipt to their teacher so that they can obtain a new book.

Stolen Books

Scholars should follow the procedure listed above for lost books if a book or other property is stolen. Books left in the lunch area or on school grounds are not considered stolen.

Damaged Books

Books and other materials will be inspected by school personnel upon return by a scholar. The teacher will assess any damage and inform the scholar in writing of the amount of any fine, the maximum amount being the full cost of replacement.

Lost and Found

The Lost & Found is located in the front office. Please label all personal items (e.g. clothing, lunchboxes, books) with your child's name. Unclaimed articles will be donated on an ongoing basis as often as once per month.

Child Nutrition

Austin Achieve participates in the following Nutrition Assistance Programs: School Breakfast Program (SBP), National School Lunch Program (NSLP) and Child & Adult Care Food Program (CACFP). These are programs that ensure nutritionally adequate food is provided to all our scholars following state and federal nutrition guidelines.

We are proud to offer breakfast and lunch at no charge to all scholars each day through an option called the Community Eligibility Provision (CEP). Additionally, we offer afternoon "supper" free for all scholars.

Menus are posted monthly on our school <www.schoolcafe.com> account, and our weekly menus are posted in our school's cafeteria.

If your child has a known allergy to any food or needs special dietary accommodations, please visit our website and find the Child Nutrition page to fill out the *Request for Dietary Accommodation* form. We have vegetarian and allergy friendly meals upon request. If you bring lunch to your child during the day, you must drop it off in the office. If the lunch arrives after your child's scheduled lunch time, the scholar must generally wait until after school to eat the lunch.

Charge Policy

The intent of this policy is to establish uniform meal account procedures throughout Austin Achieve campuses.

Free Meal Benefit — All scholars will be allowed to receive a free and reimbursable breakfast and lunch each day, as well as a free "supper" Monday through Friday.

Second Meals — Scholars with a positive balance will have access to a second breakfast for $2.84 and/or Lunch for $4.99. No à la carte purchases will be permitted if the account has a negative balance.

Payment — Payments are received through <www.schoolcafe.com>.

Balances — Balance of your scholar's school lunch account may be checked at any time at <www.schoolcafe.com>.

Parent or Guardian may request in writing a refund of the remaining money on their scholar's account if they are withdrawing or graduating from AAPS.

State-Mandated Nutrition Guidelines

The TDA places limits on any food or drink provided or sold to scholars other than through the school's food and nutrition services. More detailed information may be obtained in our Wellness Policy located on our website.

PK-8th Parent Food Drop-off Policy

- Parents, guardians, and family members are permitted to drop off food for scholars as long as they are registered as an approved emergency contact for the child.
- Families are only permitted to drop off food for their OWN child.
- Families must bring an appropriate portion of food that is ONLY for their own scholar(s).
    - Example: DO NOT drop off an entire box of pizza. The scholar will only be permitted to take 3 slices and told to leave the remaining amount in the front office until the end of the school day.

Telephone

Scholars are allowed to use the main telephone in the front office for urgent matters only. Forgetting lunch or homework is not considered an urgent matter.

Use of Personal Electronics (Cell Phone Policy)

At Austin Achieve, we do not permit scholars to carry personal cell phones or electronic devices with communication capabilities during school hours.

Purpose
This policy aims to maintain a focused and productive learning environment within Austin Achieve. Cell phones, while valuable tools, can also be sources of distraction and cyberbullying. Therefore, the following guidelines are established to ensure cell phone usage does not interfere with the educational process.

Possession of Cell Phones

a. Scholars are permitted to bring cell phones to school; however, cell phones must be turned off and stored in their advisory teacher's locked closet during school hours (ES & MS), or in the assigned YONDR case (HS), including during class periods, assemblies, and any other school-sponsored activities unless directed by a staff member for educational purposes.
b. Cell phones may be used before school and after school hours.

Use of Cell Phones

a. Use of cell phones for calling, texting, or accessing social media during instructional time is strictly prohibited.
b. Cell phones may only be used for educational purposes with explicit permission from Campus Leadership.
c. Taking photos, videos, or recording audio without explicit permission from all individuals involved is strictly prohibited.

Violations
Scholars found violating this policy will be required to turn in their device to the front office. Devices must be collected by an approved parent or guardian.

1. 1st offense = same day
2. 2nd offense = after one week
3. 3rd offense = after four weeks
4. 4th offense = end of school year

Exemptions
Scholars with documented medical conditions or disabilities that require the use of a cell phone or electronic device for communication or monitoring purposes may be granted exceptions to this policy with written approval from the school administration after reviewing submitted documentation from the scholar's healthcare provider.

Responsibility

a. It is the responsibility of each scholar to adhere to this policy and to turn in any personal cell phone during morning advisory every day to ensure that cell phone usage does not disrupt the learning environment or infringe upon the rights of others.
b. Parents/guardians are encouraged to support the school's efforts to enforce this policy and reinforce appropriate cell phone usage with their children.

Austin Achieve will not be responsible for damage, loss, or theft of confiscated items.

Distribution of Published Materials or Documents

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

Scholar Non-school Materials
Scholars must obtain prior approval of Principal before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by scholars on school property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of scholars.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any scholar who posts material without prior approval will be subject to disciplinary action in accordance with the Scholar Code of Conduct. Materials displayed without approval will be removed.

Non-Scholar, Non-school Materials
Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which Austin Achieve does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Chief Executive Officer or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Chief Executive Officer or designee's decision in accordance with school policy.

Fundraising

Scholar clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be submitted to the Principal, at least ten days before the event. Fundraising activities not approved by the Principal are not permitted on school property. Please visit our website at www.austinachieve.org for information on our Wellness Policy that may have an impact on a proposed fundraising event.

Sales

Advertising may be permitted for approved school-related activities. This may include school

newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to scholars or school personnel while on school property, at school-sponsored events, or on school transportation without the written permission of the Principal.

Demonstrations or Meetings on School Premises (Non-School Sponsored)

Any scholar who wishes to promote, organize or participate in a non-school sponsored demonstration or meeting on school premises must obtain prior written approval from Principal at least three days prior to the requested activity. This three-day period does not include the day of the request or the day of the activity. The school may prohibit demonstrations or meetings that materially and substantially interfere with school activities or the rights of other scholars or teachers; are vulgar or profane; might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized order; inappropriate for the maturity level of the audience; associates the school with a non-neutral position on matters of political controversy; and/or the school demonstrates reasonable cause to believe that the expression would create material and substantial interference with its educational program.

School Transportation

Austin Achieve makes school bus transportation available to all scholars living more than two miles from school and within Austin's city limits at no cost to scholars. The school reserves the right to release a scholar's seat on the bus to another scholar on the waiting list if transportation is not actively being used on an ongoing basis. Please carefully read through the following information about bus transportation:

AM Drop-Off/PM Pick-Up

- If dropping off and picking up the scholar, parents should:
  - Arrive at bus stop 10 minutes before the scheduled time
  - Park in designated parking spaces or along the street in an organized way (please do not block driveways)
  - Make sure scholar is waiting at stop in the AM; if scholar is still getting out of the car when bus arrives, they will miss the bus.
  - Know that bus will leave 1 minute after scheduled time and will not stop for late scholars
  - MS/HS scholars are permitted to get off at any stop but only if the stop is on the same bus route. ES scholars in grades 2-4 are permitted to do the same only with completion of a written waiver signed by the scholar's parent/guardian. To complete a transportation waiver, please contact the school's front office.

Bus Stop Locations

- Bus will only stop at designated bus stops.
- Buses cannot stop in other places to pick-up or drop-off scholars because other locations may not be safe and secure for loading and unloading.

Parent Conduct at Bus Stop

- All of the following actions create extremely dangerous situations for our scholars, so please:
  - Do **NOT** pull car in front of bus for any reason or honk at the bus to get it to stop
  - Do **NOT** try to go around bus while scholars are still loading/unloading or while bus is trying to leave

    - Do **NOT** get on the bus — legally only authorized school and bus company personnel may board the bus
- Riding the bus is a privilege. A person who intentionally disrupts, prevents, or interferes with the lawful transportation of children commits a Class C Misdemeanor. Police will be called to intervene and a scholar may not be allowed to ride the bus due to parent conduct.

Bus Equipment

- Every bus is equipped with GPS tracking and video/audio recording units.
- By law, only authorized school and transportation personnel may request and view bus video footage.

Scholar Conduct

- The basic rules of the bus are:
    - Follow all of the bus driver's directions
    - Remain seated in assigned seat with all body parts out of aisle, inside the bus, and away from others
    - Keep all sharp objects (e.g. pencils, pens, scissors, etc.) and food inside backpack
    - Use appropriate volume when speaking

No Eating on the Bus Policy

To ensure the safety and well-being of all scholars during transportation, Austin Achieve has implemented a strict no eating policy on all school buses. This policy aims to prevent choking hazards, avoid potential food allergy reactions, and maintain cleanliness on the buses. There is NO eating on the bus at any time.

Choking:

- Scholars are not permitted to eat any food or snacks while the bus is moving. This is to minimize the risk of choking and protect scholars with food allergies.
    - If choking they may go unnoticed with 30 plus students on a bus.
    - The bus might not be able to pull over to a SAFE place.

Food-Free Zone:

- To further ensure the safety of all scholars, eating is not permitted on the bus at any time, even when the bus is stationary. This includes snacks, gum, and any other consumables.

Food Allergies:

- Allergic reactions to certain foods
- Does the driver know if the child has food allergies?
- Child goes into anaphylactic shock.
- Who has the action plan? How to save the child's life?

Exceptions:

- Medical exceptions will be considered on a case-by-case basis. Parents/guardians must notify the school administration in advance if their scholar requires special accommodation for medical reasons.

Our number one priority is Safety, transporting scholars to and from school safely without disruption to families and schools.

Bus Discipline Policy

Bus Offenses

Level I Offenses	Level II Offenses	Level III Offenses
•Excessive noise or repeated screaming •Excessive horseplay •Rude behavior to others •Eating/Chewing Gum or opening beverages other than water •Littering •Standing or moving seats repeatedly without permission •Other behaviors determined by CLT that disrupt the normal operation of the bus	•Throwing/shooting any object out of the bus •Bullying, threatening, or harassing any person on the bus or at a bus stop •Extreme profanity or gestures •Vandalism to the bus or bus-related equipment •Pushing or shoving •Other behaviors determined by CLT that disrupt the normal operation of the bus or jeopardize the safety of others	•Engaging in conduct sexual in nature •Possession or use of any drug or controlled substance, including vape pens •Possession of a weapon or explosive •Physical or aggressive acts that impact another person's safety •Other behaviors determined by CLT that jeopardize the safety of others

Scholars and parents should understand that bus riding is a privilege under law and not a right. Scholar misconduct while riding in a school vehicle will be punished in accordance with the Scholar Code of Conduct and Bus Discipline Policy. Additionally, scholar bus-riding privileges may be suspended or revoked for a temporary period or permanently.

