East Fort Worth Montessori Academy
Student and Parent Handbook

2026-2027 School Year

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Preface

To Students and Parents:

Welcome to East Fort Worth Montessori Academy! 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 ("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, 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 policies 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 ("the Code"), which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Code. The Code is also available in the main office at each campus, and is posted on the school's website. The fifth section is especially for parents, 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 the Board of Director's policy. Please be aware that this 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 through newsletters and other communications.

We ask our parents 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 Principal.

Finally, you must complete and return the last page of this Handbook – "Acknowledgement and Approval of Student/Parent Handbook" to the school office at your campus.

On behalf of the entire East Fort Worth Montessori Academy staff and community, best wishes for a great school year!

Dr. Sukai Durosimi
E.F.W.M.A Superintendent

SECTION 1: GENERAL INFORMATION & STUDENT RIGHTS AND RESPONSIBILITIES

1.1 Mission

Our Mission - To provide an excellent holistic education and experience for all students, while encouraging an intrinsic love for learning and service.

1.2 Board of Directors

Mr. Troy Gardner - Board President
Mrs. Sandy Joyce - Secretary
Dr. Zandra Webb - V. President

1.3 About the School

Established in 1995 by Dr. James T. Brown and Mrs. Joyce Brown, the East Fort Worth Montessori Academy (EFWMA) has its origins deeply rooted in the founders' dedication to innovative educational methodologies. This dedication catalyzed the transformation of EFWMA from its humble beginnings within a singular classroom setting housed in a modest structure to its current expansive 20-acre campus. This campus is notably equipped with a labyrinth, an eco-pond, and designated natural habitats intended to stimulate children's innate curiosity towards nature.

The foundational philosophy of EFWMA is predicated on the belief that the optimal developmental trajectory of children is achieved through a robust educational framework. Such a framework is designed to foster not only an appreciation for the natural world but also to encourage a lifelong zeal for learning, inquisitiveness, and mutual respect among children. This is irrespective of their ethnic background, creed, religion, sexual orientation, or gender identity.

In adherence to its commitment to foster a supportive and enriching environment, EFWMA endeavors to cultivate a setting wherein children are encouraged to develop an affinity for nature, learning, and camaraderie. It is through this nurturing atmosphere that EFWMA upholds its ethos as a "Great Place to Bloom" and encourages its students to "Fly High", emblematic of its aspiration to facilitate the holistic development of its students.

1.4 Statement of Non-Discrimination

East Fort Worth Montessori Academy does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. East Fort Worth Montessori Academy complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 (“Title IX”); 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.

As required by Title IX, East Fort Worth Montessori Academy does not (and is required not to)

discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with East Fort Worth Montessori Academy. Inquiries into issues related to Title IX may be referred to East Fort Worth Montessori Academy Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Any questions or concerns about East Fort Worth Montessori Academy'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 requirements:

- The Title IX Coordinator, for concerns regarding sex-based discrimination is Aida Aguilar, HR, 501 Oakland Blvd, Fort Worth TX 76103, aida.aguilar@efwma.org, 817-496-3003

- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Dr. Akweta Hickman, 501 Oakland Blvd, Fort Worth, TX 76103, sped@efwma.org, 817-496-3003.

- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Aida Aguilar, HR, 501 Oakland Blvd, Fort Worth TX 76103, aida.aguilar@efwma.org, 817-496-3003
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- All other concerns regarding discrimination may be directed to Aida Aguilar, HR, 501 Oakland Blvd, Fort Worth TX 76103, aida.aguilar@efwma.org, 817-496-3003
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1.5 General Admissions and Enrollment Information

Admission and enrollment of students shall be open to persons who reside within East Fort Worth Montessori Academy geographic boundaries and who are eligible for admission based on lawful criteria identified in the school's charter and in state law. Additionally, as allowed by Chapter 12 of the Texas Education Code, East Fort Worth Montessori Academy may admit a child of a school employee regardless of whether the child resides in the geographic area served by East Fort Worth Montessori Academy. The total number of students enrolled in East Fort Worth Montessori Academy shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by East Fort Worth Montessori Academy based on occupancy limitations, code compliance and staffing requirements as deemed necessary.
The East Fort Worth Montessori Academy (E.F.W.M.A.) uses a streamlined application process through an "Intent to Apply" form for new and prospective students. After submission, the registrar promptly contacts families with updates on acceptance or waitlist placement. **This initial application phase is scheduled for late winter to early spring (November after Thanksgiving break through February 28). The portal then closes after February 28 for the lottery process, which takes place on a Tuesday the week before Spring Break in March.** After the initial application period, parents may submit the Intent to Apply form when it is re-released, with acceptance contingent on class space availability. If classes are at capacity, applicants will be placed on a waiting list until openings arise during the academic year. E.F.W.M.A. welcomes rolling applications year-round.

In accordance with state law, East Fort Worth Montessori Academy does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

Upon adoption of policy by the Board of Directors, East Fort Worth Montessori Academy may allow a student whose parent or guardian is an active-duty member of a foreign military force stationed in Texas to establish a student's age for purposes for determining enrollment eligibility by demonstrating that the student will turn the required age during the school year for which the student is seeking admission.

Exclusion from Admission

As authorized by Texas Education Code § 12.111(a)(5)(A), East Fort Worth Montessori Academy shall exclude from enrollment those students who have:

1. Engaged in conduct outlined in Education Code 37.006 related to placement in a disciplinary alternative education program or a juvenile justice alternative education program;
2. Engaged in conduct outlined in Education Code 37.007 related to expulsion; or
3. Been convicted of a criminal offense or have a juvenile court adjudication.

Submission of Applicants and Admissions Lottery

Students wanting to attend East Fort Worth Montessori Academy must submit an application during the school's open enrollment period, which is designated by the school administration. Applications for admission are available at the campus main office and online through the East Fort Worth Montessori Academy website - www.efwma.org

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If East Fort Worth Montessori Academy 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 offered admission. 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 offered admission 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 be sent a registration packet with instructions for registering. Families must complete and return the registration packet by the published deadline in order 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 East Fort Worth Montessori Academy to exempt from the lottery students who are already attending East Fort Worth Montessori Academy; siblings of students already admitted to or attending East Fort Worth Montessori Academy; and children of East Fort Worth Montessori Academy's founders, teachers, and staff, so long as the total number of students allowed under this exemption constitutes only a small percentage of East Fort Worth Montessori Academy's total enrollment.

Transfer of Students Who Are Children of Peace Officers

On the request of a peace officer who is a parent of an enrolled student, the Board shall permit the transfer of the student(s) to another East Fort Worth Montessori Academy campus, pending available seats at the requested transfer school.

Transfer of Students Who Are Children of Servicemembers

On request of a servicemember (meaning an active duty member of the armed forces of the United States, a reserve component of the armed forces of the United States, or the Texas National Guard) who is the parent of an enrolled student, the Board shall permit the transfer of the student(s) to another East Fort Worth Montessori Academy campus, pending available seats at the requested transfer school.

1.6 McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections under the McKinney-Vento Homeless Education Assistance Act of 2001. "Children and youth who are homeless," as defined by this federal law, means and includes children who:

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

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; eligibility requirements for participating in extracurricular activities; continuing enrollment in the "school of origin" or enrollment in a new school in the attendance area where the student is currently residing; graduation requirements; and other related matters.

Questions concerning assistance offered to homeless students can be obtained from Keisha McNatt, 501 Oakland Blvd, Fort Worth, TX 76103, keisha.mcnatt@efwma.org, 817-496-3003

1.7 Student Information

Any student admitted to East Fort Worth Montessori Academy must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in East Fort Worth Montessori Academy 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 East Fort Worth Montessori Academy, the parent and school 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 if they fail to meet this requirement.

East Fort Worth Montessori Academy 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' consent.

Food Allergy Information

Parents should notify East Fort Worth Montessori Academy when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the front office if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

Students with special dietary needs due to food allergies or students who need other food modifications must have a physician complete a special dietary needs form available from East Fort Worth Montessori Academy.

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 of Director's policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Establishing Identification

Any of the following documents are acceptable 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 East Fort Worth Montessori Academy, 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:

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indicating the address and name of the residence occupiers,
5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. 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).

Residency for Parents under Child Safety Placement Agreement: The parent or guardian who is the subject of a parental child safety placement agreement under Family Code 264.902 may establish residency by providing to East Fort Worth Montessori Academy a copy of a letter from the Department of Family and Protective Services indicating that the child is the subject of such an agreement and that the address of the child's residence during the agreement is within East Fort Worth Montessori Academy boundaries.

Residency for Servicemembers: A person whose parent is an active-duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, may

establish residency by providing East Fort Worth Montessori Academy a copy of a military order requiring the parent's transfer to a military installation in the school's geographic boundaries. Proof of residence in East Fort Worth Montessori Academy's geographic boundaries shall be provided not later than the 90th day after the arrival date specified in the order. "Residence" includes residence in a military temporary lodging facility.

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

1.8 School Calendar

Please use the link under the "Parents" tab and click on the link - https://www.efwma.org/parents/26-27-school-calendar

East Fort Worth Montessori Academy 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. The latest changes to the calendar will be available on the school's website.

1.9 School Day

Classes begin at 8:00 a.m. and are dismissed at 3:30 p.m. Students may be dropped off as early as 7:20 a.m. They will be supervised, but there are no organized activities before the instructional day begins.

Students enrolled in 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. These fees vary, and will be published on our website and communicated to parents.

1.10 Drop-off and Pick-up Procedures

Students eating breakfast should be dropped off at the gate. A staff of EFWMA will be there to greet them and send them to the dining hall for breakfast or to the gymnasium for morning meeting.

1.11 Student Drivers and Parking

East Fort Worth Montessori Academy students are not of driving age but if a student rides a bike to school, they will not be allowed to ride home for an early dismissal. Parents must pick up their child.

1.12 Attendance

Consistent school attendance is an essential component of each student's education. Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and East Fort Worth Montessori Academy policy deals with attendance for course credit and a student's final grade. These laws are discussed below.

Texas Compulsory Attendance Law

Prekindergarten and Kindergarten

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

Ages 6–18
State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Age 19 and Older
(East Fort Worth Montessori Academy is an Elementary school and does not allow adults to enroll with minors). Under Texas Education Code § 25.085(e), a student who voluntarily attends or enrolls in East Fort Worth Montessori Academy after his or her 19th birthday is required to attend each school day. If a student 19 years of age or older has more than five unexcused absences in a semester, East Fort Worth Montessori Academy may revoke the student's enrollment, except that East Fort Worth Montessori Academy may not revoke enrollment on a day on which the student is physically present at school. A student whose enrollment is revoked under this section may be considered an unauthorized person on school grounds and the student's continued presence may be considered trespassing. Prior to revoking the student's enrollment, the school shall issue a warning letter to the student after the third unexcused absence stating that the student's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, East Fort Worth Montessori Academy may impose a behavior improvement plan.

Tracking Student Attendance
East Fort Worth Montessori Academy 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.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. East Fort Worth Montessori Academy may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

> **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).*
>
> *East Fort Worth Montessori Academy 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.

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 East Fort Worth Montessori Academy 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 Attendance Review Committee will attempt to ensure that its decision is in the best interest of the student.
4. The Attendance Review Committee will consider whether the absences were for reasons over which the student or parent could exercise control.
5. The Attendance Review Committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
6. The Attendance Review 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 or parent will be given an opportunity to present any information to the Attendance Review 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 Attendance Review 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 Attendance Review Committee's decision to the Board of Directors by filing a written request with the Superintendent or designee. The appeal notice must be postmarked to the following address within three days following the last day of instruction in the semester for which credit was denied: East Fort Worth Montessori Academy, 501 Oakland Blvd, Fort Worth, TX 76103.

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

1.13 Absence and Tardiness

When a student must be absent from school, parents 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, submitted through the East Fort Worth Montessori Academy website, or faxed to the school. If a note is not received within 817-496-3003 school days of the absence, the absence will be recorded as unexcused.

Because excessive absences are considered truancy under state law, East Fort Worth Montessori Academy reserves the right to take extreme absence cases to court.

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

Excused Absences
State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. This includes absence for the following activities and events:

- A junior or senior student may be absent for up to two days per school year for purposes of, respectively, visiting a college or university and/or for a career investigation day for the purpose of determining the student's interest in pursuing a career in the professional's field, so long as the student obtains permission for the visit from the Principal or designee, follows the school's procedures to verify the visit, and makes up any work missed due to the absence.
- 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.
- Absences of up to four days of school for a high school student who is 17 years of age or older to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard, provided that East Fort Worth Montessori Academy verifies the student's activities relating to pursuing enlistment.
- Absences of up to two days in a school year for service as an early voting clerk, provided the student receives approval from the principal prior to the absence and informs his or teachers of the absence.
- Activities related to obtaining United States citizenship.
- An absence for a student in 6th through 12th grade who misses school for the purpose of playing "Taps" at a military honors funeral held in Texas for a deceased veteran.
- An absence for a student who is 15 years of age or older to visit a driver's license office to obtain a driver's license or learner license, provided that more than one day of school may not be excused during the period the student is enrolled in high school for the purpose of (i) obtaining a driver's license or (ii) obtaining a learner license, and the school verifies the student's visit to the driver's license office in accordance with procedures adopted by East Fort Worth Montessori Academy.
- An absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the student or the student's parent provides on a form adopted by East Fort Worth Montessori Academy, a certification from a physician licensed to practice medicine in Texas specifying the following information, as determined by the physician:
    - The student's illness;
    - The anticipated period of the student's absence relating to the illness or related treatment; and
    - A statement that the illness makes the student's attendance infeasible during the anticipated period of absence.
- Documented and temporary absence resulting from health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders or appointments with mental health professionals, if the student either begins classes or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus.
- For students in the conservatorship (custody) of the state who need to attend:
    - An activity required under a court-ordered service plan; or
    - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.
- On request from a parent, and in accordance with requirements under Education Code 25.0875, absence for at least one but not more than five hours a week to attend a release time course in religious instruction offered by a private entity.
- Religious or holy day observances. For purposes of excusing a student from attending school to

observe a religious holy day, East Fort Worth Montessori Academy may not require documentation from a clergy member or other religious leader, and shall accept a note from the student's parent verifying the purpose of the student's absence.
- Required court appearances.
- Service as an election clerk.

For religious holy days, required court appearances, activities related to obtaining citizenship, and service as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by East Fort Worth Montessori Academy.

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 principal due to extenuating circumstances.

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

Tardiness and Late Arrival
Nearly all tardiness is avoidable. If a student arrives late to school, a parent must report to the school office to complete a tardy slip. A student who is late to class by more than 10 minutes more than two days in the same week will be assigned to after school detention. The parent will be contacted about their child's detention. Repeated tardiness will result in more severe disciplinary consequences as allowed by the Student Code of Conduct.

Make-Up Work
If a student misses 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 parents 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.

Students with Disabilities
If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

1.14 Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and in accordance with campus sign-out procedures. Additionally, state rules require that parental consent be obtained before a student under the age of 18 may leave campus at any point in the school day.

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.

1.15 Closed Campus

Students are not permitted to leave campus for lunch. Parents are welcome to eat lunch with their child in the dining hall. Parents may only bring lunch for their own children. Students and adults may not give away food to other students during lunch or snack times.

1.16 Withdrawals

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent. East Fort Worth Montessori Academy 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. If a student will be homeschooled. Texas state law requires the school to request the titles of curriculum that will be used at home. If the parent does not want to share the name of the curriculum, they can simply write a statement of refusal which will be documented in the student's school record.

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

Withdrawing students and parents 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 release of student records.

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

Involuntary Withdrawal

East Fort Worth Montessori Academy may initiate withdrawal of a student under the age of 19 for non-attendance if:

1. the student has been absent 10 consecutive school days, and
2. repeated efforts by the school to locate the student have been unsuccessful.

Additionally, East Fort Worth Montessori Academy may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

1.17 Dress and Grooming

The school's dress and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide dress and grooming standards that offer flexibility for the parent and student. Students must come to school clean and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others, and that will not distract from the educational atmosphere of the school. Students are required to arrive in proper and complete uniform every day.

As authorized by state law and the East Fort Worth Montessori Academy charter, students are required to wear uniforms to school. Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. East Fort Worth Montessori Academy may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Principal or designee and include evidence of the inability to pay. Further details are available during a scheduled conference with the Principal. A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students who do not follow the school's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school, and the student may be assigned to after school detention for not following the school uniform guidelines after three uniform notices have been sent home.
East Fort Worth Montessori Academy students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be adhered to:

Pre-Kinder - Second Grade students are expected to wear a red logo embroidered polo shirt and blue pants or blue drawstring pants if the student is very petite.
Third grade students - Fifth grade students are expected to wear a royal blue logo embroidered polo shirt and tan khaki pants. A black or brown belt is expected of all students.
ALL students must wear closed toe shoes to school.

East Fort Worth Montessori Academy dress and grooming policy, including any dress or grooming policy for extracurricular activities, will not discriminate against a hair texture or protective hairstyle commonly or historically associated with race.

East Fort Worth Montessori Academy will periodically review its dress and grooming policies, and make changes as needed.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by the Principal or designee. Any student who does not comply with the dress code will be removed from the regular school setting until the student complies with this code.

1.18 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, calculators, 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 parking fee;
10. A fee for replacement of a student identification card;
11. If offered, a fee for a driver training course, not to exceed the actual cost per student in the program for the current school year;
12. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
13. A fee for summer school courses that are offered tuition-free during the regular school year;
14. 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;
15. A fee for lost, damaged, or overdue library books; or
16. A fee specifically permitted by any other statute.

East Fort Worth Montessori Academy 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 campus office.

