INTERNATIONAL LEADERSHIP OF TEXAS (ILTEXAS) STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT 2026-2027

The Board of Directors of International Leadership of Texas, Inc. authorizes the Superintendent or its designee to make administrative amendments to this Handbook, as deemed necessary, without further Board approval.

Change 1 | Board Approved October 28, 2026: Added wearable recording devices to the definition of Personal Communication Devices and their use as a Level II offense (No. 22).

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INTERNATIONAL LEADERSHIP OF TEXAS MISSION

The mission of International Leadership of Texas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body, and character.

Motto
"Others Before Self"

ILTexas Expectations
Be on time. Be Responsible. Be Respectful.

WHY ILTEXAS?
CHINESE AND SPANISH
Texas is a strong economic force in the world. The top three countries that Texas exports to are Mexico, Canada, and China. China has become the second largest economy in the world. In order for Texas, and the United States, to remain on top, we intend to provide a unique educational opportunity that ensures our students speak English, Spanish, and Chinese.

CHARACTER AND LEADERSHIP DEVELOPMENT
ILTexas will return leadership and citizenship into the culture and educational experience for every student who attends ILTexas. Every student will be given leadership roles to teach a concept of others before self. Students will exemplify traits such as timeliness, responsibility, and respect with expectations to be on time, to be responsible, and to be respectful. We believe these traits will empower them to overcome the challenges they will face in their lives and create a better and more productive society in which to live and work.

BUILDING INTERNATIONAL RELATIONSHIPS
ILTexas will develop close relationships with schools in China and the international community in order to facilitate the exchange of teachers and students and to promote global understanding. ILTexas will host Chinese students at the high school level to ensure our students not only learn the language but also the Chinese culture and most importantly build long-term professional relationships. Our goal is to connect every three American students with one Chinese student to facilitate relationship building and expedited learning. By the time our students are seniors, ILTexas will provide travel opportunities for our students to visit and study in China. This intentional and innovative approach is an incredible learning opportunity and is the greatest difference that ILTexas provides over other public, charter, or private school educational opportunities.

ILTEXAS STUDENT PLEDGE

I pledge to be a servant leader and put others before myself. I will serve others, respect others, and encourage others. When I graduate from ILTexas, I will be a healthy person with a strong mind and character who speaks at least three languages. I will change the world.

JURAMENTO DE ILTEXAS

Prometo ser un líder servicial pensando en otros antes que en mí mismo. Serviré, respetaré y motivaré a los demás. Cuando me gradúe de ILTexas, seré una persona de mente y carácter saludables, hablando por lo menos tres idiomas. Cambiaré el mundo.

ILTEXAS SHÌ YÁN - 誓言

wǒ xuān shì chéng wéi yí gègong pú lǐng xiù, xiān rén hòu jǐ 我
宣 誓 成 为 一个 公仆 领袖，先 人 后己。

wǒ jiāng fú wù tā rén, zūn zhòng tā rén, gǔ wǔ tā rén 我
将 服务他人，尊 重 他人，鼓舞他人。

dāng wǒ cóng ILTexas bìyè, wǒ jiāng chéng wéi yí gè tǐ gé qiáng zhuàng,
当 我 从 ILTexas 毕业，我将 成 为 一个体格强 壮，

yì zhì jiān qiáng, huì shuō sān zhǒng yǔ yán de yōu xiù rén cái 意志坚强，
会 说 三 种 语言的优 秀人 才。

wǒ jiāng gǎi biàn shì jiè 我
将 改 变 世界。

NOTICE OF NON-DISCRIMINATION

ILTexas does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in providing educational services, activities, and programs, including vocational and career and technical education programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendment of 1972; Title II of the Americans with Disabilities Act of 1990, 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, ILTexas 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 ILTexas. Inquiries into issues related to Title IX may be referred to the Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Any questions or concerns about the school's compliance with these federal programs should be brought to the attention of the following persons designated to coordinate compliance with these requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender:

- Regina Jones, Senior Executive Director of Title IX: 2021 Lakeside Blvd., Richardson, Tx 75082, rjones1@ILTexas.org 214-833-3099

Title VI/ADEA Coordinator, for concerns regarding discrimination on the basis of race, color, national origin, religion, or age:

- Regina Jones, Senior Executive Director of Title IX: 2021 Lakeside Blvd., Richardson, Tx 75082, rjones1@ILTexas.org 214-833-3099

ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

- Mary Albritton, Executive Director of Counseling: 2021 Lakeside Blvd., Richardson, Tx 75082, malbritton@ILTexas.org 214-833-3223

All other concerns regarding discrimination:

- Regina Jones, Senior Executive Director of Title IX: 2021 Lakeside Blvd., Richardson, Tx 75082, rjones1@ILTexas.org 214-833-3099

ADMISSION TO INTERNATIONAL LEADERSHIP OF TEXAS

School Admission

ILTexas is an open-enrollment charter school, which is a public school of choice. Admission and enrollment of students shall be open to persons who are eligible for admission based on lawful criteria identified in the charter and state law.

The total number of students enrolled in ILTexas shall not exceed the number of students approved in the school's charter or subsequent amendments. Total enrollment may further be limited by ILTexas based on occupancy limitations, code compliance, and staffing requirements, as deemed necessary.

In accordance with state law, ILTexas 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 a student would otherwise attend.

In establishing whether a student meets requirements for enrollment, ILTexas does not ask about the citizenship or immigration status of the student, his or her parent, or other person with legal control of the student under a court order.

Exclusion from Admission

As authorized by the ILTexas charter and Texas Education Code § 12.111(a)(5)(A), ILTexas 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 Applications and Admissions Lottery

Any person who satisfies the criteria for admission set by the ILTexas policy and state law is eligible to apply. ILTexas requires applicants to submit a completed application during the designated enrollment window to be considered for admission.

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. An admissions lottery will be conducted for each grade at each campus if more applications are received than there are seats available. 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 seats open up after the lottery is completed, applicants are offered admission from the waiting in lottery order. Please note that the waiting list does not continue from year to year, so a student who is not selected for admission must apply in subsequent years and be subject to lottery if more applications that seats available are received.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list in the order of the date and time in which the application is received.

Failure of an applicant to respond to an admission's offer within the time specified by ILTexas will result in the forfeiture of his or her position in the application process.

Prekindergarten (Pre-K4) Program

A child is eligible for enrollment in free prekindergarten if the child is at least three years of age on or before September 1 of the current school year (if a three-year-old program is available) or four years of age on or before September 1 of the current school year, and must also meet at least one of the following eligibility criteria:

1. Is unable to speak and comprehend the English language;
2. Is educationally disadvantaged;
3. Is homeless, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child;
4. Is the child of an active-duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority;
5. Is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty;
6. Is or ever has been in:
    a. the conservatorship of the Department of Family and Protective Services ("DFPS") following an adversary hearing under Family Code 262.201; or
    b. foster care in another state or territory, if the child resides in Texas; or 7. Is the child of a person eligible for the Star of Texas Award as:
        a. A peace officer under Section 3106.002, Government Code;
        b. A firefighter under Section 3106.003, Government Code; or
        c. An emergency medical first responder under Section 3106.004, Government Code.
8. Is the child of an ILTexas classroom teacher.

A child who is eligible for enrollment under item 4 or 5 above remains eligible if the child's parent leaves the armed forces, or is no longer on active duty, after the child begins the prekindergarten class.

A child who is eligible for enrollment for free prekindergarten at the age of three and enrolls in prekindergarten class at the age of three remains eligible for enrollment in a prekindergarten class for the following school year.

Exceptions to Lottery Process

Federal guidelines permit ILTexas to exempt from the lottery students who are already attending the school; siblings of students already admitted to or attending ILTexas; and children of ILTexas' founders, teachers and staff, so long as the number of these students constitutes only a small percentage of the school's enrollment. For the purpose of the sibling exemption, siblings are defined as a person who shares a common parent through birth, marriage, or adoption.

Students already attending ILTexas will be exempt from the lottery as long as an intent to return form is completed during the enrollment period prior to the intent to return deadline.

No later than 30 days after enrolling in ILTexas, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. Students will not be denied enrollment because they fail to meet this requirement.

ILTexas 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.

Student Information

Any student admitted to ILTexas 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 ILTexas for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

Establishing Identification

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

Food Allergy Information

Parents should notify ILTexas 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 Campus Nurse or Principal 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 ILTexas.

Food allergy information forms will be maintained in a student's records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 (FERPA).

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 ILTexas, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

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

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 ILTexas 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 ILTexas' 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 IL Texas 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 IL Texas'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.

Transfer Policy

ILTexas allows transfers among our schools under the same charter for currently enrolled students. The intent of a transfer is to accommodate families who have moved and have a documented change of residency or have a change in job site location during the school year. The student's parent must complete a student transfer request form. Decisions on transfers will be made by the Registrar's office. Transfers are dependent on available spaces for the respective grade level.

Enrolled families who do not meet the criteria above will have the ability to request a transfer to another ILTexas school for the upcoming school year during the Intent to Return period. During the Intent to Return period families may select an alternate returning campus. Decisions on transfers for the upcoming school year will be made by the Registrar's office. If there are more requests than available spaces in a respective grade, we will proceed with the earliest application to determine which transfers will be approved, and the remainder will be placed on the waitlist. If you have questions about the transfer process, please contact the DFW Registrar's office at 972-479-9078 or Houston Area Registrar's office at 713955-7844.

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 ILTexas 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 ILTexas campus, pending available seats at the requested transfer school.