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

Field Trips

Parent permission for field trips, which includes consent for emergency care, must be completed prior to your child's participation in any field trip. A note detailing each trip will be sent home to parents. A nominal fee may be requested to contribute toward transportation expenses.

Scholars attending field trips must recognize that they represent Austin Achieve and for that reason are expected to follow all of the rules of the school. Violation of those rules on the field trip will lead to similar consequences as to being at school and that scholar will not be allowed to attend subsequent field trips.

Personal Family Emergencies

If a family emergency arises (e.g. death or illness in the family, parents on trips, parental separation or divorce), please immediately notify the school. Confidentiality will be maintained at all times and only shared with other individuals on a need-to-know basis.

Section 2: Especially for Parents

Parent Involvement

The role of parent involvement is extensive and must include support for education in the home and at school, shared responsibilities in decisions and activities at the school, and participation in organizations that reflect the community's collaborative aspirations for the education, health, and well-being of all children.

Engaged parents help make Austin Achieve a special place. We hope you and your children have the opportunity to grow with us at Austin Achieve. We will continually seek to involve parents/guardians and other family members in every aspect of your child's educational process. Our doors are always open to parent volunteers and visits.

Parents and family make the difference at Austin Achieve by being visible members of the school community as a whole. Parents can be involved in a variety of activities from office support to being an active volunteer.

Parent Volunteers

Parents are welcome to volunteer in support of the school, its mission, and activities. More information on the school's volunteer opportunities are available from the front office.

Criminal Background Check

All volunteers, including parent volunteers, are subject to a criminal background check prior to volunteering with the school. More information regarding the background check and the required authorization can be obtained through the front office. All visitors and parent volunteers must report to the front office and receive a visitor's badge. This will ensure a safe school environment for all of our scholars.

Parent Teacher Organization (PTO)

The purpose of the Parent Teacher Organization (PTO) is to promote close cooperation and unity of spirit among parents, faculty, administration, staff, and scholars, for the express benefit of Austin Achieve. Parent opinions are very important to us. We need your feedback and input. Our belief is that Austin Achieve parents are invaluable assets and their participation is essential to improving scholar achievement. This program will encourage parents to: assist with various school activities and functions; coordinate fundraising efforts in order to provide financial assistance wherever needed in the school; foster a community atmosphere among families and staff; and support the mission and vision of the school and district. For more information on the parent organization opportunities at each campus, contact the front office.

Surveys and Activities

Scholars will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

1. Political affiliations or beliefs of the scholar or the scholar's parent(s).
2. Mental or psychological problems of the scholar or the scholar's family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of individuals with whom the scholar has a close family relationship.

6. Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the scholar or parents.
8. Income, except when the information is required by law and will be used to determine the scholar's eligibility to participate in a special program or to receive financial assistance under such a program.

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

"Opting Out" of Surveys and Activities

Parents have a right to receive notice of and deny permission for their child's participation in:

1. Any survey concerning the private information listed above, regardless of funding.
2. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the scholar. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Contacting Your Child

It is the policy of Austin Achieve to take messages for teachers and scholars while they are in class. Calling a teacher or scholar out of class is disruptive to the learning process. If you wish to speak with your child's teacher, suggest times when the teacher may return your call. In case of emergency, a staff member will pass on a message and your child will return your call as soon as possible. **DO NOT contact your child during school hours via their personal cell phone.** Scholars will not be permitted to access their personal cell phones during school hours. See section Use of Personal Electronics (Cell Phone Policy) for more information.

Visitors

Parents and others are welcome to visit Austin Achieve. For the safety of those within the school and to avoid disruption of instructional time, all visitors must comply with all applicable district policies and procedures. Visitors should park in a visitor parking space, immediately report to the main office, and be prepared to show identification.

All visitors, including parents, must present a form of identification (driver's license or other form of photo identification issued by a government entity). School personnel shall verify whether the visitor, including parents and volunteers, is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school (e.g. Raptor). Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to the common areas of the campus.

Visitors participating in special programs that were invited to the school (e.g. college representatives, military recruiters) are required to comply with the school's rules and policies regarding visitors.

Campus Principal reserves the right to deny access to any parent or family member of an Austin Achieve scholar. If an individual refuses to comply with campus policies, they may receive a written

warning. If behavior continues, they will be notified that they are no longer permitted on campus and any attempts to enter the premises will constitute criminal trespass.

Standard Visitor Process (Regular School Hours)

1. Visitors, including contractors and vendors, must sign in at the front office and list the reason for their visit during operating hours
2. Visitors must present photo identification to obtain a visitor's badge
3. Visitor badges are completed by front office staff
4. Visitors, excluding delivery drivers who only drop off packages, or Child Nutrition or Facilities vendors, are informed that they must sign out before leaving the school

Mass Event Entry Process (During School Hours)

For large-scale family events during school hours, the following modified process applies:

1. All visitors must still enter through the front office and present identification
2. Front office staff will verify that each visitor is on the approved contact list for the scholar they are visiting
3. Front office staff will maintain a master log of all adults attending the event and insert this sheet into the campus visitor sign-in binder
4. Visitors may receive a temporary colored wristband or sticker specific to the event instead of a custom printed badge
5. School staff will be stationed at the event to monitor visitors and ensure they remain in designated areas only
6. School staff must ensure that all visitors leave the premises immediately following the event

IMPORTANT: Even during large events, individual verification against approved contact lists is MANDATORY to ensure student safety and compliance with Texas school safety regulations. This individual verification process is explicitly required by Texas school safety standards to prevent unauthorized access by non-custodial parents who may be subject to court orders restricting contact with scholars. Failure to implement this verification process during mass events puts scholars at risk and may expose the district to legal liability.

After-Hours Event Process

For events occurring outside regular school hours when the front office is closed:

1. Designated staff members will be assigned to monitor building entrances
2. Visitors will be admitted through designated entrances only
3. Visitors must remain in specified areas of the building/property where the event is taking place
4. School staff must supervise visitors at all times
5. Areas of the building/property not designated for the event will be secured and off-limits

Classroom/Mealtime Visits

Visits to individual classrooms during instructional time are permitted only with the approval of the Principal and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved before the visitor's

arrival, the individual must check in at the front office, and the teacher/staff member who invited the visitor(s) must be contacted to escort the visitor to their destination.

Parents, legal guardians, and grandparents are welcome to check in at the front office to eat lunch with their scholar. Siblings who are not current AAPS scholars also may eat lunch with their sibling, but must be accompanied by a parent, legal guardian, or grandparent even if they have already graduated. Raptor checks as outlined above still apply to family member visitors.

Emergency Drills & Procedures

Austin Achieve follows the Standard Response Protocol (SRP). During drills or emergencies, school staff should take the following actions for visitors:

- **EVACUATE** – Escort visitors to designated locations
- **SHELTER (SEVERE WEATHER)** – Bring visitors indoors and move to safe zone
- **LOCKDOWN** – Visitors inside the building need to hide behind a locked door with a staff member. Visitors outside of the building will not be permitted to enter the building.
- **SECURE (LOCKOUT)** – Visitors inside the building may conduct business as usual. Visitors who are outside the building or property will not be allowed to enter the building or property until the drill is completed, or the emergency order is lifted.

Registered Sex Offenders

Sex offenders who enter the school premises during operating hours are required to notify the front office of the offender's presence and registration status. *(Texas Code of Criminal Procedure, Article 62.065(b)* Premises subject to this notification requirement by a sex offender include a building or portion of a building and the grounds on which the building is located, including a public or private driveway, street, sidewalk, walkway, parking lot, or parking garage on the grounds. *(Texas Code of Criminal Procedure, Article 62.065(a)(1)*

All visitors who fall under this category must schedule an appointment before visiting campus. Visitors must be escorted at all times while in the building or on school property by an Austin Achieve staff member.

This reporting notice does not apply to student sex offenders who are enrolled at the school district, to student sex offenders enrolled at other schools who are arriving to participate in an event at the school, or to a person who has entered into a written agreement with the school that exempts the person from this reporting requirement. *(Texas Code of Criminal Procedure, Article 62.065(a)(1))*

A sex offender who is not a parent as defined under state or federal law and who does not have any legitimate business to be present on campus is restricted from entering campus.

Inappropriate Conduct on Campus

In rare situations when a parent or member of the public acts in an inappropriate manner on a campus, it may be necessary for the administration to consider having the person "banned" from the campus, either conditionally or unconditionally, as justified by the facts.

Specifically, the procedure includes the following steps:

1. The Principal or designee will speak verbally with the adult regarding the inappropriate behavior(s) and possible consequences and will document the conversation.

2. If the identified behavior continues, the Principal will require a formal meeting with the adult. Adult will be notified in writing of the identified inappropriate behavior(s) and the consequences if the behavior continues. Adults must sign an agreement contract.
3. If the identified behavior continues after the Adult has signed the agreement, the Principal will send a letter advising the Adult that they may not come upon the campus without advance approval of the Principal or designee, as well as other conditions specified as appropriate.
4. As a last resort, the Principal will send a letter banning the Adult from the campus unconditionally.
5. Legal proceedings will be filed if the Adult persists in the identified behavior.

The Principal will begin with step 1 as described above but may begin at step 2 or 3 if they believe the facts warrant.

Notification of Teacher Qualifications

The *Every Student Succeeds Act (ESSA)* was passed by the U.S. Congress and signed into law on December 10, 2015. The *ESSA* replaces the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*.

Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request. All of our teachers of record hold college degrees, including advanced degrees. In addition, every teacher continues learning through professional development activities to make sure their teaching skills remain at the highest possible level.

Parent or Scholar Concerns or Complaints

When a parent/guardian, scholar, or a member of the public has a complaint or concern regarding Austin Achieve, the individual shall first bring the complaint or concern in writing to the Principal. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The Principal must hear the complaint, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The Principal must respond to the complainant and issue a final decision in writing within 10 days of the Principal's receipt of the complaint.

Public Relations

Austin Achieve will provide a superior educational opportunity to your scholars. Our success is dependent on many factors, one of which stresses parental involvement in all aspects of the school. The extraordinary volunteer effort of the parent body will be a key component of the success of Austin Achieve, and will continue to contribute to the school's success in the future.

The parents of Austin Achieve are the most important and effective ambassadors for the school to reach out to current parents, community members, community organizations, foundations, corporations, and friends. The information contained here is designed to help you be more effective in representing the school and answer basic questions you may have.

The Chief Executive Officer or designee will serve as the primary spokesperson with the media for Austin Achieve on all matters of school interest.

Section 3: Scholar Health and Safety

Health Guidelines for School Attendance

Keeping your child home when they are sick protects other students, staff, and visitors from illness that can spread from person to person. Texas law requires that students with any of the following symptoms stay home until they are symptom-free for 24 hours and without the use of medication before returning to school.