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

1.19 Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. 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. East Fort Worth Montessori Academy may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

A parent is entitled to request that East Fort Worth Montessori Academy allow a student to take home any instructional materials used by the student. East Fort Worth Montessori Academy will honor the request, subject to availability of the instructional materials. A student who takes home instructional materials must return the materials to school at the beginning of the next school day if requested to do so by the student's teacher. East Fort Worth Montessori Academy must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student's home. East Fort Worth Montessori Academy also is not required to purchase printed copies of instructional

materials that the school would otherwise not purchase; East Fort Worth Montessori Academy may provide the student with relevant electronic instructional materials.

1.20 Review and Reporting of Library Materials

East Fort Worth Montessori Academy will comply with current guidelines issued by the Texas Education Agency concerning the review and reporting of library materials that are rated as sexually relevant material under Texas Education Code §35.002(a) by a library material vendor.

1.21 Food Service

East Fort Worth Montessori Academy 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 school office.

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

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to students other than through East Fort Worth Montessori Academy's food and nutrition services. More detailed information may be obtained at the school office or online at squaremeals.org.

1.22 School-Sponsored Trips / Field Trips

East Fort Worth Montessori Academy periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

East Fort Worth Montessori Academy may ask a parent to provide information about a student's medical provider and insurance coverage, and may also ask a parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

East Fort Worth Montessori Academy may (as allowed by law) require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, students will not be denied participation because of financial need.

1.23 Transportation

East Fort Worth Montessori Academy does not provide regular transportation to and from school, unless required by a student's Individualized Education Plan ("IEP") for a student with disabilities. However, East Fort Worth Montessori Academy may provide transportation in school vehicles for educational field trips and participation in athletic and other extra-curricular events.

Riding a school vehicle is a privilege. Drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.
7. Leave no trace or trash or personal items in the vehicle

Only designated students are allowed to ride in the vehicle. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a student with a disability is receiving school transportation as a result of an IEP, the student's admission, review, and dismissal committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

1.24 Transcripts and Academic Achievement Records

East Fort Worth Montessori Academy maintains an academic achievement record (or transcript) for each student enrolled. Transcripts list personal student data, give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar. Students are provided with one of free official transcripts. Each additional transcript is $2. Payments should be made at the time of the request in either cash or check. Official transcripts may be picked up from the campus registrar five business days after the request is submitted except at the end of the semester. Grade point averages and class rank are recalculated at the end of each semester and updated transcripts are not available until the end of the third business week after the end of the semester.

1.25 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, East Fort Worth Montessori Academy will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the East Fort Worth Montessori Academy website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. East Fort Worth Montessori Academy will also seek consent before displaying or publishing an original video or voice recording in this manner.

1.26 Distribution of Materials or Documents

School Materials

Publications prepared by and for East Fort Worth Montessori Academy may be posted or distributed with prior approval by the Principal or designee. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Students must obtain express prior approval of the Superintendent 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.

Non-school literature shall not be distributed by students on East Fort Worth Montessori Academy 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 East Fort Worth Montessori Academy does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with East Fort Worth Montessori Academy 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 to the Superintendent or designee's decision in accordance with Board policy.

1.27 Personal Communication Devices

Definitions

A "personal communication device" includes: (i) a telephone; (ii) a cell phone, such as a smartphone or flip phone; (iii) a tablet; (iv) a smartwatch; (v) a radio device; (vi) a paging device; or (vii) smart glasses (viii) any other electronic device capable of telecommunication or digital communication. A personal communication device does not include an electronic device provided to a student by East Fort Worth Montessori Academy.

"School property" means anywhere on a East Fort Worth Montessori Academy campus or in a East Fort Worth Montessori Academy facility where instruction is provided, including but not limited to: classrooms, hallways, gyms, cafeterias, band halls, and all other extracurricular spaces; outdoor fields, tracks, and other athletic areas; transportation provided by East Fort Worth Montessori Academy during the school day; all breezeways, courtyards, playgrounds, and other outdoor areas, specifically including all school parking lots. The term "school property" does not include off-site education locations where the facility is subject to rules outside the control of East Fort Worth Montessori Academy. This includes off-site dual credit college course attendance. While at an off-site location, students must follow any communication device requirements in place for that location.

"School day" means the time of day beginning with the first bell of the day and ending with the last bell

of the day. Before or after-school activities as part of East Fort Worth Montessori Academy's extracurricular offerings are part of the school day.

"Use" means a device in possession of a student that is turned on and capable of receiving or sending a communication signal.

"Possession" means being on the person of the student, directly held, in pockets, in a backpack, in a pouch, or otherwise accessible and under the control of the student directly.

Use of Personal Communication Devices Prohibited

East Fort Worth Montessori Academy prohibits students from using personal communication devices while on school property during the school day.

The use of any electronic device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

Guidelines for Possession of Personal Communication Devices

Except as identified in this policy, no student is authorized to possess a personal communication device while on school property during the school day.

In the event a student brings a personal communication device to school, the student must bring the device to the designated device-holding area (*e.g.*, main office or principal office) when the school day begins and where it must remain for the entirety of the school day. Students must retrieve their devices at the end of the school day.

Confiscation and Disciplinary Consequences

Each East Fort Worth Montessori Academy campus will secure all confiscated personal devices in a secure cabinet in the front office or the principal's office. The secure cabinet has numbers in each holding space. The students will be asked to write their name in a book with the number of the spaces holding their personal device.

All East Fort Worth Montessori Academy administrators and campus staff are authorized to confiscate a personal communication device used in violation of this policy. If a staff member confiscates a device, the staff member should bring the device to the designated storage location immediately. If the staff does not secure the child's personal device immediately in the designated location the staff member remains responsible for the device until then.

If a student uses a personal communication device on school property during the school day, the device will be confiscated. School officials may power on and search the device if the student and parent have signed a Personal Communication Device Commitment Form permitting the student to possess an electronic communication device at school and there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

Personal communication devices also are never to be plugged into East Fort Worth Montessori Academy wired network (*e.g.*, computers, wall jacks, or other school technology equipment). East Fort Worth Montessori Academy also does not provide technical support for personal communication devices.

Disciplinary consequences for students who use a personal communication device while on school property during the school day will be in accordance with the Student Code of Conduct, including any

progressive sanctions for ongoing violations.

Consequences for violations of this policy may consist of:

- **1st Offense** – Return confiscated device to the parent or guardian at the end of the school day.
- **2nd Offense** – Return confiscated device(s) to the parent or guardian after the third school day from the time of confiscation.
- **3rd Offense** – The student is not permitted to have a personal communication device at school for the remainder of the semester, or if confiscated within the last two weeks of a semester, the student may not be permitted to possess a personal device the following semester.

Additional consequences may be imposed based on the Acceptable Use Policy.

East Fort Worth Montessori Academy may dispose of a confiscated personal communication device in any reasonable manner after having provided the student's parent 90 days' prior notice in writing of the school's intent to dispose of the device.

Exceptions for Authorized Use

East Fort Worth Montessori Academy authorizes the use of a personal communication device:

1) Necessary to implement an individualized education program or a plan created under Section 504 of the Rehabilitation Act of 1973, or a similar program or plan.

2) By a student with a documented need based on a directive from a qualified physician. The directive must be provided to the campus principal. A qualified physician shall mean a physician licensed to practice in Texas. The directive must state the conditions under which the student would need access to and use of the personal communication device during the school day on school property. The parent may be asked to sign consent for school staff to contact the physician should the school require additional information to comply with the directive. Use authorized under this provision will be conducted in a manner that minimizes disruption to instruction and the school environment, and may be subject to reasonable limitation on time, place, and manner as determined by the campus principal or designee. Authorization under this section can be revoked if the device is being used in a way that is found to disrupt the learning environment.

3) Necessary to comply with a health or safety requirement imposed by law or as part of East Fort Worth Montessori Academy safety protocols. If the Superintendent determines that a legally required health or safety requirement would authorize or require the use of a personal communication device, the Superintendent shall notify all appropriate staff of the circumstances in which this would be authorized or required. The Board must vote to approve any use under this exception.

   Campus principals are authorized to use discretion in permitting student use of personal communication devices in emergency circumstances. Any use permitted under this exception must be reported to the Board during the next regularly scheduled Board meeting.

A student who is provided an exception in accordance with the above remains subject to disciplinary measures if the student uses a personal communication device outside the scope of the documented authorized use.

No Responsibility for Devices

If a personal communication device is in the possession of East Fort Worth Montessori Academy, the

school will take appropriate efforts to keep the device stored and free from damage. However, East Fort Worth Montessori Academy is not responsible for any damaged, lost, or stolen personal communication devices. Neither parents nor students will be compensated for devices that have been in East Fort Worth Montessori Academy possession in the event those devices are lost or damaged while in possession of the school.

Acceptable Use of Technology Resources

School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include East Fort Worth Montessori Academy's network systems and use of school equipment, is restricted to approved purposes only. Students and parents will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding use of these school resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Destroying or breaking school equipment will result in charges to replace or fix the equipment as determined by the technology director.

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child the "*Before You Text*: Sexting & Bullying Prevention, Education & Intervention Course," a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of East Fort Worth Montessori Academy's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

1.28 Pledges of Allegiance and Moment of Silence

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

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 East Fort Worth Montessori Academy 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.

1.29 Recitation of the Declaration of Independence

For all public schools in Texas, the week of September 17 is designated as "Celebrate Freedom Week." During that time, social studies classes will provide instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and students in grades 3 and above will recite a portion of the text of the Declaration of Independence. A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, East Fort Worth Montessori Academy 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.

1.30 Prayer and Meditation

Each East Fort Worth Montessori Academy campus will provide students and employees with an opportunity to participate in a period of prayer and reading of the Bible or other religious text on each school day. Students may not participate in the period of prayer and reading of religious texts unless the parent or guardian of the student submits to East Fort Worth Montessori Academy a signed consent form that includes:

- An acknowledgement that the student has a choice as to whether to participate in the period of prayer and reading of the religious text;
- A statement that the person has no objection to the student's participation in or hearing of the prayers or readings offered during the period; and
- An express waiver of the person's right to bring a claim under state or federal law arising out of East Fort Worth Montessori Academy policy regarding periods of prayer and reading of religious texts, including a claim under the Establishment Clause of the First Amendment to the United States Constitution or a related state or federal law, releasing East Fort Worth Montessori Academy and its employees from liability for those claims brought in state or federal court.

A parent or guardian may revoke consent by informing the Campus Principal. A student for whom consent has been revoked:

- May not participate in the period of prayer and reading of religious texts until the parent or guardian submits a new consent form; and
- Remains bound by the waiver described above.

The period of prayer and reading of religious texts may not be a substitute for instructional time.

Prayer or reading of religious texts over a public address system is prohibited.

1.31 Display of Ten Commandments

State law requires each public elementary or secondary school to display in a conspicuous place in each classroom a durable poster or framed copy of the Ten Commandments upon receipt of a donated poster or framed copy. Each poster must meet requirements set out in Education Code 1.0041.

Section 2: Student Health and Safety

2.1 Health-Related Resources, Policies, and Procedures

Mental and Physical Health Resources

Parents and students in need of assistance with physical and mental health concerns may contact the

following campus and community resources:

- The health aide: {Mrs. Carmen Arenas, 817-496-3003.
- The school counselor: EFWMA will be partnering with a local community to provide counseling services.
- The local public health authority, Tarrant County Public Health , which may be contacted at 817-884-1111.
- The local mental health authority, Tarrant County Mental Health (MHMR) 817-569-4300.

Policies and Procedures that Promote Student Physical and Mental Health
East Fort Worth Montessori Academy has adopted Board policies that promote student physical and mental health, including:

- Food and nutrition management,
- Wellness and health services,
- Physical examinations,
- Immunizations,
- Medical treatment,
- Communicable diseases,
- Crisis intervention,
- Trauma-informed care,
- Student safety,
- Child abuse and neglect,
- Freedom from discrimination, harassment, and retaliation, and
- Freedom from bullying.

East Fort Worth Montessori Academy has also developed administrative procedures as necessary to implement these policies. Please contact the superintendent at 817-496-3003 for information on these policies and procedures.

2.2 Alcohol-Free School Notice

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

2.3 Tobacco, Vapes and E-Cigarettes Prohibited

Students are prohibited from possessing, using, selling, giving, or delivering any type of tobacco product, electronic cigarette (e-cigarette), vapes as defined by Section 161.081 of Health and Safety Code, or any form of smokeless tobacco or electronic vaporizing product while on school property or while attending an off-campus school-related activity. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

2.4 Drug-Free School Notice

East Fort Worth Montessori Academy believes that student use of illicit drugs is both wrong and harmful. Consequently, East Fort Worth Montessori Academy prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. East Fort

Worth Montessori Academy 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.

2.5 Asbestos Management Plan

East Fort Worth Montessori Academy works diligently to maintain compliance with federal and state law governing asbestos in school buildings, and has developed an Asbestos Management Plan. If you have any questions or would like to examine the school's plan in more detail, please contact facilities manager at 817-496-3003.

2.6 Bacterial Meningitis Information

State law requires East Fort Worth Montessori Academy to provide the following information about bacterial meningitis:

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

Bacterial meningitis can be caused by multiple organisms. Two common types are Streptococcus pneumoniae, with over 80 serogroups that can cause illness, and Neisseria meningitidis, with 5 serogroups that most commonly cause meningitis.

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

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

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

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

How is bacterial meningitis spread?
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes) or when people cough or sneeze without covering their mouth and nose.

The bacteria do not cause meningitis in most people. Instead, most people become carriers of the bacteria 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?

Vaccination: Bacterial meningitis caused by *Streptococcus pneumoniae* and *Neisseria meningitidis* may be prevented through vaccination. The vaccine which protects against *Streptococcus pneumoniae* is called pneumococcal conjugate vaccine or PCV. This vaccine is recommended by the Advisory Council on Immunization Practices (ACIP) for children in the first year of life. *Neisseria meningitidis* is prevented through two types of vaccines. The first is a meningococcal conjugate vaccine which protects against 4 serogroups A, C, W, and Y and is referred to as MCV4. The second is a vaccine against *Neisseria meningitidis* serogroup B and is referred to as MenB.

The ACIP recommends MCV4 for children at age 11-12 years, with a booster dose at 16-18 years. In Texas, one dose of MCV4 given at or after age 11 years is required for children in 7th-12th grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (16-23 years of age) may be vaccinated with MenB. This vaccine is not required for school or college enrollment in Texas.

Vaccines to protect against bacterial meningitis are safe and effective. Common side effects include redness and pain at the injection site lasting up to two days. Immunity develops about 1-2 weeks after the vaccines are given and lasts for 5 years to life depending on the vaccine.

Healthy Habits: Do not share food, drinks, utensils, toothbrushes, or cigarettes. Wash your hands. Limit the number of persons you kiss. Cover your mouth and nose when you sneeze or cough. Maintaining healthy habits, like getting plenty of rest and not having close contact with people who are sick, also helps.

Who is at risk for Bacterial Meningitis?

Certain groups are at increased risk for bacterial meningitis caused by *Neisseria meningitidis*. These risk factors include HIV infection, travel to places where meningococcal disease is common (such as certain countries in Africa and in Saudi Arabia), and college students living in a dormitory. Other risk factors include having a previous viral infection, living in a crowded household, or having an underlying chronic illness.

Children ages 11-15 years have the second highest rate of death from bacterial meningitis caused by *Neisseria meningitidis*. And children ages 16-23 years also have the second highest rates of disease caused by *Neisseria meningitidis*.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

For more information.

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or local health department (https://www.dshs.texas.gov/regional-local-health-operations/public-health-regions/texas-local-public-health) office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (CDC):

- https://www.cdc.gov/meningitis/index.html

and the Texas Department of State Health Services:

- https://www.dshs.texas.gov/immunizations/school/back-to-school or
- https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. 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 note that this may affect a student who wishes to enroll in a dual credit course taken off campus.

2.7 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 Principal 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: https://www.dshs.texas.gov/notifiable-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 school nurse if you have questions or if you are concerned about whether a child should stay home.

2.8 Immunization Requirements

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please visit the Texas Department of State Health Services website at https://www.dshs.texas.gov/immunizations/school/requirements.

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 may be provisionally admitted to or enrolled in East Fort Worth Montessori Academy if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible, and complete the required

subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible. The student and/or parent must also provide acceptable evidence of vaccination to East Fort Worth Montessori Academy.

A nurse or school administrator 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, the student is not in compliance and East Fort Worth Montessori Academy shall exclude him or her from school attendance until the required dose is administered.

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

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

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

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

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 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 Texas Department of State Health Services Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at Affidavit Request for Exemption from Immunization (https://www.dshs.texas.gov/immunizations/school/exemptions). The form must be submitted to the Superintendent or designee 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 he or she is serving on active duty with the armed forces of the United States.

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

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 ("TEA"), local health departments, and Texas Department of State Health Services and transferred to other schools associated with the transfer of the student to those schools.

2.9 Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, East Fort Worth Montessori Academy staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents 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.

2.10 Student Illness

When your child is ill, please contact East Fort Worth Montessori Academy at 817-496-3003 to let us know he or she will not be attending that day.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

Head Lice

Head lice (which are not an illness or disease) are common among children, and may spread easily through contact during play or when students share items such as headphones, brushes, combs, hats, or other items that come in contact with hair.

East Fort Worth Montessori Academy does not require or recommend that students be removed from school because of lice or nits.

If East Fort Worth Montessori Academy observes that a student may have head lice, an appropriate administrator will contact the student's parent to determine whether the student needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When an elementary student has head lice, East Fort Worth Montessori Academy will also provide written notice to the student's parent and the parents of each child assigned to the same classroom as required by state law.