McKinney Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections. "Homeless children and youth" as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001 means children and youth 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; or
- 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 regarding assistance offered to homeless children and youth may be directed to ILTexas by contacting Jeff Powers, Families in Transition Coordinator, 2021 Lakeside Blvd., Richardson, TX 72082. 972-479-9078.

Withdrawal Procedure

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent. Parents of students withdrawing from ILTexas are requested to meet with the Campus Principal or Designee before proceeding with the withdrawal process. A Withdrawal Form and a Transcript Request Form may be obtained from the campus registrar. 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. Transcripts or student records will be provided within ten (10) business days of the following:

- Registrar's receipt of the Transcript Request Form / Student records
- Returning school property, including but not limited to campus technology, books and uniforms associated with band, athletics, etc.

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

Involuntary Withdrawal

ILTexas may initiate the withdrawal of a student under the age of 19 if the student has been absent for ten consecutive school days and the student's whereabouts are unknown.

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

Attempts to Re-Enroll following Withdrawal

A student who withdraws for any reason during the school year may re-enroll only if there are open seats available. If no seats are available, the student will be placed in the lottery process and/or added to the waiting list.

Additional Information on the Admission Process may be obtained from the campus Principal's Office. Information will also be posted on the School and ILTexas website.

ACADEMIC PROGRAM

ILTexas Curriculum & Program Model Overview

The curriculum at ILTexas, as steered by our mission, prepares students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Mandarin Chinese languages, and strengthening the body, mind and character. Further, ILTexas has a college preparatory program whereby we not only provide our students with the instruction needed to be successful in college, but with the expectation that they will attend and be successful in college and beyond.

As part of our curriculum, we teach the TEKS (Texas Essential Knowledge and Skills) and ELPS (English Language Proficiency Standards) as curriculum standards. Moreover, we have adopted high quality instructional materials as well as vertically and horizontally aligned supplemental resources. All state assessments are administered as required by the State of Texas.

At the elementary level, we have two program models. Depending on the student's reading and math achievement data, students will be placed in either our 50/50 Dual Language Immersion (DLI) model through which they receive core content in English and Spanish alongside our Chinese FLES (Foreign Language in the Elementary Schools) program OR students will receive all core content instruction in English alongside a Chinese *and* conversational Spanish in class. At the middle school grade levels 6-8, our students receive both Mandarin Chinese and Spanish as part of their daily academic schedule; however, since our Chinese and Spanish teachers help us with math and reading interventions, students who may benefit from additional math and/or reading instruction will be placed in courses offering both an academic intervention and some language instruction. Students in high school will be enrolled in a Chinese and Spanish credit bearing course for every semester they are enrolled at ILTexas.

Our academic model is further enriched by our Fitness and Student Leadership programs, whereby each student receives conditioning training by a Performance Coach 3-5 days a week at our K-8 campuses and as credit bearing courses at the high school via a Fitness class and/or our MCJROTC program. Through fitness and wellness training, students also develop important character and leadership traits such as servant leadership and putting "others before self," the ILTexas motto. Our students' student leadership development journey culminates in grades 9-12 as they work through our CTE Student Leadership courses.

Further, there are different components to ILTexas' uniform and unified educational program. As referenced above, the ILTexas curriculum incorporates the TEKS for each grade level and each subject area. The TEKS are listed below by Chapter, and a complete list of the TEKS is available online by chapter and by grade level at: https://tea.texas.gov/curriculum/teks/. ILTexas also uses a wide variety of state approved High Quality Instructional Materials (HQIM) to address the TEKS. Notably, ILTexas has eight core classes, which significantly differs from the traditional four core classes: (1) Math, (2) Science, (3) Reading Language Arts, (4) Social Studies, (5) Mandarin Chinese, (6) Spanish, (7) Fitness, and (8) Leadership. For each semester students enrolled at ILTexas, they will need to take, in addition to electives, these eight core classes.

TEKS by Chapter:

- Chapter 110. English Language Arts and Reading
- Chapter 111. Mathematics
- Chapter 112. Science
- Chapter 113. Social Studies
- Chapter 114. Languages Other Than English
- Chapter 115. Health Education
- Chapter 116. Physical Education
- Chapter 117. Fine Arts
- Chapter 126. Technology Applications
- Chapter 127. Career Development and Career and Technical Education
- Chapter 128. Spanish Language Arts and Reading and English as a Second Language
- Chapter 130. Career and Technical Education

Additionally, we incorporate the ELPS to address the linguistic instructional needs of our emergent bilingual ("EB") learners. The ELPS can be found in their entirety at the following link: https://tea.texas.gov/about-tea/laws-and-rules/texas-administrative-code/19-tac-chapter-120. Further, the

ELPS will also be used to inform Spanish and Chinese language learning, thus the locally developed Spanish Language Proficiency Standards (SLPS) and Chinese Language Proficiency Standards (CLPS), all following the same research base and guided by the same fundamentals of language acquisition. Further, the instructional implications that surface from the ELPS also apply to SLPS and CLPS in all four language domains: listening, speaking, reading, and writing.

Further, the model of delivery to teach the TEKS is a college preparatory, data-driven, tri-lingual model working alongside the Fitness/Wellness model to reinforce athletic conditioning and our character education program. Each of these systems work in conjunction to strengthen the body, mind, and character.

Social Studies Coursework

For any social studies course in the required curriculum, ILTexas may not require, make part of a course, or award a grade or course credit (including extra credit) for a student:

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, ILTexas 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.

Middle School Advanced Mathematics Program

ILTexas has adopted an advanced mathematics program for middle school students that is designed to enable students to enroll in Algebra I in 8th grade. Under this program, ILTexas will automatically enroll in an advanced mathematics course each 6th grade student who performed in the top 40% on (1) the 5th grade STAAR assessment in math, or (2) a local measure that includes the student's 5th grade class ranking or a demonstrated proficiency in the student's 5th grade mathematics coursework.

Parents may opt a student out of the school's advanced mathematics principal by providing written notice to the principal or designee.

Fine Arts

The ILTexas Fine Arts program is designed to cultivate students who are creative, disciplined, and globally minded leaders. Spanning from kindergarten through twelfth grade, the program provides students with opportunities to engage with a wide range of artists, artistic styles, and cultural traditions from across the globe. Throughout this comprehensive experience, students develop essential skills in collaboration, perseverance, and leadership. The program offers a comprehensive range of courses, including K–12 Art; K–5 Music; and, for grades 6–12, Band, Orchestra, Choir, and Theater. Additional specialized courses for grades 9–12 include Dance and Guitar.

ASSESSMENTS

Assessment

We believe that assessment plays a critical role in driving the quality curriculum necessary to empower students to reach their potential. Assessment tells us where students are in their learning, and provides students with guidance towards higher levels of achievement. Assessment is central to the ILTexas effort to achieve its mission.

Instructional Program

To ensure that each student achieves at least satisfactory performance on each state assessment, ILTexas 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.

End Of Cycle Assessments (ECA)

An End of Cycle Assessment ("ECA") is a standardized test used at the conclusion of each grading period to assess learning and understanding of the curriculum. Semester Exams/Final Exams at the High School level courses are designed to measure student understanding of required learning objectives taught over the course of the semester/year. The results of these assessments determine a student's overall understanding or mastery of the assessed subject.

Request For Final Exam Date Change

Final, Semester, or ECA Exam dates are established by headquarters. Only in the most extreme circumstances (e.g. death in the immediate family), will approval be given for a request to change the administration of final or semester exams. The request should be put in writing to the campus principal. The campus principal has the authority to approve/deny this request.

Early Reading Indicator

ILTexas will use a research-based, state approved tool to detect early reading difficulties or risk of reading difficulties at an early level and to provide a summary of reading skills and comprehension which teachers can use in planning individual and/or group instruction.

State of Texas Assessments of Academic Readiness (STAAR) Testing and Accelerated Instruction

ILTexas is committed to student success on the State of Texas Assessments of Academic Readiness ("STAAR") and takes seriously its obligation to provide students the support and assistance they need to succeed.

In addition to routine tests and other measures of achievement, students in grades 3–8 will take the state assessment, the STAAR exam, in the following subjects:

- Mathematics and Reading Language Arts every year in grades 3-8;
- Science in grades 5 and 8; and
- Social studies in grade 8.

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 for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

For students in grades 9-12, STAAR or End-of-Course ("EOC") assessments are administered in the following courses:

- Algebra I
- Biology
- English I and II
- US 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, ILTexas 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, no later than **December 1** of the school year in which the assessment instrument will be administered.

Please note that ILTexas 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, ILTexas 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

ILTexas will provide accelerated instruction in applicable subject areas to each student who fails to perform satisfactorily on the STAAR exam in the third, fourth, fifth, sixth, seventh, or eighth grade or an end-of-course ("EOC") 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 attending accelerated instruction may result in violations of required school attendance.

In providing this accelerated instruction, ILTexas 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

ILTexas 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.

ILTexas 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, ILTexas 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 ILTexas 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. ILTexas 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 Accelerated Education Plan developed by ILTexas by submitting a written complaint to the Principal within (1) seven calendar days of the parent's receipt of the Accelerated Education Plan or (2) within seven calendar days of the parent's concern that the Accelerated Education Plan is not being properly implemented. The Principal 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 Principal's decision may appeal through ILTexas' student and parent complaint process, beginning at Level I.

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 Accelerated Education Plan. The student's parent may request, or ILTexas, may schedule an additional ARD meeting if a committee member believes that the student's Individual Education Plan (IEP) needs to be modified. If ILTexas refuses to convene an ARD meeting requested by the student's parent, ILTexas shall provide the parent with written notice explaining the reason the school refuses to convene the meeting.

