



2025-2026

**STUDENT & FAMILY HANDBOOK  
&  
STUDENT CODE OF CONDUCT**

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## Preface

### To Students and Parents:

Welcome to Prelude Prep We wish this year to be an especially productive experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Parent Handbook (“the Handbook”) is designed to help us accomplish this goal.

The Handbook is an overview of our school’s goals, services, and rules. It is an essential reference book describing what we expect of our students and parents/guardians, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school- related responsibility for a student.

The Handbook is divided into six sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents/guardians need to be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the front office at each campus and is posted on the school’s website. The fifth section is especially for parents/guardians, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, and electronic communication devices.

This Handbook is designed to be 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 students and parents/guardians 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.

We ask our parents/guardians to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact the front office.

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

## SECTION 1: GENERAL INFORMATION

### **Statement of Non-Discrimination**

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

Any questions or concerns about Prelude Prep’s compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these:

- The Title IX Coordinator for concerns regarding discrimination based on sex/gender, is Lauren Lewis, Superintendent, ([Lauren.Lewis@preludeprep.org](mailto:Lauren.Lewis@preludeprep.org))
- The ADA/Section 504 Coordinator, for concerns regarding discrimination based on disability, is the Director of Special Programs, Veronica Arispe ([specialprograms@preludeprep.org](mailto:specialprograms@preludeprep.org))
- The Age Discrimination Coordinator, for concerns regarding discrimination based on age, is Lauren Lewis, Superintendent, ([Lauren.Lewis@preludeprep.org](mailto:Lauren.Lewis@preludeprep.org))
- All other concerns regarding discrimination may be directed to Lauren Lewis, Superintendent, ([Lauren.Lewis@preludeprep.org](mailto:Lauren.Lewis@preludeprep.org))
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### **General Admissions and Enrollment Information**

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school’s charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in Prelude Prep shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by Prelude Prep based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

In accordance with state law, Prelude Prep does not discriminate in its admissions policy based on sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

### **Exclusion from Admission**

As authorized by the Prep charter and Texas Education Code § 12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 37, Subchapter A may be excluded from admission and enrollment in Prelude. Only Chapter 37 issues involving violence will be considered for exclusion purposes.

### **Submission of Applications and Admissions Lottery**

Students wanting to attend Prelude Prep must apply during the school's open enrollment period, which takes place from November 1 to March 30 each year, or as otherwise set by School Leadership. Enrollment forms are available at the main office, and online through the Prelude Prep website.

If fewer applications than spots available are received, students will be admitted on a first-come, first-served basis. If Prelude Prep receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (up until all open seats are filled) will be admitted. Once all enrollment spots have been filled by the lottery, the lottery will continue, and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be admitted and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Families offered an enrollment seat will receive instructions for registering via phone and email. Families must complete and return the registration packet by the published deadline to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

Exceptions to Lottery Process: Federal guidelines permit Prelude Prep to exempt from the lottery students who are already attending Prelude Prep; siblings of students already admitted to or attending Prelude Prep; and children of Prelude Prep's founders, teachers, and staff, so long as the total number of students allowed under this exemption constitutes only a small percentage of Prelude Prep's total enrollment.

### **McKinney-Vento Homeless Education Assistance Act of 2001**

Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from Prelude Prep by contacting the front office.

"Homeless children and youth" as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001:

- Means individuals who lack a fixed, regular, and adequate nighttime residence.
- Includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard

housing, bus, or train stations.

- Parents of students in homeless situations can keep their students in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend

### **Student Information**

Any student admitted to Prelude Prep must have records, such as a report card and/or transcript from the previous school attended, to verify their academic standing. Verification of residency and current immunization records are also required. Every student enrolling in Prelude Prep for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in Prelude Prep, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate, or a copy of the student's school records from the most recently attended school. Students will not be denied enrollment because they failed to meet this requirement.

Prelude Prep will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents/guardians' consent.

### **Food Allergy Information**

The parent of each student enrolled in Prelude Prep must complete a form provided by Prelude Prep that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the school to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction. For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention. Prelude Prep may also require information from a child's physician if the child has food allergies. Food allergy information forms will be maintained in the child's student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

### **Establishing Identification**

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

### **Undocumented Students**

Enrollment may not be denied to children who are not legally admitted into the United States.

### **Residency Verification**

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Prelude Prep, each student's parent must show proof of residency at

the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

- A recently paid rent receipt,
- A current lease agreement,
- The most recent tax receipt indicating home ownership,
- A current utility bill indicating the address and name of the residence occupiers,
- Mailing addresses of the residence occupiers,
- Visual inspection of the residence,
- Interviews with persons with relevant information, or
- Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

Falsification of residence on an enrollment form is a criminal offense.

### **School Calendar**

Prelude Prep operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. Families will receive a School Calendar with their First Day of School packet. The latest changes to the calendar will be available on the school's website.

### **School Day**

- Campus is open for morning arrival beginning at 7:15am.
- Breakfast is served from 7:15am-7:35am.
- Classes begin at 7:45am. Students are Tardy at 7:45am.
- Afternoon pick-up begins at 3:45 pm.
- On Wednesdays, students have early dismissal at 12:00 pm. If your child requires after school care until 3:45 on Wednesdays, you must have an after-school form on file with the office.

### **After School Care**

Prelude Prep provides After School Care to assist families who are not able to pick up students at dismissal time. Please refer to the school calendar for any dates that After School Care may not be in session.

To attend After School Care, students must be present during the official attendance period or have a doctor's excuse if they were absent during the official attendance period. Students are not permitted to miss instruction and arrive for After School Care. Students in After School Care are required to follow Prelude Code of Conduct. Students who do not follow the Code of Conduct will not be eligible to attend After School Care.

### **Daily After School Care - 3:45pm-6:00pm**

Students enrolled in before or after school programming or who are signed up for academic supervision may be on campus, provided that all applicable fees for activities and/or supervision have been paid and they were present during the official attendance period. These fees vary and are communicated to families. The Late Pick-Up Fee for families arriving after 6:00PM is \$1 per minute. Students may be removed from the After School Care program if they are not picked up by 6PM.

### **Wednesday After School Care- 12:00 pm- 3:45pm**

Wednesday After School Care is available for free to families who are unable to pick students up at 3:45pm. Families must have an after-school form on file. All After School Care rules apply to Wednesday After School Care Students.

### **Drop-off and Pick-up Procedures**

All students must be dropped off and picked up in accordance with all established procedures. For the safety of all, drop off and pick up procedures must be followed. **There are no exceptions to the Prelude Prep procedures for Drop off and Pick Up.**

### **Morning Drop Off**

- All families using the carline must have their student on the appropriate side of the car.
- Families using the right side of the car line must have their student exit on the passenger side. Families using the left side of the car line must have their student exit on the driver side. There are no exceptions to this rule.
- Pull up as directed by staff. Staff will open the car door to help students exit and cross the street.
- For Morning Arrival Only, families may park along the street and walk their student to the front door. Families may only cross the parking lot in the designated area at the front of the car line and wait from directions from staff to cross. There are no exceptions to this rule.

### **Afternoon Pick Up**

- All families must use the car line for afternoon pick up.
- Families using the right side of the car line must have their student enter on the passenger side. Families using the left side of the car line must have their student enter on the driver side. There are no exceptions to this rule.
- Pull up as directed by staff. Staff will open the car door to help students enter and cross the street.
- You must have a car tag to pick up a student. Any car without a tag must park on the street in front of the school and check their student out of the front office with their ID. **The office will not check students out until after the car line has been completed.**
- Families requesting additional car tags should provide 24-hour notice to allow school staff time to create new tags.

### **Attendance**

Regular attendance is expected of all Prelude Prep students due to the rigor of our curriculum. Consistent school attendance is an essential component of each student's education. Official attendance is taken each day and recorded each instructional period. Tardies and early checkouts are also recorded each day.

Absence from school will affect a student's ability to succeed in class; therefore, students and parents/guardians should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and Prelude Prep policy deals with attendance for course credit and a student's final grade. These items are discussed below.

### **Attendance Triggers**

In adherence to Prelude Prep's attendance policy, Prelude Prep will take actions to ensure that students are meeting attendance requirements. The leadership team, will follow a set ladder of actions , according to the

number of student absences. This eliminates any opportunity for a student to approach excessive absences without having had several levels of intervention.

### **Texas Compulsory Attendance Law**

The state compulsory attendance law requires that a student between the ages of 6 and 19 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. Compulsory attendance also applies to students who are younger than six who have previously been enrolled in first grade and to students below the age of six who are voluntarily enrolled in prekindergarten or kindergarten. Prelude Prep staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered “truant” and subject to disciplinary action.

Notice to Parents: Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student’s parent is subject to prosecution under Texas Education Code § 25.093; and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).

Prelude Prep shall notify a student’s parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent’s duty to monitor the student’s school attendance and require the student to attend school; the student is subject to truancy prevention measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.

### **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student must attend at least 90% of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade. If a student has 20 or more absences, they will be required to attend summer school to earn credit.

The Attendance Review Committee will consider the following factors when determining whether there are extenuating circumstances for the absence:

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into Prelude Prep after school begins, including a migrant student, only those absences after enrollment will be considered.