Keep your child at home if they have:

- A temperature of 100 degrees or higher
- Diarrhea (3 or episodes of loose stool in a 24-hour period)
- 2 or more episodes of vomiting in a 24-hour period

Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for scholars and employees, all alcoholic beverages are prohibited on school property at all times, and at all school-sanctioned activities occurring on or off school property. Scholar violators are subject to the disciplinary terms of the Scholar Code of Conduct.

Tobacco-Free School Notice

Smoking and using smokeless tobacco (including electronic cigarettes) are not permitted in school buildings, vehicles, on or near school property, or at school-related or school-sanctioned events off school property. Scholars may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, scholar violators are subject to the disciplinary terms of the Scholar Code of Conduct.

Drug-Free School Notice

The school believes that scholar use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, manufacture, sale, possession, or distribution of illicit drugs or a controlled substance (including electronic cigarettes) by scholars on school premises or any school activity, regardless of its location. Scholar violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Scholar Code of Conduct.

Drug Policy

The school aims to follow a restorative process in response to drug related incidents, while at the same time protecting the school culture from repeated damage to the community. Drug related incidents include, but are not limited to:

- Drug possession
- Possession of paraphernalia
- Drug distribution
- Illicit drug use during school
- Being under the influence of illicit drugs

Drug Policy (Middle School & High School)
• **1st Offense:** Follow normal RJ process; parent and scholar sign contract agreeing to expulsion upon repeated offense • **2nd Offense:** Expulsion *Immediate expulsion will be a consequence for the following:* - *Distributing drugs (sharing, selling, etc.) on campus* - *Failure to be honest and comply with the Restorative Justice program contract*

*Based on the severity of the offense, Campus Leadership Team reserves the right to escalate consequences, up to and including expulsion.

Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act ("AHERA") inspector. Parents may view the Asbestos Management Plan by contacting the Chief Operating Officer. Copies of the management plan are also available at a reasonable charge. Any questions regarding the management plan for the school should be addressed to the Chief Operating Officer.

Bacterial Meningitis

State law specifically requires the district to provide the following information:

What is meningitis?
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the

common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college scholars, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). Is can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?
You should seek prompt medical attention.

Where can you get more information?
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention <www.cdc.gov> and the Texas Department of State Health Services <www.dshs.state.tx.us>.

Communicable Diseases

To protect other scholars from contagious illnesses, scholars infected with certain diseases are not allowed to come to school while contagious. Parents of scholars with a communicable or contagious disease should notify the front office so that other scholars who might have been exposed to the disease are alerted. Among the more common of these diseases are the following:

Amebiasis
Campylobacteriosis
Chicken pox
Common cold
Conjunctivitis, bacterial and/or viral
Coronavirus
Fever
Fifth disease (erythema infectiosum)
Gastroenteritis
Giardiasis
Hand, foot, and mouth disease
Head lice (pediculosis)
Hepatitis A
Infections (wounds, skin, soft tissue)
Infectious mononucleosis
Influenza
Measles (rubeola)
Meningitis, bacterial
Meningitis, viral
Mumps
Pertussis (whooping cough)
Ringworm
Rubella (German measles)
Salmonellosis
Scabies
Shigellosis
Streptococcal sore throat/scarlet fever
Tuberculosis, pulmonary

Readmission to School after Communicable Disease and Certain Illnesses

Any scholar excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods:

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

Written permission from a physician is required after surgery, stitches, casts, orthopedic appliances, or previous illnesses requiring hospitalization.

Immunization

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 scholar, please read the most recent "**Texas Minimum State Vaccine Requirements for Students Grades K-12**" document. This reference and more information about school vaccine requirements are available at the Texas Department of State Health Services ("DSHS") website via www.ImmunizeTexas.com.

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

Provisional Enrollment

A scholar may be enrolled provisionally for no more than 30 days if they transfer from one Texas school to another, and are awaiting the transfer of immunization records.

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

A scholar who is homeless, as defined by the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. The school shall promptly refer the scholar to appropriate public health programs to obtain the required vaccinations.

Exclusions from Immunization Requirements

Exclusions from immunization compliance are allowable on an individual basis for medical reasons, reasons of conscience, and active duty with the armed forces of the United States.

If a scholar should not be immunized for medical reasons, the scholar must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the

United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim exclusion from immunization requirements for reasons of conscience, including a religious belief, a signed DSHS affidavit must be presented by the scholar's parent, stating that the scholar's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. Information for obtaining an affidavit for exclusion from immunization requirements is available at www.ImmunizeTexas.com. The official DSHS affidavit form must be notarized and submitted to the school office within 90 days from the date it is notarized. The school will accept only official DSHS affidavit forms developed and issued by DSHS; no other forms or reproductions will be allowed. The scholar who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

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

Immunization Records Reporting

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

Pre-K Potty Training Policy

Purpose:

At Austin Achieve we strive to help serve the needs of our scholars and the community. We are mindful of how stressful toilet training can be and have teachers who are prepared to help guide our young scholars to Potty Training success! Scholars enrolled in PK3 and PK4 cohorts are not required to be potty trained but will be assisted in potty training before they transition into Kindergarten.

Guidelines:

Who is responsible?

- **Teachers, Co-Teachers, and support staff** will assist scholars with verbal directions and support when in need of any potty assistance.
- **Parents and Guardians** are responsible for bringing extra clothing, soiled clothing bags, and wipes labeled with scholars' names.
- **The Facilities Team** is responsible for cleaning and sanitizing soiled floors and furniture.
- **Scholars** are responsible for changing their **own** clothes after accidents or with parent or guardian assistance.

Privacy:

- Scholars will not always be supervised by classroom teachers during toileting.
- Staff members will not be permitted to be alone in the restroom with scholars behind closed doors but will be available to assist scholars with verbal directions who need help with removing soiled clothing. We will provide a bag for soiled clothes.

- Scholars who are not ready to be potty trained will be required to wear a diaper or pull up and will need to be changed by their parent or guardian every 2 hours throughout the school day. Parents or guardians will be required to check-in with the front office.
- Teachers will send scholars to the front office to be changed in the clinic restroom by their parents.

Handling Accidents:

- Teachers, Co-Teachers, and support staff are required to assist a scholar who has had an accident with age-appropriate support during changing of soiled clothes.
    - PK3 & PK4: As possible, staff members will provide scholars with verbal support with how to change into clean clothes and clean appropriately. They are not permitted to be alone in the restroom with scholars behind closed doors, nor to change scholars for them.
    - Kindergarten-4th Grade: Teacher will send scholars to change in the nurse's office.
- Teachers will notify parents/guardians of accidents via Class Dojo.
- Soiled clothes will be placed in a plastic bag and sent home with scholars.
- These items must be replenished by a parent or guardian by the next day.

Class Schedules:

- Potty training scholars will be sent periodically to the restroom for "potty breaks" throughout the day. (typically every 25-30 min until the scholar is able to control their toileting independently.)

Family Involvement:

- Scholars who do have a change of clothes will be sent to the clinic and need to be changed by a parent or guardian.
- Parents and/or guardians with potty training scholars will be provided with resources for toilet training and work as partners with teachers during the process

Emergency Contacts

Emergency contact information must be completed upon enrollment. The school must be informed immediately of any changes pertaining to the emergency contacts.

If a scholar has a medical emergency at school or a school-related activity, when the parent cannot be reached, school employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization.

Illness During the School Day

Scholars becoming ill or injured during the school day are directed to report to the front office. Parents or other persons designated on the scholar's enrollment paperwork will be contacted as appropriate.

Campus Principal reserves the right to send any scholar home for medical issues that render the scholar incapable of continuing their day.

Administration of Medication

Unless otherwise authorized or described below, school employees and volunteers are prohibited from administering medications to scholars, including vitamins and food supplements. Medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

- Nonprescription medication brought to school must be submitted to the school by a parent along with a written request. The medication must also be in the original and properly labeled container.
- Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.
- Prescription medications must be submitted in a labeled container showing the scholar's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic bags or unlabeled containers will NOT be administered.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the scholar's Individualized Education Program ("IEP") or Section 504 plan for a scholar with disabilities.
- Only the amount of medication needed should be delivered to the school, i.e. enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the Scholar.
- In certain emergency situations, the school may administer a nonprescription medication to a scholar, but only in accordance with the guidelines developed by the school's medical advisor and when the parent has previously provided written consent for emergency treatment.

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

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and in accordance with recommendations from the American Lung Association and Texas Education Code § 38.015, scholars with those conditions are entitled to possess and self-administer prescription medication while on school property or at school-related events.

Scholar possession and self-administration of asthma or anaphylaxis medication at school requires that the scholar has demonstrated their ability to self-administer the medication to the scholar's physician or other licensed health care provider as well as school personnel. Requirements also include written authorization from the scholar's parent and physician or other licensed health care provider on file in the school office indicating the scholar is capable of independently administering their own asthma or emergency anaphylaxis medication. Medication in a scholar's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on an inhaler device upon request.

Fitness Testing

According to requirements under state law, the school may annually assess the physical fitness of scholars in required grade levels. The school is not required to assess a scholar for whom, as a result

of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Excuses from Physical Education

Any child who is to be excused, for reasons of health, from physical education or any other normal school activity, must bring a note from home to the school office stating the reason why and the duration of the excuse. This note will be sent to the appropriate teacher.

Dyslexia and Related Disorders

From time to time, scholars may be screened and treated for dyslexia and other related disorders in accordance with programs, rules, and standards approved by the State of Texas. Parents will be notified should the school determine a need to identify or assist a scholar diagnosed with dyslexia or related disorder.

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Scholars in grades PreK4, Kindergarten, 1st, 3rd, 5th, and 7th shall be screened for vision and hearing problems.

Screening records for individual scholars may be inspected by the Texas Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

Exemption

A scholar is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the front office on or before the day of admission an affidavit stating the objections to screening.

Spinal Screening

All scholars in required grade levels will be screened for abnormal spinal curvature before the end of the school year, in accordance with Texas Department of State Health Services regulations. This may include 5th, 7th, and/or 8th grade.

A parent, managing conservator, or guardian who declines participation in the spinal screening provided by the school must submit to the front office documentation of a professional examination, which includes the results of a forward-bend test. This documentation must be submitted to the school during the year the Scholar is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

Exemption

A scholar is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the scholar's parent, managing conservator, or guardian must submit to the front office on or before the day of the screening procedure an affidavit stating the objections to screening.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

Austin Achieve believes that all scholars learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Scholars are expected to treat other scholars and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. Employees are expected to treat scholars with courtesy and respect.

The Board of Directors has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors. The school prohibits discrimination, including harassment, against any Scholar on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The school also prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

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

Prohibited Harassment

Prohibited harassment of a scholar is defined as physical, verbal, or nonverbal conduct based on the scholar'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 the scholar'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 scholar's academic performance; or
- Otherwise adversely affects the scholar's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

In compliance with the requirements of Title IX, the school does not discriminate on the basis of sex in its educational programs or activities. The school does not tolerate sexual harassment of a Scholar by employees or other scholars. Romantic or inappropriate social relationships between scholars and school employees are prohibited. Any sexual relationship between a scholar and a school employee is always prohibited, even if consensual.