2.11 Administration of Medication

If a student needs to receive medication, including over-the-counter medication, during the school day, a signed order from an authorized prescriber (meaning a physician or advanced nurse practitioner

authorized to practice medicine in the State of Texas) as well as parent authorization to administer the medication is required. Medication orders from authorized prescribers will be accepted on the school's Medication Administration Request Form, the prescriber's office/clinic letterhead, or prescription pad.

Students who require procedures or treatments during the school day are required to submit the Medication Administration Request Form and a separate authorization by the student's physician.

All forms for administration of medication at school and for procedures or treatments at school must be completed annually and whenever there is a change of medication, dose, procedure, and/or treatment. These forms are available from the campus office. Orders received expire 12 months after signed by the prescribing provider.

East Fort Worth Montessori Academy will contact the physician as necessary, and with parent consent, for information regarding student health concerns, medication, and procedures or treatments.

Medications to be administered during the school day must be provided by the parent. The parent will deliver all medication to the front office and pick up any unused medication from the front office. Students may not transport medication to or from school. Medication not picked up at the end of the school year by the parent will be destroyed. Medications may not be kept in the classroom or administered by a teacher in the classroom.

Apart from students meeting state and school requirements to carry their prescription asthma medication, auto injectable anaphylaxis medication, or prescription medication and supplies required for monitoring and treatment of diabetes, students may not carry any type of medication (prescription, non-prescription, homeopathic products, vitamins, or over-the-counter health products) on their person, in their lunch box, purse, or book bag/backpack, on school transportation, or place these types of items in their locker. There are severe disciplinary consequences, including suspension and expulsion, for possessing, carrying, or distributing over the counter and prescription medications.

Medication will not be accepted without the required prescriber and parent authorization. All medication must be in the original prescription or over-the-counter container. Prescription medications must be filled by a pharmacist licensed in the State of Texas. **In accordance with the Texas Board of Nursing Practice Act, East Fort Worth Montessori Academy will not administer medications prescribed or filled in Mexico.** Medication brought to the front office in containers such as, but not limited to, plastic wrap or bags, foil, jars, paper towels, envelopes, etc. will not be administered.

If necessary, when the prescription is filled, ask the pharmacist for an extra labeled bottle for school use. If there are changes in the dose of medication or if a medication is discontinued, written notification from the parent and/or physician is required. Changes in the dose of medication require a new prescription label. The prescription label and physician's order must always match.

All medications administered during the school day must be FDA approved. Other types of medications such as, but not limited to, homeopathic products, vitamins, herbs, dietary supplements, intravenous medications, and medications manufactured outside the United States will not be administered.

Students attending a field trip or off-campus school-sponsored event during the school day will have their prescriber ordered medication sent with the student's trained and authorized East Fort Worth Montessori Academy employee or qualified trained parent volunteer (*e.g.*, MD, RN, LVN, PA or Pharmacist), along with instructions on the administration of the medication.

Except as required by law or Board policy, East Fort Worth Montessori Academy will not purchase

medication to administer to a student.

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 East Fort Worth Montessori Academy property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her 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 school office indicating the student is capable of independently administering his or her 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.

2.12 Unassigned Medication for Respiratory Distress

In accordance with Texas Education Code § 38.208, East Fort Worth Montessori Academy has adopted a policy regarding the maintenance, administration, and disposal of medication for respiratory distress at our campus. For purposes of this policy, "medication for respiratory distress" means albuterol, levalbuterol, or another medication designated by the Health & Human Services Commission for treatment of respiratory distress.

Under this policy, school personnel who are authorized and trained may administer medication for respiratory distress to a person reasonably believed to be experiencing respiratory distress on a school campus, or at a school-sponsored or school-related activity on or off school property.

If medication for respiratory distress is administered to a student whose parent has not provided notification to East Fort Worth Montessori Academy that the student has been diagnosed with asthma, the school must refer the student to the student's primary care provider on the day the medication for respiratory distress is administered and inform the student's parent regarding the referral. The referral must include:

1. The symptoms of respiratory distress observed;
2. The name of the medication for respiratory distress administered to the student; and
3. Any patient care instructions given to the student.

If a student who has received medication for respiratory distress does not have a primary care provider or the parent has not engaged a primary care provider for the student, the student's parent must receive information to assist the parent in selecting a primary care provider for the student.

East Fort Worth Montessori Academy will ensure that each campus has one or more personnel authorized and trained to administer medication for respiratory distress present during regular school hours.

2.13 Unassigned Epinephrine

In accordance with Texas Education Code § 38.208, East Fort Worth Montessori Academy has adopted a policy regarding the maintenance, administration, and disposal of epinephrine auto-injectors. Under this policy, school personnel who are authorized and trained may administer an epinephrine auto-injector to a

person who is reasonably believed to be experiencing anaphylaxis on a school campus, at an off-campus school event, or while in transit to or from a school event.

East Fort Worth Montessori Academy will ensure that each campus has one or more personnel authorized and trained to administer an epinephrine auto-injector present during regular school hours.

2.14 Opioid Antagonist Medication

In accordance with Texas Education Code § 38.222, East Fort Worth Montessori Academy has adopted a policy regarding the maintenance, administration, and disposal of opioid antagonists for students in grades 6-12 or for students in grades 12 and below. Under this policy, school personnel and volunteers who are authorized and trained may administer an opioid antagonist to a person who is reasonably believed to be experiencing an opioid-related drug overdose.

East Fort Worth Montessori Academy will ensure that each campus has one or more personnel authorized and trained to administer an opioid antagonist present during regular school hours.

2.15 Seizure Management Plan

The parent of a student with a seizure disorder may seek care for the student's seizures while the student is at school or participating in a school activity by submitting to East Fort Worth Montessori Academy a copy of a seizure management and treatment plan developed by the parent and the physician responsible for the student's seizure treatment. The plan must be submitted to and reviewed by East Fort Worth Montessori Academy:

1. Before or at the beginning of the school year;
2. On enrollment of the student if the student enrolls after the start of the school year; or
3. As soon as practicable following a diagnosis of a seizure disorder for the student.

A seizure management and treatment plan must be submitted on the Seizure Management and Treatment Plan Form (https://tea.texas.gov/academics/tea-seizure-management-form.pdf) adopted by the Texas Education Agency and provide the following:

1. The student's name and date of birth;
2. The names and contact information of the student's parent and the physician responsible for the student's seizure treatment, and at least one other emergency contact;
3. Any medical history significant to the student's seizure disorder;
4. The type, length, and frequency of the student's seizures;
5. A description of each type of seizure the student has experienced;
6. The student's seizure triggers or warning signs;
7. The student's ability to manage seizures and the student's level of understanding of the seizures;
8. The student's response after a seizure;
9. The basic first aid to be provided to the student during a seizure, including whether the student needs to leave the classroom after a seizure and the process for the student's return to the classroom, if applicable;
10. A description of what constitutes a seizure emergency for the student;
11. A description of seizure emergency protocol for school personnel to follow in the event of a seizure emergency for the student;
12. A treatment protocol for any medications or other procedures to be administered by school personnel to the student during school hours, including:

a. Each daily or emergency medication, including (i) the name and dosage of the medication and the time at which the medication is to be given; (ii) common side effects for the medication; and (iii) any special instructions regarding the medication; and
b. Whether the student has a vagus nerve stimulator and, if so, appropriate magnet use for the stimulator;

13. Any special considerations or precautions applicable to the students; and
14. The signature of the student's parent and the physician responsible for the student's seizure treatment.

2.16 Steroid Notice

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

East Fort Worth Montessori Academy 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.

2.17 Health Screenings

Athletics Participation

For certain extracurricular activities, a student must submit to certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- An athletics program;
- Marching band; or
- Any extracurricular programs identified by the Superintendent.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder.

Fitness Testing

According to requirements under state law, East Fort Worth Montessori Academy will annually assess the physical fitness of students. East Fort Worth Montessori Academy 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

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

A parent who declines participation in the spinal screening provided by East Fort Worth Montessori Academy must submit to the Principal or designee documentation of a professional examination, which includes the results of a forward-bend test. This documentation must be submitted to East Fort Worth

Montessori Academy 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 Superintendent 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. A student may be screened using photoscreening or an electronic eye chart as a substitute for a printed eye chart to assess visual acuity.

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

Exemption: A 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 Superintendent or designee on or before the day of admission an affidavit stating the objections to screening.

Acanthosis Screening for Diabetes

Children in certain grades identified by the state must be screened for warning signs of diabetes, completed by the child's physician.

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 must submit to the Principal or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

2.18 Preparedness Training

East Fort Worth Montessori Academy will offer instruction in cardiopulmonary resuscitation ("CPR") and the use of an automated external defibrillator ("AED") to staff since EFWMA does not have students in grades 7–12. This instruction may be provided as part of any course.
East Fort Worth Montessori Academy will annually offer staff instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security's Stop the Bleed (https://www.dhs.gov/archive/stop-bleed) and Stop the Bleed Texas (https://stopthebleedtexas.org/).

2.19 Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

East Fort Worth Montessori Academy prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint and/or grievance process is a violation of school policy.

Discrimination and Harassment (Prohibited Conduct)

For purposes of East Fort Worth Montessori Academy policy, the term "Prohibited Conduct" means discrimination or harassment against a student involving conduct directed at a student on the basis of race, color, religion, sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or 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 Conduct may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, sex, 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.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct (meaning discrimination or harassment) is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a East Fort Worth Montessori Academy investigation, however, may be subject to appropriate discipline.

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

Reporting Prohibited Conduct

****NOTE**** The following procedures apply to allegations of Prohibited Conduct other than allegations of harassment prohibited by Title IX. For allegations of sex-based harassment that, if proved, would meet the definition of a formal complaint of sexual harassment under Title IX, please see the procedures outlined in "Freedom from Sexual Harassment" in this Handbook.

Any student who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged conduct to a teacher, counselor, the Principal or designee, or other school employee. The report may be made by the student's parents. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report of potential Prohibited Conduct, East Fort Worth Montessori Academy will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, or retaliation. If not, East Fort Worth Montessori Academy will determine if the allegations, if proven, would constitute bullying. If the alleged Prohibited Conduct, if proven, would constitute discrimination or harassment and would also be considered bullying, an investigation of bullying will also be conducted.

Investigation

To the extent possible, East Fort Worth Montessori Academy will respect the privacy of the student;

however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated.

The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by East Fort Worth Montessori Academy, such as an attorney. When appropriate, the Principal or the student's teacher(s) will be involved in or informed of the investigation.

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

During the course of an investigation and when appropriate, East Fort Worth Montessori Academy will take interim action to address the alleged Prohibited Conduct.

If East Fort Worth Montessori Academy's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. East Fort Worth Montessori Academy may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal

A student or parent who is dissatisfied with the outcome of the investigation of reported Prohibited Conduct may appeal through the East Fort Worth Montessori Academy student and parent complaint and/or grievance procedure, beginning at Level {level of Superintendent review}.

2.20 Freedom from Sexual Harassment

East Fort Worth Montessori Academy prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another student.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to East Fort Worth Montessori Academy's educational programs or activities;
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

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

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.

General Definitions

A "complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A "respondent" means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that East Fort Worth Montessori Academy investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriately and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to East Fort Worth Montessori Academy's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or East Fort Worth Montessori Academy's educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

Reporting Sexual Harassment

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator on page 6 of this Handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number 817-496-3003 or by mail to the office address, listed for the Title IX Coordinator.

East Fort Worth Montessori Academy's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Notice of Allegations

Upon receipt of a formal complaint, East Fort Worth Montessori Academy must provide the following written notice to the parties who are known:

- Notice of East Fort Worth Montessori Academy's grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the

alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect and review evidence related to the complaint.
- Notice that East Fort Worth Montessori Academy prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, East Fort Worth Montessori Academy decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, East Fort Worth Montessori Academy must provide notice of the additional allegations to the parties whose identities are known.

Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of East Fort Worth Montessori Academy.

The following guidelines apply when East Fort Worth Montessori Academy receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist East Fort Worth Montessori Academy reach reliable responsibility determinations.

- East Fort Worth Montessori Academy will require an objective evaluation of all relevant evidence including both inculpatory and exculpatory evidence and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by East Fort Worth Montessori Academy as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent responsible. East Fort Worth Montessori Academy will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and East Fort Worth Montessori Academy's sexual harassment policy.
- East Fort Worth Montessori Academy recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- East Fort Worth Montessori Academy shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- East Fort Worth Montessori Academy shall employ the preponderance of the evidence or the clear and convincing evidence standard to determine responsibility when reviewing formal complaints.
- East Fort Worth Montessori Academy may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Consolidation of Formal Complaints

East Fort Worth Montessori Academy may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Formal Complaints

East Fort Worth Montessori Academy must investigate the allegations in a formal complaint.

East Fort Worth Montessori Academy ***must*** dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved;
- Did not occur in East Fort Worth Montessori Academy's education program or activity; or
- Did not occur against a person in the United States.

East Fort Worth Montessori Academy ***may*** dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by East Fort Worth Montessori Academy; or
- Specific circumstances prevent East Fort Worth Montessori Academy from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, East Fort Worth Montessori Academy must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude East Fort Worth Montessori Academy from taking appropriate action under the Student Code of Conduct or any other school policy that may apply to the alleged conduct.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

1. East Fort Worth Montessori Academy will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on East Fort Worth Montessori Academy and not on the parties.
2. East Fort Worth Montessori Academy cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless East Fort Worth Montessori Academy receives that party's voluntary, written consent to do so.
3. East Fort Worth Montessori Academy will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
4. East Fort Worth Montessori Academy will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. East Fort Worth Montessori Academy will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or

presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. East Fort Worth Montessori Academy may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

6. East Fort Worth Montessori Academy will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
7. East Fort Worth Montessori Academy will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
8. Prior to completing an investigative report, East Fort Worth Montessori Academy must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completing the investigative report.
9. East Fort Worth Montessori Academy must create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
10. After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the preponderance of the evidence or the clear and convincing evidence standard, regarding responsibility. The written determination must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding application of East Fort Worth Montessori Academy's Code of Conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to East Fort Worth Montessori Academy's education program or activities will be provided to the complainant; and
6. East Fort Worth Montessori Academy's procedures and permissible bases for the complainant and respondent to appeal.

East Fort Worth Montessori Academy must provide the written determination to the parties simultaneously. The determination becomes final either on the date East Fort Worth Montessori Academy provides the parties with a written appeal decision if an appeal is filed or, if no appeal is filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

East Fort Worth Montessori Academy will offer both parties an appeal from a determination regarding responsibility, and from East Fort Worth Montessori Academy's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, East Fort Worth Montessori Academy will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. East Fort Worth Montessori Academy will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the clear and convincing evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal to the Board of Directors through the process outlined in East Fort Worth Montessori Academy's grievance procedures.

Emergency Removals

East Fort Worth Montessori Academy is able to remove a respondent from East Fort Worth Montessori Academy's education program on an emergency basis, provided that East Fort Worth Montessori Academy undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. East Fort Worth Montessori Academy's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution

At any time prior to reaching a determination regarding responsibility, East Fort Worth Montessori Academy may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, East Fort Worth Montessori Academy may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, East Fort Worth Montessori Academy may not require the parties to participate in an

informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, East Fort Worth Montessori Academy must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtain the parties' voluntary, written consent to the informal resolution process.

East Fort Worth Montessori Academy may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

Neither East Fort Worth Montessori Academy nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

Confidentiality

East Fort Worth Montessori Academy must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

Non-Sexual Harassment Sex Discrimination

The formal complaint investigation and resolution process outlined above in "Freedom from Sexual Harassment" applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described under "Freedom from Discrimination, Harassment, and Retaliation" as outlined above.

2.21 Freedom from Bullying

East Fort Worth Montessori Academy prohibits bullying as defined below, as well as retaliation against anyone who reports or is involved in an investigation of potential bullying.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal

expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, 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;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or
- Infringes on the rights of the victim at school.

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

East Fort Worth Montessori Academy will also take steps to prevent and mediate bullying incidents between students that:

- Interfere with a student's educational opportunities; or
- Substantially disrupt the orderly operations of a classroom, school, or school-sponsored or school-related activity.

East Fort Worth Montessori Academy is integrating into instruction and curriculum age appropriate, research-based content that is designed to assist in the reduction and prevention of bullying incidents.

Students in Kindergarten through 8th grade shall receive the following:

- Explicit instruction designed so students can recognize bullying, including cyberbullying, behaviors and how to report them;
- Age-appropriate classroom culture-building discussions that encourage peers to intervene when they observe bullying behaviors; and
- Explicit instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social coping skills, not an immutable trait.

East Fort Worth Montessori Academy shall create an age-appropriate survey with appropriate privacy controls in compliance with the Family Educational Rights and Privacy Act that includes relevant questions on bullying, including cyberbullying, and defines who is responsible to develop and oversee the implementation of action plans based on the results that address student concerns regarding bullying, including cyberbullying.

Each campus will establish a committee, which must include parents and secondary level students in schools where secondary students are served, to address bullying by focusing on prevention efforts and health and wellness initiatives.

The school's anti-bullying policy applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and

- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
  - Interferes with a student's educational opportunities; or
  - Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, the Principal, or another school employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. East Fort Worth Montessori Academy will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. Reports of potential bullying may be submitted anonymously.

Once a report of bullying, including cyberbullying, is received, East Fort Worth Montessori Academy will track the progress of the report and investigation of the reported incident(s) and shall monitor the reported counts of bullying incidents to assist East Fort Worth Montessori Academy with bullying prevention efforts and determination of the school's response to the incident.