3. In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
4. The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
6. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost or a final grade is not earned due to excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be postmarked to the following address within 10 days following the last day of instruction in the semester for which credit was denied:

Prelude Prep  
1707 Centennial Blvd. San Antonio, TX 78211

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

### **Absence and Tardiness**

When a student must be absent from school, parents/guardians are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, or a medical excuse signed and dated by a provider that describes the reason for the absence. Notes should be submitted to the school registrar and may be scanned and emailed. If a note is not received within 4 school days of the absence, the absence will be recorded as unexcused.

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

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

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

- Religious holy days.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk.

- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders.
- If a student returns to school the same day or attends part of the day prior to a doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present.
- Students should be picked up and signed out for early dismissal in the front office. We cannot call your student from the classroom until you are in the front office signing them out.
- For students in the conservatorship (custody) of the state.
- Mental health or therapy appointments.
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by Prelude Prep.

The only additional excused absences are for personal illness, death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by School Leadership due to extenuating circumstances.

### **Unexcused Absences**

Any absence not listed above or approved in advance by School Leadership due to extenuating circumstances will be considered an unexcused absence.

### **Tardiness and Late Arrival**

If a student arrives late to school, they must report to the front office to sign in and receive a pass to class. A student is considered tardy if the student is not in their assigned class by 7:45am. Repeated tardiness may result in School Interventions as allowed by the Student Code of Conduct. Late arrivals due to medical appointments will be excused, provided a medical note is submitted to the front office upon arrival.

### **Make-Up Work**

If a student misses a class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the student to master the essential knowledge and skills necessary to meet subject or course requirements. Students are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Teachers will provide students and parent/guardian with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

Make-up work will be collected and distributed to the student when they return to school.

### **Release of Students**

Parents/guardians signing a student out early from school must provide a reason and official identification. Students will only be released to approved persons listed in the student's registration file.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, if possible.

### **Closed Campus**

Students are not permitted to leave campus for lunch. Parents are welcome to eat lunch with their child in the cafeteria on designated Family Lunch Days. On these days, parent/guardians may only bring lunch for their own children. Students and adults may not bring in or give away food to other students during lunch times.

### **Withdrawals Voluntary Withdrawal**

A student under 18 years of age may be withdrawn from school only by a parent/guardian. Prelude Prep requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

Withdrawing students and parents/guardians are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a withdrawal form

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

### **Involuntary Withdrawal**

Prelude Prep may initiate withdrawal of a student under the age of 19 for non-attendance if:

- the student has been absent 10 consecutive school days, and
- repeated efforts by the school to locate the student have been unsuccessful.
- a student who has accumulated 20 or more unexcused absences

### **Dress**

As authorized by state law and the Prelude Prep charter, students are required to wear uniforms to school. The school's uniform requirements are designed to ensure that an inclusive and equitable space is provided for all students. While there are general uniform requirements, students are encouraged to embody their own style within the guidelines provided. Students are required to arrive in proper attire every day.

Parents/guardians must provide their student(s) with the required uniform, except in the case of students who are facing economic hardship as provided in the Texas Education Code. Prelude Prep may provide a uniform for

students who are facing hardship. A request for school assistance for purchasing uniforms must be made directly to the campus. Further details are available in the Front Office.


Students who do not follow the school’s guidelines for personal attire and appearance may be subject to uniform-specific next steps, as determined by the individual campus. Additionally, a parent/guardian may be contacted to bring an acceptable change of clothing to school

The following specific guidelines must be adhered to:

# PRELUDE PREP

## UNIFORM CHECKLIST

<p style="text-align: center;"><b><u>Pre-K</u></b> <b><u>Boys Required</u></b></p> <p><input checked="" type="checkbox"/> *Baby Blue Polo Shirt w/Logo  <input type="checkbox"/> Navy Blue Pants  <input type="checkbox"/> White, Black, or Navy Socks  <input type="checkbox"/> All Black Shoes</p>	<p style="text-align: center;"><b><u>PreK</u></b> <b><u>Girls Required</u></b></p> <p><input type="checkbox"/> *Navy Polo Dress w/Logo  <input type="checkbox"/> White, Black, or Navy Socks  <input type="checkbox"/> All Black Shoes</p>	<p style="text-align: center;"><b><u>Kinder – 2<sup>nd</sup></u></b> <b><u>Boys Required</u></b></p> <p><input type="checkbox"/> *Short or Long sleeve White Oxford Shirt <u>with Logo</u>  <input type="checkbox"/> Navy Blue Pants  <input type="checkbox"/> *Navy-Blue Clip-on Tie  <input type="checkbox"/> *Gray PE T-Shirt <u>with Logo</u>  <input type="checkbox"/> *Navy Blue PE sweatpant <u>with Logo</u>  <input type="checkbox"/> White, Black, or Navy Socks  <input type="checkbox"/> All Black Shoes  <input type="checkbox"/> Brown or Black Belt (required beginning in 1<sup>st</sup> grade)  <input type="checkbox"/> <b>NO POLO SHIRTS</b></p>	<p style="text-align: center;"><b><u>Kinder – 2<sup>nd</sup></u></b> <b><u>Girls Required</u></b></p> <p><input type="checkbox"/> *Middy Blouse <u>with Logo</u>  <input type="checkbox"/> *Navy Pleated Skirt or Navy Pants  <input type="checkbox"/> *Navy Necktie with loop  <input type="checkbox"/> *Gray PE T-Shirt <u>with Logo</u>  <input type="checkbox"/> *Navy Blue PE sweat pant <u>with Logo</u>  <input type="checkbox"/> White, Black, or Navy Socks  <input type="checkbox"/> All Black Shoes  <input type="checkbox"/> <b>NO POLO SHIRTS</b></p>
<p style="text-align: center;"><b><u>Pre-K</u></b> <b><u>Boys Optional</u></b></p> <p><input type="checkbox"/> Navy Blue Shorts (warm weather only)  <input type="checkbox"/> *Navy Blue V- Neck Cardigan with Logo  <input type="checkbox"/> *Hooded Jacket with Logo</p>	<p style="text-align: center;"><b><u>PreK</u></b> <b><u>Girls Optional</u></b></p> <p><input type="checkbox"/> *Navy Blue V- Neck Cardigan with Logo  <input type="checkbox"/> *Hooded Jacket with Logo  <input type="checkbox"/> White Tights (cold weather only)</p>	<p style="text-align: center;"><b><u>Kinder – 2<sup>nd</sup></u></b> <b><u>Boys Optional</u></b></p> <p><input type="checkbox"/> Navy Blue Shorts (warm weather only)  <input type="checkbox"/> Navy Blue Gym Shorts with Logo (warm weather only)  <input type="checkbox"/> *Navy Blue V- Neck Cardigan with Logo  <input type="checkbox"/> *Hooded Jacket with Logo  <input type="checkbox"/> <b>NO POLO SHIRTS</b></p>	<p style="text-align: center;"><b><u>Kinder – 2<sup>nd</sup></u></b> <b><u>Girls Optional</u></b></p> <p><input type="checkbox"/> Navy Blue Shorts (warm weather only)  <input type="checkbox"/> *Navy Blue Gym Shorts with Logo (warm weather only)  <input type="checkbox"/> *Navy Blue V- Neck Cardigan with Logo  <input type="checkbox"/> *Hooded Jacket with Logo  <input type="checkbox"/> White Tights (cold weather only)  <input type="checkbox"/> <b>NO POLO SHIRTS</b></p>

- Items with a  must be purchased at School Yard Uniform Store –12300 IH-10 W, Bldg 3. (210) 734-2912. (Prices subject to change). All other items can be purchased at a store of your choice.
- Shorts can only be worn during warm weather (65 Degrees and above)



Students are expected to be in uniform for every school day. Students should focus on cleanliness, neatness, and safety when preparing to come to school. Following are the uniform regulations for students:

**Shoes:** All Black Shoes that allow safety when in Gym class and playing on the playground. No high heels, house shoes, crocs, rainboots, slippers, or sandals of any kind are permitted

**Outerwear:** Prelude sweaters, sweatshirts, coats and jackets are options. If students, choose to wear outerwear in only school-approved outerwear may be worn inside the building. (Non-Prelude outerwear may be worn outside) Exceptions may be made based on School Leader approval or school-based incentives. Otherwise, all non-approved outerwear must be removed when entering the building. Once inside the building, all hoods must be taken off.

**Religious considerations:** Full uniform must be worn under all religious over-garments. Uniform shirts should still be worn when possible or permissible.

**Backpacks:** may be any color or school-appropriate design. Students should carry only those items necessary for school. Carrying toys or any other prohibited items can result in a student needing to use a mesh or clear backpack.

#### **Uniform non-compliance policy:**

Students may only go to class if they are in full uniform compliance. Parents/guardians will be contacted as needed to bring a required uniform item to school if the school is unable to provide the item or if the student has already received multiple reminders. Additional action will be determined the school if uniform non-compliance continues.

#### **Dress down days:**

Occasionally, Prelude Prep will sponsor dress down days as a reward or fundraiser. While students are afforded more freedom to choose their outfits on a dress down day, the following items are prohibited: open-toed shoes, flip-flops, shirts that do not cover the shoulders, tight and revealing clothing, skirts, shorts/skorts that are shorter than 3 inches below the knee, offensive or inappropriate images and prints, and ripped clothing, including jeans if they are ripped above the knee.

Prelude Prep will periodically review its dress policies, and make changes as needed.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, and/or determining whether a student's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by School Leadership.