Middle School Algebra I & English I Parent/Student Options (If Success Is Not Met)

- Algebra I

If a student passes 8th grade Algebra I class but fails the Algebra I EOC, the student will retake the EOC in June. If the student fails the June administration of the EOC, it is expected that the student participates in accelerated instruction. The student will concurrently participate in accelerated learning and may be enrolled in a 2nd math credit as part of their plan for accelerated instruction to ensure they pass the December EOC administration.

- English I

If a student passes 8th grade English I but fails the English I EOC then:

- The student earns credit for ENG I, however, the student retakes EOC in June.
- If the student fails the June administration of the EOC, it is expected that the student will participate in accelerated instruction. The student will concurrently participate in accelerated learning and may be enrolled in a 2nd English credit.

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):

ILTexas requires all 11th-grade students to take the Preliminary SAT (PSAT) and covers the cost of the exam. The results are used to determine the most appropriate SAT prep courses for each student.

Texas English Language Proficiency Assessment System (TELPAS)

ILTexas will utilize the Texas English Language Proficiency Assessment System ("TELPAS") to assess the English language proficiency of students in grades K-12. The TELPAS measures English ability based on the stages of language development of second language learners, and includes assessment in the domains of listening, speaking, reading, and writing. These results will further the understanding of the educational needs of emergent bilingual students by providing a state-level measure of both their current academic English levels and their annual progress in English.

CREDITS/TRANSCRIPTS FOR TRANSFER STUDENTS

Academic Achievement Record (AAR)/Transcript

Each student has an academic achievement record (or transcript) that lists personal student data such as grades, graduation credits, grade point average, and standardized test scores recorded from the beginning of the freshman year. An official transcript may not be released without written request from a parent or student over 18 years of age.

Students taking dual credit classes are required to request their official transcripts with partnering institutions every semester in order for ILTexas to input dual credit course grades into their ILTexas transcript. It is the student's responsibility to provide college transcripts to their university of choice.

Evaluation of Credits for Transfer Students

ILTexas accepts credits from other schools accredited by the State of Texas and other states. Courses will be evaluated by a counselor to determine if the course meets the requirements for graduation from a Texas high school, as well as from ILTexas. All transfer grades earned in accredited schools will be converted to ILTexas grading scale and course designation consistent with ILTexas standards. In order to receive credit for work completed, students entering ILTexas from a non-accredited school or from home schooling may take credit-by-exam (CBE) tests approved in advance by ILTexas (through Texas Tech University). Students are responsible to pay applicable fees for these tests. Students must achieve test scores acceptable to ILTexas.

Grade Conversion For Transcripts With Letter Grades

Conversion of letter grades to numerical grades for students transferring in with letter grades from accredited schools will be based on numerical equivalents. Conversion of out-of-country students' grade equivalency will be determined by evaluation of the students' transcripts. A plus or a minus attached to a letter grade shall be converted as follows:

A+ = 98	B+ = 88	C+ = 78	
A = 95	B = 85	C = 75	D = 70
A - = 92	B - = 82	C - = 72	F = 69

Dual Credit/College Prep Program

ILTexas prepares students for exceptional leadership roles in the international community. As stated in our mission, ILTexas partners with the College Board (for AP curriculum supplements and instructional strategies, Professional Development, etc.) to assist us in addressing the TEKS with relevant college prep rigor and an emphasis on the Texas College and Career Readiness Standards.

Dual Credit

While ILTexas prioritizes AP courses over Dual Credit (AP is the national standard and preferred by college admissions), we do offer dual credit as well for courses that do not conflict with AP offerings. Dual Credit is a nationally recognized program that allows students to complete many "core curriculum" college classes and/or potentially earn an associate degree while still in high school. ILTexas partners with Dallas County Community College District (DCCCD), Houston City College (HCC), Tarrant County

College District (TCCD), Blinn College District, Lone Star College, and other postsecondary institutions to offer dual credit classes to high school students that demonstrate college readiness. Failing a dual credit class may cause the student to be ineligible for the dual credit program and/or the student may be asked to refrain from taking a dual credit class for one semester based on the recommendation of the campus Counselor.

Texas law requires Texas State Community Colleges and Universities to accept core curriculum classes completed with another Texas State Community College. Grades for dual credit classes are transcribed on both ILTexas and college transcripts. After graduation, college transcripts must be sent to the student's college or university of choice for a transcript evaluation. The intended college will then award credit per their policies.

A student is eligible to enroll in dual credit courses in the 11th or 12th grade if the student:

- Is not a degree-seeking student as defined by 19 Texas Administrative Code § 4.83(10);
- Demonstrates college readiness by achieving the minimum passing standards under the Texas Success Initiative ("TSI") as set forth in 19 Texas Administrative Code § 4.57, on relevant section(s) of an assessment instrument approved by the SBOE; or
- Demonstrates that he or she is exempt under the provisions of the TSI as set forth in 19 Texas Administrative Code § 4.54; or
- Meets the eligibility requirements for a Texas First Diploma under Texas Education Code § 21.52.

Students are also eligible to enroll in dual credit courses in reading, writing, and/or mathematics if standards are set by the Texas Higher Education Coordinating Board. As these requirements may change from time to time, students and parents are encouraged to contact the Director of College and Career Readiness and/or Chief Academic Officer of the participating college for current requirements.

Students in grades 11 and/or 12 are eligible to enroll in workforce education dual credit courses if the student demonstrates that he or she achieved the designated minimum standards set by the Texas Higher Education Coordinating Board. A student who is exempt from taking the Texas Assessment of Knowledge and Skills or STAAR end-of-course assessments may be otherwise evaluated to determine eligibility for enrolling in workforce education dual credit courses. A student may enroll only in those workforce education dual credit courses for which he or she has demonstrated eligibility.

A student may be exempt from this requirement only through approval by the Director of College and Career Readiness and the Chief Academic Officer of the participating college if the student demonstrates outstanding academic performance and capability.

All courses should be taken outside of school hours, unless approved by the Superintendent or Designee.

Students and parents are responsible for any tuition/fees that are associated with dual credit courses, including textbooks.

Distance Learning

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies, such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network ("TxVSN") has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the Superintendent or Designee. Unless an exception is made by the Superintendent or Designee, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the Superintendent or designee prior to enrolling in the course or subject. If the student does not receive prior approval, ILTexas may not recognize and/or apply the course or subject toward graduation requirements or subject mastery.

Armed Services Vocational Aptitude Battery Test

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery ("ASVAB") test and consult with a military recruiter. ILTexas will provide each student in grades 10–12 and their parents with notice of the date, time, and location of the scheduled administration of the ASVAB.

As part of the high school registration process and annually, ILTexas shall notify the parent or guardian of each student enrolled in a Junior Reserve Officers' Training Corps program regarding any early registration or scholarship program available to students in military-related training programs.

Career and Technical Education Programs

ILTexas offers Career and Technical Education (CTE) programs in a variety of areas. For a complete listing of CTE courses, please contact the Principal. Admission to these programs is based on student interest and completion of any prerequisites required by Texas Education Agency (TEA) or ILTexas. Admission to these programs is based upon student interest and completion of any prerequisites required by ILTexas.

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

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

ILTexas will take steps to ensure that lack of English language skills will not preclude a student from participating in all educational, and career and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Regina Jones, at rjones1@ILTexas.org or {214-833-3099} and/or the Section 504 Coordinator, Mary Albritton, at malbritton@ILTexas.org or {214-833-3223}.

College Days

High school students who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must have passed the required parts of the State of Texas Assessments of Academic Readiness ("STARR") / equivalent state assessment for the previous year.
- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.
- The student must be passing all course work.
- The student must have no truancy or other attendance problems.

Students must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

Computer Resources

To prepare students for an increasingly computerized society, ILTexas 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 ILTexas Acceptable Use Policy (AUP), beginning on page 131 in this Handbook.

Academic Counseling

Students and parents are encouraged to talk with the counselor or other administrator to learn about course offerings, graduation requirements, and early graduation procedures. Each spring, students in 8th–12th grade will be provided with information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor or other administrator to take the courses that best prepare them for the future. The counselor or other administrator can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

College Advising

All seniors are expected to apply to at least one four-year university, complete the FAFSA/TASFA, and submit their college decision letters, and financial aid offers to their college advisor.

Physical Education Participation Requirements

Students at ILTexas are required to earn 4 credits in P.E. before graduating high school. A student may be excused from activity due to health reasons for a maximum of three days with a note from a parent given to the Performance Coach. If it is necessary to be excused for an extended period of time, a doctor's note must be provided to the school. The student is still responsible for attending class and learning the curriculum even if physical restrictions prevent the student from actively participating in the program. A uniform is part of the overall ILTexas safety plan for students. Therefore, all students are expected to wear

the appropriate uniform in order to participate in physical fitness activities. Students who fail to dress out in proper uniform will receive a grade reflective of the assessment policy instituted by their teacher.

SPECIAL PROGRAMS

Bilingual/ESL Services

A student may be eligible to receive linguistic support if his or her primary language is not English and the student qualifies as Emergent Bilingual under state rules. 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 related to classroom instruction, local assessments, and state-mandated assessments.

ILTexas provides a comprehensive range of language support services for Emergent Bilingual students, including two bilingual program options and an English as a Second Language (ESL) program. These services are designed to meet students' needs across grade levels while promoting both academic success and language development.

The bilingual offerings include the **Two-Way Dual Language Program**, available to all students in PK–2 and to selected Emergent Bilingual and English-proficient students in grades 3–5, and the **Bilingual Early Exit Program**, which serves certain students in grades 3–5 who are transitioning to English proficiency.