Investigation of Report

The Principal 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 Principal or designee shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

If the results of an investigation indicate that bullying occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

A student who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying within applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 *et seq.*). East Fort Worth Montessori Academy may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

The Principal or designee may make a report to local law enforcement authorities if, after an investigation is completed, the Principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

To the greatest extent possible, East Fort Worth Montessori Academy shall respect the privacy of the complainant and/or grievant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. If a law enforcement or other regulatory agency notifies East Fort Worth Montessori Academy that it is investigating the matter and requests that the school delay its investigation, East Fort Worth Montessori Academy will resume the investigation at the conclusion of the agency's investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the East Fort Worth Montessori Academy student and parent complaint and/or grievance procedure.

2.22 Law Enforcement Agencies

Questioning of Students

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

In other circumstances, the Principal or designee will:

1. Verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. Ordinarily will make reasonable efforts to notify the student's parent, unless the interviewer raises what the Principal or designee considers to be a valid objection.
3. Ordinarily be present during the questioning or interview, unless the interviewer raises what the Principal or designee considers to be a valid objection.

Students Taken into Custody

State law requires East Fort Worth Montessori Academy to permit a student to be taken into legal custody:

1. 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.
2. By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
3. By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
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. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services ("DFPS"), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Texas Family Code relating to the student's physical health or safety.
6. Pursuant to a properly issued directive to apprehend.
7. To comply with a properly issued directive from a juvenile court to take a student into custody.
8. To comply with an order of the juvenile court.
9. To comply with the laws of arrest.

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

The Principal or designee will immediately notify the Superintendent or designee and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Principal or designee considers to be a valid objection to notifying the parents. Because the Principal 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.

2.23 Mental Health Promotion and Intervention

East Fort Worth Montessori Academy has developed protocols for providing a parent with a recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention, or who has been identified as at risk of attempting suicide. East Fort Worth Montessori Academy's administrator will notify a parent within a reasonable amount of time after learning that a student has early warning signs and possible need for intervention, and will also provide additional information on available counseling options.

Procedures Developed Under Texas Education Code §38.351(i)

East Fort Worth Montessori Academy has established procedures to identify students who demonstrate early warning signs of mental health concerns, behavioral health concerns, substance abuse, self-harm, or risk of suicide. Teachers, staff members, and administrators are trained to recognize these warning signs and immediately notify campus administration in accordance with the school's Threat Assessment and Safe and Supportive School Team procedures.

When a student is identified as having early warning signs or a possible need for mental health or substance abuse intervention, the campus administrator or designee shall:

1. Review the concerns with appropriate members of the school's Threat Assessment or Student Support Team.
2. Notify the student's parent or person standing in parental relation within a reasonable amount of time after learning of the concern, consistent with Texas Education Code §38.351(i).
3. Schedule a conference with the parent or guardian, when appropriate, to discuss observed concerns, recommended interventions, and available supports.
4. Provide the parent or guardian with information regarding available school-based supports and community counseling, behavioral health, substance abuse, and crisis intervention resources.
5. Develop appropriate school-based interventions through the Multi-Tiered System of Supports (MTSS), behavioral supports, safety planning, classroom accommodations, or other educational interventions as appropriate.
6. Continue to monitor the student's progress and collaborate with the parent or guardian to review intervention effectiveness.
7. When a student is identified as being at risk of attempting suicide or presents an imminent threat to self or others, immediately implement the school's Threat Assessment and Emergency Response procedures, notify the Superintendent, contact the parent or guardian without delay, and involve emergency responders or law enforcement when necessary to protect student safety.

These procedures are implemented in partnership with families and are designed to ensure that students receive timely support while maintaining confidentiality in accordance with applicable federal and state laws, including FERPA and the Texas Education Code.

The school maintains documentation of referrals, parent notifications, intervention plans, and follow-up activities in accordance with district record retention procedures and applicable confidentiality requirements.

East Fort Worth Montessori Academy has also developed protocols for staff members to notify the administration to identify a student who may need intervention.

The administration may be reached at 817-496-3003 and can provide additional information about the

school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

Mental Health Support (All Grade Levels)

East Fort Worth Montessori Academy has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

Mental Health Support Programs (All Grade Levels)

East Fort Worth Montessori Academy is committed to promoting the academic, behavioral, emotional, and social well-being of every student through a comprehensive system of prevention, intervention, and support services. The school utilizes a Multi-Tiered System of Supports (MTSS), Positive Behavior Interventions and Supports (PBIS), restorative practices, social-emotional learning (SEL), and collaborative partnerships with families and community agencies to foster a safe, supportive, and inclusive learning environment.

1. Mental Health Promotion and Early Intervention

The school promotes positive mental health by teaching students healthy coping strategies, emotional awareness, resilience, and self-regulation through daily classroom instruction, classroom meetings, and individualized student supports. Teachers and staff are trained to recognize early warning signs of mental health concerns and refer students to the campus administration or Threat Assessment Team for appropriate review and intervention. Early intervention strategies include classroom accommodations, behavioral supports, parent conferences, referrals to community counseling resources, and ongoing progress monitoring.

2. Building Skills to Manage Emotions, Establish Positive Relationships, and Make Responsible Decisions

Students participate in age-appropriate social-emotional learning activities designed to strengthen self-awareness, self-management, empathy, relationship skills, conflict resolution, responsible decision-making, and problem-solving. Montessori practices, classroom community meetings, restorative conversations, and leadership opportunities encourage students to develop independence, respect for others, accountability, and positive peer relationships.

3. Substance Abuse Prevention and Intervention

Although East Fort Worth Montessori Academy serves elementary-aged students, the school provides developmentally appropriate instruction on healthy decision-making, personal safety, medication awareness, and resisting harmful substances. Students receive prevention education through health instruction, school-wide safety lessons, and guidance activities. When concerns arise, parents are notified promptly, and families are provided with information regarding available community prevention and intervention resources.

4. Suicide Prevention, Intervention, and Postvention

All employees receive required training to recognize warning signs associated with suicide risk, self-harm, and behavioral health concerns. Any student exhibiting warning signs is immediately referred to campus administration and the Threat Assessment Team for assessment. Parents or guardians are contacted as soon as reasonably possible, and referrals to appropriate community mental health providers are provided. Following a suicide or significant community loss, the school implements postvention procedures that provide emotional support, crisis response, communication with families, and additional counseling resources while maintaining student confidentiality.

5. Grief, Trauma, and Trauma-Informed Care

The school recognizes that adverse childhood experiences, trauma, grief, and loss may affect student learning and behavior. Staff members utilize trauma-informed practices that emphasize safety, trust, consistency, relationship-building, and emotional support. When students experience grief or traumatic events, the school collaborates with families and community mental health agencies to provide appropriate interventions, accommodations, and referrals.

6. Positive Behavior Interventions and Supports (PBIS)

East Fort Worth Montessori Academy implements a school-wide Positive Behavior Interventions and Supports (PBIS) framework that establishes clear behavioral expectations, teaches appropriate behaviors, reinforces positive conduct, and provides graduated interventions for students requiring additional behavioral support. Behavioral data are reviewed regularly through the Multi-Tiered System of Supports (MTSS) process to identify student needs and monitor intervention effectiveness.

7. Positive Youth Development

The school promotes positive youth development by encouraging leadership, responsibility, service learning, character development, collaboration, and student voice. Students participate in leadership opportunities, classroom jobs, community service projects, outdoor education, project-based learning, and activities that promote confidence, resilience, independence, and responsible citizenship.

8. Safe, Supportive, and Positive School Climate

East Fort Worth Montessori Academy maintains a positive school climate through relationship-centered practices, restorative approaches, consistent behavioral expectations, campus safety procedures, and family engagement. The school promotes mutual respect, inclusion, cultural responsiveness, bullying prevention, violence prevention, and proactive communication among students, families, and staff. School

safety procedures, threat assessment protocols, and emergency operations planning further support a secure learning environment for all students and employees.

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, East Fort Worth Montessori Academy has procedures to support the student's return to school. Please contact the {mental health liaison or other administrator} for additional information.

Teachers and other school employees may discuss a student's behavior or academic progress with the student's parent or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Information on Student ID Cards

Each student ID card issued to a student in grade six or higher will have printed on the card the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line.

2.24 Child Abuse Reporting and Programs

East Fort Worth Montessori Academy provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. East Fort Worth Montessori Academy 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 school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the DFPS. 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.

2.25 Plan for Addressing Sexual Abuse, Trafficking, and Other Maltreatment of Children

East Fort Worth Montessori Academy has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children. For purposes of this plan, trafficking includes both sex and labor trafficking. The plan may be accessed by contacting the Principal.

What is Sexual Abuse of a Child?

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Child trafficking in any form is prohibited by the Texas Penal Code. Sex trafficking involves forcing a

person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

What is Trafficking?

Traffickers may be trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

What is Other Maltreatment of a Child?
Other maltreatment of a child under the Texas Family Code includes "abuse" or "neglect" of a child.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children
Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the DFPS.

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or Principal will provide information regarding counseling options for you and your child that are available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County (https://fss.hhs.texas.gov/find-local-support).

Reports of abuse, trafficking, or neglect may be made to:

- Texas Abuse Hotline: 1-800-252-5400;
- In non-emergency situations, the Texas Abuse Hotline Website (https://www.txabusehotline.org/Login/Default.aspx);
- Your local police department; or
- Call 911 for emergency situations.

Methods for Increasing Awareness Regarding Sexual Abuse, Trafficking, or Other Maltreatment
For Staff: East Fort Worth Montessori Academy 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. The training includes prevention techniques for and recognition of sexual abuse, trafficking, and all other maltreatment of children, including sexual abuse, trafficking, and other maltreatment of children with significant cognitive disabilities.

For Students: School staff will address issues to increase awareness regarding sexual abuse, trafficking, 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: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused, trafficked, or otherwise maltreated.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the

child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. If a parent is frightened for their own safety or that of their child, they should call 911 or 1-800-252-5400.

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

These websites are also helpful:

- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault
- Child Welfare Information Gateway Factsheet
- Human Trafficking of School-aged Children
- KidsHealth, For Parents, Child Abuse
- National Center on Safe Supportive Learning Environments: Child Labor Trafficking
- Office of the Texas Governor's Child Sex Trafficking Team

Likely Warning Signs of Sexual Abuse, Trafficking, or Other Maltreatment
Possible warning signs of sexual abuse or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Fear of being alone with adults.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Using new or adult words for body parts.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.
- Older boyfriends or girlfriends.
- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).
- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

- A desire to quit a job but not being allowed to do so.

- Being employed and having a work permit but clearly working outside the permitted hours for students.
- Being employed but not having a school-authorized work permit.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Being unpaid, paid very little, or paid only through tips.
- Living with an employer or having an employer listed as a student's caregiver.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Not being in control of his or her own money.
- Owing a large debt and being unable to pay it off.

Any one sign does not necessarily mean that a child has been sexually abused, trafficked, 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, Trafficking, or Other Maltreatment Should Take

During student awareness sessions concerning sexual abuse, trafficking, 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, sex trafficked, 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 through the Texas Department of Family and Protective Services, Programs Available in Your County (https://fss.hhs.texas.gov/find-local-support) website.

Notice of Penalties for Trafficking of Persons and Online Solicitation of a Minor

Under Penal Code 20A.02(b-1), an offense related to human trafficking is a first degree felony if the offense is committed in a location that was on the premises of or within 1,000 feet of the premises of a school, or on premises or within 1,000 feet of premises where an official school function was taking place or an event sponsored or sanctioned by the University Interscholastic League was taking place.

Additionally, under Penal Code 33.021(f-1), there are enhanced penalties for the offense of online solicitation of a minor if the actor committed the offense during regular school hours and the actor knew or reasonably should have known that the minor was enrolled in a public or private school at the time of the offense.

Notice of the increased penalties found under Penal Code 20A.02(b-1) and Penal Code 33.021(f-1) can be found in the main office of each campus, or in a place that is reasonably likely to be viewed by all school employees and visitors.

2.26 Interrogations and Searches

In the interest of promoting student safety and attempting to ensure that East Fort Worth Montessori Academy is safe and drug free, school ad administrators 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.

In the interest of promoting students safety and attempting to ensure that the District 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 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 objective of the search, the age and sex of the students, and the nature of the infraction.

Desk and Locker Searches

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

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found 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.

Computers and Electronic Devices

Use of school-owned equipment and its network systems is not private and will be monitored by East Fort Worth Montessori Academy.

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to To comply with House Bill 1481 (HB1481), which amends Texas Education Code §37.082, this policy establishes guidelines for the prohibition, confiscation, and authorized use of personal communication devices by students on school property during the school day.

Definitions 1. Personal Communication Device: Any electronic device capable of telecommunication or digital communication, including but not limited to:

- Telephones or cell phones (e.g., smartphones, flip phones);
- Tablets;
- Smartwatches;

- Radio devices;
- Paging devices,
- Other similar devices.

Exemption: School-provided electronic devices are not subject to this policy.

Prohibitions and Requirements

1. Prohibition of Use (HB1481 §37.082(a)
   - Students are prohibited from using personal communication devices while on school property during the school day.
   - Schools may choose one of the following methods to enforce this prohibition:

   a. Complete Ban: Prohibit students from bringing devices onto school property; or

   b. Secure Storage: Designate a method for storing devices (e.g., lockers, locked containers) during the school day.

2. Disciplinary Measures (HB1481 §37.082(b)(1)
   - Violations of this policy will result in disciplinary action consistent with the school's Student Code of Conduct, Module 3, Student Policies
   - Consequences may include warnings, detention, or other appropriate measures.

3. Confiscation and Disposal (HB1481 §37.082(b)(2))
   - School staff may confiscate devices used in violation of this policy.
   - Confiscated devices will be returned to the student's parent/guardian upon request.
   - If a device is not claimed within 90 days after written notice to the parent/guardian, the school may dispose of it in a reasonable manner (e.g., recycling, donation).
   - **Note:** HB1481 prohibits charging administrative fees for the return of confiscated devices.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of East Fort Worth Montessori Academy and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, East Fort Worth Montessori Academy may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Random Drug Searches

In order to ensure a drug-free learning environment, East Fort Worth Montessori Academy conducts random drug searches of all school facilities. East Fort Worth Montessori Academy may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed, prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around student lockers, and the areas where vehicles are parked on East Fort Worth Montessori Academy property or at school-related events. The dogs shall not be asked to alert students. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

2.27 Visitor and Volunteer Policy

East Fort Worth Montessori Academy encourages parents 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 main office whenever they are on campus. They 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) and principal in question except for urgent matters. Times are best arranged via email. An email directory is located on our website. 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 district 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.

Please note that we request parents and other visitors observing a classroom, both virtual and in person, to only record video or take photographs of classroom activities, after receiving permission from the principal.

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

- Establish an electronic database for storing information concerning visitors. Information stored in the electronic database may be used only for 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 DPS or any other database accessible by East Fort Worth Montessori Academy.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

2.28 Disruptions

To protect student safety and sustain an educational program free from disruption, state law permits East Fort Worth Montessori Academy to act against any person–student or nonstudent 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 at an exit, an entrance, or a hallway to 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.

2.29 Emergency Closings

Generally, East Fort Worth Montessori Academy dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television and/or radio stations. East Fort Worth Montessori Academy 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 local television and/or radio stations as early as possible. Any emergency closures will also be posted on the East Fort Worth Montessori Academy website.

2.30 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. During the drill, 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.

Active Threat Exercises

Before East Fort Worth Montessori Academy may conduct an active threat exercise, including an active shooter simulation, East Fort Worth Montessori Academy shall comply with the notice requirements of Education Code § 37.1141(a)(1)-(3), including adequate notice of the exercise to students, parents, school staff, and first responder organizations that would likely respond in the event of a false report or alarm.

2.31 Pest Control Information

East Fort Worth Montessori Academy periodically applies pesticides inside school buildings and on school grounds at the end of the school day around 6p.m. While East Fort Worth Montessori Academy strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free environment.

All pesticides used are registered for their intended use and are applied only by certified pesticide applicators. East Fort Worth Montessori Academy will provide appropriate notice of treatments, and signs will remain until it is safe to enter the area. Parents who want to be notified prior to pesticide application may contact the Superintendent or designee. Pesticides are applied quarterly, at the end of the school day around 6p.m. by a pesticide vendor.

2.32 Videotaping of Students

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed to document student misconduct and used by staff when investigating an incident.

SECTION 3: ACADEMICS AND GRADING

3.1 Academic Programs

The Principal or designee will provide students and parents with information regarding academic programs to prepare for higher education and career choices.

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center.

Students and parents are encouraged to discuss options for ensuring that students complete all work required with a teacher, the Principal or designee.

3.2 Required Curriculum

East Fort Worth Montessori Academy offers instruction in the Texas Essential Knowledge and Skills of the appropriate grade levels in the following required curriculum:

EFWMA uses Bluebonnet Math Curriculum; HMH Language Arts Curriculum, NWEA for HB1416, Social Studies Weekly for Social Studies, Stemscopes for Science and NWEA MAPs for progress monitoring.

Social Studies Coursework
For any social studies course in the required curriculum, East Fort Worth Montessori Academy may not require, make part of a course, or award a grade or course credit (including extra credit) for a student's:

1. Work for, affiliation with, or service learning in an association with any organization engaged in (i) lobbying for legislation at the federal, state, or local level, if the student's duties involve directly or indirectly attempting to influence social or public policy or the outcome of legislation, or (ii) social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts by direct communication to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or
3. Participation in any internship, practicum, or similar activity involving social or public policy advocacy.