#### **Student Fees**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, headsets, etc. Students may be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
2. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
3. A security deposit for the return of materials, supplies or equipment;
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's 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 student publications, class rings, pictures, yearbooks, graduation announcements, etc.;
6. A fee for voluntary student health and accident benefit plan;
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
9. A fee for replacement of a student ID card;
10. A fee for summer school courses that are offered tuition-free during the regular school year;
11. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student 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 student from attending the program;
12. A fee for lost, damaged, or overdue library book; or
13. A fee specifically permitted by any other statute.

Prelude Prep may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Superintendent or designee and include evidence of inability to pay. Details for the fee waiver are available in the Front Office.

Supply lists are posted on the Prelude Prep website and are available on campus.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, parking, athletics, and fine arts prior to participation.

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be used by the students as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher. Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. Prelude Prep may reduce or waive the payment requirement if the student is from a low-income family. Release of student records will be delayed pending payment for lost or severely damaged textbooks.

## **Food Service**

Prelude Prep participates in the National School Lunch Program and offers nutritionally balanced breakfasts and lunches. Guidelines set by the Texas Department of Agriculture (“TDA”) and United States Department of Agriculture (“USDA”) are followed to meet the nutritional needs of all students. Menus may be obtained at the front office.

Free and reduced-price breakfasts and lunches are available based on financial need. Information about a student’s participation is confidential. See the Office Manager to apply. Students must apply for meal assistance each school year.

Students are highly encouraged to bring healthy, nutritious foods should they choose to bring their own meal from home. No food may be consumed in class outside of scheduled meal periods unless permission is granted by teacher or school leaders.

### **State-Mandated Nutrition Guidelines**

The TDA places strict limits on any food or drink provided or sold to students other than through Prelude Prep’s food and nutrition services. More detailed information may be obtained at the front office or online at [www.squaremeals.org](http://www.squaremeals.org).

### **Transportation**

Prelude Prep does not currently offer transportation. Prelude will offer bus transportation in accordance with an Individual Education Plan (IEP). If a student with a disability is receiving school transportation because of an IEP, the Admission Review and Dismissal (“ARD”) Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

### **Displaying a Student’s Artwork, Projects, Photos, and Other Original Work**

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, Prelude Prep will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the Prelude Prep website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. Prelude Prep will also seek consent before displaying or publishing an original video or voice recording in this manner.

### **Distribution of Materials or Documents**

#### **School Materials**

Publications prepared by and for Prelude Prep may be posted or distributed with prior approval by the School Leader and/or teacher. Such items may include school posters, brochures, murals, etc.

#### **Non-School Materials**

Students must obtain express prior approval of the School Leaders or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus or through the use of campus-issued technology.

Non-school literature shall not be distributed by students on Prelude Prep 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 students.
- 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 student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

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

### **Electronic Device Policy**

Electronic devices that may distract students from their learning are not permitted at school.

If a student is permitted to possess an electronic or telecommunications device at school, including a cell phone, all such devices must be turned off and stored in their backpacks during school hours. If a Prelude Prep employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or a school-related activity, the employee will collect the item and turn it in to the Front Office.

A parent will be contacted to pick up the item and any disciplinary action will be in accordance with the Student Code of Conduct.

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

Prelude Prep will take the following actions in the event that a student does not have their electronic or telecommunication device properly stored:

- 1) 1st time: pick up the device, turn it into the office, and notify parents/guardians
- 2) 2nd time: pick up the device, turn it into the office, and hold it until parents/guardians are available to pick it up (with exceptions on a case-by-case basis).
- 3) 3rd time: pick up the device, turn it into the office, and hold it until parents/guardians are available to pick it up and pay \$5 to have the device returned (with exceptions on a case- by-case basis).

4) 4th time: pick up the device, turn it into the office, and any further action at the discretion of the leadership team.

### **Pledges of Allegiance and Moment of Silence**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag.

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

According to Texas Education Code - EDUC § 25.082- On written request from a student's parent or guardian, a school district or open-enrollment charter school shall excuse the student from reciting a pledge of allegiance under Subsection (b).

### **Recitation of the Declaration of Independence**

State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during “Celebrate Freedom Week.” A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, and Prelude Prep determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

### **Prayer and Meditation**

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. Prelude Prep will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

## **SECTION 2: STUDENT HEALTH AND SAFETY**

### **Alcohol-Free School Notice**

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on Prelude Prep property at all times, and at all school-sanctioned activities occurring on or off School property. Students may carry only clear water bottles containing water for consumption during class. Juices or other approved beverages may only be consumed during meal times. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **Tobacco-Free School Notice**

Smoking (including electronic cigarettes, vape pens, cigars, and pipes) and using tobacco products is prohibited in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above.

Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **Drug-Free School Notice**

Prelude Prep believes that student use of illicit drugs is both wrong and harmful. Consequently, Prelude Prep prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Prelude Prep also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **Asbestos Management Plan**

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for the school in accordance with federal regulations. Parents may view the Asbestos Management Plan at the campus office.

### **Bacterial Meningitis Information**

State law requires Prelude Prep provide the following information:

#### **What is bacterial meningitis?**

Meningitis is an inflammation of the membranes that surround the brain and spinal cord. Meningitis can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. However, bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical and life support management.

#### **What are the symptoms of bacterial meningitis?**

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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, seizures, discomfort looking into bright lights, confusion and sleepiness and lethargy. In both children and adults, there may be a rash of tiny, red-purple spots or purple patches on the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

#### **How serious is bacterial meningitis?**

Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. However, in some cases it can be fatal or a person may be left with permanent severe health problems or 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. They are spread when people exchange saliva (such as by kissing, or by sharing drinking containers, food, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions (such as by coughing or sneezing).

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?**

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\* The vaccines are safe and effective (85–90 percent). They 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 from three to five years.

\* Please note that the Texas Department of State Health Services ("TDSHS") requires at least one meningococcal vaccination for grades 7 through 12, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

### **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 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 Health office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of State Health Services: <https://www.dshs.tx.us/idcu/disease/meningitis/>.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the School Leader or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services website at: <http://www.dshs.state.tx.us/idcu/investigation/conditions/>.

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

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

Please contact the Office Manager if you have questions or if you are concerned about whether a child should stay home.

### **Immunization Requirements**

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your student, please read "2025– 2026 Texas Minimum State Vaccine Requirements for Students Grades K–12." For specific immunization requirements, please contact your campus or visit the Texas Department of State Health Services at <http://www.dshs.state.tx.us/immunize/school/>.

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

### **Provisional Enrollment**

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

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine. To remain enrolled, the student 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. Prelude Prep shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination.

If at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and Prelude Prep shall exclude the student from school attendance until the required dose is administered.

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

### **Exclusions from Immunization Requirements**

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, 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 student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed Texas Department of State Health Services ("TDSHS") affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946),

P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be submitted to the School Leaders within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have 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.

To claim exclusion for armed forces, the student must prove that they are serving on active duty with the armed forces of the United States.

### **Immunization Records Reporting**

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

### **Emergency Medical Treatment**

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, Prelude Prep staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents/guardians are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

### **Student Illness**

When your child is ill, please contact Prelude Prep to let us know if they will not be attending that day. Students must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school.

If a student becomes ill during the school day, they must receive permission from the teacher before reporting to the front office. If the school determines that the child should go home, designated staff will contact the parent.

### **Administration of Medication**

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the designated staff under the following circumstances:

1. Nonprescription medication brought to school must be submitted to Prelude Prep by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. 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. In accordance with the Texas Board of Nursing's Nurse Practice Act, Prelude Prep will not administer medications prescribed or fulfilled in Mexico.
3. Prescription medications must be submitted in a labeled container showing the student'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 baggies or unlabeled containers will NOT be administered.
4. 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 student's Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to Prelude Prep, 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 student.
6. In certain emergency situations, Prelude Prep may administer a nonprescription medication to a student, 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 instructions from the physician or ANP and written permission from the parent. Parents are responsible for advising Prelude Prep that a medication has been discontinued.

### **Asthma and Anaphylaxis Medication**

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on Prelude Prep property or at school-related events.

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

### **Steroid Notice**

Prelude Prep does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

### **Dyslexia and Related Disorders**

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

### **Fitness Testing**

According to requirements under state law, Prelude Prep will annually assess the physical fitness of students. Prelude Prep is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

### **Spinal Screening**

In compliance with Health and Safety Code, Chapter 37, all children shall undergo screening for abnormal spinal curvature in accordance with the following schedule:

- Girls will be screened two times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7).
- Boys will be screened one time at age 13 or 14 (or fall semester of grade 8).

The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year. A parent who declines participation in the spinal screening provided by Prelude Prep must submit to the School Leaders or designee documentation of a professional examination which includes the results of a forward-bend test. This documentation must be submitted to Prelude Prep during the year the student 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 student 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 student's parent, managing conservator, or guardian must submit to the School Leaders or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

### **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. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually.

Screening records for individual students may be inspected by the TDSHS or a local health department, and may be transferred to another school without parental consent.

Exemption: A student 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 school principal on or before the day of admission an affidavit stating the objections to screening.

### **Freedom from Discrimination, Harassment, and Retaliation Statement of Nondiscrimination**

Prelude Prep prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender or sex, national origin, disability, age, gender identity, gender expression and sexual orientation or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of school policy.