Sexual harassment of a scholar by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the scholar to believe that the scholar must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the scholar submits to the conduct; or

- The conduct is so severe, persistent, or pervasive that it:
    - Affects the scholar's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the scholar's educational opportunities; or
    - Creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual harassment of a scholar, including harassment committed by another scholar, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the scholar'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 Scholar's academic performance; or
- Otherwise adversely affects the scholar's educational opportunities.

Examples of sexual harassment of a scholar may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a scholar may include physical or sexual assaults, name-calling, put-downs, threats to hurt the scholar or the scholar's family members or members of the scholar's household, destroying property belonging to the scholar, threats to attempt suicide or homicide if the scholar ends the relationship, attempts to isolate the scholar from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the scholar'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 scholar's academic performance; or
- Otherwise adversely affects the scholar's educational opportunities.

Retaliation

Austin Achieve prohibits retaliation against a scholar alleged to have experienced discrimination or harassment, including dating violence, or another scholar who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A scholar who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Reporting Procedures

Any scholar who believes that they have experienced prohibited harassment or believes that another scholar has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, or other school employee. Alternatively, a scholar may report prohibited harassment directly to one of the officials below:

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The Chief Achievement Officer is the Title IX Coordinator for the school.

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The Senior Director of Special Services is the ADA/Section 504 Coordinator for the district.

The Principal shall serve as coordinator for purposes of school compliance with all other anti-discrimination laws.

A scholar shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator may be directed to the Chief Executive Officer. A report against the Chief Executive Officer may be made to any member of the Board of Directors. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

After receiving a complaint of sexual harassment, the school may, but need not, require the scholar to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the Title IX Coordinator or other authorized school official shall promptly authorize and undertake an investigation. When appropriate, the school may take interim action to avoid additional opportunities for harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations.

The investigator will prepare a written report of the investigation. The report shall be filed with the Title IX Coordinator or other school official overseeing the investigation. If the results of the investigation establish that prohibited harassment occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment and prevent its recurrence. The school may take disciplinary action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality. To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal. A scholar or parent who is dissatisfied with the outcome of the investigation may appeal through the school's grievance procedure. See "Parent or Scholar Concerns or Complaints" section in this Handbook. A scholar shall be informed of their right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying and Cyberbullying

The school prohibits bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a scholar or group of scholars engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property at a school-sponsored or school-related activity, or in a vehicle operated by the school that:

- has the effect or will have the effect of physically harming a scholar, damaging a scholar's property, or placing a scholar in reasonable fear of harm to the Scholar's person or of damage to the scholar's property;
- is sufficiently severe, persistent, or pervasive enough the action or threat creates an intimidating, threatening, or abusive educational environment for a scholar;
- materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- infringes on the rights of the victim at school.

Conduct described above is considered bullying if the conduct:

- Exploits an imbalance of power between the scholar perpetrator and the scholar victim through written or verbal expression or physical conduct; and
- Interferes with a scholar's education or substantially disrupts the operation of the school.

The school also prohibits cyber-bullying, which is defined as 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, to engage in bullying or intimidation.

Bullying is prohibited and could include: hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, name-calling, rumor spreading, ostracism, or theft of valued possessions.

Hazing

AAPS does not tolerate hazing.

Hazing is defined as any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated

Consequences for hazing will be in accordance with the Student Code of Conduct. It if a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal, superintendent, or law enforcement official.

To determine whether an act is bullying or cyberbullying by law, the district uses a checklist provided

by the Texas School Safety Center.

Reporting Procedures

Any scholar who believes that they have experienced any form of bullying or believes that another scholar has experienced bullying should immediately report the alleged acts to the Campus Leadership Team, or a teacher, counselor, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a scholar has or may have experienced bullying shall immediately notify the Campus Leadership Team.

Investigation of Report

The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. See "Freedom from Discrimination, Harassment, and Retaliation" section of this Handbook. The Principal shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Principal shall prepare a written report of the investigation, including a determination of whether bullying occurred and will notify the parent or guardian of the alleged victim on or before the third business day after the date the incident is reported. The parent or guardian of the alleged bully will be notified within a reasonable amount of time after the incident. If the results of an investigation indicate that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Scholar Code of Conduct. The school may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality. To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal. A scholar or parent who is dissatisfied with the outcome of the investigation may appeal through the school's grievance procedure. See "Parent or Scholar Concerns or Complaints" section of this Handbook.

Law Enforcement Agencies

Questioning of Scholars

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

- The Principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the scholar at school.
- The Principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the Principal considers to be a valid objection.
- The Principal ordinarily will be present unless the interviewer raises what the Principal considers to be a valid objection.

Scholars Taken into Custody

State law requires the school to permit a scholar to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

- By a law enforcement officer if there is probable cause to believe the scholar has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the scholar has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the scholar's physical health or safety.
- To comply with a properly issued directive to take a scholar into custody.

Staff Notification

The school is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a scholar who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a scholar who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

Mental Health Services

The Austin Achieve Mental Health Team would like to take this opportunity to introduce the mental health support available to you and your scholar this school year. Our team is here to help scholars thrive socially, emotionally, and academically through a variety of services offered in the school setting. Support from our mental health professionals is primarily provided in person during non-instructional time during the school day.

Our team consists of licensed mental health professionals who serve the Austin Achieve community through:

- Individual and group counseling services
- Responsive and crisis support
- Parent and caregiver education
- Program development
- Consultation with teachers and staff
- Social-emotional guidance lessons
- Community resource referrals
- Classroom observations and restorative practices

Counseling Services

School-based counseling services are short-term and solution-focused. They are designed to support scholars in areas such as academic success, emotional regulation, and social development. Counseling is not intended to replace ongoing or long-term therapy that may be needed outside of school.

Scholars can be referred to individual or group counseling by a parent/guardian, staff member, or they may refer themselves. Once a referral is made, a mental health professional will contact the parent or guardian to discuss the referral, explain confidentiality limits, and obtain written consent before services begin.

Common reasons that scholars may seek or be referred for counseling include:

- Grief and loss

- Emotional regulation
- Low self-esteem or confidence
- Social skill development
- Substance use concerns
- Suicidal ideation or self-harming behaviors
- Conflict resolution
- Crisis intervention

Responsive Services (No Consent Required)

In certain situations, our mental health professionals may provide support without prior parental consent. These include:

- Crisis situations (e.g., suicidal or homicidal ideation)
- Drop-in emotional support
- Mediation and restorative conversations
- Consultation with teachers or staff
- Classroom observations to support student behavior or performance

At Austin Achieve, we believe scholars are most successful when their social and emotional needs are supported. We encourage you to reach out to your campus-based mental health professional to discuss any questions and concerns, or to check in on your scholar's progress.

Child Abuse Reporting and Programs

Austin Achieve provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. The school also provides training to its staff in preventing and addressing incidents of sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse. School counseling staff address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age-appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings for all scholars, as appropriate by age level. Assistance, interventions, and counseling options are also available.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a scholar who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

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

Plan for Addressing Sexual Abuse and Other Maltreatment of Scholars

What is Sexual Abuse of a Child?

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

What is Other Maltreatment of a Child?

Under state law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

Reporting Obligation
Anyone, including all teachers and school staff, who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services ("DFPS"). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only, <www.txabusehotline.org >
- The Austin Police Department at 311 (or 512-974-5750)
- Call 911 for emergency situations.

The school has established the following Plan for Addressing Sexual Abuse of Children (the "Plan"). Copies of the plan are also available from the front office.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children

For Teachers
The school annually trains teachers in all content areas addressed in the Plan. Training will include contents of board policy and is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

For Scholars
School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings for all scholars.

For Parents
Parents must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware, as a parent or other trusted adult, that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that they did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where they may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should report to the appropriate authorities.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. Texas Health and Human Services also provide early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address: https://fss.hhs.texas.gov/

These websites are also helpful:

Texas Education Agency – Child Abuse Prevention Overview	https://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/
Child Sexual Abuse Prevention	https://preventchildabuse.org/what-we-do/child-sexual-abuse-prevention/
DFPS – Report Abuse, Neglect, or Exploitation	https://www.dfps.texas.gov/contact_us/report_abuse.asp
TexProtects – Strengthening Texas Families to Prevent Child Abuse and Neglect	https://www.texprotects.org/
Texas Council on Family Violence – Find Help	https://tcfv.org/find-help/

Likely Warning Signs of Sexual Abuse or Other Maltreatment

Psychological and behavioral signs of possible sexual abuse may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, "checking out" or showing significant changes in eating habits
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret they have with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse or other maltreatment include:

- Stomachaches or illness, often with no identifiable reason.
- Difficulty in walking or sitting.
- Stained or bloody underwear.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.

- Unexplained soreness, pain or bruises around the mouth, sexually transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Signs often first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions that a Child Who Is a Victim of Sexual Abuse or Other Maltreatment Should Take

During scholar awareness sessions concerning sexual abuse and other maltreatment issues, scholars will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older scholars will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options

- **Austin Travis Co Integral Care**: Children's Mental Health Services. Provides community- and home-based services to children and their families. Services include: psychiatric service coordination; individual, family and group therapy; and family advocacy. **512-472-HELP (4357)**
- **Capital Area Counseling**: Provides low-cost, no-session-limit counseling for individuals, couples, families, children, and groups. **(512) 302-1000**
- **Ascension Medical Group Seton Behavioral Health**: Provides a range of mental and behavioral health services for children, adolescents, adults, and seniors. **(512) 324-3380**

Interrogation and Searches

In the interest of promoting scholar safety and attempting to ensure that the school is safe and drug-free, school officials may conduct searches regularly at their discretion, as a precautionary safety measure. Such searches are conducted without a warrant and as permitted by law.

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

Scholars shall be free from unreasonable searches and seizures by school officials. School officials may search a scholar's outer clothing, pockets, or property by establishing reasonable cause or securing the scholar'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 scholar and the nature of the infraction.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of the school and may be searched at any time if reasonable suspicion exists to believe that the search

will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the owner/driver of the vehicle shall be asked to unlock the vehicle and consent to a search of the vehicle. If the owner/driver refuses to permit the vehicle to be searched, the school may contact the scholar's parents and/or law enforcement officials. A scholar or the owner/driver of the vehicle may be held responsible for and in possession of prohibited items found in a vehicle parked on school property or at a school-related event.

HS Scholar Vehicles

All high school scholars who wish to park on campus must obtain a valid parking pass. The High School Campus Leadership Team reserves the right to issue parking passes based on a scholar's behavior, attendance, and academic performance. Scholars who park on campus without a valid pass may have their vehicles towed at their own expense.

Physical Safety and Protection Protocol

The protocol listed below is the method and manner in which Austin Achieve handles unsafe behaviors that put the scholar, teacher, staff member, or others individuals on campus at risk of injury.