Additionally, East Fort Worth Montessori Academy may not implement or enforce any rules of student conduct in a manner that would result in a student's punishment for discussing, or have a chilling effect on reasonable student discussions involving those concepts described in Education Code § 28.002(a)(4) in school or during a school-sponsored activity.

3.3 Academic Integrity

Academic integrity is an essential element of East Fort Worth Montessori Academy's philosophy and practice of promoting academic excellence. 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. Cheating, dishonesty, and plagiarism will not be tolerated by East Fort Worth Montessori Academy.

Cheating includes, but is not limited to:

- Allowing another to take and/or use an assignment to submit as his or her own.
- Copying from another student when completing an assignment or during an exam.

- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Giving answers to another student for an assignment or exam.
- Looking at another's test or essay with or without consent for the purpose of duplicating that work and submitting it as one's own.
- Receiving answers for assignments or exams from any unauthorized source.
- Representing as one's own the work of anyone else.
- Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib/cliff notes" on your person, an object, or programmed within graphing calculators, cell phones, or other electronic devices without teacher permission.
- Working on assignments with others when not authorized by the instructor.

Dishonesty includes, but is not limited to:

- Falsification of results from research or laboratory experiments.
- Participating with other students to commit academic dishonesty.
- Written or oral presentation of results from research that was never performed and completed by any forms of AI.

Plagiarism includes, but is not limited to:

- Directly quoting or rephrasing all or part of another's words without appropriately crediting the source.
- Failing to acknowledge another's original arguments or lines of thinking as well as using information and ideas without proper documentation.
- Presenting an idea, theory, argument, line of thinking, creative work, or formula originated by someone or something else as your own.
- Presenting information from other sources in a misleading way, even if they are properly cited.
- Purchasing or receiving in any other manner an essay, paper, or other assignment that is the work of another person and submitting that assignment as your own work.
- Repeating information, such as statistics or demographics, which is not common knowledge, and which was originally compiled by another person or organization.

Additionally, the use of generative artificial intelligence for the purpose of academic cheating, dishonesty, or plagiarism is strictly prohibited as a violation of East Fort Worth Montessori Academy policy. Generative AI refers to the use of computer algorithms to generate original content that mimics human writing styles. While this technology can be useful for various academic and creative purposes, it is important to note that using generative AI to plagiarize someone else's work, including that of a computer program, is unethical.

Students who engage in academic cheating, dishonesty, or plagiarism are subject to discipline in accordance with the Student Code of Conduct.

Use of Artificial Intelligence

When using artificial intelligence ("AI") tools to create or support the creation of text or other work, students are expected to adhere to the following guidelines as well as additional guidance provided by their classroom teacher.

1. **Use AI responsibly**: Students should use AI tools and techniques in a responsible and ethical manner. This includes not using AI to cheat, plagiarize, or gain an unfair advantage. AI tools

should only be used for school-related work when given approval or guidance from a teacher.
2. **Understand the limitations of AI**: Students must understand the limitations of AI and recognize that it is not a replacement for critical thinking, creativity, and problem-solving skills.
3. **Maintain data privacy**: AI should be used in a way that protects personally identifiable information. Students should not share personal information, such as name, birth date, address, or other financial or confidential information with AI technologies.
4. **Check sources generated by AI**: AI has been known to generate inaccurate information, and can also be used to create misinformation and disinformation. Students should take steps to verify information generated by AI.
5. **Provide attribution**: Students should provide proper attribution and credit to the source of the AI tool or technique when using AI technologies.
6. **Seek guidance**: When unsure whether the use of AI is appropriate for a particular assignment or project, students should seek guidance from their teacher or instructor.

Teachers may communicate their expectations for student use of AI on assignments in the following ways:

1. **AI Recommended**: AI technology is recommended for use in completing this assignment or project. Students are encouraged to explore AI tools and techniques to enhance their work. Students must properly cite any AI-generated work.
2. **AI Permitted**: AI technology is permitted but not required for completing the assignment or project. Students can choose to use AI tools and techniques if they believe it will improve their work. Students must properly cite any AI-generated work.
3. **AI Restricted**: AI technology **cannot** be used in completing the assignment or project. Students are expected to complete the work using their own knowledge and skills.

When AI use is recommended or permitted, students should rely on their teacher to provide guidance on the extent to which AI tools may be used on the specific assignment or project. If a teacher has not indicated whether AI technology is recommended or permitted for an assignment or project, students must ask the teacher before using AI tools.

Student use of AI technology must be consistent with East Fort Worth Montessori Academy's expectations regarding academic integrity. Misuse of AI tools may be considered academic cheating, dishonesty, or plagiarism.

3.4 Computer Resources

To prepare students for an increasingly computerized society, East Fort Worth Montessori Academy 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 must read and agree to abide by the Student Acceptable Use Policy found in this Handbook.

Personal Counseling
The Principal or designee are available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Principal, or a contracted local community agency may also provide information about community resources to address these concerns. A student who wishes to meet with the Principal or designee should set an appointment through the front office.

Please note: East Fort Worth Montessori Academy will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the TEA for child abuse investigations and reports.

3.5 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 our school policies and rules. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Principal or designee.

Participation in these activities may result in events that occur off-campus. Students are required to use the transportation provided by East Fort Worth Montessori Academy to and from the event and exceptions may only be made with approval from the activity's coach or sponsor.

East Fort Worth Montessori Academy requires the written consent of the parent of or person standing in parental relation to a student before the student may participate in a student club authorized or sponsored by East Fort Worth Montessori Academy.

As required by Education Code 33.0815, East Fort Worth Montessori Academy may not authorize or sponsor a student club based on sexual orientation or gender identity.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams 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.

Ejection from Certain Activities
A person serving as a referee, judge, or other official of an extracurricular athletic activity or competition sponsored by East Fort Worth Montessori Academy is authorized to eject a spectator from the extracurricular athletic activity or competition if the spectator:

- Poses a substantial risk of harm to any person; or
- Behaves in a manner that is inappropriate for a school setting.

3.6 Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

3.7 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 East Fort Worth Montessori Academy's requirements for attendance. A student may be considered for retention if they have met any of the following criteria:

1. failed one or more core subject areas;
2. failed one or more state assessments;
3. is below level in one or more core subject areas; or
4. missed more than 10% of instructional days in an academic year. The decision must be made by a committee, which is composed of the child's core subject area teachers, the PEIMS coordinator, and the Principal or designee.

Special Education Students: A student's IEP can modify the school's promotion criteria in whole or in part. Any modified promotion standards shall be determined by the student's ARD committee and documented in the IEP. A student's ARD committee will also make determinations on whether a student will be promoted or retained.

Parent Option for Students to Repeat Grades or Courses

In certain circumstances, a parent may elect for a student to repeat a grade or retake a high school course. Subject to certain restrictions, a parent may elect for a student to:

1. Repeat prekindergarten;
2. Enroll in prekindergarten if the child was eligible to enroll in free prekindergarten under Education Code § 29.153(b) and has not yet enrolled in kindergarten;
3. Repeat kindergarten;
4. Enroll in kindergarten if the child would have enrolled in kindergarten in the previous school year and has not yet enrolled in first grade;
5. For grades one through eight, repeat the grade the student was enrolled in the previous school year; and/or
6. For courses taken for high school credit, repeat any course in which the student was enrolled during the previous school year.

A parent may not elect for a student to repeat a course identified in item 6 above if East Fort Worth Montessori Academy determines the student has met all of the requirements for graduation.

An election for a student to repeat a grade or retake a high school course must be made in writing. If East Fort Worth Montessori Academy disagrees with a parent election for a student to repeat a grade or retake a high school course, the school must convene a retention committee and meet with the parent to discuss retention. The meeting must be conducted in person, unless the parent agrees to alternative means. A student may not be retained for a grade or repeat a course if the parent does not meet with the retention committee.

The retention committee will be composed of the Principal or designee, the student's parent, the teacher who taught the grade or course for which the parent wants the student retained or repeated, and additional teachers at the discretion of the Principal, if the student will potentially repeat multiple courses. During the retention meeting, East Fort Worth Montessori Academy and the parent will discuss the merits of and

concerns with advancement and retention, and review and consider the student's grade in each subject or course, the results of any formative or summative assessments administered to the student, and any other available academic information to determine the student's academic readiness for the next grade or a given course. After the parent has participated in a retention committee meeting, the parent shall decide whether the student should be retained or retake a grade or course. East Fort Worth Montessori Academy must abide by the parent's decision.

3.8 Report Cards

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks. During the fourth week of a nine-week grading period, parents will be given a written progress report if their child's performance in English language arts, mathematics, science, or social studies is near or below 70%, or is below the expected level of performance. If the student receives a grade lower than 70% in any class or subject at the end of a grading period, the teachers will schedule a conference with the parent. The report card or progress report will state whether tutorials are required for a student who receives a grade lower than 70% in a class or subject. Report cards and progress reports must be signed by the parent and returned to the school within seven days.

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

3.9 Restriction on Instruction Regarding Sexual Orientation and Gender Identity

East Fort Worth Montessori Academy may not provide or allow a third party to provide instruction, guidance, activities, or programming regarding sexual orientation or gender identity to students enrolled in kindergarten through 12th grade.

3.10 Special Programs

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing regular class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee ("LPAC") will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

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, his or her parents 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: Amoxie Educational Services at sped@efwma.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: Amoxie Educational Services at sped@efwma.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; and
- Texas Project First.

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Students
East Fort Worth Montessori Academy will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

Services for Title I Participants
Information regarding East Fort Worth Montessori Academy's Title I program may be obtained from the Principal. Amy Felton at .amy.felton@efwma.org

Students with Physical or Mental Impairments Protected under Section 504
A student with a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services may qualify for protections under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Section 504 is a federal law designed to prohibit discrimination against persons with disabilities. When an evaluation is requested, a committee will be created to determine whether the student needs Section 504 services and support in order to receive an appropriate education as required by federal law.

Students Qualifying for Dyslexia Services
A student may be eligible to receive dyslexia or related services as defined by the Dyslexia Handbook: Procedures Concerning Dyslexia and Related Disorders as updated and approved by the State Board of Education in 2021.

If East Fort Worth Montessori Academy suspects or has reason to suspect that a student may have dyslexia, including after evaluation or use of reading diagnosis, East Fort Worth Montessori Academy will comply with the requirements of Texas Education Code §§ 29.0031 and 29.0032, as well as all federal and state requirements regarding any evaluation of the student.

3.11 Standardized Testing

Instructional Program
To ensure that each student achieves at least satisfactory performance on each state assessment, East Fort Worth Montessori Academy shall ensure that its curricular and instructional systems provide instruction to all students that:

1. is consistently aligned with the essential knowledge and skills for the applicable subject area and

grade level; and
2. strategically and timely addresses deficiencies in the prerequisite essential knowledge and skills for the applicable subject area and grade level.

State of Texas Assessments of Academic Readiness

In addition to routine tests and other measures of achievement, students in grades 3–5 will take the state assessment, the STAAR exam, in the following subjects:

- Mathematics, annually in grades 3–5;
- Reading Language Arts, annually in grades 3–5;
- Science in grades 3 and 5; and
- Social Studies in grade 5

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student's admission, review, and dismissal committee.

STAAR Spanish is available in grades 3-5 for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

End-of-Course Assessments for Students in Grades 9–12

STAAR or EOC assessments are administered for the following courses:

- Algebra I;
- Biology;
- English I and II; and
- United States History.

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state laws and rules.

There are three testing windows during the school year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student's admission, review, and dismissal committee. The student's admission, review, and dismissal committee will determine whether successful performance on the EOC assessments will be required for a student receiving special education services to graduate, in accordance with parameters set in state regulations.

Paper Administration of Assessment Instruments on Parental Request

On the written request of a student's parent, or teacher, East Fort Worth Montessori Academy may administer a STAAR or EOC assessment in paper format. This request must be submitted for a fall administration of STAAR or EOC assessment not later than **September 15** of the school year in which the assessment will be administered; and for a spring administration of STAAR or EOC assessment, not later than **December 1** of the school year in which the assessment instrument will be administered.

Please note that East Fort Worth Montessori Academy cannot administer paper assessments for more than three percent of the number of students enrolled in the district. If more requests for paper assessments are

received than the maximum amount allowed by the law, East Fort Worth Montessori Academy will accept the requests in the order received until the maximum number is reached. This limitation does not apply to a student whose admission, review and dismissal committee determines that the administration of the STAAR or EOC assessments in paper format is a necessary modification for the student.

Accelerated Instruction

East Fort Worth Montessori Academy will provide accelerated instruction in applicable subject areas to each student who fails to perform satisfactorily on the STAAR exam in the third, fourth, or fifth grade assessment. This accelerated instruction will be provided either during the subsequent summer or school year, and consist of instruction meeting the requirements of Education Code § 28.0211(a-1) and 28.0211(a-4), as applicable.

Accelerated instruction provided during the following school year may require participation of the student before or after normal school hours. Failure of a student to attend accelerated instruction may result in violations of required school attendance.

In providing this accelerated instruction, East Fort Worth Montessori Academy may not remove a student, except under circumstances for which a student enrolled in the same grade level who is not receiving accelerated instruction would be removed, from: (1) instruction in the foundation and enrichment curriculum for the grade level in which the student is enrolled, or (2) recess or other physical activity that is available to other students enrolled in the same grade level.

Accelerated Education Plan

East Fort Worth Montessori Academy will develop an Accelerated Education Plan ("AEP") for each student who fails to perform satisfactorily on a STAAR or EOC assessment to provide the necessary accelerated instruction to enable the student to perform at the appropriate grade or course level by the conclusion of the school year. The AEP will be documented in writing, and a copy will be provided to the student's parents.

East Fort Worth Montessori Academy will make a good faith attempt to provide the parent of a student who fails to perform satisfactorily on a STAAR or EOC assessment a parent-teacher conference with the student's primary teacher at the start and end of the subsequent school year. At the conference, East Fort Worth Montessori Academy will provide the parent with:

1. Notice that the student is not performing on grade level in the applicable subject area; and
2. An explanation of the accelerated instruction to which the student is entitled and information on the AEP that must be developed for the student and the manner in which the parent may participate in developing the plan.

A parent of a student who fails to perform satisfactorily on a STAAR or EOC assessment may submit a written request to the Principal for East Fort Worth Montessori Academy to consider the student's assignment to a particular classroom teacher in the applicable subject area for the subsequent school year, if more than one classroom teacher is available. East Fort Worth Montessori Academy retains discretion to make classroom assignments based on campus needs and classroom capacity.

During the school year, the student's progress will be monitored to ensure that the student is progressing in accordance with the AEP.

AEP Grievance Procedure

A student's parent may contest the content or implementation of an AEP developed by East Fort Worth Montessori Academy by submitting a written complaint to the Principal within (1) seven calendar days of

the parent's receipt of AEP or (2) within seven calendar days of the parent's concern that the AEP is not being properly implemented. The administrator or designee will conduct a conference with the parent within five school days of the Principal's receipt of the written complaint and issue a written decision within five school days of the conference. A parent who is dissatisfied with the administrator or designee's decision may appeal through East Fort Worth Montessori Academy's student and parent complaint process, beginning at {level of Superintendent review}.

Special Education Students: The ARD Committee of a student who participates in the school's special education program and who does not perform satisfactorily on a STAAR or EOC assessment shall, at the student's next annual ARD review meeting, review the student's participation and progress in, as applicable, accelerated instruction, supplemental, or an AEP. The student's parent may request, or East Fort Worth Montessori Academy, may schedule an additional ARD meeting if a committee member believes that the student's individualized education program (IEP) needs to be modified. If East Fort Worth Montessori Academy refuses to convene an ARD meeting requested by the student's parent, East Fort Worth Montessori Academy shall provide the parent with written notice explaining the reason the school refuses to convene the meeting.

Texas Success Initiative Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the TSI assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test ("ACT") or the Scholastic Aptitude Test ("SAT") for admission. Students are encouraged to talk with the Principal or designee early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the Principal or designee.

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

Texas English Language Proficiency Assessment System

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.

SECTION 4: STUDENT CODE OF CONDUCT

4.1 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 an orderly and distraction-free environment, East Fort Worth Montessori Academy has established this Student Code of Conduct in accordance with state law and the East Fort Worth Montessori Academy open-enrollment charter. The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

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

The Student Code of Conduct does not define all types and aspects of student behavior, as East Fort Worth Montessori Academy may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify East Fort Worth Montessori Academy organization's expectations, student behavior and consequences.

4.2 Authority and Jurisdiction

East Fort Worth Montessori Academy has disciplinary authority over a student:

1. During lunch periods in which a student is allowed to leave campus;
2. During the regular school day and while the student is going to and from school on East Fort Worth Montessori Academy transportation;
3. For any expulsion offense committed away from East Fort Worth Montessori Academy property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
4. For any expulsion offense committed while on East Fort Worth Montessori Academy property or while attending a school-sponsored or school-related activity of East Fort Worth Montessori Academy or another school in Texas;
5. For any school-related misconduct, regardless of time or location;
6. When criminal mischief is committed on or off East Fort Worth Montessori Academy property or at a school-related event;
7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
8. When the student commits a felony, including those provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location;
9. While a student is participating in any remote / virtual classroom or other period of online instruction provided by East Fort Worth Montessori Academy;
10. While the student is attending any school-related activity, regardless of time or location; and
11. While the student is in transit to or from school or to or from school-related activities or events;

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.

4.3 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.
- Meet East Fort Worth Montessori Academy's standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other East Fort Worth Montessori Academy staff and volunteers.
- Respect the property of others, including East Fort Worth Montessori Academy 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.