### **Discrimination**

For purposes of this Handbook, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, gender identity, gender expression and sexual orientation or any other basis prohibited by law and that adversely affects the student.

### **Prohibited Harassment**

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

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

In compliance with the requirements of Title IX, Prelude Prep does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a student, including harassment committed by another student, 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 student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student 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.

Prelude Prep also does not tolerate sexual harassment of a student by school employees. Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

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

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

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes,

name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

Prelude Prep prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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

### **Reporting Procedures**

Any student who believes that they have experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the School Leader or designee, or other school employee.

A student 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, the ADA/Section 504 Coordinator, and/or the Age Discrimination Coordinator may be directed to the School Leaders. If a report is made directly to the School Leaders, Prelude Prep shall appoint an appropriate person to investigate.

### **Investigation of Complaints**

After receiving a complaint of prohibited discrimination or harassment, Prelude Prep may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the authorized school official shall promptly authorize and undertake an investigation. Following completion of the investigation, the authorized school official will prepare a written decision regarding the complaint, including a determination of whether prohibited discrimination or harassment occurred.

When appropriate, Prelude Prep may take interim action to avoid additional opportunities for discrimination or 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. If the results of the investigation establish that prohibited discrimination or harassment occurred, Prelude Prep shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. Prelude Prep may take disciplinary action based on the results of an investigation, even if Prelude Prep concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

### **Confidentiality**

To the greatest extent possible, Prelude Prep 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 student or parent who is dissatisfied with the outcome of the investigation may appeal through the Prelude Prep grievance procedure. A student 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 Cyber-bullying**

Prelude Prep prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students 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 Prelude Prep that:

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

Conduct described above is considered bullying if that conduct:

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

Prelude Prep also prohibits cyberbullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation.

### **Reporting Procedures**

Any student who believes that they have experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the a school employee. A report may be made orally or in writing. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Families, any staff involved, and the School Leader.

### **Investigation of Report**

The School Leader or designee shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. The Superintendent or designee shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent hazing and/or bullying during the course of an investigation, if appropriate.

The School Leader or designee shall prepare a written report of the investigation, including a determination of whether hazing and/or bullying occurred. If the results of an investigation indicate that hazing and/or bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Prelude Prep may act based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of hazing and/or bullying under this policy.

### **Confidentiality**

To the greatest extent possible, Prelude Prep 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 student or parent who is dissatisfied with the outcome of the investigation may appeal through the Prelude Prep grievance procedure.

### **Law Enforcement Agencies Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, School Leaders will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

In other circumstances:

- 1) The School Leader or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
- 2) The School Leader or designee ordinarily will make reasonable efforts to notify the student's parent, unless the interviewer raises what the School Leader or designee considers to be a valid objection.
- 3) The School Leader or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Superintendent or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply.

### **Students Taken into Custody**

State law requires Prelude Prep to permit a student to be taken into legal custody:

1. Pursuant to an order of the juvenile court;
2. Pursuant to the laws of arrest;

3. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
5. Pursuant to a properly issued directive to apprehend; or
6. By an authorized representative of the Texas Department of Family and Protective Services (“TDFPS”), 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 student’s physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the School Leader or designee will verify the officer’s identity and, to the best of their ability, verify the official’s authority to take custody of the student.

The School Leader or designee will immediately notify the Executive Director and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the School Leader or designee considers to be a valid objection to notifying the parents/guardians. Because the School Leader or designee does not have the authority to prevent or delay a student’s release to a law enforcement officer, any notification will most likely be after the fact.

### **Child Abuse Reporting and Programs**

Prelude Prep provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. Prelude Prep also provides training to its teachers and students in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions, and counseling options are also available.

The Prelude Prep 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 student 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 student’s parent, if necessary.

### **Plan for Addressing Sexual Abuse and Other Maltreatment of Children 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 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;
- <http://www.txabusehotline.org>;
- Your local police department; or
- Call 911 for emergency situations.

Prelude Prep has established a plan for addressing child sexual abuse and other maltreatment of children (the “Plan”). The Plan is addressed in this section of the Handbook.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children For Staff: Prelude Prep annually trains staff in all content areas addressed in the Plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

For Students: school staff or outside agency 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 Parents/Guardians: Parents/guardians 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/guardians 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 call 911 or 1-800-252-5400.

Also remember that parents/guardians/guardians 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 School Leader 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.

The DFPS also provides early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
- [http://tea.texas.gov/Texas\\_Schools/Safe\\_and\\_Healthy\\_Schools/Child\\_Abuse\\_Prevention/Child\\_Abuse\\_Prevention\\_Overview/](http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/)
- Sexual Abuse Prevention Programs:  
<https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>
- Promoting Healthy Families in Your Neighborhood: <https://www.childwelfare.gov/pubPDFs/packet.pdf>
- Signs of Child Abuse: [http://www.keepkidshealthy.com/welcome/commonproblems/child\\_abuse.html](http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html)
- DFPS – Prevent Child Abuse (HelpandHope.org) <http://helpandhope.org>
- DFPS – How to Report Child Abuse or Neglect  
[http://www.dfps.state.tx.us/Contact\\_us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_us/report_abuse.asp)
- Texas Attorney General – What Can We Do About Child Abuse?  
<https://www.texasattorneygeneral.gov/cvs/what-can-we-do-about-child-abuse>
- Prevent Child Abuse.org – Texas Chapter [www.preventchildabusetexas.org](http://www.preventchildabusetexas.org)
- Texas Council on Family Violence – Abuse Prevention Links <http://www.tcfv.org/>

### **Likely Warning Signs of Sexual Abuse or Other Maltreatment**

Psychological and behavioral signs of possible sexual abuse or other maltreatment 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, burring, 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. Often signs 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 student awareness sessions concerning sexual abuse and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or other maltreatment 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 students will also be provided with local crisis hotline numbers to obtain assistance.

#### Available Counseling Options

A list of counseling providers can be found at:

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/)

#### Interrogations and Searches

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

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

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

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 reasonably related to the

circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

When circumstances allow, school staff will attempt to notify parents/guardians of such searches/interrogations prior to, during, or after their occurrence.

### **Desk and Locker Searches**

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

Students have full responsibility for the security of their lockers and desks and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

### **Procedures for Use of Restraint and Time-Outs**

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

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.
- At no time, however, may a student be placed in seclusion.
- A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

### **Visitor and Volunteer Policy**

Prelude Prep encourages parents/guardians and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors MUST sign in at the Front Office whenever they are on campus and present official government identification. The identification card will be scanned and will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.

- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers MUST go through a background check conducted by our school office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Additionally, the School Leader or designee may take the following actions whenever there is a school visitor:

- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by Prelude Prep.
- Any visitor identified as a sex offender shall be always escorted by school personnel during a school visit and shall have access only to common areas of the campus.

### **Disruptions**

To protect student safety and sustain an educational program free from disruption, state law permits Prelude Prep to take action against any person – student or non-student – 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 student away from, or to prevent a student 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 students 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.

### **Emergency Closings**

Generally, Prelude Prep dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures will be communicated with families. Prelude Prep 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 broadcast on Prelude Prep's social media pages and via email. Any emergency closures will also be posted on the official Prelude Prep social media pages.

### **Drills: Fire, Tornado, and Other Emergencies**

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and students should familiarize themselves with these instructions.

### **Pest Control Information**

Prelude Prep periodically applies pesticides inside school buildings and on school grounds. Except in an emergency. Students 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 their school's Office Manager.

## **SECTION 3: ACADEMICS AND GRADING**

### **Academic Programs**

The School Leader will provide students and parents/guardians with information regarding academic programs to prepare for higher education and career choices.

A student removed from the regular classroom to another setting will have an opportunity to complete their daily work just as if they were in the regular learning center.

Students and parents/guardians are encouraged to discuss options for ensuring that students complete all work required with a teacher or the School Leader.

### **Curricular Vision**

Prelude Prep offers instruction in the Texas Essential Knowledge and Skills (TEKS) at each grade level. Prelude offers a rigorous prep school academic program combined with an emphasis on civic education and learning through play and cooperation. This learning model is unlike any other school in San Antonio. We are committed to ensuring that all students build a solid academic and personal foundation, opening the doors to a future of possibilities.

### **Academic Integrity**

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. A student's attempt to present the work of another or work completed by a parent/guardian/sibling, etc. as their own will be viewed as a serious offense, and the student may be subject to a grading penalty and/or discipline in accordance with the Student Code of Conduct.

### **Computer Resources**

To prepare students for an increasingly computerized society, Prelude Prep has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under

a teacher’s supervision and for approved purposes only. Students and parents/guardians must read and agree to abide by the Student Acceptable Use Policy found in this Handbook.

### **Extracurricular Activities, Clubs, and Organizations**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University Interscholastic League (“UIL”), a statewide association overseeing interscholastic competition between public schools.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior including consequences for misbehavior – that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

### **Standardized Testing**

All Prelude Prep students receiving instruction in the essential knowledge and skills shall take the appropriate criterion-referenced assessments, as required by Education Code, Chapter 39, Subchapter B. *19 TAC 101.5(a)*.

STAAR (State of Texas Assessments of Academic Readiness) In addition to routine tests and other measures of achievement, students in grades 3–8 will take state-mandated assessments, such as the STAAR, in the following subjects:

1. Mathematics, annually in grades 3–8;
2. Reading, annually in grades 3–8;
3. Writing, including spelling and grammar, in grades 4 and 7;
4. Social studies in grade 8;
5. Science in grades 5 and 8; and
6. Any other subject and grade required by federal law.