Austin Achieve reserves the right to protect the scholar and others through the use of SAMA containment methodology.

All staff members who will be administering a SAMA containment will be certified and trained in the methodology through the official SAMA training program listed below and continued methodology review facilitated by Austin Achieve's district Behavior Interventionist.

https://satorilearning.com/courses/

The following table illustrates the steps taken to de-escalate the situation, the steps for a SAMA containment, and the steps following a successful reset of safe and calm behaviors.

This is not a comprehensive protocol for special circumstances within, but not limited to, an individual's IEP, 504, or BIP. Those individuals may have pre-planned and pre-approved methods/ modifications of SAMA containments and those methods will be followed and upheld by all Austin Achieve staff.

Intensity Level	Topographies of Problematic Behavior	Steps taken to ensure safety	Type of SAMA containment	Protocol post Safety Intervention
Level 1	Individual begins to show signs of potentially engaging in severe aggression and/ or vocal/verbal intensity in the form of threats towards self or others	The individual is removed from the immediate vicinity of the situation and a de-escalation conversation is held or attempted	NO SAMA NEEDED	Individual is asked if they are ready to remain safe. Appropriate staff contacts parents, consults the Restorative Justice Team, Counseling team, and leadership team.

Level 2	**ANY** Individual engages in any of the following/ multiple of the following safety compromising behaviors around others or to self: Punching, kicks, strikes, running out of the building or into an unsafe space, any infliction that pierces the skin (biting, pinching, scratching) hair pulling, property destruction, items over 2 pounds thrown or made projectile, body fluids making purposeful contact on another person, weapons being yielded of any kind, Also included: are self-injurious behaviors in which the student is in danger of inflicting any of the above topographies on themselves, causing severe injury, piercing of their own skin, or ingesting harmful substances.	The individual is taken to a safe space in which there are padded surfaces and privacy through a transportation method as follows: 1) Two trained adults stand on either side of the individual 2) The adults then place their arm beneath the individuals underarm/ shoulder area. 3) The adults then place their opposite arm in a two to three finger grip around the individual's wrist on either side. 4) The individual is now lifted up or physically guided to the safe space.	SAMA upper body containment begins once the individual is placed in the safe space. If upper body containment is ineffective at preventing the lower limbs from injuring self or others, lower body SAMA containment is applied to protect the individual and others. SAMA containment is not held longer than 10 minute intervals. After 10 minutes, the individual is released to readjust appropriate grip to avoid injury, switch out SAMA facilitators, or to move back to the safe space if the individual has moved off of the safe space. At no point in time is the SAMA held for longer than necessary to keep the individual safe. If deemed necessary by the supervising staff, appropriate law enforcement may be called for severe circumstances at this time, such as wielding a weapon on campus.	After individual is calm physically and verbally for 60 seconds while in the containment, SAMA containment is released. The individual must remain seated and calm verbally/physically for 5 minutes before staff can re-engage in interaction. Staff can have a restorative conversation with the individual and follow through with contacting the parents. If restorative conversation is not the fitting for the individual, the staff can administer simple compliance tasks to ensure that the individual is ready to remain safe and under the instruction of the staff member. If appropriate law enforcement was called or contacted, steps within that law enforcement entity can proceed at this time.

Disruptions

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

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a scholar away from, or to prevent a scholar from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school

building without authorization from an administrator.
- Interferes with the transportation of scholars in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

Fire/Emergency Drills

Emergency drills, including Evacuation, Lockdown, Secure, Hold, and Shelter, are conducted at least once per month.

Emergency Closings

Generally, the school dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be communicated to families via phone calls and SMS messages. The school may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather related school closings will be communicated to families as early as possible via phone calls and SMS messages. Any emergency closures are also posted on the school's social media.

Pest Control Information

The school periodically applies pesticides inside school buildings and on school grounds. Treatments shall be applied outside of school hours. Scholars may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Assistant Principal of Operations.

Weapons Prohibition

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

Concealed Handgun Prohibition

Austin Achieve prohibits the use or possession of a concealed handgun on school campus and property, even if the handgun is carried by a licensed handgun holder, without the expressed written permission from the board of trustees to carry a concealed weapon on campus.

Section 4: Academics and Grading

We believe that every scholar who attends Austin Achieve and puts forth the required effort will go on to attend one of the top colleges and universities in the nation. In order to succeed academically, scholars must be excellent readers, writers, and mathematicians. Austin Achieve scholars will study English language arts, math, social studies, science, art, technology, and more.

Report Cards

There are four grading period quarters, over two semesters. Report cards will be issued at two intervals during each semester. These intervals are approximately nine weeks in length. Parents are responsible for monitoring the academic progress of their child throughout the semester.

AAPS reserves the right to withhold scholar report cards until outstanding balances are settled. Unpaid balances may be taken to Small Claims Court after 60 days.

Teacher Conferences

Informal conferences may be scheduled with teachers at any time during the school year and are strongly encouraged. Conferences are a critical part of the assessment process, where parents and teachers have the opportunity to discuss all the academic, social and emotional growth patterns of young adults, as well as to discuss the areas of strength and weakness. To schedule a conference with a teacher, please contact the teacher directly, or you may call the front office to request a meeting.

Honor Roll

Scholars may be awarded honor roll status at the end of each semester. The goal of the honor roll system is to prepare scholars to meet the requirements to be part of the National Honor Society in high school. Membership in the National Honor Society involves much more than just academic merit; academic merit merely qualifies a scholar to be considered. The other components are Service, Leadership, Character, and Citizenship.

- **Service:** This quality is defined through the voluntary contributions made by a scholar to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Scholar leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The scholar of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.
- **Citizenship:** The scholar who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

Academic Eligibility

Austin Achieve is a rigorous college preparatory school. It requires 100% effort at all times. Those scholars not meeting the required number of credits are at risk of being retained. Scholars who are academically ineligible may not be allowed to participate in school clubs or extracurricular activities. Scholars who are academically ineligible should be attending all academic courses and attending any enrichment opportunities.

Grade Point System

Our 4-point grading system is aligned to the College Board scale. The passing standard is set at 70%; that is, a D is considered to be failing. No course credit is awarded if a scholar earns below a 70% final average.

Grade Point System — Elementary School Level

Mastery Grading	Percent	Score Range	Letter Grade	GPA Points
Exceeding Expectations 4	≥ 85%	97-100	A+	4.0
		93-96	A	4.0
		90-92	A-	3.7
Meeting Expectations 3	≥ 75%	87-89	B+	3.3
		83-86	B	3.0
		80-82	B-	2.7
Approaching Expectations 2	≥55%	77-79	C+	2.3
		73-76	C	2.0
		70-72	C-	1.7
Below Expectations 1	1-54%	67-69	D+	1.3
		65-66	D	1
		Below 65	F	0

Grade Point System — Middle School Level

Letter Grade	Percent Grade	4.0 Scale GPA
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

Grade Point System — High School Level

Standard		
Letter	Numerical	GPA
A+	97-100	4
A	93-96	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1
F	Below 65	0

High School Honors		
Letter	Numerical	GPA
A+	97-100	4.5
A	93-96	4.5
A-	90-92	4.2
B+	87-89	3.8
B	83-86	3.5
B-	80-82	3.2
C+	77-79	2.8
C	73-76	2.5
C-	70-72	2.2
D+	67-69	0
D	65-66	0
F	Below 65	0

Advanced Placement (AP) Classes		
Letter	Numerical	GPA
A+	97-100	5
A	93-96	5
A-	90-92	4.7
B+	87-89	4.3
B	83-86	4
B-	80-82	3.7
C+	77-79	3.3
C	73-76	3
C-	70-72	2.7
D+	67-69	0
D	65-66	0
F	Below 65	0

Promotion and Retention

A scholar will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matters of the grade level. For high school, a scholar will be promoted based on credits earned. Scholars need to have 6 credits to be promoted to 10th grade, 14 credits for 11th grade, and 20 credits for 12th grade. This pace is necessary for scholars to graduate on time.

Parents of scholars who do not perform satisfactorily on their exams may be notified that their child will participate in special instructional programs designed to improve performance. A Grade Placement Committee may determine the additional special instruction the scholar will receive.

If a scholar fails to meet the school's expectations, the scholar may be retained at their current grade level. The parent, however, may appeal this decision to the Grade Placement Committee. A decision to promote a scholar to the next grade level must be unanimous. Regardless of whether the scholar is retained or promoted, an educational plan for the scholar will be designed to enable the scholar to perform at grade level by the end of the next school year.

Credit by Examination (ES)

Per state guidelines, credit by exam (CBE) is one method for scholars to demonstrate proficiency in grade level or course content. The Texas Education Code (TEC), §28.023, allows scholars to either accelerate a grade level or earn credit for a course on the basis credit by examination.

Approved exams are offered by The University of Texas at Austin and Texas Tech University. Desired exams must be purchased by the parent/guardian and shall be administered by the third party.

Scores will be reported directly to the school district and/or scholar.

A scholar in grades 1-5 must be accelerated one grade if the scholar scores 80% or higher on each CBE including language arts, mathematics, science, and social studies for the grade level the scholar wishes to advance past. Additionally, the scholar must be recommended for acceleration by a district representative, and the scholar's parent or guardian must give written permission.

Credit by Examination (MS/HS)

If a Scholar Has Prior Instruction: A scholar in grades 6-12 who has previously taken a course or subject but did not receive credit for it, may, in circumstances determined by the teacher, School Principal, or Attendance Committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, a non-accredited public or private school, correspondence courses, or independent study supervised by a teacher.

The School Principal will determine if the scholar can take an exam for this purpose. If approval is granted, the scholar must score at least 70 on the exam to receive credit for the course or subject. The Attendance Committee may also offer a scholar with excessive absences an opportunity to earn credit for a course by passing an exam.

If a Scholar Has Not Had Prior Instruction: A scholar will be permitted to take an exam to earn credit for an academic course for which the scholar has had no prior instruction. A scholar will earn credit with a passing score of at least 90 on the exam.

Scholars with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal ("ARD") Committee, a scholar with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of their Individualized Education Program ("IEP").

Academic Integrity

What Is Academic Dishonesty?

Austin Achieve values academic integrity very highly and does not permit dishonesty that unfairly or improperly enhances a scholar's grade in any way. The following is a list of behaviors that constitute academic dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic dishonesty includes, but is not limited to:

1. Cheating on exams.
2. Copying from others.
3. Having or using notes, formulas, or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
4. Having or using a communication device such as a cell phone or electronic translator to send or obtain unauthorized information.
5. Taking an exam for another scholar, or permitting someone else to take a test for you.
6. Asking another to give you improper assistance, including offering money or other benefits.
7. Asking for or accepting money or any other benefit in return for giving another improper assistance.

8. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
9. Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
10. Altering a graded exam and re-submitting it for a better grade.
11. Working together on a take-home exam, unless specifically authorized by the teacher.
12. Gaining or providing unauthorized access to examination materials.
13. Downloading information from the Internet and presenting the work product as your own.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

Plagiarism in Papers and Assignments

1. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
    a. Using the services of a commercial term paper company.
    b. Using the services of another scholar.
    c. Copying part or all of another person's paper and submitting it as your own for an assignment.
2. Acting as a provider of paper(s) for a scholar or scholars.
3. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
4. Failing to use quotation marks where appropriate.
5. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
6. Making up data for an experiment ("fudging data").
7. Citing nonexistent sources (articles, books, etc.).
8. Downloading information from the Internet and presenting the work product as your own.

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

Homework Policy

The purpose of homework is to enrich and to extend concepts being taught in the classroom, to build on the current day's work, and prepare for the following day. Homework will generally be assigned five days a week. Scholars who do not complete 100% of their homework may be required to complete their missing work after school, during study hall, or during lunch, per campus policies. It is the responsibility of the parent to provide transportation for scholars who are required to stay

after school due to missing homework.

The most positive way parents can assist their scholar to complete homework is by checking their child's homework planner every night, providing the scholar with a consistent time and place for study, making supplies available, and helping them develop organizational and time management skills so that scholars can finish and return their homework to school in a timely fashion.

The amount of time that a scholar has to complete a missing assignment depends on their grade level and teacher.

Independent Reading (ES/MS)

One of the most important parts of your child's day at Austin Achieve is independent reading, a time period of silent sustained reading. It is critical that you reinforce this behavior at home. While it is recommended that each night the child reads aloud to parents, it is also important for children to see their parents reading for the parents' own improvement and pleasure. The message you need to send to your child is that reading is so important that even you do it. Parents are encouraged to join their scholar during their independent reading time.

ESL Services

In keeping with state and federal law, the school offers English as a Second Language ("ESL") services at all appropriate grade levels for emergent bilingual scholars who are limited in their English proficiency. The school's goal is to provide additional English language assistance to scholars, enabling them to become academically successful in all classes. Scholars are assessed with state-approved Oral Language Proficiency and Norm-Referenced Tests to qualify for placement and reclassification in the program. If test results indicate either limited oral or limited cognitive academic English ability, the scholar (with parent approval) is provided additional English language support.

Special Education Services

The school has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5–21 years of age and who fall within the school's jurisdiction. If you know or suspect that your child has a disability, please contact the Senior Director of Special Services for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of scholars with disabilities. Each scholar who receives special education services has an Individual Education Plan (IEP), which is developed by the scholar's Admission, Review, and Dismissal ("ARD") Committee. The ARD Committee considers the scholar's disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the scholar to participate in the general curriculum.

If a parent disagrees and the ARD committee does not reach mutual agreement with the subsequent IEP, they have a right to request an additional ARD meeting, with the parent agreeing to a recess of not more than 10 school days unless the parties mutually agree on an extended timeline. During the recess the members shall consider alternatives, gather additional data, and/or obtain additional resource persons to enable them to reach mutual agreement. This recess is not required when the student's presence on the campus presents a danger of physical harm to the student or others or when the student has committed an expellable offense or an offense which may lead to a

placement in an alternative education program (AEP). If the recess is declined by the parents or adult student, or if after the recess the ARD committee still cannot reach mutual agreement, the district shall implement the IEP that it has determined to be appropriate for the student. When a district implements an IEP with which the parent disagrees or the adult student disagrees, the district shall provide written notice to the parent or the adult student as required in 34 CFR 300.503 (notice of proposal or refusal).

If an Independent Educational Evaluation (IEE) is conducted at the district's expense, Austin Achieve will not pay unreasonable charges for the evaluation. An unreasonably excessive fee is one that is more than 25% above the prevailing fees in the area as established in the Medicaid/Medicare Service Provider Manual for the specific evaluation being considered. In addition, Austin Achieve's criteria for IEEs typically limits the selection of evaluators to a 75 mile radius.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All scholars receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as scholars who are not disabled.

The Notice of Procedural Safeguards – Rights of Parents of Scholars with Disabilities, can be obtained from the Senior Director of Special Services or at the Texas Education Agency Special Education website.

Options and Requirements for Providing Assistance to Scholars Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the Senior Director of Special Education to learn about the school's overall general education referral or screening system for support services. This system may link scholars to a variety of support options, including potential referral for a special education evaluation. Scholars having difficulty in a regular classroom must be considered for, and provided service from, all tutorial, compensatory, and other support services prior to a referral for special education services.

A parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If the school determines the evaluation is needed, the parent will be notified and asked to provide written consent for the evaluation. The school must complete the evaluation and the report within 60 days of the date it receives the written consent. The school must meet with the parent to explain the findings of the evaluation and must give a copy of the report to the parent.

If the school determines that an evaluation for special education services is not appropriate, it will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs parents of their rights if they disagree with the school. Additionally, the parent will be provided a copy of the **Notice of Procedural Safeguards – Rights of Parents of Scholars with Disabilities**.

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

Section 504 Services

Austin Achieve provides a free appropriate public education to each qualified scholar with a

disability, regardless of the nature or severity of the scholar's disability. A "scholar with a disability" is one who has a physical or mental impairment that substantially limits one or more of the scholar's major life activities, has a record of having such an impairment, or is regarded as having such an impairment. A scholar with a disability is "qualified" if they are between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the scholar's individual educational needs as adequately as the needs of scholars who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified scholars with disabilities will be placed in the regular educational environment, unless the school demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the school shall comply with all legal requirements regarding least restrictive environment and comparable facilities for scholars with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, the school shall ensure that a qualified scholar with a disability participates with scholars who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a scholar must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a scholar has or is suspected of having a disability, or requires special services, parents or teachers should contact the Senior Director of Special Services for information concerning available programs, assessments, and services. For further information, please contact the Section 504 Coordinator for the district.

Services for Title I Participants

Information regarding the school's Title I program may be obtained from the front office.

Assessment and Testing

In the spring, scholars are given the STAAR (State of Texas Assessment of Academic Readiness), a standardized, criterion-referenced achievement test mandated by the state of Texas for certain grade levels and course enrollments. High school scholars also participate in AP (Advanced Placement), TSI, and ACT.

Results are used in schoolwide and classroom instructional program planning and evaluation, to align our curriculum and teaching standards with state and national standards.

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

Austin Achieve believes in its curriculum. We are fully confident that, in teaching our curriculum, standardized testing will take care of itself. Please do not allow yourself or your child to become obsessed with an assessment to the exclusion of a love of learning. While the test is an important measuring tool, it is only one of them.

Section 5: Scholar Code of Conduct

The Purpose of the Scholar Code of Conduct

To function properly, education must provide an equal learning opportunity for all scholars by recognizing, valuing, and addressing the individual needs of each scholar. In order for scholars to benefit from the school's academic program, the school must be safe and orderly. This Scholar Code of Conduct ("the Code") has been developed to foster an orderly and distraction-free environment.

Adoption of a scholar code of conduct by a charter school is a legal requirement. This Code has been adopted by the Board of Directors, and provides information to parents and scholars regarding expectations for behavior, consequences for misconduct, and procedures for administering discipline. Both scholars and parents must become familiar with this Scholar Code of Conduct.

In accordance with state law, the Code will be posted on campus or will be available for review from the Chief Executive Officer. Parents will be notified of any violation that may result in a scholar being admitted to the Restorative Justice program or expelled from Austin Achieve.

All scholars must be familiar with the standards set forth in the Code, as well as campus and classroom rules.

The Code does not define all types and aspects of scholar behavior, and Austin Achieve may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the scholar and may or may not constitute violations of the Scholar Code of Conduct. When scholars participate in activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, scholar behavior and consequences.

Social Events

School rules apply to school social events to which scholars bring guests. Guests are expected to observe the same rules as scholars attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. The school cannot assume responsibility for scholars who leave a school activity without permission.

Jurisdiction

Austin Achieve has disciplinary authority over a scholar:

- During the regular school day and while the scholar is going to and from school.
- While the scholar is in attendance at any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
- When the scholar commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and

- When criminal mischief is committed on or off school property or at a school-related event.

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

Standards for Scholar Conduct

The school must be a safe and secure place for all the scholars attending. Accordingly, each scholar is expected to:

- Avoid violations of the Scholar Code of Conduct.
- Obey all campus and classroom rules.
- Behave in a responsible manner, always exercising self-discipline.
- Cooperate with and assist school staff in maintaining safety, order, and discipline.
- Demonstrate courtesy at all times.
- Eat lunch and play in assigned areas.
- Follow rules of games and exhibit good sportsmanship.
- Meet school standards for grooming and dress.
- Refrain from fighting.
- Respect the property of others, including school property and facilities.
- Respect the rights and privileges of other scholars and of teachers and other school staff.

Discipline Management Techniques

Our goal is to provide a positive classroom environment that promotes learning and fosters a safe and caring school experience for scholars and staff. In order to accomplish this goal, scholars are made aware of the school's expectations for proper behavior, especially during the first week of the school year.

In general, discipline will be designed to correct misconduct and to encourage all scholars to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the scholar's age and grade level, the frequency of misbehavior, the scholar's attitude, and the effect of the misconduct on the school environment.

The following discipline management techniques may be used, alone or in combination, for misbehavior violating the Scholar Code of Conduct, campus rules, or classroom rules:

- Behavioral contracts
- Character-building activities
- Cooling-off time, Calm Down Corner, or "time out"
- Written reflection paper or apology letter
- Public apology
- Counseling to determine underlying reason(s) for the behavior
- Expulsion
- Grade reductions as permitted by policy
- Lunch Reflection / After-School Reflection
- Parent communication
- Parent-teacher conferences
- Mandatory parent shadowing

- Referral to an outside agency and/or legal authority for criminal prosecution
- Referral to the Campus Leadership Team or Principal
- Reminder of and positive reinforcement for appropriate behavior
- Restitution for damage caused to or theft of property or materials
- School-assessed and school-administered probation
- Classroom seating changes
- Sending the scholar to the Principal or other assigned area
- Techniques or penalties identified by scholar organizations and extracurricular activities
- Confiscation of items that disrupt the educational process
- Verbal correction
- Withdrawal of privileges, such as participation in extracurricular activities and/or membership in school-sponsored clubs or organizations
- Withdrawal or restriction of bus privileges
- Placement in the Restorative Justice program
- Other strategies and consequences as appropriate and necessary

Restorative Justice Program

We choose not to suspend scholars at Austin Achieve. Suspensions tell scholars that they are not a part of our community and do not build skill sets to actually change the behavior. Suspensions are the easy way out. At Austin Achieve we have invested in the Restorative Justice Program (RJ) because it is our responsibility to ensure our scholars have the emotional intelligence and respect to make it to and through college. Our RJ program is intended to help scholars build the social and emotional skills they need to truly restore damage they have done to their community without falling behind academically. In RJ scholars receive the following:

- Daily scholar and family restorative circles
- Daily academic support
- Social service/counseling support/peer mentoring
- Guidance in creating a proposal that describes what sparked the RJ assignment, who has been affected, why it happened, and how they will make it right.