4.4 Discipline Management Techniques

Disciplinary management 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.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

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:

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or "time-out."
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion from East Fort Worth Montessori Academy, 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.
- Penalties identified in individual student organizations' extracurricular standards of behavior.

- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by East Fort Worth Montessori Academy.
- Restorative discipline practices.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- 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.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials.

Corporal Punishment

East Fort Worth Montessori Academy will NOT administer corporal punishment upon a student for misconduct.

Restricting Participation in Recess or Other Physical Activity

In providing physical education programs, East Fort Worth Montessori Academy may not restrict participation in:

1. Recess or other physical activity offered as part of East Fort Worth Montessori Academy physical education curriculum for a student enrolled in kindergarten or in a grade level below grade six as a penalty for the student's academic performance or behavior; or
2. Physical activity offered as part of East Fort Worth Montessori Academy physical education curriculum for a student enrolled in grade levels K-5 as a penalty for the student's academic performance or behavior.

4.5 Restorative Discipline Practices

East Fort Worth Montessori Academy may utilize a wide variety of restorative discipline practices, which are designed to build a sense of school community based on cooperation, mutual understanding, trust, and respect, and emphasize the importance of positive relationships and pro-social relationships between students. Specifically, East Fort Worth Montessori Academy believes that when students engage in inappropriate conduct, restorative discipline practices may hold the potential to:

- Build trust, respect, and relationships
- Develop self-discipline and positive behaviors
- Encourage accountability and responsibility in the school community
- Establish mutual understanding
- Help students understand the harm caused by the misconduct
- Identify and respond to the needs of the person harmed and the person who caused the harm
- Increase parent partnerships
- Promote equitable input from all stakeholders
- Reintegrate students who have caused harm in the school community
- Strengthen school culture

Essentially, the restorative approach sees misbehavior or conflict as an opportunity for students to learn about consequences for their actions, develop empathy for others, and learn methods to make amends in a way that strengthens interpersonal bonds.

Examples of restorative discipline practices may include, but are not limited to:

- Affective statements;
- Apologies;
- Community building circles;
- Mediation;
- Relationship building;
- Repairing harm circles;
- Restitution
- Restorative circles or conferences; and
- Restorative dialogues/making agreements.

Restorative discipline practices may take the form of alternatives in lieu of other disciplinary consequences allowed under the Code of Conduct and/or supplemental action taken along with other disciplinary consequences.

Restorative discipline practices are a collaborative process, and may not be required or appropriate in all student discipline situations.

4.6 Procedures for Use of Restraint

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 as is 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.

“Restraint” generally means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student’s body.

“Emergency” means a situation in which a student’s behavior poses a threat of:

Imminent, serious physical harm to the student or others; or
Imminent, serious property destruction.

In a case where restraint is used, school employees, volunteers, or independent contractors shall document the incident as required by the Texas Education Agency. Additionally, East Fort Worth Montessori Academy shall report electronically to the Texas Education Agency, following standards provided by the Commissioner of Education, information relating to the use of restraint by a peace officer performing law enforcement duties on school property or during a school-sponsored or school-related activity. The report must be consistent with the requirements adopted by the Commissioner of Education for reporting the use of restraint involving students with disabilities.

4.7 Procedures for Use of Time-Out

A school employee, volunteer, or independent contractor may use time-out with the following limitations:

1. Physical force or the threat of physical force will not be used to place a student in time-out.
2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques, and must be included in the student's IEP or BIP if it is utilized on a recurrent basis to increase or decrease targeted behavior.
3. Time-out will not be utilized in a manner that precludes the ability of the student to be involved in progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP.

"Time-out" means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

1. That is not locked; and
2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The student's ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

4.8 Student Code of Conduct Offenses

The categories of conduct below are prohibited at school and all school-related activities.

Level I Offenses:

1. Being in an unauthorized area.
2. Causing an individual to act through the use of threat or coercion.
3. Computer system violations.
4. Damaging or vandalizing property owned by others.
5. Defacing or damaging school property, including textbooks, lockers, furniture, and other equipment, with graffiti or by other means.
6. Disobeying conduct rules regarding school transportation.
7. Disrespect of school staff and persons in authority.
8. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
9. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
10. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a school employee.
11. Engaging in threatening behavior toward another student or school employee on or off school property.
12. Failure to complete assigned homework.
13. Failure to comply with directives of school staff (insubordination).
14. Failure to comply with school dress code policies and grooming standards.
15. Failure to leave campus within 30 minutes of school dismissal (unless involved in an activity under supervision).

16. Failure to report known hazing, harassment, or bullying of students.
17. Improperly discharging a fire extinguisher.
18. Inappropriate behavior (not abusive, threatening, violent).
19. Inappropriate or indecent exposure of a student's private body parts.
20. Inappropriate public display of affection: (Public displays of affection deemed inappropriate by public standards such as lewd or inappropriate, kissing, touching, fondling, holding hands, etc.).
21. Insensitivity to others.
22. Making false accusations or hoaxes regarding school safety.
23. Persistent tardiness (tardy, without excuse, on four or more days within a period of 45 rolling school days).
24. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
25. Possessing aerosol canisters or any other object used to set off fire alarms.
26. Possessing any electronic devices without permission.
27. Possessing matches, lighters, etc.
28. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.
29. Refusing to accept discipline management techniques assigned by a teacher or the Principal or designee.
30. Repeatedly violating campus or classroom standards of behavior.
31. Skipping class, detention, or mandatory tutorial sessions.
32. Throwing objects that can cause bodily injury or property damage.
33. Using a skateboard, scooter, and/or roller blades while on campus.
34. Using any personal communication devices while on school property during the school day and/or at a school-sponsored event, or using a personal communication device or school-issued device to make an unauthorized recording of another student, either audio or visual recording.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. After school detention.
2. Application of one or more discipline management techniques listed above.
3. Confiscation of cell phones or other electronic devices.
4. Grade reductions for academic dishonesty.
5. In-school suspension.
6. Out-of-school suspension.
7. Removal from the classroom and/or placement in another classroom.
8. Restitution/restoration, if applicable.
9. Saturday school.
10. School-assessed and school-administered probation.
11. Temporary confiscation of items that disrupt the educational process.
12. Verbal correction, oral or written.
13. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses

1. Abusing over-the-counter drugs.
2. Academic dishonesty (cheating or copying the work of another) or the unapproved / unauthorized

use of AI technology to complete assignments or projects.

3. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, secret society, or gang, as defined in Texas Education Code § 37.121.
4. Bypassing Internet blocks on school computers or networks to enter unapproved sites.
5. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
6. Damaging or vandalizing property owned by others, including but not limited to East Fort Worth Montessori Academy property or facilities, property belonging to school employees or other students.
7. Defacing or damaging East Fort Worth Montessori Academy property, including textbooks, lockers, furniture, and other equipment, or property of any other person with graffiti or by any other means.
8. Engaging in offensive conduct of a sexual nature (verbal or physical).
9. Failure to comply with East Fort Worth Montessori Academy's medication policies.
10. Failure to comply with conditions of after-school detention and/or in-school suspension placement.
11. False accusation of conduct that would constitute a misdemeanor or felony.
12. Falsifying records, passes, or other school-related documents.
13. Fighting/mutual combat.
14. Gambling.
15. Gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated or addressed as a Level Three offense).
16. Inappropriate behavior (e.g., violent; threat of being violent; racially, ethnically, or culturally motivated actions).
17. Interference with school activities or discipline.
18. Involvement in a felony offense not listed in Title 5, Texas Penal Code, and East Fort Worth Montessori Academy is notified by the police.
19. Leaving classroom, school property, or school-sponsored events without permission.
20. Making an obscene gesture.
21. Persistent Level I offenses (two or more Level One offenses within a semester).
22. Possessing drug paraphernalia.
23. Possessing, viewing, or distributing pictures, text messages, emails, or other material of a sexual nature in any media format.
24. Refusing to allow lawful student search.
25. Sexual harassment/sexual abuse not defined as a Level III offense.
26. Theft.
27. Threats (nonviolent/verbal or written).
28. Throwing objects not considered an illegal weapon that can cause bodily injury or property damage.
29. Trespassing on East Fort Worth Montessori Academy property.
30. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class.
31. Use of profanity or vulgar/offensive language (oral or in writing).
32. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
33. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment, etc.).
34. Violating East Fort Worth Montessori Academy's Virtual Learning Code of Conduct.
35. Willful destruction of school or personal property and/or vandalism.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences atEast Fort Worth Montessori Academy's discretion.
2. Out-of-school suspension for up to five days.

Level III Offenses

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 East Fort Worth Montessori Academy property or at a school-related event.
2. 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.
3. Burglary of a motor vehicle on campus.
4. Commission of a felony offense listed under Title 5, Texas Penal Code.
5. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on East Fort Worth Montessori Academy's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
    a. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
    b. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
    c. Committing an assault under Texas Penal Code § 22.01(a)(1).
    d. Engaging in conduct punishable as a felony.
    e. 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.
    f. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense.
6. Conduct endangering the health and safety of others.
7. Creating, producing, distributing, sharing, or showing to others by electronic means a deep fake image or video that appears to depict a person (including but not limited to a East Fort Worth Montessori Academy student or employee) with the person's intimate parts exposed or engaged in sexual conduct.
8. Creation or participating in the creation of a "hit list."
9. Deliberate destruction or tampering with East Fort Worth Montessori Academy's computer data or networks.
10. Engaging in bullying and/or cyberbullying.
11. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
12. Engaging in conduct defined as a felony offense on or off campus and/or while the student is not in attendance at a school-sponsored or school-related activity if:
    a. The Superintendent or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code;
    b. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
13. Engaging in conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

a. The student receives deferred prosecution for conduct defined as any of the following offenses under the Penal Code:
    i. A felony offense under Title 5, Penal Code;
    ii. The offense of deadly conduct;
    iii. The felony offense of aggravated robbery;
    iv. The offense of disorderly conduct involving a firearm; or
    v. The offense of unlawfully carrying weapons, except for an offense punishable as a Class C misdemeanor under Penal Code 46.02;
b. A court or jury finds that the student has engaged in delinquent conduct under Family Code 54.03 for conduct defined as an offense in item 13(a)(i)-(iv) above; or
c. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as an offense in item 13(a)(i)-(iv) above.

14. Engaging in conduct punishable as a felony while on school property, within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property.
15. Engaging in conduct punishable as a Level III expulsion offense when the conduct occurs off East Fort Worth Montessori Academy property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.
16. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
17. Engaging in conduct relating to a false alarm to induce emergency response.
18. Engaging in conduct relating to harassment of a East Fort Worth Montessori Academy employee, including but not limited to:
    a. Initiating communication and in the course of the communication making a comment, request, suggestion, or proposal that is obscene;
    b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the employee, a member of the employee's family or household, or the employee's property;
    c. Conveying, in a manner reasonably likely to alarm the employee receiving the report, a false report, which is known by the scholar to be false, that another person has suffered death or serious bodily injury; or
    d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
19. Engaging in conduct that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
20. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, age, or antisemitism, and directed toward another student or East Fort Worth Montessori Academy employee.
21. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a East Fort Worth Montessori Academy student, employee, or volunteer.
22. Engaging in conduct that contains the elements of continuous sexual abuse of a young child or disabled individual.
23. Engaging in conduct that contains the elements of indecency with a child.
24. Engaging in conduct that contains the elements of retaliation against any East Fort Worth Montessori Academy employee or volunteer, whether on or off of school property.
25. Engaging in conduct that contains the elements of the offense of deadly conduct.
26. Engaging in conduct that contains the elements of the offense of disorderly conduct involving a firearm.
27. Engaging in conduct that contains the elements of the offense of criminal attempt to commit

murder or capital murder.

28. Engaging in conduct that contains the elements of the offense of assault.
29. Engaging in conduct that contains the elements of the offense of unlawfully carrying weapons.
30. Engaging in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm.
31. Engaging in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm.
32. Engaging in conduct that contains the elements of the offense of aggravated assault, sexual assault, or aggravated sexual assault.
33. Engaging in conduct that contains the elements of the offense of criminally negligent homicide.
34. Engaging in conduct that contains the elements of the offense of arson.
35. Engaging in conduct that contains the elements of the offense of criminal mischief.
36. Engaging in conduct that contains the elements of the offense of manslaughter.
37. Engaging in conduct that contains the elements of the offense of murder and/or capital murder.
38. Engaging in conduct that contains the elements of the offense of burglary or aggravated robbery.
39. Engaging in conduct that contains the elements or kidnapping or aggravated kidnapping.
40. Engaging in disruption of classes.
41. Engaging in disruptive activity.
42. Engaging in electronic transmission of sexually explicit visual material that:
    a. Depicts any person engaging in sexual conduct; or
    b. Depicts a person's intimate parts exposed; or
    c. Depicts the covered genitals of a male person that are in a discernibly turgid state; and
    d. Is not sent at the request of or with the express consent of the recipient.
43. Engaging in inappropriate or indecent exposure of private body parts.
44. Engaging in online impersonation.
45. Failure to complete more than one scheduled in-school suspension without a confirmed excuse.
46. Felony criminal mischief against school property, another student, or school staff.
47. Gang activity.
48. Hazing.
49. Inappropriate sexual conduct.
50. Inciting violence against a student through group bullying.
51. Inhalant abuse.
52. Issuing a false fire alarm.
53. Persistent Level I offenses (four or more Level I offenses committed in any one school year).
54. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
55. Possessing any prohibited items, including but not limited to:
    a. A "look-alike" weapon (includes but is not limited to BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon);
    b. A laser pointer for other than an approved use;
    c. A pocketknife or any other small knife with a blade less than 1.5" in length;
    d. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
    e. A stun gun;
    f. Ammunition;
    g. An air gun or BB gun;
    h. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic or explosive device;
    i. Mace or pepper spray;
    j. Matches or a lighter;
    k. Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an

e-cigarette device or accessory to a vapor product; or

l. Any articles not generally considered to be weapons, including school supplies, when the Principal or designee determines that a danger exists.

56. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
57. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
58. Possessing or using alcohol.
59. Possessing, selling, distributing, or being under the influence of inhalants.
60. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
61. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or a school-related or school-sanctioned activity on or off school property.
62. Possessing, using, giving, or selling paraphernalia related to any prohibited substance, including illegal, prescription, and over-the-counter drugs.
63. Possession, use, transfer or exhibition of any firearm, handgun, improvised explosive device, location-restricted knife, club, or any other prohibited weapon or harmful object (as determined by East Fort Worth Montessori Academy).
64. Public lewdness.
65. Releasing or threatening to release "intimate visual material" of a minor or a student who is 18 years of age or older without the student's consent.
66. Required registration as a sex offender.
67. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a cannabidiol (CBD) substance, a dangerous drug, or an alcoholic beverage.
68. Sending or distributing sexually suggestive, nude, or partially nude photographs and/or sexually explicit messages via text message, social media applications, or other methods of electronic delivery while at school, or while away from school if the conduct creates a substantial disruption to the school environment.
69. 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.
70. Setting or attempting to set fire on school property.
71. Sexual abuse of a young child or children.
72. Sexual assault.
73. Stealing from students, staff, or East Fort Worth Montessori Academy.
74. Targeting another individual for bodily harm.
75. Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk; stiletto; poniard; bowie knife; sword; spear; switchblade; assisted-open knife (regardless of length); or as otherwise defined by Board of Director's policy.
76. 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 a location-restricted knife.
77. Using a cell phone or other electronic device to make an audio and/or video recording of another person in a restroom, locker room, changing room, or other similar area.
78. Vandalism or conduct constituting criminal mischief with respect to school facilities or property.
79. Violating the terms and conditions of a student behavior contract.
80. Violating East Fort Worth Montessori Academy's computer use policies, rules, or agreements, such as the Student Acceptable Use policy, and including conduct involving but not limited to:
    a. Attempting to access or circumvent passwords or other security-related information of East Fort Worth Montessori Academy 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 East Fort Worth Montessori Academy computer

equipment, East Fort Worth Montessori Academy data, the data of others, or other networks connected to the East Fort Worth Montessori Academy 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 East Fort Worth Montessori Academy 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.

81. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Out of school suspension for five–ten days.
2. Expulsion.

4.9 Student Code of Conduct Consequences

Detention

Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Parents may request, in person, a delay of the detention; no phone calls or notes will be accepted.

After School Detention

The following rules apply to students assigned to after school detention:

1. Students will bring materials to work on. Classroom materials may also be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
5. Any student assigned to detention must stay the entire time. Students refusing to complete their time will be suspended from school.

Suspension

East Fort Worth Montessori Academy 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. Students must report to the detention room at 8:00 a.m. ISS will be run from 8:00 a.m. until dismissal time.

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. Students will not be permitted to go to their cubbies. All materials must be brought to the room when reporting.
4. Students may not bring food or drink into the detention room.
5. No disruptive behavior will be allowed.
6. Unexcused absences from suspension will be referred to the Principal or designee.
7. Sleeping is prohibited.
8. Students must abide by East Fort Worth Montessori Academy's policies and behavioral standards during their suspension period.
9. A student who misses a scheduled ISS session without a confirmed excuse will be assigned one day out of school suspension. If a student misses more than one scheduled ISS session without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Principal or designee for further action, which may include up to three days of out of school suspension or any other Level I consequence.

Out of School Suspension
In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, the student's status as a student in foster care or who is homeless, intent or lack of intent and other appropriate or mitigating factors determined by the administrator.

In addition to the Code of Conduct violations listed above that may result in suspension, the Principal or designee has authority to suspend a student for a period of up to five 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 constitutes endangerment to health or safety.