*Education Code 39.023(a)*.

#### **a) Exception**

Except as required for purposes of federal accountability, a student shall not be administered a grade-level assessment if the student:

1. Is enrolled in a course or subject intended for students above the student’s enrolled grade level and will be administered a grade-level assessment instrument developed under the list above that aligns with the curriculum for that course or subject within the same content area; or

2. Is enrolled in a course for high school credit in a subject intended for students above the student's enrolled grade level and will be administered an EOC assessment instrument that aligns with the curriculum for that course or subject within the same content area.

A student is only eligible to take an assessment instrument intended for use above the student's enrolled grade if the student is receiving instruction in the entire curriculum for that subject.

A student in grade 5 or 8 described above may not be denied promotion on the basis of failure to perform satisfactorily on an assessment instrument above the student's grade level. Each time a student fails to perform satisfactorily on an assessment instrument administered under Education Code 39.023(a) in the third, fourth, fifth, sixth, seventh, or eighth grade, Prelude Prep shall provide to the student accelerated instruction in the applicable subject area. Accelerated instruction may require participation of the student before or after normal school hours and may include participation at times of the year outside normal school operations. *Education Code 28.0211(a-1).*

Prelude Prep shall provide each student who fails to perform satisfactorily on an EOC assessment instrument with accelerated instruction in the subject assessed by the assessment instrument. *Education Code 39.025(b-1).*

STAAR Modified and STAAR Alternative, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient students, as determined by the student's Language Proficiency Assessment Committee. A Spanish version of STAAR is also available to students in grade 5 who need this accommodation. As per TEA's guidelines, "ELL students must meet participation requirements for a substantial degree of linguistic accommodation in these subject areas. Under the guidance of the Director of Special Services, students will be determined as requiring STAAR-L accommodations or not."

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient and who will require this type of testing accommodation. As per TEA's guidelines, "ELL students must meet participation requirements for a substantial degree of linguistic accommodation in these subject areas. Under the guidance of the Director of Special Services, students will be determined as requiring STAAR-L accommodations or not."

### **Texas English Language Proficiency Assessment System ("TELPAS")**

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

### **Promotion and Retention**

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet Prelude Prep’s requirements for attendance.

### **Students with Disabilities**

Upon the recommendation of the Admission, Review, and Dismissal (“ARD”) Committee, a student 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”).

### **Report Cards**

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents/guardians at least once every nine weeks. If a student is not meeting satisfactory performance at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Report cards and progress reports must be signed by the parent/guardian and returned to the school within seven days.

Questions about grade a should first be discussed with the teacher; if the question is not resolved, the parent or student may request a conference with the School Leader. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the school’s grading policy.

#### Grading Guidelines

PreK-2nd Grade

S= Satisfactory

P= Progressing

R = Reinforcement Needed

3<sup>rd</sup> Grade

A+ = 95-100

A= 90-94

B+ = 85-89

C = 75-79

D= 70-74

F = 69 and below

### **Special Programs Bilingual/ESL Services**

Prelude Prep offers Bilingual/English as a Second Language (“ESL”) services for English language learners who are limited to their English proficiency. The program is designed to assist students identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. The goal of this program is to provide additional English language assistance to students, enabling them to become academically successful

in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

### **Special Education Services**

Prelude Prep has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school's jurisdiction. If you know or suspect that your student has a disability, please contact the School Leader or school's special education teacher for information about available programs, assessments, and services.

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

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 students 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 students who are not disabled.

The Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities, can be obtained from School Leader or at the Texas Education Agency Special Education Website:  
[http://tea.texas.gov/Curriculum\\_and\\_Instructional\\_Programs/Special\\_Education/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Special_Education/).

### **Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services**

If a student is experiencing learning difficulties, the parent may contact the Director of Special Programs to learn about Prelude Prep's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention ("RtI"). The implementation of RtI has the potential to have a positive impact on Prelude Prep's ability to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services by presenting a written request to the School Leader or an administrative employee. Prelude Prep must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with Prelude Prep. Additionally, the parent will receive a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.

If consent for evaluation is obtained, Prelude Prep must generally complete the evaluation and report within 45 school days of the date Prelude Prep receives the written consent. Prelude Prep must give a copy of the evaluation report to the parent.

### **Section 504 Services**

Prelude Prep provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is regarded as having such impairment. A student 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 student's individual educational needs as adequately as the needs of students 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 students with disabilities will be placed in the regular educational environment, unless Prelude Prep 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, Prelude Prep will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, Prelude Prep will ensure that a qualified student with a disability participates with students 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 student 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 student has or is suspected of having a disability, or requires special services, parents/guardians or teachers should contact the School Leader for information concerning available programs, assessments, and services.

### **Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

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

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

**Special Education Referrals:**

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

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

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

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

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

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

**Contact Person for Special Education Referrals:**

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

Contact Person: Kristin Kurtz

Email: [Specialprograms@preludeprep.org](mailto:Specialprograms@preludeprep.org)

**Section 504 Referrals:**

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

**Contact Person for Section 504 Referrals:**

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

Contact Person: Kristin Kurtz

Email: [Specialprograms@preludeprep.org](mailto:Specialprograms@preludeprep.org)

Additional Information: The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
  
- Special Education Information Center
- Texas Project First

**SECTION 4: STUDENT CODE OF CONDUCT****Purpose of the Student Code of Conduct**

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster a productive and distraction-free environment, Prelude Prep has established this Student Code of Conduct in accordance with state law and the Prelude Prep open-enrollment charter. The Code of Conduct has been adopted by the Board of Directors, and provides information to parents/guardians and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code of Conduct will be posted will be available for review at the campus office. Parents will be notified of any violation that may result in a student being suspended or expelled from Prelude Prep. Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code of Conduct does not define all types and aspects of student behavior, Prelude Prep may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct. When students

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

The Code of Conduct is also supplemented by the school behavior management systems.

### **Authority and Jurisdiction**

Prelude Prep has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on
2. Prelude Prep transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. While the student is in attendance at any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. For any expulsion offense committed while on Prelude Prep property or while attending a school-sponsored or school-related activity of Prelude Prep or another school in Texas;
7. While the student is in transit to or from school or to or from school-related activities or events;
8. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
9. When the student commits a felony, as provided by Texas Education Code §§ 37.006 or 37.0081; and
10. When criminal mischief is committed on or off Prelude Prep property or at a school-related event.

### **Reporting Crimes**

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

### **Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class; participate in all required testing
- Meet Prelude Prep's dress code expectations.
- Follow all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other Prelude Prep staff and volunteers.
- Respect the property of others, including Prelude Prep property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

### **Discipline Management Techniques**

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated

to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Prelude Prep will utilize a school-wide behavior management system during the 2025-2026 school year for:

- Logging positive/negative student behavior with student incentives
- Parent communication regarding student behavior
- Using a House System to build a strong school community
- Calm Down areas in classrooms

Prelude Prep may print weekly reports and distribute them to students at the end of each week or distribute them electronically.

Student behavior and attendance will be documented by the school. Prelude Prep's behavior management system will reinforce positive behavior and utilize a combination of consequences and restorative practices to address negative behaviors.

### **Techniques**

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Restorative conversations (see Glossary)
- Think Sheets
- Loss of recess, centers, or privileges
- Behavioral contracts
- Cooling-off time or "time-out."
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Loss of points for not following expectations
- Extension or Reflection periods during lunch or After School.
- Expulsion from Prelude Prep, as specified in the expulsion section of the Code.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by Prelude Prep.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Other strategies and consequences as determined by school employees.

## **Corporal Punishment**

Prelude Prep will NOT administer corporal punishment upon a student for misconduct.

## **Student Code of Conduct Offenses**

The categories of conduct below are violations of the Code of Conduct at school and all school- related activities. As a reminder, all student individualized needs are met with positive behavior interventions prior to assigning consequences. For specific rules and expectations, please contact your front office, staff member or school leader.

**Example Level 1 Offenses:** As a reminder, positive interventions and restorative practices are enacted prior to assigning consequences. Level 1 offenses listed here but not limited to:

### **Behaviors that may cause minor disruptions (May include but not limited to)**

- 1) Not focusing on instructions appropriately
  - Eyes Watching
  - Ears Listening
  - Voices Off
  - Hands Quiet
- 2) Side Conversations
- 3) Not Completing Work or Participating in Class
- 4) Negative Attitude
  - Creating a negative tone or experience for others through words or minor actions
  - Laughing in a way that conveys disrespect or trivializes a lack of seriousness
  - Using hand signals to be distracting and/or disrespectful
- 5) Not following class or school rules and procedures
  - Wasting Materials
  - Leaving trash, mess, or not cleaning up when given the opportunity to address it
  - Unsafe Actions- running in the hallway, jumping over chairs, tables
  - Out of seat without permission
  - Talking with the expectation is to be silent
  - Playing in the restroom or hallway
  - Not meeting basic uniform expectations
- 6) Unprepared
  - Missing Supplies and Materials for Class after being reminded (book, backpack, folder)
  - Incomplete Homework
- 7) Inappropriate Volume
  - Volume unacceptable for the situation (calling out during silent times, yelling in hallways or cafeteria)

**Example Level 2 Offenses:** As a reminder, positive interventions and restorative practices are enacted prior to assigning consequences.