The scholar's progress in the RJ program will be evaluated by a team of staff members who work closely to support the scholar in both academic and social-emotional settings. In order to return to normal classes, the scholar may go before a Scholar Justice Committee (SJC) to get their panel approved. The SJC is a scholar-led organization that determines when RJ scholars have restored the damage done to the community and are ready to return to class.

Restorative Panel Procedure (MS/HS)

The Mission
The Scholar Justice Committee (SJC) is led by scholar ambassadors. The Principal and the RJ Coordinator will support the SJC to uphold standards, program quality, and mentorship.

SJC will meet with current RJ scholar to determine if they are eligible and proven to return to class. RJ scholars must submit a highly structured proposal or case to the SJC to determine reentry to the classroom.

Expectations

- SJC members agree to maintain confidentiality about hearings.
- SJC members agree to uphold all AAPS expectations during procedure.
- SJC members agree to objectivity, leaving personal conflicts at the door. If an SJC member is not able to maintain objectivity, SJC member may recuse themselves from any hearing.
- SJC members agree to maintain professionalism throughout the process.
- SJC members agree to abstain from comments about the character of the RJ scholar. Instead we will look at the actions.

Disciplinary Procedures

- Restorative proposals should indicate the "What, Why, and How" of the situation.
    - **What:** What sparked the RJ assignment? Was it a single event? Multiple events? What was the expectation(s) not met? What were you thinking at the time? (RJ scholar must true reflection)
    - **Who:** Who has been affected by what you have done? In what way have they been affected? What impact has this had on you and others?
    - **Why:** What have you thought about since? Why are the actions of the scholar not aligned to expectations at Austin Achieve? (Overarching platitudes will not be accepted; scholar must indicate what research, reflections, and discoveries have happened.)
    - **How:** What do you think you need to do to make this right? What does the RJ scholar plan to implement in an effort of "making it right"? If damage was done to an individual, what will the scholar do to restore faith and trust? What about the damage to the community as a whole?
- SJC will read proposal and will submit a verdict of approve/deny/revise
    - SJC will submit verdicts on each individual section of the Restorative Proposal.
    - If SJC submits a verdict of "Deny" or "Revise" for any section, the hearing will stop and RJC or Principal will determine if adjustments are to be made on-the-spot or if the RJ scholar will have to wait until the next SJC meeting.
    - RJ scholar has the right to ask for victim to be present at meeting.
    - The victim has the right to be present, refuse to be present, or submit a written testimony of damage inflicted.
- If Restorative Plan is approved, RJC and Principal will determine when scholar is to return to class.

Offenses and Consequences

The following behaviors are prohibited at all school and school-related activities. They are categorized by three levels of severity.

Level I Offenses

1. Accessing off-limits areas
2. Cheating or copying the work of another
3. Computer systems violations, including violations of the Acceptable Use Policy

4. Defacing or damaging school property, including, but not limited to, books, furniture, and other equipment, with graffiti or by other means, and causing minor damage.
5. Disobeying conduct rules regarding school transportation
6. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another person
7. Engaging in threatening behavior toward another person on or off school property
8. Excessive tardies (up to three in any one semester)
9. Failure to attend class or tutorial sessions
10. Failure to complete assigned homework
11. Failure to report harassment or bullying of scholars
12. Inappropriate physical contact not defined as a Level II or III offense (e.g. horseplay, hugging)
13. Using a cellular telephone or other prohibited electronic device at school during the school day
14. Participation in extracurricular activities during Academic Probation status
15. Possessing matches, lighters, etc.
16. Possessing pornographic material
17. Posting materials or holding scholar gatherings without administrative approval
18. Profanity or obscene gestures (in general, not directed at another person)
19. Use of a skateboard, scooter, and/or roller blades while on school property
20. Violating dress and grooming standards as communicated in the Handbook

Level II Offenses

1. Two or more Level I offenses within a semester
2. Abusing prescription drugs, giving a prescription drug to another scholar, or possessing or being under the influence of another person's prescription drug
3. Cheating or copying the work of another (2nd offense)
4. Falsifying records, passes, or other school-related documents
5. Directing profanity, vulgar language, or obscene gestures toward another person
6. Engaging in any conduct that constitutes sexual harassment (See "Freedom from Discrimination, Harassment, and Retaliation" section)
7. Engaging in conduct that constitutes dating violence (See "Dating Violence" section)
8. Failure to comply with directives of school staff (insubordination/defiance)
9. Violations of the school's medication policies. (See "Administration of Medication" section)
10. Fighting
11. Gambling
12. Hazing
13. Verbal harassment or bullying of scholars
14. Verbal or written abuse – e.g.name-calling, racial or ethnic slurs, or derogatory statements
15. Improperly discharging a fire extinguisher
16. Inappropriate or indecent exposure of a Scholar's private body parts
17. Interference with school activities or discipline
18. Intimidating or harassing others
19. Leaving a classroom, school property, or school-sponsored events without permission
20. Possessing drug paraphernalia
21. Possessing or using fireworks, smoke or stink bombs, pyrotechnics, or other explosive devices
22. Possessing, viewing, or distributing pictures, text messages, emails, or other material of a sexual nature in any media format
23. Retaliation in any form against Scholars or staff members
24. Truancy

25. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with Scholars
26. Using the Internet or other electronic communications to threaten Scholars or employees or cause disruption to the school program
27. Willful destruction of property belonging to the school, another Scholar, or a school employee/volunteer

Level III Offenses

1. Four or more Level I offenses committed in any one school year
2. Two or more Level II offenses committed in any one school year
3. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
4. Arson, or setting or attempting to set a fire on school property (not arson)
5. Assault, sexual assault, aggravated assault, aggravated sexual assault, kidnapping, aggravated kidnapping, robbery, or aggravated robbery
6. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang
7. Bullying and/or cyber-bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence (See "Freedom from Bullying and Cyberbullying" section)
8. Burglary of a motor vehicle on campus
9. Capital murder, murder, manslaughter, criminal attempt to commit murder or capital murder, or criminally negligent homicide
10. Commission of a felony offense listed under Title 5, Texas Penal Code, or any conduct punishable as a felony
11. Any conduct endangering the health and safety of others
12. Defacing or damaging school property, including textbooks, lockers, furniture, and other equipment, with graffiti or by other means, and causing major damage.
13. Deliberate destruction or tampering with school computer data or networks
14. False alarm, false fire alarm, or false report
15. Felony criminal mischief against school property, another scholar, or school staff
16. Indecency with a child, indecent exposure, inappropriate sexual conduct, or public lewdness, required registration as a sex offender, or sexual abuse of a young child or children
17. Possessing, selling, distributing, or being under the influence of any drug or look-alike substances, drug paraphernalia, non-approved prescription, or over-the-counter medication
18. Possessing, selling, distributing, or being under the influence of alcohol
19. Possessing, selling, or distributing any tobacco or tobacco products
20. Targeting another individual for bodily harm
21. Theft (stealing property belonging to the school or another person)
22. Using a razor, box cutter, chain, or any other object in a way that threatens or inflicts bodily injury to another person
23. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon
24. Verbal or physical threats or actions against school employees

Self-Defense

To claim self-defense, the scholar must: (1) be without fault in provoking the encounter and not act as the aggressor, and (2) use the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter will not be considered self-defense. Interactions prior to the encounter will also be considered.

Consequences

After School Reflection

At Austin Achieve, our goal is to have focused, on-task classrooms where disruptions are minimal. We execute behavior management in this way because we want scholars in class learning at all times. We believe that when teachers have high standards, and they do not allow removal from class to be an option, all scholars will be able to remain in class; disruptive behaviors will be minimized rather than highlighted, and oftentimes will even go unnoticed. Teachers accomplish this aim by working patiently and consistently with scholar, parents, and administrators.

We refuse to let negative scholar choices disrupt the learning environment. We praise and reward scholars who show academic focus, maturity, and engagement. We trust our teachers to take the right steps so that we can have their backs 100% of the time when needed.

Below is an example tiered escalation of a scholar's consequences:

1. **Deduction**: The scholar may receive an in-class consequence (points off assignment, move seats, etc.) and will lose Achieve Bucks/Class Dojo points (AAPS behavioral incentive system).
2. **Lunch Reflection (LR)**: The scholar will eat silently in an assigned area during lunch while completing a behavior reflection.
3. **After School Reflection (ASR)**: The scholar will serve ASR on the date and time assigned by Campus Leadership and complete a behavior reflection.

All scholars are given several opportunities to reflect upon their behavior before they are assigned ASR. **If the scholar receives ASR, it is the responsibility of the parent/guardian to provide transportation.** Please note that teachers require scholars to contact parents/guardians regarding the ASR assignment. The ASR assignment is not negotiable, or optional, and must be served the day it was assigned (no exceptions).

Scholars in lunch reflection or after-school reflection must, in addition to all school rules and the Scholar Code of Conduct, follow these general rules:

1. Scholars will follow all rules concerning behavior and all directions given by the supervising staff member. Failure to comply may result in additional consequences.
2. Any scholar assigned to a reflection must stay the entire time. Scholars who intentionally leave early, arrive late, or threaten or attempt to leave early or arrive late may receive additional consequences.
3. Scholars should bring materials to complete their reflection. Scholars arriving without materials or assignments may be given additional time to serve.
4. Scholars will not be permitted to leave the room.
5. Talking and other forms of communication are not permitted, except to the supervising staff member with permission. Scholars are expected to remain silent and work alone.
6. Getting out of one's seat is not permitted, except with permission from the supervising staff member.
7. The best place to learn is in the classroom; lunch and after-school reflection are not an opportunity for academic help or tutoring.
8. Scholars and/or families with concerns about consequences should arrange a meeting with the Campus Leadership Team.

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

Notification to Parents/Guardians
If the Principal or administrator determines the scholar's conduct warrants Restorative Justice placement during the school day, the Principal or administrator will make reasonable effort to notify the scholar's parent(s) or guardian(s) of the scholar's placement that same day. Principal or administrator will notify scholar's parent(s) or guardian(s) of the placement, the reasons, and the time and place for an opportunity to confer with the Principal or administrator.

Process for Expulsions

Notice
When the Principal or designee determines that a scholar's conduct warrants expulsion, but prior to taking any expulsion action, the Principal or designee will provide the scholar's parent(s) with notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Chief Executive Officer or Principal, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the scholar:

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of the school's evidence;
4. May be accompanied by their parent(s); and
5. May be represented by an attorney.

Hearing Before Chief Executive Officer or Principal
The school shall make a good faith effort to inform the scholar and the scholar's parent(s) of the time and place for the hearing, and the school shall hold the hearing regardless of whether the scholar, the scholar's parent(s), or another adult representing the Scholar attends. The Chief Executive Officer or Principal may audio record the hearing.