Special Rules for Suspensions Involving Homeless Students
East Fort Worth Montessori Academy may not place a student who is homeless in out-of-school suspension unless the student engages in the following conduct while on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Conduct that contains the elements of the offenses of unlawful carrying of weapons or possession of prohibited weapons;
2. Conduct that threatens the immediate health and safety of other students in the classroom;
3. Documented conduct that results in repeated or significant disruption to the classroom; or
4. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Emergency Placement
East Fort Worth Montessori Academy may remove a student from class if the student:

1. Repeatedly interferes with a teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn;
2. Demonstrates behavior that is unruly, disruptive, or abusive toward the teacher, another adult, or another student; or
3. Engages in conduct that constitutes bullying.

The Principal or designee may place a student removed from class for the conduct listed above into another appropriate classroom, into in-school suspension, or issue an out-of-school suspension up to five days if the Principal or designee reasonably believes 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 conferences or hearings will be scheduled within a reasonable time after the emergency removal.

Removal from School Transportation

A student being transported by East Fort Worth Montessori Academy transportation to or from school or 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.

4.10 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 East Fort Worth Montessori Academy policy.

Process for Suspensions Lasting Up to Five Days

Prior to suspending a student for up to five days, the Principal 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 his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

If the Principal or designee determines the student's conduct warrants suspension during the school day for up to five days, the Principal or designee will make reasonable efforts to notify the student's parent(s) that the student has been suspended before the student is sent home. The Principal 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 Principal or designee.

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 Over Five Days (extended suspension) and Expulsion

Notice

When the Principal 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 Principal 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 Principal or designee, 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 East Fort Worth Montessori Academy's evidence;
4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

Hearing Before the Principal

East Fort Worth Montessori Academy 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 East Fort Worth Montessori Academy shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Principal designee may audio record the hearing.

Within 48 hours or two school days, whichever is later, following the hearing, the Principal or designee will notify the student and the student's parent(s) in writing of his or her decision as to whether the student's conduct warrants suspension and/or expulsion and, if so, the decision shall specify:

1. The length of the extended suspension or 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 Principal or designee's decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request such an appeal constitutes a waiver of further rights in the matter, and that disciplinary consequences will not be deferred pending the outcome of an appeal.

Appeal to Superintendent

A student or his or her parent(s) may appeal an extended suspension or expulsion decision to the Superintendent by notifying the Principal in writing within five calendar days of receipt of the disciplinary decision. The Superintendent or designee will review the disciplinary hearing record and the complete disciplinary file, and notify the student and his or her parent(s) of the appeal decision, in writing, within ten calendar days of the appeal.

Appeal to the Board of Directors

The student or his or her parent(s) may appeal the Superintendent or designee's appeal decision to the Board of Directors by notifying the Superintendent in writing within five calendar days of receipt of the Superintendent or designee's decision. The student and/or his or her parent(s) will be informed of the date, time, and location of the meeting in which the disciplinary consequence will be reviewed. The Board of Directors will review the disciplinary administrative record and any audio recording or transcription/minutes of any hearings or conferences before the Principal or designee at a regular or specially called meeting in closed session as permitted by the Texas Open Meetings Act. The appeal shall be limited to the issues and documents considered during the initial disciplinary conference.

The Board of Directors may, but is not required to, allow an opportunity for the student or parent(s) and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board of Directors. The Board of Directors will consider the appeal and may request that the administration provide an explanation for the disciplinary decision.

The Board of Directors will communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board of Directors' meeting. If no decision is made by the end of the next regularly scheduled Board of Directors' meeting, the Principal or designee's decision with respect to the

disciplinary action appeal shall be upheld. The Board of Directors may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

As stated above, disciplinary consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Board of Directors.

No Credit Earned
Except when required by law, students will not earn academic credit during a period of expulsion.

4.11 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.

A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without action by the student's admission, review, and dismissal committee 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 East Fort Worth Montessori Academy, unless East Fort Worth Montessori Academy and the student's parent(s) agree otherwise.

If a student's IEP includes a behavior improvement plan or behavioral intervention plan, the student's ARD committee shall review the plan at least annually and more frequently if appropriate to address:

1. Changes in a student's circumstances that may impact the student's behavior, such as:
    a. Placement of the student in a different educational setting;
    b. An increase or persistence in disciplinary actions taken regarding the student for similar types of behavioral incidents;
    c. A pattern of unexcused absences; or
    d. An unauthorized unsupervised departure from an educational setting; or
2. The safety of the student or others.

4.12 Gun-Free Schools Act

In accordance with the federal Gun-Free Schools Act, East Fort Worth Montessori Academy 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 Principal or designee 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.

4.13 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 485.031. 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:

- Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
- 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

Antisemitism means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.

Armor-piercing ammunition is handgun ammunition used principally 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:
- Knowing that it is within the limits of an incorporated city or town,
- Knowing that it is insured against damage or destruction,
- Knowing that it is subject to a mortgage or other security interest,
- Knowing that it is located on property belonging to another,

- Knowing that it is located within property belonging to another, or
- 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.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or the school; or (4) infringes on the rights of the victim at school. Bullying also includes "cyberbullying," which means bullying that is done through the use of any electronic communication device including a cellular telephone or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Bullying conduct includes conduct (1) that occurs on or is delivered to East Fort Worth Montessori Academy property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off East Fort Worth Montessori Academy property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, East Fort Worth Montessori Academy, or a school-sponsored or school-related activity.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code § 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a public school; and the student knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

A 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.

Deep fake image or video means an image or video that appears to depict a real person performing an action that did not occur in reality.

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).

Discrimination means treating someone differently or unfairly because of individual characteristics such as race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Disruptive activity means:

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

Disruption of classes includes:

- Emitting noise of an intensity that prevents or hinders classroom instruction;
- Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend;
- Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend; and
- Entering a classroom without the consent of either a principal or teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities.

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

E-Cigarette or electronic cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, electronic circuit to deliver nicotine or other substances to the individual inhaling from the device, or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other similar device. The term also includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe; a dab pen; a vapor product; or any other similar device under another product name or description. Also included is any component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Exhibiting, using, or threatening to exhibit or use a firearm means intentionally engaging in the following conduct in a manner intended to cause alarm or personal injury to another person or to damage school property:

- Exhibiting or using a firearm (i) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by East Fort Worth Montessori Academy; or (ii) on a school bus being used to transport children to or from school-sponsored activities;
- Threatening to exhibit or use a firearm in or on East Fort Worth Montessori Academy property or on a school bus and was in possession of or had immediate access to a firearm; or
- Threatening to exhibit or use a firearm in or on East Fort Worth Montessori Academy property or on a school bus.

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 principal 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 he or she knows 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.

False alarm to induce emergency response occurs when a person makes a report of a criminal offense or an emergency or causes a report of a criminal offense or an emergency to be made to a peace officer, law enforcement agency, 9-1-1 service, official or volunteer agency organized to deal with emergencies, or any other governmental employee or contractor who is authorized to receive reports of a criminal

offense or emergency when (1) the person knows the report is false and (2) the report causes an emergency response from a law enforcement agency or other emergency responder.

Firearm is defined by federal law (18 U.S.C. § 921(a)) as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm weapon; or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such a term does not include an antique firearm.

Firearm silencer or suppressor 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.

Handgun is defined by Texas Penal Code § 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment is:

- Conduct that meets the definition of harassment set in Board policy and/or the Handbook;
- 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; or
- Conduct including the elements of (1) initiating a communication and in the course of the communication making a comment, request, suggest, or proposal that is obscene; (2) threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; (3) conveying a false report that another person has suffered death or serious bodily injury; (4) causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm abuse, torment, embarrass, or offend another; (5) making a telephone call and intentionally failing to hang up or disengage the connection; (6) knowingly permitting a telephone under the person's control to be used by another to engage in harassment; or (7) publishing on an Internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern.

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 for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization, if the act involves situations outlined in Texas Education Code § 37.151.

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 or otherwise listing or identifying an individual or individuals in a manner that evidences a desire or wish for the individual or individuals to be harmed.

Improvised explosive device is defined by Texas Penal Code § 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

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.

Intimate parts means the naked genitals, pubic area, anus, buttocks, or female nipple of a person.

Intimate visual material means visual material that depicts a person (a) with the person's intimate parts exposed; or (b) engaged in sexual conduct.

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.

Location-restricted knife means a knife with a blade over five and one-half inches.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

A 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; armor-piercing ammunition; a chemical dispensing device; a zip gun; a tire deflation device; or an improvised explosive device.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

Public lewdness occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

Reasonable belief is a determination made by the superintendent 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.

Sexual conduct means conduct described by Penal Code § 21.16(a)(3).

A 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.

A 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 East Fort Worth Montessori Academy).

Tire deflation device means a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

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.

Trespassing means entering or remaining on the property of another (including East Fort Worth Montessori Academy) without effective consent of the owner, and the person (1) had notice that the entry was forbidden; or (2) received notice to depart but failed to do so. Trespassing may also include presence on East Fort Worth Montessori Academy campus if expelled or suspended.

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.

Vapor product means electronic cigarettes (e-cigarettes) or any other device that uses a mechanical heating element, battery, or electronic circuit to deliver vapor that may include nicotine to the individual inhaling from the device, or any substance used to fill or refill the device.

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.

SECTION 5: ESPECIALLY FOR PARENTS

5.1 Access to Teaching Materials

A parent is entitled to review teaching materials, instructional materials, and other teaching aids used in the classroom of the parent's child, including while the child is participating in virtual or remote learning.

5.2 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 his or her 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 East Fort Worth Montessori Academy. 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.

5.3 Consent to Human Sexuality Instruction

As part of East Fort Worth Montessori Academy's curriculum, students in certain grade levels receive instruction related to human sexuality. In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use East Fort Worth Montessori Academy grievance procedure concerning a complaint.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Before a student receives human sexuality instruction, East Fort Worth Montessori Academy must obtain written consent from the student's parent. The consent will meet requirements under Texas Education Code § 28.004(i-2).

5.4 Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Students in middle school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in the instruction will be posted on the district's website.
- Remove his or her child from any part of instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking without academic, disciplinary, or other penalties.

- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use East Fort Worth Montessori Academy grievance procedure concerning a complaint.

Before a student may be provided with instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking, East Fort Worth Montessori Academy must obtain the written consent of the student's parent. The consent will meet requirements under Texas Education Code § 28.004(q-6).

5.5 Consent to Provide a Mental-Health Care Service

East Fort Worth Montessori Academy will not provide a mental health care service to a student or conduct a medical screening of a student as part of the school's intervention procedures except as permitted by law.

East Fort Worth Montessori Academy has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The principal will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

East Fort Worth Montessori Academy has also established procedures for staff to notify the principal regarding a student who may need intervention.

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

5.6 Information Regarding Mental, Emotional, and Physical Health and Health-Related Services

East Fort Worth Montessori Academy will comply with procedures developed by the Texas Education Agency to provide notice to parents of enrolled students regarding any change in services provided to or monitoring of the student related to the student's mental, emotional, or physical health or well-being.

East Fort Worth Montessori Academy will also comply with legal requirements regarding written notice of each health-related services offered at the campus a parent's child attends.

5.7 Notice of Teacher Qualifications

East Fort Worth Montessori Academy will provide parents with the qualifications of each teacher employed by the school. Parents may also request, and East Fort Worth Montessori Academy will provide in a timely manner, information regarding the professional qualifications of their student's classroom teachers. Information provided in response to a parent request will include, at a minimum:

1. Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher has an emergency permit or other provisional status through which state qualification or licensing criteria have been waived;

3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

5.8 Parent Contact Information

Parents are required to provide, in writing, the parent's address, phone number, and email address upon a student's enrollment within the first two weeks of the start of each school year. If a parent's contact information changes during the school year, the parent must notify East Fort Worth Montessori Academy no later than two weeks after the effective date of the change.

5.9 Review and Reporting of Library Materials

East Fort Worth Montessori Academy will provide for a parent of a child enrolled in the school access to the library materials hosted in the library and the parent may choose to submit to East Fort Worth Montessori Academy a list of library materials that the parent does not want their child to be allowed to check out or otherwise access for use outside the school library. East Fort Worth Montessori Academy may not allow a student to check out or otherwise use outside the school library a library material that the student's parent has denied access to.

5.10 Right to Decline Consent for Health-Related Services

East Fort Worth Montessori Academy will comply with Texas Education Code § 26.0083(g) with respect to parent notice of each health-related service at the campus the parent's student attends. The notice will include a statement of the parent's right to withhold consent for or decline a health-related service.

5.11 Student or Parent Complaints and Concerns

East Fort Worth Montessori Academy values the opinions of its students and parents, 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 complaint and/or grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents and the public to discuss their complaints and grievances through informal meetings with the Principal or designee. Complaints and grievances 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 complaint and/or grievance.

The Superintendent or designee shall ensure that the school's complaint and grievance procedures are provided to all parents and students. The formal complaint and grievance procedure shall provide for any complaint and 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 Principal or designee, 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 and/or grievance. If the parent or student is not satisfied with the results of the informal conference, he or she may submit a written complaint and/or grievance form to the Principal or designee. Complaint and grievance forms may be obtained from the Principal's office.

Formal Grievance Process

The formal complaint and grievance process provides all persons with an opportunity to be heard up to the Board of Directors if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a parent and/or student can bring complaints and/or grievances to the Board of Directors, as outlined below.

A complaint and/or 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 complaints and/or grievances regarding the same event or action. Multiple complaints and/or 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 grievance 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 complaint and/or grievance shall be paid by the complainant and/or grievant.

Level One Complaint –Principal Review

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

The Principal or designee will meet with the complaining and/or grieving parent and issue a written Level One Decision within three days of the Principal or designee's receipt of the complaint and/or grievance.

Note: *A complaint and/or grievance against the Superintendent shall begin at Level Three.*

Level Two Complaint – Superintendent Review

If the parent or student is not satisfied with the Level One Decision, or if no Level One Decision is provided, the parent or student may file a written appeal to the Superintendent or designee. The appeal must include a signed statement of the complaint and/or grievance, any evidence supporting the complaint and/or grievance, and a copy of the written Level One complaint and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints and/or grievances unrelated to the Level One complaint. The appeal must be filed within three days of the Level One Decision or the response deadline if no Level One Decision is made. The Superintendent or designee will meet with the complaining and/or grieving parent or student and issue a written Level Two Decision within three days of receiving the written appeal.

Level Three – Board of Directors Review

If the student or parent is not satisfied with the Level Two Decision, or if no Level Two Decision is provided, the parent or student may submit to the Superintendent a written appeal to the Board of Directors. The request must be filed within three days of the Level Two Decision or the response deadline if no Level Two Decision is made. The Superintendent or designee will inform the student or parent of the date, time, and place of the Board of Director's meeting at which the complaint and/or grievance will be placed on the agenda for consideration by the Board.

The Board of Directors will consider the appeal, and may allow a presentation by the parent or student and the school administration. The appeal will be limited to the issues and documents considered at Level Two, except that if the administration intends to rely on evidence not included in the complaint and/or grievance record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the Board of Directors' meeting.

East Fort Worth Montessori Academy will determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for any presentation of evidence, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board of Directors. The Board of Directors shall hear the complaint and/or grievance and may request that the administration provide an explanation for the decisions at the preceding levels.

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 of Directors may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed

Additional Complaint Procedures

This Parent and Student Complaints and Grievance process does not apply to all complaints and/or grievances:

1. Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation," page 31of this Handbook.
2. Complaints concerning decisions of an accelerated learning committee and/or the school's implementation of a student's accelerated learning plan shall be submitted as described in "Accelerated Learning Committees," page 64 of this Handbook.
3. Formal complaints alleging sexual harassment shall be submitted as described in "Freedom from Sexual Harassment," page 31 of this Handbook.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Bullying," page 38 of this Handbook.
5. Complaints and grievances concerning loss of credit on the basis of attendance shall be submitted as described in "Attendance for Credit or Final Grade," page 90 of this Handbook.
6. Complaints and grievances concerning disciplinary long-term suspensions and/or expulsions. Shall be submitted as described in "Conferences, Hearings, and Appeals" as described in the Student Code of Conduct.
7. 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 complaint and/or grievance shall be 30 calendar days.
8. 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 of all students referred to special education.
9. 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 on the basis of 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, 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@usada.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.

5.12 Notice of Threat Assessment

Before East Fort Worth Montessori Academy's safe and supportive school team conducts a threat assessment of a student, the team must notify the parent of the student regarding the assessment. In conducting the assessment, the team shall provide an opportunity for the parent to:

1. Participate in the assessment, either in person or remotely; and
2. Submit to the team information regarding the student.

After completing a threat assessment of a student, the team shall provide to the parent of the student the team's findings and conclusions regarding the student.

5.13 Surveys and Activities

The Protection of Pupil Rights Amendment ("PPRA") requires that students may not be required to participate in certain surveys, analyses, or evaluations funded in whole or in part by the U.S. Department of Education that concern:

1. Critical appraisals of individuals with whom the student has close family relationship;
2. Illegal, antisocial, self-incriminating or demeaning behavior;
3. 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.
4. Mental or psychological problems of the student or the student's family;
5. Political affiliations or beliefs of the student or the student's parent(s);
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Sexual behavior or attitudes;

Parents may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities

The PPRA also gives parents 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.)