### **Level 2 offenses listed here but not limited to:**

- 1) Inappropriate Reaction
  - Responding with raised voice, physical reaction, angry expression, or expressed argument at earning

a consequence. Note: we encourage students to communicate and problem-solve in appropriate ways and advocate for themselves when warranted

- Ignoring or refusing to comply with teacher directions
- Rolling eyes, sucking teeth, exasperated body gestures (e.g., flailing arms)

2) Disrespectful Actions

- Disrespectful comments expressed about an individual
- Spreading rumors about others or verbal teasing and minor name calling
- Leaving marks on desks or other school property
- Leaving marks in books, damaging books, or being neglectful or careless with books

3) Misuse of Materials

- Use of resources not intended for students use without permission (e.g., staff refrigerator, laminator)

4) Prohibited Physical Contact

- Putting hands on another person, except for shaking hands, fist-bump, or high five

5) Talking during any emergency drill is prohibited to ensure the safety of all students.

6) Unauthorized area without a pass

- Students going to an area without a written pass or permission provided by a staff member.

### Example Level 3 Offenses

#### Level 3 offenses listed here but not limited to:

1) Disrespectful Behavior

- Intentional use of profanity or grossly disrespectful language, including language that targets another person's racial or sexual identity. This includes spoken or written words and gestures that imply profanity.
- Comments or actions that undermine the dignity or authority of an adult
- Comments or actions that undermine the dignity or emotional safety of a peer
- Intentionally refusing to follow directions: a more severe form of ignoring / refusing
- Intentionally attempting to disrupt or derail a lesson

2) Uncontrolled Conduct

- Play-fighting, rough-housing
- Throwing things that could not cause serious physical injury
- Verbal altercation

3) Dishonestly or Avoiding Responsibility

- Being dishonest
- Framing others for own actions
- Not taking responsibility for choices or actions

4) Academic Dishonesty

- Plagiarism or cheating: including copying and completion of work by someone other than the student
- ALL cheating or plagiarism earns a Zero Grade

5) Destroying Property

- Defacing school property
- Graffiti of any form
- Damaging school property in a way that requires replacement or repair

6) Intimidation and Bullying

- Bullying or intimidation of a student, employee, or volunteer of Prelude Prep, whether on or off school property.
- If the conduct causes a substantial disruption of the educational environment, it may be elevated to a level 4 offense depending on circumstances as determined by Prelude Prep.

7) Transportation

- Disobeying conduct rules regarding school transportation, including transportation for field trips or other school activities.

### **Example Level 4 Offenses**

#### **Level 4 offenses listed here but not limited to:**

1) Physical Violence

- Physical harm of any kind
- Threats of physical violence, regardless of intent

2) Hate Speech- including speech based on gender, race, sexual orientation, and disabilities

3) Theft- Stealing; taking what is not one's own

4) Unsafe Activity

- Being in possession of illegal or controlled substances
- Being under the influence of drugs or alcohol
- Sexual activity of any kind
- Leaving the school or a school trip without permission
- Using tobacco, tobacco-based e cigarettes or vape pens at school, school related function or activities on or off school property
- Possessing or selling drugs or look alike drugs or attempting to pass items off as drugs or contraband
- Participating in hazing
- Abusing over the counter drugs
- Being under the influence of drugs or alcohol

## 5) Sexual Harassment

- Suggestive touching, stroking, squeezing, tickling, or brushing against a person
- Actual or attempted sexual assault

## 6) Extortion

### **Level 5 Offenses**

The offenses listed below may lead to long term suspension or expulsion.

Possession or use Prohibited Items, including but not limited to:

- a. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- b. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- c. A “look-alike” weapon;
- d. An air gun or BB gun;
- e. Ammunition;
- f. A stun gun;
- g. A pocket knife or any other small knife;
- h. Mace or pepper spray;
- i. Matches or a lighter;
- j. A laser pointed for other than an approved use; or
- k. Any articles not generally considered to be weapons, including school supplies, when the School Leader or designee determines that a danger exists.

1. Abusing a student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug while on school property or at a school-related event. (See glossary for “abuse.”)

2. Aggravated assault

3. Aggravated kidnapping

4. Aggravated robbery

5. Aggravated sexual assault

6. 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.

7. Arson

8. Burglary of a motor vehicle on campus.

9. Capital murder

10. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code

11. Commission of a felony offense listed under Title 5, Texas Penal Code. (See glossary.)

12. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- a. Engaging in conduct punishable as a felony.
  - b. Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - c. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug (may include e- cigarettes or vape pens if it is connected to potential marijuana use) in an amount not constituting a felony offense. (See glossary for “under the influence.”).
  - d. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
  - e. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - f. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
13. Conduct endangering the health and safety of others.
14. Criminal attempt to commit murder or capital murder.
15. Criminally negligent homicide.
16. Deliberate destruction or tampering with school computer data or networks.
17. Engaging in “bullying” and/or cyberbullying. (See glossary.)
18. Engaging in conduct punishable as a felony.
19. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.).
20. Engaging in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
- a. The student receives deferred prosecution (see glossary);
  - b. A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
  - c. The School Leader or designee has reasonable belief (see glossary) that the student engaged in the conduct.
21. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another student or Prelude Prep employee. (See glossary.)
22. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a Prelude Prep student, employee, or volunteer.
23. Engaging in conduct that contains the elements of retaliation against any Prelude Prep employee or volunteer, whether on or off of school property.
24. Engaging in inappropriate or indecent exposure of private body parts.
25. Felony criminal mischief against school property, another student, or school staff.
26. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
27. Inappropriate sexual conduct
28. Indecency with a child
29. Issuing a false fire alarm
30. Manslaughter
31. Murder.
32. Persistent Level I offenses
33. Persistent Level II offenses
34. Possessing, selling, distributing, or being under the influence of inhalants.

35. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
36. Possession, use, transfer or exhibition of any firearm, illegal knife, club, or any other prohibited weapon or harmful object (as determined by Prelude Prep).
37. Public lewdness.
38. Required registration as a sex offender.
39. Setting or attempting to set fire on school property (not arson).
40. Sexual abuse of a young child or children.
41. Sexual assault.
42. Stealing from students, staff, or Prelude Prep.
43. Targeting another individual for bodily harm.
44. Use, exhibition, or possession of a knife with a blade more than 1.5" in length, including but not limited to switchblade knives or any other knife not defined as an illegal knife.
45. Violating computer use policies, rules, or agreements of Prelude Prep, such as the Student Acceptable Use policy, including but not limited to:
  - a. Attempting to access or circumvent passwords or other security-related information of Prelude Prep or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
  - b. Attempting to alter, destroy, or disable Prelude Prep computer equipment, Prelude Prep data, the data of others, or other networks connected to the Prelude Prep system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
  - c. Using the Internet or other electronic communications to threaten Prelude Prep students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
  - d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
  - e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
46. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

## **Student Code of Conduct Consequences**

### **Parent Shadow**

Students with persistent Level 1 or 2 offenses, or students with a Level 3 offense or above may be assigned a shadow day. A shadow day must be attended the guardian listed on the student registration paperwork. The guardian will spend the day with their child in the classroom. PreK-2<sup>nd</sup> grade students who warrant an in-school suspension may automatically be assigned a shadow day.

### **During Lunch or After School Extension**

Reflection or Extension time may be earned by a student for engaging in any of the negative behaviors, persistently or in isolation as listed above.

The following rules apply to students assigned to reflection or extension:

- 1.Students will bring materials to work on. Classroom materials may also be sent by a teacher.
- 2.All materials must be brought to the reflection space or office.
- 3.Sleeping is not permitted.
- 4.Students will follow all rules concerning classroom behavior. Failure to comply may also mean suspension from school.
- 5.Any student assigned to extension must stay the entire time. Students refusing to complete their time may receive additional consequences.

## **Suspension**

Prelude Prep utilizes two kinds of suspension: in school suspension and out of school suspension.

### **In School Suspension**

The following rules and regulations apply to all students assigned to in school suspension (“ISS”):

- 1.Designated staff member will pick-up students from their class.
- 2.Students will bring materials to work on, including an ISS assignment with their teachers’ names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
- 3.All materials must be brought to the room when reporting.
- 4.No disruptive behavior will be allowed.
- 5.Unexcused absences from suspension will be referred to the School Leader.
- 6.Sleeping is prohibited.
- 7.Students must abide by the Prelude Prep policies and behavioral standards during their suspension period.
- 8.A student who misses a scheduled ISS session without a confirmed excuse may be assigned out of school suspension. If a student misses more than one scheduled ISS session without a confirmed excuse, they may be subject to additional consequences.
- 9.Depending on the level of severity, students may be able to access lesson virtually during in-school or out of school suspension days. An out of school suspension is still coded as such even if the student is accessing virtual learning.

Failure to follow these guidelines will be reported to the School Leader for further action, which may include up to three days of out of school suspension or any other consequence deemed appropriate.

### **Out of School Suspension**

The School Leader will give notice of suspension and the reasons for the suspension to the student. In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, intent, or lack of intent and other appropriate or mitigating factors determined by the administrator.

### **Removal from School Transportation**

A student being transported by Prelude Prep transportation for a school- sponsored or school-related activity may be removed from a school vehicle for conduct violating the school’s established standards for conduct in a school vehicle.