For students in grades 6–12, ILTexas offers an **ESL Program** that provides targeted language support to help Emergent Bilingual students succeed in content-area instruction while continuing to develop their English proficiency.

These programs are specifically designed to support the language development of students—focusing on listening, speaking, reading, and writing skills. The primary goal is to offer targeted language assistance to help students succeed academically across all subjects.

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

https://tea.texas.gov/special-populations-and-support/special-education/programs-and-services/studenthandbook-statement

For students who are having difficulty in the general education classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other intervention and support services that are available to all students, through the district or school's multi-tiered system of academic and behavioral supports (MTSS). The provision of these intervention and support services, which might include a response to intervention (RTI) process, can have a positive impact on the ability of districts and charter schools to meet the needs of all students.

If a student is experiencing learning difficulties, which could include academic or non-academic difficulties, his or her parent may contact the individual(s) listed below to learn about the school's MTSS. 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, when appropriate, to determine if the student needs specific aids, accommodations, or specialized 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, such as a campus principal, 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, a copy of the Notice of Procedural Safeguards, and a copy of the Overview of Special Education for Parents form created by the Texas Education Agency ("TEA"). 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 conducts a special education evaluation for a student, it must complete the student's 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. If a district or charter school receives a parent's consent for the initial evaluation less than 35 school days before the last instructional day of the school year, the general timeline of 45 school days applies to the date the written report of the initial evaluation must be completed, with the same extension for three or more absences during the evaluation period.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report as soon as possible, but no later than five school days prior to the initial admission, review and determination (ARD) committee meeting, which will determine a student's initial eligibility or no later than June 30 if the parent consent was received at least 35 but less than 45 school days before the last instructional day of the school year. The copy of the evaluation must be provided to the parent 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 MTSS

The designated person to contact regarding options for a student experiencing learning difficulties and ILTexas' multi-tiered system of supports is: Sarah McCroan smccroan@iltexas.org, 972-479-9078

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 Dr. Erin Pace, tel. no. 972-479-9078, epace@iltexas.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 Mary Albritton, Executive Director of Counseling, tel. no. 214-833-3223 or at malbritton@iltexas.org.

Additional Information

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

- Texas SPED Support
- SPEDTex

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Students

ILTexas will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance with learning difficulties, including intervention strategies.

Services for Title I Participants

Information regarding ILTexas' Title I program may be obtained from Dr. Lauren McKinney, Senior Executive Director of Federal Programs at lmckinney@iltexas.org.

Dyslexia and Related Disorders

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.

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

ACADEMIC INTEGRITY

Academic integrity is an essential element of IL Texas'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 ILTexas.

Cheating includes, but is not limited to:

1. Allowing another to take and/or use an assignment to submit as his or her own.
2. Copying from another student when completing an assignment or during an exam.
3. Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
4. Giving answers to another student for an assignment or exam.
5. 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.
6. Receiving answers for assignments or exams from any unauthorized source.
7. Representing as one's own the work of anyone else.
8. Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
9. Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
10. 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.
11. Working on assignments with others when not authorized by the instructor.

Dishonesty includes, but is not limited to:

1. Falsification of results from research or laboratory experiments.
2. Participating with other students to commit academic dishonesty.
3. Written or oral presentation of results from research that was never performed.

Plagiarism includes, but is not limited to:

1. Directly quoting or paraphrasing all or part of another's words without appropriately crediting the source.
2. Failing to acknowledge another's original arguments or lines of thinking as well as using information and ideas without proper documentation.
3. Presenting an idea, theory, argument, line of thinking, creative work, or formula originated by someone or something else as your own.
4. Presenting information from other sources in a misleading way, even if they are properly cited.
5. 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.
6. 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 IL Texas 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.

The following resources are available for teachers to triangulate student work if plagiarism is suspected: Zero GPT, Winston AI, Plagiarism.com.

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 with AI technologies personal information, such as name, birth date, address, or other financial or confidential information.
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 assignments or projects. 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 a 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 IL Texas's expectations regarding academic integrity. Misuse of AI tools may be considered academic cheating, dishonesty, or plagiarism.

Academic Consequences (Immediate)

If a student is suspected of plagiarism or any other form of academic dishonesty, the following procedure will be followed:

1. Meeting with the parent(s) followed by written notification to the parent of the academic integrity policy.
2. The student's exam, test, quiz, or assignment will be confiscated by the teacher.
3. The paper, exam, test, quiz, or assignment will be submitted to an Administrator for consideration.
4. The student will be required to meet with the teacher and the Campus Principal for review of the student's work with consequences up to and including dismissal/expulsion from school, in accordance with the ILTexas Student Code of Conduct.

Additional or More Serious Offenses

Additional or more serious incidents of academic dishonesty or plagiarism shall be dealt with more severely. Consequences for any offense beyond the first or a more serious initial offense may include:

1. Meeting with the parent(s);
2. One to three days of out of school suspension (up to five if referred for expulsion);
3. Referral for expulsion;
4. Notification to the student's post-high school counselor and any faculty members writing a college/university letter of recommendation;
5. No public recognition of the student at any senior honors function (if applicable);
6. No distinguished scholar recognition (if applicable);
7. No scholarship money granted to the student by International Leadership of Texas, or any other school affiliated organization; or
8. A withdrawn failing grade from the class in which the additional offense occurred and placement in a restricted study hall after withdrawal from the course.

Furthermore, faculty members will have full access to any disciplinary records documenting academic dishonesty for the purpose of writing letters of recommendation.

Honor Code

"I pledge to uphold the honor of the International Leadership of Texas Honor Code and that all the work bearing my name is my own."

Our Honor Code:

- I will not lie, cheat, or steal nor tolerate those who do.
- I will serve others before myself.
- I will be a servant leader.
- I will treat others with respect and dignity.
- I will be a statesman in my advocacy of my ideals and beliefs.

Every student is expected to uphold the highest standards of honor with regard to academics, activities, and other related pursuits. By means of the Honor Code, students practice responsible leadership, accept personal responsibility, and develop strong character to create an atmosphere free from suspicion.

Violation of the Honor Code includes but is not limited to cheating, plagiarism, forgery, which are considered severe discipline problems and are subject to disciplinary action within the by-laws of the Honor Code. We believe that students can and must take responsibility for establishing and maintaining standards for their own behavior. At its core, the Honor Code is based on mutual respect and trust. It serves as a written model for what is expected from students. It also serves as a pledge to uphold the school's values while maintaining college preparation as the number one priority.

Taking responsibility for one's actions is vital to the maturity of each individual. Trust among all students in the school builds confidence in the overall school community and enables each student to be grounded in the leadership core values of COURAGE and INTEGRITY which guide the student's every decision.

Teachers may require students to write the full honor code on major assignments. Actions or attempted actions that run counter to these perceptions are violations of the honor code.

- A student's words are expected to be the complete truth; therefore, lying and forgery are violations of the honor code.
- A student's work is expected to be his/her own, unless properly credited; therefore, plagiarism and cheating are violations of the honor code.
- The property of others is to be respected; therefore, stealing – no matter how minor – is a violation of the honor code.

In situations that seem unclear, it is each student's responsibility to check with the teacher or principal regarding the honor code. Ignorance of the honor code will not be an excuse for a violation. Students who witness an honor code violation are strongly encouraged to report the action to the teacher who will notify the Campus Principal. Witnessing an honor code violation and reporting it constitutes honorable behavior and is an expectation for all students. Students may opt to report a violation through an anonymous referral. Working together, we can ALL create a community of learners that value hard work, creativity, and commitment to college success. It is crucial that every member of the ILTexas community – students, parents, staff, and trustees – understands the importance of the International Leadership of Texas Honor Code and strives to maintain its integrity.

STUDENT ATTENDANCE

Attendance/Absence

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. If the parent/guardian or student has questions about attendance they should contact the school attendance office for information. Students are expected to be in school except in cases of emergency, illness, or school-approved absences.

Additionally, state law mandates compulsory school attendance for children of a certain age, and ILTexas policy deals with attendance for course credit and a student's final grade. These laws are discussed below.

Compulsory Attendance

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 sessions, 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.

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.

Age 19 and Older

A student who voluntarily attends or enrolls 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, ILTexas may revoke the student's enrollment, except that the school may not revoke the 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, ILTexas 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, ILTexas may impose an attendance behavior improvement plan.

Tracking Student Attendance

All absences will be verified by the school attendance office starting at 8:30 and if the school has not been notified in writing by 9:25 a.m. (K-8) or 9:30 a.m. (9-12), the student's absence will be recorded as "unexcused." When a parent/guardian knows in advance about a future absence, prior written permission for the absence to be considered excused should be received in advance. When the student returns to school, he/she should provide the office with a note signed by a parent/guardian explaining the reason for the absence.

ILTexas 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. ILTexas 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).
- ILTexas 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.

Excused Absences

State law allows exemptions to the compulsory attendance requirements for several types of absences.

These include the following activities and events:

- A junior or senior student may be absent for up to two days per school year for purposes of 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, provided the student receives approval from the counselor or Principal, follows ILTexas' procedures to verify such a 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 ILTexas verifies the student's activities relating to pursuing enlistment.
- Absences of up to two days in a school year for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the Principal prior to 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 ILTexas.
- 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 ILTexas 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.
- Religious or holy day observances. For purposes of excusing a student from attending school to observe a religious holy day, ILTexas 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 serving as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by ILTexas.

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 the Campus Principal due to extenuating circumstances.