SECTION 6: IMPORTANT NOTICES

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

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

1. The right to inspect and review the student's education record within 45 days after the day East Fort Worth Montessori Academy receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the Principal a written request that identifies the records they wish to inspect. The Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask East Fort Worth Montessori Academy to amend their child's or their education records should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If East Fort Worth Montessori Academy decides not to amend the records as requested by the parent or eligible student, East Fort Worth Montessori Academy will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is:

- A person employed by East Fort Worth Montessori Academy 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 volunteer, contractor, or consultant who, while not employed by East Fort Worth

Montessori Academy, performs an institutional service or function for which East Fort Worth Montessori Academy would otherwise use its own employees and who is under the direct control of East Fort Worth Montessori Academy with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or providers of video conferencing or other virtual learning software apps to hold classes or conduct classroom activities virtually;

- A parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or
- A parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, East Fort Worth Montessori Academy discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Fort Worth Montessori Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notice of Directory Information

FERPA, a federal law, requires that East Fort Worth Montessori Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, East Fort Worth Montessori Academy may disclose appropriately designated "directory information" without written consent, unless you have advised East Fort Worth Montessori Academy to the contrary in accordance with East Fort Worth Montessori Academy procedures.

Directory Information for School-Related Purposes:
East Fort Worth Montessori Academy has designated the following categories of information as directory information for the purpose of disclosure for school-related purposes:

- Student name;
- Address and telephone listing;
- Date and place of birth;
- Dates of attendance;
- Degrees, honors, and awards received;
- Grade level;
- Major field of study;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports;
- Photographs (including video images); and
- Weight and height of members of athletic teams.

School-related purposes are those events/activities that East Fort Worth Montessori Academy conducts

and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (e.g., playbills or programs for events such as school plays, concerts, athletic events, graduation ceremony, etc.).
- Honor roll and other student recognition lists.
- Marketing materials of East Fort Worth Montessori Academy (e.g., using directory information for print media, website or social media accounts operated by East Fort Worth Montessori Academy, videos, newspaper articles, etc.).
- Publications (e.g., printing student names and pictures in newsletters and yearbooks, etc.), including sharing directory information with companies who have a contractual relationship with East Fort Worth Montessori Academy and that manufacture class rings or publish yearbooks.

Directory Information Supplied to Military and College Recruiters (Secondary Students Only:
Two federal laws require East Fort Worth Montessori Academy to provide military recruiters or an institution of higher education, upon request, with access to the name, address, and telephone listing of each secondary student served by East Fort Worth Montessori Academy, unless parents have advised East Fort Worth Montessori Academy that they do not want their student's information disclosed without their prior written consent.

Directory Information Supplied to Law Enforcement Officials and Authorities:
East Fort Worth Montessori Academy has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities: students name, address, and telephone number.

East Fort Worth Montessori Academy shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-related purposes; for the purpose of disclosure to military recruiters and institutions of higher education for secondary students; and for the purpose of disclosure upon request by law enforcement officials and authorities.

IF YOU DO NOT WANT East Fort Worth Montessori Academy TO DISCLOSE ANY OR ALL OF THE TYPES OF INFORMATION DESIGNATED ABOVE AS DIRECTORY INFORMATION FROM YOUR CHILD'S EDUCATION RECORDS WITHOUT YOUR PRIOR WRITTEN CONSENT, YOU MUST NOTIFY East Fort Worth Montessori Academy IN WRITING WITHIN 10 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Disclosure of PII without Consent
FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 CFR § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires East Fort Worth Montessori Academy to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

East Fort Worth Montessori Academy may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom East Fort Worth Montessori Academy has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom East Fort Worth Montessori Academy has outsourced institutional services or functions, provided that the

conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Texas Education Agency. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information East Fort Worth Montessori Academy has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

FERPA 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. FERPA permits East Fort Worth Montessori Academy to designate certain personal information as "directory information," which may be released to anyone who follows the procedures for requesting it as proscribed in school policy.

To prohibit East Fort Worth Montessori Academy 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 East Fort Worth Montessori Academy 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 directory information to be used for school-related purposes.
YES	NO	I give permission for my student's name, address, and telephone number to be provided upon request by law enforcement officials and authorities.

PRINT Student's Full Legal Name

Student's Date of Birth

PRINT Parent/Guardian Full Legal Name
or Eligible Student Full Legal Name

Parent/Guardian Signature
or Eligible Student Signature

Date

Use of Student Work in School Publications

Occasionally, East Fort Worth Montessori Academy wishes to display or publish a student's name and photo along with 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), on social media accounts operated by the school, and in school publications. East Fort Worth Montessori Academy agrees to use these student projects in this manner.

Parents/Guardians: Please circle one of the choices below:

I, parent/guardian of_____ (PRINT student's name), (**do give**) (**do not give**) East Fort Worth Montessori Academy permission to use my child's artwork, photos, or other original work in the manner described above.

Parent/Guardian Signature: _____

Date: _____

Photo/Video Release Form

Throughout the school year, there may be times when East Fort Worth Montessori Academy staff, the media, or other organizations (with the approval of the Principal), may take photographs of students, audiotape and/or videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs, audio recordings, and/or videotaped images or interviews may appear in East Fort Worth Montessori Academy publications; in East Fort Worth Montessori Academy video productions; on the East Fort Worth Montessori Academy website; in East Fort Worth Montessori Academy advertisements, fundraising, and/or recruitment materials; in the news media; or in other nonprofit, education-related organizations' publications.

In order to release student photos, video footage, comments and/or post on the East Fort Worth Montessori Academy website, we need written permission. To give your consent, please complete the form below.

_____ I hereby give permission for East Fort Worth Montessori Academy to use my child's voice and/or likeness in its publications for the purposes mentioned above. I authorize the use and reproduction by East Fort Worth Montessori Academy of any and all photographs and/or audio or video recordings taken of my child, without compensation to my child or to me. All photographs and recordings shall be the sole property of East Fort Worth Montessori Academy. I waive any right to inspect or approve the finished photographs, audio or video recordings, and/or reproduced materials that may be used in conjunction with them. I understand and agree that East Fort Worth Montessori Academy may use my child's voice and/or likeness in subsequent school years unless I revoke this authorization by notifying the Principal in writing, I further grant unto East Fort Worth Montessori Academy permission to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles. I release East Fort Worth Montessori Academy and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with the purposes mentioned above.

_____ East Fort Worth Montessori Academy may not use my child's voice and/or likeness in its publications for the purposes mentioned above. I further decline permission for East Fort Worth Montessori Academy to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles.

Student's Name: _____ Parent Name :_____

Address: _____

Telephone Number: _____

Parent Signature: _____ Date: _____

* Students 18 years of age or older may sign this release form for themselves *

Student Acceptable Use Policy

This Student Acceptable Use Policy ("Policy") sets forth the guidelines governing the use of all East Fort Worth Montessori Academy technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all East Fort Worth Montessori Academy technology resources via off-campus remote access.

East Fort Worth Montessori Academy reserves the right to modify the terms and conditions of this Policy at any time.

Introduction

East Fort Worth Montessori Academy is pleased to offer students access to school computers, communications systems,[1] the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a student's access to educational materials, prepare students by providing workforce skills and college readiness, and lead to personal growth. East Fort Worth Montessori Academy recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This Policy is designed to make parents, teachers and administrators partners to teach students how to be responsible users of technology.

East Fort Worth Montessori Academy will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

East Fort Worth Montessori Academy will hold ALL students responsible for their use of technology, whether school-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, East Fort Worth Montessori Academy policy and procedures, and legal requirements. This applies to the use of all East Fort Worth Montessori Academy technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on-or off-campus, as well as the use of all East Fort Worth Montessori Academy technology resources via off-campus remote access.

This Policy shall be used in conjunction with the Student Code of Conduct.

Using the Internet and Communications Systems

East Fort Worth Montessori Academy provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any East Fort Worth Montessori Academy computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by East Fort Worth Montessori Academy, and any personal technology used in an educational setting. Access to East Fort Worth Montessori Academy's technology is a privilege, not a right. Students must comply with all standards set forth in this Policy at all times in order to maintain the privilege of using its technology resources.

Students and their parents are advised that any information stored on and/or sent through East Fort Worth Montessori Academy's technology resources is the property of East Fort Worth Montessori Academy.

[1] "Communication Systems" include educational-related communications between and among East Fort Worth Montessori Academy and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

Accordingly, in connection with ensuring student safety, East Fort Worth Montessori Academy network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on East Fort Worth Montessori Academy technology resources to maintain system integrity and ensure that students are complying with this Policy and using technology in a responsible and appropriate manner. Such reviews will include students' use of school-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with East Fort Worth Montessori Academy's expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on East Fort Worth Montessori Academy technology.

East Fort Worth Montessori Academy remains committed to integrating technology to enhance its curriculum for students, which it believes increases students' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases and websites selected by East Fort Worth Montessori Academy for use in instruction.

Although East Fort Worth Montessori Academy strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. East Fort Worth Montessori Academy does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. East Fort Worth Montessori Academy takes steps to minimize students' opportunities to access such content, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. Each East Fort Worth Montessori Academy device with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act ("CIPA") and/or as determined by the school administration. This software is not fail-safe, however, and while at school, East Fort Worth Montessori Academy strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this Policy is strictly enforced, and students who misuse any East Fort Worth Montessori Academy technology outside its intended purpose, including the use of school-recommended websites for purposes outside the educational intent, will be in violation of this Policy, which may lead to disciplinary consequences for the student.

With this in mind, East Fort Worth Montessori Academy still believes that the benefits of allowing student access to the Internet to enhance the educational experience outweighs any potential harm to students.

Proper and Acceptable Use of All Technology Resources

East Fort Worth Montessori Academy requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. East Fort Worth Montessori Academy will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this Policy. When using East Fort Worth Montessori Academy technology systems outside the school, parents should strive to ensure that students do so in compliance with the rules set forth in this Policy, as East Fort Worth Montessori Academy is unable to supervise students' technology use at home. East Fort Worth Montessori Academy's content-filtering software will not work in a student's home, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home.

Students, who unintentionally access inappropriate material in connection with their use of any East Fort Worth Montessori Academy technology, including websites and software used in the classroom, shall

immediately stop accessing the material and report it to a supervising adult. East Fort Worth Montessori Academy shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All East Fort Worth Montessori Academy technology resources, including but not limited to school computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this Policy.

Activities that are permitted and encouraged include the following:

- School work and assignments;
- Original creation and presentation of academic work;
- Research on topics being discussed in classes at school;
- Research for opportunities outside of school related to community service, employment or further education;
- Reporting inappropriate content or harassing conduct to an adult.

Inappropriate Use of Technology Resources
Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on a school-provided or personal electronic device, include the following:

- Attempting unauthorized access, or "hacking," of East Fort Worth Montessori Academy computers or networks, or any attempts to bypass Internet content-filtering software used by East Fort Worth Montessori Academy.
- Causing congestion on the network or interfering with the work of others.
- Creating, producing, distributing, sharing, or showing to others by electronic means a deep fake image or video that appears to depict a person (including but not limited to a East Fort Worth Montessori Academy student or employee) with the person's intimate parts exposed or engaged in sexual conduct.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student's host.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another's reputation while using any East Fort Worth Montessori Academy technology resource, to include the use of any website or software used by the school.
- Engaging in any conduct potentially constituting "cyberbullying," which means bullying done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Examples of cyberbullying include, but are not limited to:
    - Creating a social networking site or web page that masquerades as another person's personal site and using it to embarrass the other person.
    - Making it appear that a person is posting malicious comments about friend to isolate the person from his or her friends.
    - Posting a person's personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.

    - Posting abusive comments on someone's social networking site.
    - Recording and distributing media with the intent to manipulate or embarrass others.
    - Sending abusive comments while playing interactive games.
    - Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
    - Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
    - Sending, posting, or sharing statements encouraging another person to commit self-harm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any East Fort Worth Montessori Academy equipment, network, stored computer file, or software, to include any conduct that results in a person's time to take any corrective action.
- Engaging in sexual harassment or using language of a sexual nature or otherwise objectionable nature (*e.g.*, racist, terroristic, abusive, threatening, demeaning, slanderous) in public or private messages.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control logs.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto East Fort Worth Montessori Academy equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other use or than the student's host (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use Policy and the Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting."
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of East Fort Worth Montessori Academy computers, networks, printers, user files, or other associate peripherals.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which East Fort Worth Montessori Academy or the end user does not have an active license.
- Using a website or software program implemented by East Fort Worth Montessori Academy in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.
- Using any programs/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet.
- Using any East Fort Worth Montessori Academy technology for games, role-playing, multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator.

- Using any East Fort Worth Montessori Academy technology resource to engage in any activity that violates any Board policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any East Fort Worth Montessori Academy technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any East Fort Worth Montessori Academy technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using obscene or profane language on any East Fort Worth Montessori Academy technology resource, to include posting such language on any website or software used by East Fort Worth Montessori Academy.
- Using East Fort Worth Montessori Academy or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
- Using technology for plagiarism or otherwise representing the work of others as the student's own.
- Using USB, bootable CD's, or other devices to alter the function of any East Fort Worth Montessori Academy technology equipment, network or software.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of "pirated" or other software products.

Students shall immediately report any violations of this Policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this Policy, they should ask a classroom teacher or the Principal or designee.

Personal Communication Devices

As noted in Section 1.__ of this Handbook, state law prohibits students from using personal communication devices while on school property during the school day. East Fort Worth Montessori Academy is not responsible for the loss or theft of any personal communication devices, or for damage, or unauthorized access to the device nor the data that resides therein. Students and parents assume any and all risks associated with bringing a personal communication device to a campus or school-related event. In addition:

- If a student uses a personal communication device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Policy and the Student Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.
- Personal communication devices are never to be plugged into the wired network (*i.e.*, computers, wall jacks, other school equipment, etc.).
- School officials may power on and search a student's personal communication device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation and if a student and parent have signed a form authorizing the student to possess the device at school.
- Sound on personal communication devices must be turned off during the school day. (As indicated on a students IEP)
- When personal communication devices are not in the student's possession, the student must secure them. Personal communication devices must go home with students daily.

Privacy and Security

Students are expected to use East Fort Worth Montessori Academy's technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using a school-issued or personal electronic device. Students shall not share their individual logins, passwords, or access to East Fort Worth Montessori Academy's technology with others without the prior approval of a classroom teacher or administrator. Students shall sign off or log off all East Fort Worth Montessori Academy equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

Consequences

Violation of East Fort Worth Montessori Academy's 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:

1. Any disciplinary consequence, including suspension or expulsion, allowed under the Student Code of Conduct and deemed appropriate by East Fort Worth Montessori Academy.
2. Denial, revocation, or suspension of a user's access to East Fort Worth Montessori Academy's technology resources, with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary action against the user.
3. Referral to law enforcement authorities.
4. Termination of a system user account.

Violations of law may also result in criminal prosecution as well as disciplinary action by East Fort Worth Montessori Academy. East Fort Worth Montessori Academy will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

Limitations of Liability

East Fort Worth Montessori Academy makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through East Fort Worth Montessori Academy provided and/or a student's personal electronic device. East Fort Worth Montessori Academy is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as East Fort Worth Montessori Academy makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use East Fort Worth Montessori Academy's technology resources, students and their parents hereby release East Fort Worth Montessori Academy, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of East Fort Worth Montessori Academy's technology resources by the student.

Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by East Fort Worth Montessori Academy's 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.

_____
PRINT Student Name

_____ _____
Student Signature Date

(If you are under the age of 18 a parent or guardian must also read and sign this Acceptable Use Agreement Acknowledgement Form.)

As the parent or guardian of this student, I have read East Fort Worth Montessori Academy's Student Acceptable Use Policy. I understand that this access is designed for educational purposes. East Fort Worth Montessori Academy has taken precautions to eliminate controversial material. However, I also recognize it is impossible for East Fort Worth Montessori Academy to restrict access to all controversial materials and I will not hold East Fort Worth Montessori Academy 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 Signature Date

Personal Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by East Fort Worth Montessori Academy.

This Personal Communication Device Commitment Form grants authority and permission to East Fort Worth Montessori Academy 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, smart watches, pagers, PDAs, recording eye wear, and tablet or laptop 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 personal communication 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:

- In accordance with state law, East Fort Worth Montessori Academy prohibits student use of personal communication devices while on school property during the school day.
- The possession of personal communication devices by a student on school property or at school-related events is subject to regulation by East Fort Worth Montessori Academy.
- If a student possesses a personal communication device on school property or while attending school-related events, East Fort Worth Montessori Academy is authorized and has parent(s)/guardian's full consent to confiscate, power on or off, manipulate and do all things necessary to search student's 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 a personal communication device used or possessed in violation of law, the Student Code of Conduct, and/or school policy or regulation is subject to confiscation and that East Fort Worth Montessori Academy is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

_____ Date: _____

Student Signature

_____

PRINT Student Name

_____ Date: _____

Parent/Guardian Signature

Food Allergy Notification Form

Dear Parents,

East Fort Worth Montessori Academy is required by law to request, at the time of enrollment, that the parent or guardian of each student attending East Fort Worth Montessori Academy 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 East Fort Worth Montessori Academy 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. East Fort Worth Montessori Academy 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.**

Food:	**Nature of allergic reaction to the food:**

East Fort Worth Montessori Academy 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 and Board of Director's policy. **East Fort Worth Montessori Academy will maintain this form as part of your child's student record.**

Student Name: _____ Date of Birth: _____

Grade: _____ Parent/Guardian Work Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by East Fort Worth Montessori Academy: _____

Acknowledgement and Approval of Student/Parent Handbook and Student Code of Conduct

Our signatures below acknowledge that East Fort Worth Montessori Academy has made its Student/Parent Handbook and Student Code of Conduct available to us; that we have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that we have been informed that when my child is enrolled in East Fort Worth Montessori Academy, all information herein is applicable to student, parent/guardian, and all school staff; and that we have expressed intent to review this Student/Parent Handbook and the Student Code of Conduct contained within and to abide thereby.

Printed Name of Student: _____ Grade: _____

Signature of Student: _____ Date: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____