### **Conferences, Hearings, and Appeals**

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and Prelude Prep policy.

### **Process for Suspensions Lasting Up to Three Days**

In addition to the above list of Code of Conduct violations, the School Leader has authority to suspend a student for a period of up to three school days for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency that constitutes endangerment to health or safety.

### **Prerequisites to Suspension**

Prior to suspending a student for up to three days, the School Leader or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate their version of the incident, and
3. Determine whether the student's conduct warrants suspension.

### **Alternatives to Suspension**

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs may be suspended for any Level offense upon a first offense, if Leadership determines that the student committed a level 3 or higher offense, or the student's presence causes a danger to persons.

At the discretion of an administrator, a student can complete any combination of (but not limited to) the following alternatives to suspension listed below:

- Research project
- Presentation
- Campus beautification
- Family meeting or Guardian Shadow
- Community Service

### **Notification to Parents/Guardians**

If the School Leader or designee determines the student's conduct warrants suspension during the school day for up to five days, the School Leader or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The School Leader or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the School Leader.

### **Credit During Suspension**

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

### **Process for Out-of-School Suspensions and Expulsion**

#### **Notice**

When the School Leader or designee determine that a student's conduct warrants suspension for more than five days (extended suspension) or expulsion, but prior to taking any such action, the School Leader or designee will provide the student's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the School Leader, within five school days from the date of the disciplinary action.

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

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

#### **Hearing Before the School Leader**

Prelude Prep shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and Prelude Prep shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The School Leader may audio record the hearing.

Immediately following the hearing, the School Leader will notify the student and the student's parent(s) in writing of their decision. The decision shall specify:

1. The length of the extended suspension, expulsion, or in lieu of expulsion, if any;
2. When or if the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period if at all; and
3. The right to appeal the School Leader'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 student or their parent(s) may appeal the extended suspension or expulsion decision to the Board of Directors by notifying the School Leader in writing within five calendar days of the date of receipt of the School Leader's decision. The Board will review the audio or transcribed record from the hearing before the School

Leader at a regular or specially called meeting in closed session. The Board will notify the student and their parent(s) of its decision within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Please note that discipline consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Board.

### **No Credit Earned**

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

### **Emergency Placement and Expulsion**

If the School Leader or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of Prelude Prep or a school-sponsored activity, the School Leader or designee may order immediate removal of the student. The School Leader or designee may impose immediate suspension if they reasonably believe such action is necessary to protect persons or property from imminent harm. At the time of such an emergency removal, the student 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 Students with Disabilities**

All disciplinary actions regarding students with disabilities (504 or special education under the IDEA) shall be conducted in accordance with applicable federal and state laws.

### **Suspension/Expulsion Requirement**

A student with a disability shall not be removed from their current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to Prelude Prep, unless Prelude Prep and the student's parents/guardians agree otherwise.

### **Gun-Free Schools Act**

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

For the purposes of this section, "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 5: ESPECIALLY FOR PARENTS**

### **Parent Contact Information**

Parents are responsible for notifying Prelude Prep of any changes in their address, telephone number, and/or email address so that we can update our records accordingly. Parents are encouraged to check the campus website on a regular basis as it is our primary means of communication. It is important for parent communication that Prelude Prep has a valid, working parent email address.

### **Your Involvement as a Parent**

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
2. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by Prelude Prep. Discuss with the School Leader any questions you may have about the options and opportunities available to your child.
3. Monitoring your student's academic progress and contacting teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or School Leader, please call the front office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.
5. Becoming a school volunteer. For further information, contact the Front Office. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
6. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact the Front Office.

### **Surveys and Activities**

Students 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 student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;

5. Critical appraisals of individuals with whom the student has close family relationship;
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

### **“Opting Out” of Surveys and Activities**

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

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A 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 student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

### **Notice of Teacher Qualifications**

At the beginning of each school year, Prelude Prep will post information regarding the professional qualifications of their student's classroom teachers on the school website. Prelude Prep will also provide this information upon request from a parent. The notification will include, at a minimum:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and
- Graduation requirements.

In addition, absences related to a student visiting with their parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by Prelude Prep. The school will permit no more than five excused absences per year for this purpose.

For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

### **Student or Parent Complaints and Concerns**

Prelude Prep values the opinions of its students and parents/guardians, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner. The Board of Directors encourages parents/guardians and the public to discuss their concerns and complaints through informal meetings with the School Leader. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Neither the Board of Directors nor any School employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint.

The Superintendent may develop more detailed grievance procedures. The Superintendent shall ensure that the school's grievance procedures are provided to all parents/guardians and students. The formal grievance procedure shall provide for any grievance to ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

For purposes of this policy, "days" shall mean school days, and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

### **Informal Conferences**

A parent or student may request an informal conference with the School Leader, teacher, or other campus administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, they may submit a written grievance form to the School Leader. Grievance forms may be obtained from the School Leader's office, upon request at the Front Office.

### **Formal Grievance Process**

The formal grievance process provides all persons with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board, as outlined below.

A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

### **Level One Complaint – School Leader Review**

A parent or student shall submit a written Level One Grievance Form to the School Leader or designee within the later of (1) 5 school days from the time the event(s) causing the complaint were or should have been known, or (2) within 2 school days following an informal conference with the School Leader. The school reserves the right to require the grievant to begin the grievance process at Level Two.

The School Leader or designee must meet with the complaining parent or student. Following this conference, the School Leader shall issue a written Level One Decision. The Level One Decision must be issued within ten school days of the School Leader's receipt of the complaint.

### **Level 2 Complaint - Superintendent**

If the parent or student is not satisfied with the Level One Decision, or if no Decision is provided, the parent or student may file a written appeal to the Superintendent. The appeal must include the documentation submitted to the School Leader, and a copy of the Level 1 decision, if issued. The appeal shall not include any new issues or complaints. The appeal must be filed within ten school days of the Level 1 Decision or the response deadline if no Decision is made. The Superintendent or designee will meet with the complaining parent or student. Following this conference, the Superintendent or designee shall issue a Level 2 Decision. The Level 2 Decision must be issued within 10 school days of the written appeal.

### **Level 3 Complaint – Board of Directors Review**

If the student or parent is not satisfied with the Level 2 Decision, or if no decision is provided, the parent or student may submit to the Superintendent or designee a written appeal to the Board of Directors. The request must be filed within ten school days of the Level 2 Decision or the response deadline if no Decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors shall hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and Prelude Prep will be considered. An audiotape recording of the hearing may be made.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the decision being appealed shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

If the complaint involves concerns or charges regarding a student or Prelude Prep employee, it shall be heard by the Board in closed meeting unless the student or employee to whom the complaint pertains requests that it be heard in public.

### **Additional Complaint Procedures**

This Parent and Student Complaints and Grievances process does not apply to all complaints:

- 1) Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, gender identity, gender expression and sexual orientation or any other characteristic protected by law shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation," page of

this Handbook.

- 2) Complaints concerning retaliation related to discrimination and harassment shall be submitted as described in “Reporting Procedures,” page of this handbook.
- 3) Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying and Cyber-Bullying,” page of this Handbook.
- 4) For complaints concerning loss of credit based on attendance.
- 5) For complaints concerning disciplinary long-term suspensions and/or expulsions.
- 6) Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.
- 7) Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents/guardians of all students referred to special education.
- 8) Complaints regarding the Free and Reduced-Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating based on race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **SECTION 6: IMPORTANT NOTICES**

### **Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)**

The Family Education Rights and Privacy Act (“FERPA”) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights include the following:

#### **The Right to Inspect and Review**

Parents and/or eligible students have the right to inspect and review the student’s educational records within 45 days of the day the school receives access. Parents or eligible students should submit to the School Leader or designee a written request that identifies the record(s) they wish to inspect. Prelude Prep will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student’s educational records, Prelude Prep shall provide the parent or eligible student with a copy of the records requested to make arrangements for the parent or eligible student to inspect and review the requested records.

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

### **The Right to Seek Amendment of the Student's Educational Records**

Parents or eligible students may ask Prelude Prep to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. Parents or eligible students should submit to the School Leader or designee a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the student's privacy rights. Prelude Prep will decide whether to amend the record as requested within a reasonable time after receiving the request. If Prelude Prep decides not to amend the record as requested by the parent of eligible student, the school will notify the parent of eligible student of the decision and advise them to their right to a hearing to challenge the content of the student's education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student's privacy rights.

If, as a result of the hearing, Prelude Prep decides that the information in the educational record is not inaccurate, misleading, or in violation of the student's privacy rights, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of Prelude Prep. If the school places an amended statement in the student's educational records, Prelude Prep is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

### **The Right to Consent Prior to Disclosure**

Parents and/or eligible students have 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 without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A "school official" is a person employed by Prelude Prep as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Prelude Prep has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, Prelude Prep discloses educational records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

### **The Right to File a Complaint**

Parents and/or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by Prelude Prep to comply with the requirements of FERPA. These complaints should be addressed as follow:

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

### **Access to Medical Records**

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

### **Notice for Directory Information**

Under FERPA, Prelude Prep must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, Prelude Prep may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised Prelude Prep, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

Prelude Prep has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

- Student name;
- Date and place of birth;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;

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

- Extracurricular programs or events (school plays, concerns, athletic events, graduation ceremony, etc.).
- Publications (newsletters, yearbook, etc.).
- Honor roll and other student recognition lists.
- Marketing materials of Prelude Prep (print media, website, videos, newspaper, etc.).