Upon the student's return to school from being absent, he/she must go to the attendance clerk with a note from the parent prior to entering the classroom. Students are to make contact with the teacher to make up work missed due to excused absences. Regardless of the reason, absences will be marked "unexcused" if the parent does not contact the school in writing. A note (email or written confirmation) from the parent / guardian must be provided on the day of the student's return. If a note is not provided within three working calendar days of the student's return, the absence will be marked "unexcused" resulting in possible academic penalties. (Example: If a student is absent on Monday and returns to school on Tuesday, then Tuesday would be considered day one; Wednesday, day two; and Thursday, day three). If the student does not have a note submitted to the Attendance Office by the end of the school day on Thursday, the student's absence(s) will be marked as "unexcused."

Released Time Courses for Religious Instruction

In accordance with Texas Education Code § 25.0875, ILTexas will excuse a student from school attendance to attend a released time course if requested by the student's parent or legal guardian and if all legal requirements are met. A "released time course" is a course in religious instruction offered by a private entity. A student may be excused to attend a released time course for at least one hour, but not more than five hours per week.

To participate in a released time course:

- The student's parent or legal guardian must provide written consent for the student to attend the course;
- The private entity offering the course must maintain attendance records and make those records available to ILTexas upon request;

- The private entity, parent or legal guardian, or student is responsible for transportation to and from the location where the course is offered, including transportation for a student with a disability;
- The private entity is responsible for the student and assumes liability while the student is under the private entity's care; and
- The student is responsible for completing any schoolwork assigned during the student's absence.

ILTexas will not interfere with the ability of a parent or legal guardian to request or access a released time course for an eligible student.

Unexcused Absences

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

Personal Illness

When a student's absence from personal illness exceeds three consecutive days, the student will be required to present a statement from a physician or health clinic verifying the illness or other condition causing the student's extended absence from school. If the student has established a questionable pattern of absences, the Campus Principal may require a physician or a clinic's statement of illness after a single day's absence. This procedure will be used as a condition for classifying the absence as excused or as one for which extenuating circumstances exist. Failure to provide the required statement may result in the student and/or parent being charged with violating the compulsory attendance laws as well as the possibility of a loss of credit.

Senior Skip Day

All unauthorized senior skip days are prohibited. Any student determined by school administration as participating in an unauthorized senior skip day will lose their privilege to participate in the school's graduation ceremony.

However, seniors may recommend trips to be taken during the course of their senior year. These trips must be authorized by campus administration and approved by the Area Superintendent.

Perfect Attendance

Perfect Attendance is hereby defined as follows:

- In elementary grades, Pre-K-5, a student must be present every day during ADA in order to have "Perfect Attendance."
- In secondary grades, 6-12, a student must be present every day, in every class, in order to have "Perfect Attendance."

Closed Campuses

A student may not leave campus after arriving at school unless the student is safely picked up by a parent or designee with parental permission documented by the attendance clerk. A student who leaves campus without permission will receive disciplinary action.

Late Start / Early Dismissal For Grades 9–12

Students who have a scheduled Late Start/Early Dismissal must show a school ID or driver's license to the attendance clerk in order to be released from school. Please refer to the section regarding Early Release/Student Sign-out for further eligibility requirements.

Daily Attendance Procedures

Grades Pre-K-5 attendance is taken at 9:30 a.m. In grades 6-12 attendance is taken each class period and is recorded for state attendance purposes at exactly 9:30 a.m. for grades 6-8 and at 9:40 a.m. for 9-12. In grades 6-8, an absence is defined as missing the first ten minutes of class. Missing the first 10 minutes of class is defined as an absence for students in grades 9-12.

Student attendance will also need to be recorded when high school students are enrolled in the dual credit program with our partnering community college. Students are expected to report to their ILTexas campus before leaving community college. Attendance will be recorded at the high school campus. If a morning absence at the campus is unavoidable, the student must bring a completed Attendance Verification Form signed by the community college professor to obtain attendance credit for the periods in question.

For students in grades Pre-K-5 who demonstrate habitual tardiness and/or absences (as determined by campus leadership), the following is required:

- The parent/guardian will be counseled by the school administration (and/or school counselor) as to the importance of student attendance and punctuality.

- A plan will be developed by the campus that appropriately addresses the student's attendance. This plan should include school administration, counselor, teacher(s), parent and student.

Attendance requirements will remain consistent with all classes (including high school Leadership and Pre-K-8 Enrichment). In the event that a student loses credit due to the 90% rule (students must attend school 90% of all school days within an academic year), the grade earned for that class will not be applied to the student's GPA until the credit is restored (as determined by campus leadership).

Driver's License Attendance Verification

The Texas Department of Public Safety (DPS) is required to verify the attendance records of a student between the ages of 16 and 18 that is seeking to obtain or renew a driver's license. In order for DPS to access this information or, in certain circumstances, for a school administrator to provide the attendance information to DPS, written parental permission must be obtained. Students may obtain the required Verification of Enrollment (VOE) form from the school office.

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.

Early Release/Student Sign-Out

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.

Parents will sign the student out with the attendance clerk. If the parent is unable to sign the student out, it must be stated in the note, which should include an explanation of the student's means of transportation. If the student returns to campus on the same day, he/she must sign in with the attendance clerk. When leaving for a doctor's appointment, student drivers will be permitted to sign themselves out if they have already submitted a parent authorization note. Students will not be called to the main office until their parents arrive.

Student Aged 18 And Over

A student who is age 18 or older and living independently of his/her parents is permitted to verify his or her own absences and sign out. The parent and student must have a signed release on file with the attendance clerk.

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. Attendance is recorded each grading period and reported as part of the report card.

A student who attends at least 75% but fewer than 90% of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan approved by the Principal that allows the student to fulfill the instructional requirements for the class. A student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without approval from the judge presiding over the student's case.

A student who attends less than 75% of the days the class is offered or has not completed the plan approved by the Principal will 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 ILTexas after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
4. The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
6. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be postmarked to the following address within 30 days following the last day of instruction in the semester for which credit was denied:

International Leadership of Texas
Attn: Superintendent, Notice of Appeal, Class Credit 2021
Lakeside Blvd.
Richardson, TX 75082

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

Tardies

ILTexas expects punctuality and dependability and maintains strict policies regarding tardiness. Students arriving at school late cannot enter classes without a tardy slip from the Main Office. Every effort should be made to schedule medical/dental appointments at times other than during school hours, especially in the mornings. Nonetheless, tardiness will be excused for scheduled doctor, dentist, or orthodontist appointments, illnesses, and emergencies upon returning to school with a note from the doctor or a parent to the Attendance Office. Tardiness will not be excused for reasons of tiredness, traffic, or errands.

Arrival And Dismissal Procedures (Driveline)

ILTexas students are expected to come directly to school and to go home by the safest possible route. On their way to and from school, students are to conduct themselves as Ambassadors by being courteous and respectful to everyone and obeying all school and traffic rules. Safe and orderly arrival and dismissal help our students begin and end their days in a calm manner. Please help your child be ready to learn by making sure he or she arrives at school on time and knows the schedule. Additionally, please follow campus drop off and pick up procedures as delineated by each campus. For safety reasons, only drop off students at approved/designated areas.

Students who are tardy must enter through the main entrance and report to the office to sign in so that their attendance record can be corrected.

If students arrive or leave school by walking, they should walk with other students, cross the street at the pedestrian crosswalks, and go directly to and from school. Please adhere to all traffic and pedestrian laws. The safety of our students is of utmost concern to us.

It is a violation of state law as well as dangerous for the safety of our students to use hand-held cell phones when driving on school property and in school zones. Cell phones must be hands-free and should never be a distraction. Cell phones should not be used during drop-off and pick-up times unless the vehicle is parked in a marked space.

At dismissal time students are to go directly home, to their designated transportation area (Drive Line zone), or wait in the designated area to be picked up. At the K-8 levels, students should not go to another

student's home without making arrangements prior to coming to school. If you need your child to go home with someone else, a written (or emailed) note to the school is required. Running around and disruptive play is not acceptable. After school care can be arranged through the campus After School Care provider for ages 5-12.

Parents wishing to pick their child up before school dismissal must do so by following school attendance policies. It is our hope that dentist and doctor appointments can be made after school hours or on Saturdays, if possible. If this is not possible and your child has an appointment and must be released from school early, you need to send a note indicating the time you will pick him/her up. Students will not be called to the main office until you arrive.

School Hours

ILTexas students attend school for a period of at least 8 hours each day. Each campus will post information regarding school hours on the campus website located at www.ILTexas.org.

Student Drivers

Driving and parking on school grounds are a privilege. This privilege may be revoked if proper guidelines are not followed. In order to qualify for parking at ILTexas, student drivers must complete the Student Driver Application, pay the prerequisite fee of $20 per semester or $30 for the year (paid by September 1), and properly display the school's parking decal on their vehicle. The application requires students to submit a photocopy of their current driver's license and proof of insurance. Both documents must be current and on file before parking privileges are extended.

Student drivers must:

- Park only in the areas designated as student parking;
- Always drive safely, using extreme caution for other students and pedestrians;
- Obey all traffic instructions from teachers and school personnel; and
- Obey all posted traffic signs and markings.

Painting of parking spaces is at the discretion of the Campus Principal.

FIELD TRIPS AND ACTIVITIES BEYOND THE CLASSROOM

Scheduled field trips are an important part of the school curriculum. Parents will be notified (campus website, email, School Messenger) when field trips are planned. Permission/Release forms must be signed by the parent and presented to the field trip organizer before a student is permitted to participate in a field trip activity.

ILTexas 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.

All students are expected to be in full uniform unless special permission has been obtained from the campus principal.

ILTexas 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.

End of Year Educational Trips

Throughout the year, students work in their academic classes to earn trips that help make connections between their in-class learning and the world beyond. In order to attend, students must meet academic and behavioral expectations of the school, participate in Grade Level Trip Fundraising Activities, and pay for their portion of the trip as allowed by law. Information will be distributed by campuses and/or headquarters and can be subject to change.