Immediately following the hearing, the Chief Executive Officer or Principal will notify the Scholar and the Scholar's parent(s) in writing of their decision. The decision shall specify:

1. The length of the expulsion, if any;
2. When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
3. The right to appeal the Chief Executive Officer's decision to the Board of Directors or the Board's designee.

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

Appeal to the Board of Directors
The scholar or parent(s) may appeal the expulsion decision to the Board of Directors by notifying the Chief Executive Officer in writing within seven calendar days of the date of receipt of the Chief

Executive Officer or Principal's decision. The Board will review the audio or transcribed record from the hearing before the Chief Executive Officer or Principal at a specially called meeting. The Board will notify the scholar and parent(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

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

No Credit Earned

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

Emergency Placement and Expulsion

If the Principal or designee reasonably believes a scholar's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with scholars in a class, with the ability of a scholar's classmates to learn, or with the operation of the school or a school-sponsored activity, the Principal or designee may order immediate removal of the scholar. Immediate removal may be imposed by the Principal or designee if they reasonably believe such action is necessary to protect persons or property from harm. At the time of such an emergency removal, the scholar will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Placement of Scholars with Disabilities

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

RJ/Expulsion Requirement

A scholar with a disability shall not be excluded from their current placement pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, a scholar with a disability shall remain in the present education setting, unless the school and parent agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, the school shall expel, from the scholar's regular program for a period of one year, any scholar who is determined to have brought a firearm, as defined by federal law, to school. The Chief Executive Officer or Principal may modify the term of expulsion for a scholar or assess another comparable penalty that results in the scholar's expulsion from the regular school program on a case-by-case basis.

For the purposes of this law, "firearm" means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun

shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

Section 6: Important Notices

Family Educational Rights and Privacy Act Notice (FERPA)

Austin Achieve strives to honor the privacy of our scholars and families while meeting its obligation to share education-related information with the community. The annual Family Education Rights and Privacy Act (FERPA) notification and opt-out process, described in this form, helps balance these interests.

I. Annual Notification of Rights & Responsibilities

FERPA affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal, or appropriate school official, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should submit a written request to the school principal or appropriate school official, clearly identifying the part of the record they want to be changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. If a statement is placed in the educational records of a scholar, the school is obligated to maintain the statement with the scholar's record for as long as the record is maintained and must disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure 13 without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member, (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility. Upon request, the school

discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520

II. Directory Information

Under FERPA school districts are permitted to disclose students' "directory information" without consent, as long as the district annually notifies parents and allows them the chance to opt out.

The District shall release the following designated directory information to organizations or individuals who request the information in accordance with the Texas Public Information Act. Austin Achieve has designated the following categories of information as "directory information" that can be disclosed for the aforementioned purpose: scholar name and grade level.

III. Directory Information for School-Sponsored Purposes

AAPS often needs to use student information for the following school-sponsored purposes: awards; honors; graduation-related services and products; campus directories; artwork that is not considered an educational record; extracurricular programs or events; class rosters given to other parents; and other activities/events as necessary to accomplish the mission of AAPS. For these specific school-sponsored purposes, AAPS has designated the following as directory information: scholar name, address, and telephone number; scholar date and place of birth; scholar photograph; scholar email address; scholar participation in officially recognized activities and sports, and weight and height of members of athletic teams; dates of attendance, grade level, enrollment status, and most recent school attended by the scholar; and awards received.

Directory information for school-sponsored purposes will not be released to the public for other purposes without the consent of the parent or eligible student. Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time AAPS wishes to use this information for the school-sponsored purposes listed above.

IV. Directory Information for Military Recruiters and Institutions of Higher Education

AAPS is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent.

V. Objecting to the Release of Directory Information

If you do not want Austin Achieve to disclose "directory information" without your prior written consent, you must notify AAPS by submitting a signed *Directory Information Opt Out Form* which may be requested via the Front Office.

Video and Audio Recording of a Scholar

State law permits Austin Achieve to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety
- When it relates to classroom instruction or a co-curricular or extracurricular activities

Directory information can also be released to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and/or businesses or members of the public seeking information about a Scholar under the Texas Public Information Act.

Section 7: Scholar Use of Technology

Technology Mission Statement

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

Instructional Resource

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

Scholars and staff have access to numerous research oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. On-campus computers have the technology necessary to support research and promote academic achievement.

Scholar Safety

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

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. The school is providing Internet resources for educational purposes only. Scholars that use Internet resources must be related to an expressed educational or administrative goal or objective.

1. The use of the school's Internet and computer network must support educational goals, research, and class assignments and be consistent with the school's educational objectives.
2. Users must have a valid, authorized account to access the network and use only those approved computer resources. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the account owner except where expressly authorized by the school administration. In the case of class accounts, all usage must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. Users must respect the privacy of others by not tampering with files, passwords, or accounts.

Acceptable Use

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

Scholars are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually-oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Scholar Code of Conduct. It may, in certain circumstances, be reported to law enforcement.

Network Etiquette

Each network user is expected to:

1. Be polite (e.g., an all-caps message implies shouting);
2. Use appropriate language;
3. Refrain from any activity that may be considered "cyberbullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
4. Maintain confidentiality of the user, colleagues, and scholars;
5. Respect copyright laws; and
6. Be respectful in all aspects of network use.

Monitored Use

Communications like email, chats, and other electronic communications systems and apps by scholars and employees shall not be considered confidential. It may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited.

Privacy and Safety

Scholars are expected to take precautions to protect their privacy and security when using an assigned technology device. Scholars should not:

- Enter chat rooms or send chain emails without the written permission of a teacher or administrator.
- Open an email or any attachment from a sender that the scholar does not recognize without first consulting and receiving permission from a teacher or administrator.

- Open, use, or change computer files that do not belong to the scholar.
- Reveal their full name, phone number, home address, social security number, credit card numbers, password(s), or any identifying personal information through the use of a technology device

Remember that storage in any form on the technology device or any network provided or maintained by Austin Achieve is not private or confidential.

Email Use

When sending and receiving email communications using an assigned technology device, students must adhere to the following rules:

- Use appropriate language.
- Refrain from transmitting any language or other profane material, lewd, obscene, abusive, bullying, or offensive to others.
- Do not send mass or chain emails, or spam emails.
- Do not engage in private chatting or emailing during class without express permission from the teacher.

All email sent and received on a technology device belonging to the School is subject to inspection by the School at any time.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the school's network or any other agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. These actions may be viewed as violations of school policy, administrative regulations, and, possibly, criminal activity under applicable state and federal laws. Users must respect other users' privacy and not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user or represent themselves as another user unless explicitly authorized.

Deliberate attempts to degrade or disrupt system performance or bypass system security are violations of school policy and administrative regulations and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. Under school policy, the school will cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Mobile Technology Damage Agreement

Austin Achieve recognizes that with the implementation of technology in the curriculum, there is a need to protect the district's investment and the interest of the scholars and parents. If damage occurs to a scholar's mobile technology device, they need to visit the Scholar Helpdesk. All scholar damages are treated on a case-by-case basis at the Scholar Helpdesk.

Damages, Lost or Stolen

If a scholar damages their device (3) times in the school year, IT will notify the campus Principal for a 1:1 meeting for consequences. Internal repairs are performed at school by IT Staff. Still, if the damage is severe enough, we work with a vendor for in & out warranty repairs and part orders, then invoice the listed parent/guardian on the scholars' file for repayment.

The damage fee policy is in effect with all devices purchased by Austin Achieve.

- Actionable Charges: Accidental & negligent damages: like liquid damage, broken screen, missing keys, drops, etc.
- Total device replacement fees: **Lost**, irreparable damage, run over, etc.
- **Stolen**: These are handled on a case-by-case basis. Reach out to the IT department immediately.

Fees Assessed

Pricing below is for the repair cost and the Scholar/Parent's responsibility for each event. Payment is due in full within that current school report card period, or the scholar's report card will be held back until payment is received.

Mobile Device (Chromebook) Damage Fees to Scholar/Parent

Removal/Tampering of Asset Tag sticker	$10
Chromebook Screen	$25
Chromebook Keyboard	$35
Chromebook Motherboard	$48
Other Chromebook Parts: Charger, Wifi Cards, Hinge, Webcam, etc.	$9-27
Lost / Full Replacement	$280 - 320

*** Any issues beyond a 3rd damage shall consist of a meeting with Principal or designee.**

Scholar Google Accounts

Scholar "Google Apps" accounts are active as long as the scholar is active in Austin Achieve. Access is turned off after a withdrawal has been processed After that window, the account is deleted, and the data is not recoverable.

Graduated Scholars: Google Apps accounts will continue to have access to their data and mail for only the first 12 months after graduation. After that, the accounts will be suspended and deleted. Scholars within those 12 months must transition their email usage off our domain before the cutoff.

Chromebook Lending Agreement

Austin Achieve has an active Chromebook device assignment directly to scholars from Kindergarten through 12th grade in order to enhance learning.

A scholar's privilege to use a Chromebook issued by the School is limited to and conditioned upon, complete full compliance with the standards for acceptable use in this Scholar Technology Device Use Agreement, Austin Achieve's Acceptable Use Policy, Scholar Handbook, and Scholar Code of Conduct.

All technology devices issued to scholars are owned by and are the property of Austin Achieve. Technology devices are given for educational use only. The use of a technology device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other consequences as allowed by the Student Code of Conduct.

Technology Device Identification

Technology devices issued to scholars will be labeled by:

- Record of serial numbers and asset tag;
- Individual user account name and password; and
- Device name.

Technology Device Care

General Rules

Scholars may not:

- Leave their technology device in any unsupervised area, including a car.
- Keep or store food or drink next to a technology device when in use or in a backpack.
- Carry the technology device while the screen is open.
- Place any writing, stickers, or labels on the technology device that are not provided or directed by the School.
- Reconfigure device settings or change the hardware of the technology device in any way.

Technology Device Settings

Music

Scholars may not download or save music on the technology device.

Games

Technology devices are provided for instructional use only. Unless the School grants permission, scholars may not:

- Play Internet games on the technology device.
- Download, save, or install any games or non-school related applications or programs on the technology device.

High school scholars are eligible to take home their Chromebook on a daily basis and given a charger to use at home. With this privilege comes responsibility. Please read the following agreements.

Term of Possession

A scholar's right to use and possess an assigned technology device terminates not later than the last day of your scholar's enrollment at Austin Achieve unless earlier terminated by a school official or upon a scholar's withdrawal from the School.

Failure to return a technology device and the continued use of a technology device for non-school purposes without the School's consent may be considered unlawful appropriation of School property.

Parents: your signed handbook acknowledgment form indicates your agreement to the following:

- ☐ *I understand that my child is fully responsible for the care of the school's property and is still responsible for paying for any damaged or lost Chromebooks or chargers.*
- ☐ *I understand that my child's Chromebook is to be used for schoolwork, not for downloading other/miscellaneous content.*