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

### **Student Acceptable Use Policy**

#### **Computer Resources**

To prepare students for an increasingly computerized society, Prelude Prep has made a substantial investment in computer technology for instructional purposes. Use of those resources is restricted to students working under a teacher's supervision and for approved proposed only. Students with access to Prelude Prep computers and their parents/guardians agree to follow the following user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mail using Prelude Prep computers, are not private and may be monitored by school staff.

## **Technology Mission Statement**

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

## **Instructional Resource**

Prelude Prep is proud to bring network and Internet access to school staff and students. Prelude Prep believes the Internet offers many diverse and unique resources to both student and staff. Prelude Prep's goal in providing these services to staff and students is to promote educational excellence by facilitating resource-sharing, innovative teaching, and communication skills.

Students 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. School computers have the technology necessary to support student research and to promote academic achievement.

## **Student Safety**

Prelude Prep is aware that resources which are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students 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 Prelude Prep to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

## **Purpose**

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

## **User Responsibilities**

The use of the Internet comes with a level of personal responsibility for one's behavior. Abusive conduct will lead to access being revoked. Prelude Prep is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the school's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of Prelude Prep.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.

3. Individual accounts may be used only by the owner of the account, except where specifically authorized by administrators. In the case of class accounts, all use 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. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

## **Policy Terms and Conditions**

### **Acceptable Use**

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

Students 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, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, students involved in "sexting" or the sharing of inappropriate images or other content may also be disciplined for violating the school's anti-harassment and bullying policies.

### **Monitored Use**

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated Prelude Prep staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the school's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

### **Vandalism**

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of Prelude Prep's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will 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 and/or degrade, disrupt 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. Prelude Prep will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

### **Network Etiquette**

- Each network user is expected to:
- Be polite (i.e., an all-caps message implies shouting);
- Use appropriate language;
- Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
- Maintain confidentiality of the user, colleagues, and students;
- Respect copyright laws; and
- Be respectful in all aspects of network use.

### **Consequences**

Violation of Prelude Prep policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

- Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
- Any disciplinary consequence, including suspension or expulsion, as deemed appropriate by the administration.
- Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
- Expulsion may be considered in instances where students have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

Violations of law may also result in criminal prosecution as well as disciplinary action by Prelude Prep.

### **Glossary**

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Abusable Volatile Chemical Offense**, as defined by Health and Safety Code § 485.001 and

485.31. No student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

No student shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032

No student shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No student shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that that person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical. Health and Safety Code § 485.033

**Armor-piercing ammunition** is handgun ammunition used in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined by Texas Penal Code § 28.02 and occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

- Any vegetation, fence, or structure on open-space land; or
- Any building, habitation, or vehicle:
  - o Knowing that it is within the limits of an incorporated city or town,
  - o Knowing that it is insured against damage or destruction,
  - o Knowing that it is subject to a mortgage or other security interest,
  - o Knowing that it is located on property belonging to another,
  - o Knowing that it has located within its property belonging to another, or
  - o When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Arson also occurs when a person:

- Recklessly starts a fire or causes an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starts a fire or causes an explosion and in so doing recklessly damages or destroys a building belonging to another, or recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Texas Penal Code § 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another.

**Behavior Contracts:** A behavior contract is an agreement between the leadership team, teacher, student, and the student's parents/guardians that sets limits for student behavior, outlines consequences for bad choices and supports students in developing and maintaining positive behavior.

**Bullying** is defined to mean engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event, or school related activity, or in a vehicle operated by Prelude Prep and that: has the effect of physically harming a student, damaging

a student's property, or placing a student in reasonable fear of harm to the student or damage to the student's property; or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. The conduct described above is also considered bullying if that conduct exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression and physical conduct, and interferes with a student's education or substantially disrupts the operation of Prelude Prep. "Cyberbullying" means the use of any electronic communication device to engage in bullying or intimidation.

**Chemical dispensing device** is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

**Controlled substances or dangerous drugs** include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

**Criminal street gang** means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Dating violence** is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Texas Family Code § 71.0021.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

**Discretionary** means that something is left to or regulated by a local decision maker.

**E Cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the School Leader purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that they know is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm silencer** means any device designed, made, or adapted to muffle the report of a firearm.

**Graffiti** means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** is:

- Conduct that meets the definition established in Board policy and/or the Student Handbook; or
- Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

**Hazing** is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student and endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

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

**Illegal Knife** means a knife with a blade over 5-1/2"; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; spear; or as otherwise defined by Board policy.

**Indecent Exposure** means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

**Knuckles** means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Online Impersonation** occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Prohibited Weapon** means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; or a tire deflation device.

**Reasonable belief** is a determination made by the Executive Director or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade Knife** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

**Terroristic threat** is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including Prelude Prep).

**Title 5 offenses** are those that involve injury to a person and include murder; manslaughter; criminally negligent homicide; trafficking in persons; unlawful transport; kidnapping; assault (on a public servant); aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment of a public servant; improper photography; smuggling persons; and tampering with a consumer product.

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

### Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by the Prelude Prep Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Prelude Prep Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. Prelude Prep has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Prelude Prep to restrict access to all controversial materials and I will not hold Prelude Prep responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## Electronic Communication Device Commitment Form

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

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

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is subject to regulation by Prelude Prep.
- If a student possesses such devices on school property or while attending school-related events, Prelude Prep is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that Prelude Prep is not liable for any loss of or damage to confiscated devices.

### SIGNATURE LINES AND DATES

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of student)

\_\_\_\_\_  
(Printed name of student)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of parent/guardian)

**Food Allergy Notification Form**

Dear Parents,

Food:	Nature of allergic reaction to the food:

Prelude Prep will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act ("FERPA") and Board policy Prelude Prep **will maintain this form as part of your child's student record.**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Parent Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date form received by Prelude Prep: \_\_\_\_\_

## Acknowledgement and Approval of Parent – Student Handbook and Code of Conduct

My signature below acknowledges that Prelude Prep has made its Parent–Student Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in Prelude Prep, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

Printed Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
(Grades 3 and Up)

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Family Educational Rights and Privacy Act: Directory Information Opt Out Form

“Directory Information” means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits Prelude Prep to designate certain personal information as “directory information,” which may be released to anyone who follows the procedures for requesting it as prescribed in school policy.

To prohibit Prelude Prep from releasing your student’s directory information, you must circle NO adjacent to the appropriate statement(s) below, sign the form, and return it to your student’s school. **Completion of this form is optional. However, if you do not circle NO or return this form, directory information about your student may be released** in accordance with Prelude Prep policy.

If you have more than one student enrolled, you must complete a separate one for each student.

**PLEASE CIRCLE YES OR NO**

**For all students:**

YES	NO	I give permission for my student’s name and photograph to be included in the Prelude Prep yearbook.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or Prelude Prep personnel for use in educational purposes.
YES	NO	I give permission for my student’s artwork, projects, photographs, etc. to be used or displayed in any Prelude Prep communication devices. Examples include media coverage, printed materials, marketing, and websites.

\_\_\_\_\_  
PRINT Student's Full Legal Name

\_\_\_\_\_  
Student's Date of Birth

\_\_\_\_\_  
PRINT Parent/Guardian Full Legal Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Use of Student Work in School Publications

Occasionally, Prelude Prep wishes to display or publish student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. Prelude Prep agrees to use these student projects in this manner.

I, parent of \_\_\_\_\_ (student's name), **(do give) (do not give)** Prelude Prep permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature \_\_\_\_\_

Prelude Prep Parent/Guardian and Student Handbook Acknowledgements

Please read through and check all boxes. Parent/Guardian and Student signature required on back.

**Acknowledgement and Approval of Parent/Guardian- Student Handbook and Code of Conduct**

- My signature below acknowledges that Prelude Prep has made its Parent–Student Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in Prelude Prep, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

**Acceptable Use Agreement Acknowledgement Form**

- I have read and agree to abide by the Prelude Prep Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.
- As the parent or guardian of this student, I have read the Prelude Prep Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. Prelude Prep has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Prelude Prep to restrict access to all controversial materials and I will not hold Prelude Prep responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

**Electronic Communication Device Commitment Form**

*I have read, understood and agreed to the guidelines regarding my student having a personal electronic device on campus.*

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is subject to regulation by Prelude Prep.
- If a student possesses such devices on school property or while attending school-related events, Prelude Prep is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that Prelude Prep is not liable for any loss of or damage to confiscated devices.

**Food Allergy Notification**

Prelude Prep is required by law to request, at the time of enrollment, that the parent or guardian of each student attending Prelude Prep disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for Prelude Prep to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. Prelude Prep will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

**Family Educational Rights and Privacy Act: Directory Information Opt out form**

- I give permission for my student's name, artwork, projects, photographs or videos used for Prelude Prep educational purposes or media, marketing, websites, etc.
- I understand that I must complete the entire form and submit to the school to Opt Out.

**Use of Student Work in School Publications**

I, parent of \_\_\_\_\_ (student's name), **(do give) (do not give)** Prelude Prep permission to use my child's artwork, photos, or other original work in the manner described above.

PRINT Student's Full Legal Name

Student's Date of Birth

PRINT Parent/Guardian Full Legal Name

SIGNATURE of Parent/Guardian