Fundraising

Students and/or parents/guardians will have opportunities to participate in Principal-approved fundraising activities. Fundraising for personal (non-ILTexas) reasons is not allowed.

Transportation

ILTexas does not provide regular transportation to and from school, unless required by a student's Individual Education Plan ("IEP") for a student with disabilities.

ILTexas may arrange and coordinate transportation for off-site events for participants. Students must get written permission in advance and assume all liability if they do not use school transportation, if it is provided. If ILTexas provides transportation, students are expected to follow the directions of the teacher/sponsor and driver at all times. The Student Code of Conduct and all school rules apply when attending a school-sponsored and/or sanctioned event.

If ILTexas provides transportation for student activities or events, students must recognize that 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.

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 ARD Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

Video Monitoring System

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 common areas. Video

recordings may be reviewed routinely to document student misconduct and used by ILTexas staff when investigating an incident.

Lunch Visitations

Relatives of students are welcome to visit during lunch. Please follow campus lunch visitation procedures/protocol.

Birthdays/Invitations (K–8)

Student birthdays may be celebrated by distributing "goodie bags" with pre-packaged/sealed items to each student in the class right before dismissal. Birthdays will not be celebrated by bringing balloons, cakes, cupcakes, and other food items. Invitations to a private birthday party will only be distributed at school if each student in the class receives one.

Student Parties for K–5

In an effort to maximize instructional time, school parties are scheduled twice a year – Winter Holiday party and End of Year party.

CHILD NUTRITION PROGRAM

Child Nutrition Department

ILTexas' Child Nutrition Department is approved by the Texas Department of Agriculture (**TDA**) to operate under the National School Lunch Program (**NSLP**) and School Breakfast Program (**SBP**). ILTexas is also a participant of the Healthy, Hungry-Free Kids Act of 2010. Every school participating in NSLP and SBP must follow the strict nutritional guidelines implemented by the United States Department of Agriculture (**USDA**).
All Breakfast Meals must offer these three components: fruit, grain and milk. All Lunch Meals must offer these five components: protein, fruit, vegetable, grain and milk. The USDA sets limits on the amount of calories, fat, sugar and sodium a student can consume daily, based on the age/grade group.

Students have the option to bring lunch from home or purchase breakfast or lunch from ILTexas.

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

Our Child Nutrition program is designed to provide delicious and nutritious meals that energize your student(s) throughout the day.

If you have any questions or concerns, please don't hesitate to reach out to us at childnutrition@iltexas.org. Additionally, for more information, feel free to visit our website https://www.iltexas.org/families/child-nutrition. We look forward to a healthy and successful school year together!

Special Diet

The Child Nutrition Department will make accommodations for a student with a disability or life-threatening food allergy based on the diet prescribed by the student's physician and/or registered dietitian. A completed Physician's Diet Modification Form must be on file with the school nurse before

accommodations can be made. The form can be downloaded below or obtained from the school nurse. Physician's Diet Modification Form.

When necessary, Parents/Guardians are encouraged to temporarily provide the student with meals from home while the special dietary modification request is being processed for food accommodation and equipment needs. ***Students and their parents shall not disseminate food to other students.**

Free and Reduced-Price Meal Application

ILTexas participates in the National School Lunch Program and School Breakfast Program which provides meals free or at a reduced cost to eligible families. Families who believe they may be eligible for free or reduced-price meals should complete the Application for Free and Reduced-Priced Meals by using the link below.

The Child Nutrition Department will review all applications, and parents will be notified of the results within ten days of receipt. All applications will be handled privately, and information will be kept confidential. Students who participate in this program will be treated in the same manner as those who pay the full price. Applications will be processed in the order that they are received. Each student enrolled on the last day of school and received benefits will continue to receive benefits for a short grace period (30 operating days from the first day of school) until the new application is approved. Parents are encouraged to complete a meal application as soon as possible to prevent the loss of benefits. If you do not have a computer, you may go to any campus and use one of the computers on site. If you have any questions, please contact the Child Nutrition Department.

A new application must be received each school year. If the grace period **expires before an application is received and approved, the student will be charged the full price for a meal.** Free and ReducedPrice Meal Application This program is income-based. All parents are encouraged to complete an online application. Personal information is kept confidential as required by law.

Community Eligibility Provision

Families with students who attend the below Community Eligibility DSX Provision **(CEP)** school should not complete a Free & Reduced-Price Meal Application. All student meals are free at CEP campuses.

However, if you have children who attend a CEP and a non-CEP campus, please be sure to fill out a Free & Reduced-Price Meal Application for the students at the non-CEP campuses. Include the names of the CEP student(s) on the same application as members of the household.

- **ILTexas Garland K-8 ● ILTexas Lancaster K-8 ● ILTexas Woodhaven K-8 ● ILTexas BG Ramirez K-8 ● ILTexas Westpark K-8 ● ILTexas Orem K-8, ● ILTexas Windmill Lakes K-8 ● ILTexas Windmill Lakes-Orem High School**

ILTexas is required to collect income information yearly for state accountability ratings and federal reporting. We ask families attending CEP schools to fill out the Household Income Survey for our reports. Use this link Household Income Survey to complete the Household Income Survey.

Ways to Pay for Meals

1. My School Bucks (www.myschoolbucks.com): To access, you may go to your Apps store and download the My School Bucks App, or go to the ILTexas Website (www.iltexas.org). A Link is available under the Families Tab > My School Bucks. Student ID Number is required to make payments with a credit card.

2. Free and Reduced Lunch Application: To access Free and Reduced-Price Meal Application, please go to Free and Reduced-Price Meal Application

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3. First day of school to the last day of school, you may send payment with your child or drop off payments at the front office of each campus. There is a locked mailbox where payments are placed for the Child Nutrition's Cashier to pick-up (or) a parent may request to see a cashier and present payment directly to the cashier between 8:00 a.m. and 9:30 a.m.

4. Students may opt to pay cash daily if they choose; however, it is strongly encouraged for students to maintain a positive balance at all times in order to ensure they will always receive a complete meal and expedite the line. ILTexas has a Charge Policy for all grades.

Charge Policy

ILTexas will offer a Courtesy Meal for breakfast and a Courtesy Meal for lunch to students in a paid or reduced status, who have exceeded the charge limit of $50.00. The Courtesy Meal is only offered to prevent students from going without anything at mealtime and is NOT a Federal Requirement. Any courtesy meal served is a reimbursable meal that conforms to USDA meal requirements. For any student who has a medical statement for a meal accommodation, the courtesy meal served to that student must still meet the required accommodations.

Parents must pay the balance in order for their child(ren) to continue to receive school meals or send their child(ren) to school with meals until they are in a position to pay the balances. If a parent has experienced recent hardship, they may submit a Free/Reduced Meal Application at any time during the school year. Parents will receive weekly notifications via email when their child(ren) have a negative balance of -$.01 or more. In addition, campuses print negative balance letters every week and distribute them to the students. Parents also have the ability to set up their own balance notifications through our online payment portal, My School Bucks, www.myschoolbucks.com.

Smart Snacks

The ILTexas is committed to ensuring that all foods and beverages are available to students on the school campus* during the school day* and supports healthy eating. No foods may be sold at any time throughout the school day*, other than through the Child Nutrition Programs. All foods and beverages sold will meet the USDA Smart Snacks in School Nutrition Standards, at a minimum. Use this link for additional information about Smart Snacks and Fundraisers: Smart Snacks

Fundraisers

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools Nutrition Standards may be sold through fundraisers on the school campus after the school day ends. Fundraising outside school hours: may include the sale of foods that do not meet the USDA Smart Snack nutrition standards.

All fundraisers must go through the appropriate Chain-of-Command for approval via Docuware. No money shall be collected until approval is obtained.

*School Campus - areas that are owned or leased by the school and used at any time for school related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

*School Day – the time between midnight the night before to 30 minutes after the end of the instructional day.

COMMUNICATION WITH PARENTS

Communication is a high priority at ILTexas. The role of the parent/guardian is an important factor in the academic and social success of each student. Various means of communication throughout the school year may be utilized such as: written notices, email, campus/charter websites, Principal Coffees and parent night. Parents will be informed of opportunities for involvement within their home campus and ILTexas. Parents are also encouraged to become active members of the Parent Teacher Organization (PTO) established at their campus. The website: ILTexas.org provides general information about headquarters and its programs, current news items, and access to campus websites.

If the primary substance of a communication received by the school appears to have been developed through the use of artificial intelligence, ILTexas may request a direct conversation by telephone or video conference, in lieu of a written response, to ensure the parent's or guardian's concerns are fully understood and to work toward a reasonable resolution.

Grades

Parents and students will be able to access grades via Skyward, which should be monitored on a regular basis. Progress Reports and Report Cards will always be available in Skyward.

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.

Parent Teacher Conferences

Parent Teacher conferences provide opportunities for teachers to share information with parents about their child's progress in school. These conferences are scheduled after the first six weeks of each semester. Additional conferences may be held at the request of the parent or teacher anytime during the year.

PARENT AND STUDENT COMPLAINTS/GRIEVANCES

ILTexas values the opinions of its 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 the grievance process is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents and students to discuss concerns and complaints through informal meetings with their Campus Principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any school employee shall retaliate against a parent or student for voicing a concern or complaint.

The Superintendent shall ensure that the school's grievance procedures are provided to any grievant. The formal grievance procedures must provide for any complaint 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 (unless specified otherwise in this policy), 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 through your Campus Principal within ten calendar days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If a parent or student is not satisfied with the results of the informal conference, he or she may request a second informal conference with the Area Superintendent. If, after an informal conference with the Area Superintendent, the parent or student is not satisfied, they may then submit a written grievance form to campus Principal. Grievance forms may be obtained from the Campus Principal.

Formal Grievance Process

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

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

□ *LEVEL ONE GRIEVANCE – Campus Review*

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

The Campus Principal or designee will meet with the complaining parent or student within ten days after receiving the Level One Grievance Form. Following this conference, the Campus Principal or Designee shall have ten days to issue a Level One decision.

***Note**: A complaint against the Superintendent shall begin at Level Four.*

□ *LEVEL TWO GRIEVANCE – Area Review*

If the parent or student is not satisfied with the Level One decision, or if no decision is provided, the parent or student may submit a written appeal to the Area Superintendent or designee. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and the date and results of the Level One conference. The appeal must be filed within ten days of the Level One decision or the response deadline if no decision is made.

The Area Superintendent or designee will hold a Level Two conference within ten days after receiving the Level Two appeal. The Area Superintendent will have ten days following the conference to issue a Level Two decision.

□ *LEVEL THREE GRIEVANCE – District Office Review*

If the parent or student is not satisfied with the Level Two decision, or if no decision is provided, the parent or student may request in writing a conference with the Deputy Superintendent of School Leadership ("DSSL") or designee. The request must include the documentation submitted at Level One and Level Two and the date and results of the Level Two conference. The request must be filed within ten days of the Level Two decision or the response deadline if no decision is made.

The DSSL or designee, along with three-member appointed panel, will hold a conference with the parent or student within ten days after receiving the Level Three appeal. The DSSL or designee shall have ten days following the conference to issue a Level Three decision.

□ *LEVEL FOUR GRIEVANCE – Board of Directors Review*

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

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 during the prior grievance levels, 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.

ILTexas will determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable laws.

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 Grievances process does not apply to all complaints:

1. Complaints alleging prohibited conduct shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation," beginning on page 115.
2. Formal complaints alleging sexual harassment shall be submitted as described in "Freedom from Sexual Harassment," beginning on page 117.
3. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Bullying and Cyber-Bullying," beginning on page 123.
4. Complaints concerning loss of credit based on attendance shall be submitted as described in "Attendance for Credit or Final Grade," beginning on page 31.
5. Complaints concerning long-term suspensions or expulsions shall be submitted as described in "Disciplinary Conferences, Hearings, and Appeals," beginning on page 57.
6. Complaints concerning Section 504 identification, evaluation, or placement shall be submitted through the "Parent and Student Complaints/Grievances" process beginning on page 38, subject to the stated 30-calendar-day filing deadline and applicable Section 504 procedural safeguards.
7. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.
8. Complaints regarding the Free and Reduced-Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating 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.

DISCIPLINE/STUDENT CODE OF CONDUCT

General Principles and Guidelines

These rules of conduct and discipline are established to maintain good order and discipline in the school and to encourage responsible behavior on the part of all students. The objective of the Student Code of Conduct (the "Code of Conduct") is to change errant behavior and to help the student make wiser decisions and better choices. The staff of the school has the responsibility to enforce the standards and policies of this Code of Conduct. Full cooperation of the students and parents/guardians is expected.

This Code of Conduct has been adopted by the Board of Directors and provides information to parents and students regarding expectations for behavior, consequences for misconduct, and procedures for administering discipline.

In accordance with state law, the Code of Conduct will be posted at each ILTexas campus and/or will be available for review at the Campus Principal's office. Parents will be notified of any violation that may result in a student being suspended or expelled from ILTexas.

Students are expected to conduct themselves in an appropriate and respectful manner at all times. Any behavior that is detrimental to the learning environment of the student or other students and/or staff members will not be tolerated. A student whose behavior shows disrespect toward others, including interference with another's access to public education and to a safe environment, will be subject to disciplinary action.

Authority and Jurisdiction

ILTexas has jurisdiction and disciplinary authority over a student in the following circumstances:

1. Any cyberbullying, on-line harassment, cybercrime, or computer related crime, that involves a computer or any device and/or network ("in the cloud" or otherwise), no matter when or where said activity occurs, including the sharing, displaying or transmitting any illegal images, words or otherwise, or that creates or is likely to create a substantial disruption to the educational environment.
2. During the regular school day and while the student is going to and from school;
3. For any expulsion offense committed away from ILTexas property or utilized facility and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment, in the reasonable discretion of ILTexas;
4. For any expulsion offense committed while on ILTexas property or while attending a school sponsored or school-related activity of ILTexas 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 ILTexas property or any facility and/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 ILTexas;

10. While the student is in attendance at 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;

In addition to disciplinary consequences, campus administrators will notify appropriate law enforcement officials if there is reason to believe a violation of law has occurred or there is a threat to safety.

For purposes of this policy, any reference to school property or facilities includes any premises where ILTexas conducts any business, whether owned, leased, rented, or donated.

Expected Standards of Student Conduct

Each student is expected to behave in a responsible manner by:

1. Adhering to the Academic Honesty Policy;
2. Attending all classes, regularly and on time;
3. Being well-groomed and dressing appropriately as defined by the school's uniform policy and at principal's discretion.
4. Cooperating or assisting the school staff in maintaining safety, order, and discipline;
5. Demonstrating courtesy and respect for others, even when others do not;
6. Obeying all campus, classroom and extracurricular rules, as well as appropriate verbal directives (in the reasonable discretion of ILTexas) given by any ILTexas employee or any other designated person;
7. Preparing for each class by taking the appropriate materials and assignments to class;
8. Respecting the property of others, including school property and facilities;
9. Respecting the rights and privileges of other students, school staff, and other adults on campus or at school-related activities on or off campus; and
10. Adhering to the Code of Conduct.

Campus, Classroom, and Assembly Rules

In addition to rules in this Code of Conduct, Campus Principals may impose additional campus rules, and teachers and extracurricular sponsors may impose and communicate such additional campus rules, classroom rules, where such rules are not inconsistent with this Code. A student's conduct in assemblies and other out-of-classroom activity must comply with rules applicable to those of the classroom.

Extracurricular Standards

Sponsors and coaches may develop and communicate written extracurricular expected standards of behavior for induction in and continued participation in that activity. Such standards may be higher than those of the Code of Conduct. These standards must be communicated to the students involved in that extracurricular activity and must be approved by the Campus Principal. Students who violate communicated extracurricular standards of behavior may be subject to disciplinary action under the Code of Conduct and, in addition, denied the opportunity to participate in extracurricular activities.

Discipline Management Techniques

Discipline will be 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 for a particular offense may bring into consideration varying techniques and responses.

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

1. Assignment of school duties, other than class tasks, such as cleaning desks and campus beautification
2. Assignment to After School Discipline (ASD). ASD is supervised by a trained professional who is knowledgeable in the ASD program structure. The ASD program is designed to last no longer than 45 minutes and includes both a counseling/reflection session and a physical activity component. The counseling portion provides students with an opportunity to reflect on their behavior, discuss appropriate choices, and develop strategies for making positive decisions in the future. Each staff member leading ASD is CPR certified and trained in the school's emergency response procedures.
3. Behavioral contracts or an expectation plan
4. Cooling off or timeout
5. Counseling by teachers, counselors, or administrators
6. Detention, either during the school day or outside the school day and/or Saturday School
7. Expulsion, as specified in the Code of Conduct
8. Grade reductions for academic violations such as cheating, copying, allowing others to copy work, or plagiarism
9. Out-of-School suspension.
10. Conferences between parents and teacher and/or administrators
11. Phone calls to parents/guardians
12. Referral to an outside agency and/or legal authority for criminal prosecution, in addition to disciplinary measures imposed by ILTexas
13. Reflective essay using character traits
14. Restorative Discipline
15. Rewards or demerits
16. School probation, which may include a warning letter or statement from ILTexas administrators that future conduct may result discipline in accordance with the Code of Conduct
17. Seating changes in the classroom or lunchroom
18. Sending the student to the office or other assigned areas, or another short-term removal from the classroom
19. Temporary confiscation of items that disrupt the educational process 20. Verbal or oral correction
21. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices
22. Any other discipline management technique that is deemed appropriate by ILTexas

ILTexas will NOT administer corporal punishment upon a student for misconduct.

Restricting Participation in Recess or Other Physical Activity

In providing physical education programs, ILTexas may not restrict participation in:

1. Recess or other physical activity offered as part of ILTexas' 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 ILTexas' physical education curriculum for a student enrolled in grade levels 6-8 as a penalty for the student's academic performance or behavior.

Role of ILTexas Staff

TEACHERS are authorized to assign Lunch Detention and Classroom Detention. Classroom Detention by a teacher must be scheduled with the parent and coordinated with the Grade Level Administrator. Teachers will work to determine why the student misbehaved and to help the student learn to make better choices in similar future situations.

THE GRADE LEVEL ADMINISTRATOR (GLA) is authorized to handle student discipline and may assign and supervise ASD for up to 90 minutes to help the student learn to make better choices in similar future situations.

THE ASSISTANT PRINCIPAL (AP) or designee is authorized to enforce discipline and to investigate any allegation of misconduct. ILTexas is responsible for maintaining discipline and protecting the health, safety, and welfare of students while they are in the school's care. In carrying out these responsibilities, ILTexas staff act in loco parentis, meaning "in the place of a parent."

Accordingly, authorized staff may speak with or question a student as reasonably necessary for instruction, school operations, discipline, safety, or student welfare.

The AP may assign all above disciplinary consequences and is authorized to supervise ASD, for up to 45 minutes of physical exercise that may include students walking 3 miles (20-minute pace), cleaning desks, campus beautification efforts, or other relevant duties as assigned. Additionally, the AP may assign Saturday Detention or Out of School Suspensions (OSS) for up to five days. The AP will attempt to reach a parent by phone and follow-up with an email notification to the parent of OSS dates. Additionally, the campus leadership will need to provide parents with a printout of the referral.

THE CAMPUS PRINCIPAL has the authority to implement the Code of Conduct, up to and including the suspension of a student from campus. The Campus Principal may also assign any of the disciplinary consequences described above and may recommend a student for expulsion.

Restorative Discipline Practices

ILTexas 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, ILTexas 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.

Procedures For Use of Restraint

School employees, volunteers, or independent contractors are only to use restraint in the event of an emergency constituting a threat to the student or others, and subject to the following limitations:

1. Only reasonable force, necessary to address the emergency, may be used.
2. The restraint must be discontinued at the point at which the emergency no longer exists.
3. The restraint must be implemented in such a way as to protect the health and safety of the student and others.
4. 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:

1. Imminent, serious physical harm to the student or others; or
2. 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, ILTexas 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.

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 Individual Education Plan (IEP) or Behavior Improvement Plan (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.

CODE OF CONDUCT VIOLATIONS

Level I Offenses

The following Level I behaviors are prohibited at all school and school-related activities:

1. Disobeying conduct rules when riding school transportation or when driving a personal vehicle to or from school and or school-related activities.
2. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program.
3. Excessive tardiness as defined by the tardy section of the Attendance Policy.
4. Possessing or using a laser pointer for other than an approved use.
5. Public displays of affection (PDA).
6. Scuffling (pushing, shoving, hitting, kicking or something akin thereto) – student on student.
7. Skipping/ditching/cutting class.
8. Using a cellular telephone or other electronic device without permission from a staff member.
9. Use of inappropriate or minor vulgar language (cuss words).
10. Violating campus or classroom standards of behavior.
11. Violating dress and grooming standards as communicated in the Student/Parent Handbook.
12. Violating laboratory safety rules.

Disciplinary Consequences for Level I Offenses

- Application of one or more Discipline Management Techniques

- After School Discipline (ASD)
- Confiscation of cell phones or other electronic devices if the offense relates to the use of the cell phone or other electronic device
- Restorative Discipline
- Removal from the classroom and/or placement in another classroom
- Restitution/restoration, if applicable
- Behavioral Contract
- Temporary confiscation of items that are prohibited or that disrupt the educational process • Parent contact
- 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

The following Level II behaviors are prohibited at all school and school-related activities, and at other times and locations as described below:

1. Academic dishonesty or the unapproved / unauthorized use of AI technology to complete assignments or projects.
2. Damaging or vandalizing property owned by others.
3. Deliberate destruction or tampering with school computer data or networks.
4. Discharging a fire extinguisher without a valid or reasonable reason.
5. Engaging in conduct that contains the elements of the offense of breach of computer security under section 33.02, Penal Code, if:
    a. the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of ILTexas; and
    b. the student knowingly (i) alters, damages, or deletes ILTexas property or information or (ii) commits a breach of any other computer, computer network, or computer system.
6. Engaging in threatening behavior toward another student or school employee on or off school property or engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
7. Failing to report known hazing, harassment, or bullying of students.
8. Falsifying records, passes, or other school-related documents.
9. Gambling.
10. Insubordination, or failing to comply with directives given by school personnel.
11. Leaving school grounds or school-sponsored events without permission.
12. Persistent Level I offense (two or more Level I offense within the same semester).
13. Possessing or selling a replica of a weapon (look-alike weapon).
14. Possessing or using matches or a lighter.
15. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail, social media, or Internet sites to encourage illegal behavior or threaten school safety.
16. Possessing, smoking, or using cigarettes, cigars, or chewing tobacco.
17. Possession of stolen property.
18. Refusal to allow a lawful search.
19. The possession, distribution, or use of e-cigarettes, nicotine gum, first offense.
20. Throwing objects that can cause bodily injury or property damage.

21. 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.
22. Using AI / smart glasses (i.e., Meta glasses or other smart glasses), body worn cameras, or similar wearable recording devices glasses on school property during the school day.
23. Using articles not generally considered to be weapons, including but not limited to school supplies, harming others.
24. Using mace or pepper spray.
25. Using racially derogatory language.
26. Using profane, obscene, severely vulgar, or abusive language.
27. Using the Internet or other electronic communications to harass students or employees, and/or cause disruption to the school program.
28. Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent.
29. Violating the ILTexas honor code by committing academic dishonesty, to include but not limited to cheating or copying the work of another student.

Disciplinary Consequences for Level II Offenses (not in order of progressive disciplinary measures):

- Detention
- Application of one or more Discipline Management Techniques
- After School Discipline (ASD)
- Confiscation of cell phones or other electronic devices if the offense relates to the use of the cell phone or other electronic device
- Grade reductions for academic dishonesty
- Out-of-school suspension
- Restorative Discipline
- Removal from the classroom and/or placement in another classroom
- Restitution/restoration, if applicable
- Saturday School
- School-assessed or school-administered probation
- Temporary confiscation of items that are prohibited or that disrupt the educational process • Verbal correction
- Withdrawal or probation 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 III Offenses

The following Level III behaviors are prohibited at all school and school-related activities, and at other times and locations as described below:

1. Abusing a prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
2. Abusing over-the-counter drugs.
3. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.
4. Any offense listed in Sections 27.006(a) or 37.007(a), (b), and (d) of the Texas Education Code.

5. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public-school fraternity, sorority, or gang; or engaging in any gang activity.
6. Bullying and/or cyberbullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.
7. Bypassing of Internet blocks on school computers or networks to enter unapproved sites.
8. Commission of a felony offense listed under Title 5, Texas Penal Code.
9. Burglary of a motor vehicle on campus or at a school-related function.
10. Committing any of the following offenses on school property or within 1,000 feet of school property 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; and/or
    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.
11. Committing any of the following offenses Involving an Over-the-Counter Drug, Simulated Drug, or Simulated Contraband:
    a. Possessing or using (except when administered by a parent, guardian or School Nurse) or abusing, selling, or giving away an over-the-counter drug;
    b. Passing off or attempting to pass off a look-alike drug or a substance or item resembling a drug dosage form or drug delivery device as an illegal drug or as contraband; and/or
    c. Selling, offering or giving away a substance or item which simulates or is advertised to simulate an effect of an illegal drug.
12. Committing or assisting in a robbery or theft even if it does not constitute a felony.
13. Conduct that endangers the health and safety of others.
14. Consensually engaging in fighting, boxing, wrestling, or other combative contact or causing another person to engage in the same by provocation or threat.
15. 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 an ILTexas student or employee) with the person's intimate parts exposed or engaged in sexual conduct.
16. Creation of or involvement with a "hit list."
17. Engaging in conduct punishable as a Level III offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment in the reasonable judgment of ILTexas.
18. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
19. Engaging in conduct relating to a false alarm to induce emergency response.
20. Engaging in conduct relating to harassment of an ILTexas 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

a. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

21. Engaging in conduct that constitutes dating violence, including the 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
22. Engaging in conduct that contains the elements of assault against an ILTexas employee or volunteer, whether on or off of school property.
23. Engaging in gang activity.
24. Engaging in harassment motivated by race, color, religion, national origin, disability, sex, age, or antisemitism, and directed toward another student or ILTexas employee.
25. Engaging in harassment that involves threatening to cause harm or bodily injury to another student, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.
26. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a school employee.
27. Engaging in online impersonation.
28. Engaging in sexual conduct or conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including an ILTexas student, employee, or volunteer.
29. Failure to comply with ILTexas' medication policies.
30. Forcing an individual to act through the use of force or threat of force or committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
31. Forgery of school documents at school or otherwise
32. Hazing, meaning an intentional, knowing, or reckless act, occurring on or off ILTexas property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization, if the act involves situations outlined in Texas Education Code § 37.151.
    a. Inappropriate or indecent exposure of a student's private body parts or lewd sexual behavior, or other inappropriate sexual conduct.
33. Inhalant abuse.
34. Issuing a false fire alarm.
35. Persistent failure to complete Eagle Academy assignments.
36. Persistent Level I offenses (three or more Level I offenses committed in any one school year).
37. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
38. Possessing a razor, box cutter, chain, or any other object which could be used in a threatening manner with intent to inflict bodily injury on a person.
39. Possessing or selling any prohibited items, including but not limited to the following:
    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 ecigarette 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.
m. Possessing, viewing, or distributing pictures, text messages, emails, or other material of a pornographic or sexual nature, in any format.

40. Public lewdness.
41. Recording, sending or posting electronic messages, pictures or video that are obscene, sexual in nature, threatening, harassing, damaging to another's reputation, promotes violence, or illegal.
42. Repeated hair violations.
43. Retaliation against any school employee or volunteer at any time or place
44. Selling, giving, or delivering to another person or possessing, using, or being under the influence of drug paraphernalia, inhalants, an alcoholic beverage, or a simulated controlled substance
45. Sending or distributing sexually suggestive, nude, or partially nude photographs and/or sexually explicit message 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.
46. Serious academic dishonesty or repeat violations of the ILTexas honor code, to include but not limited to cheating or copying the work of another student.
47. Setting or attempting to set fire on school property.
48. Targeting another individual for bodily harm.
49. 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.
50. Vandalism of or conduct constituting criminal mischief with respect to school facilities or property.
51. Violating ILTexas' 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 ILTexas 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 ILTexas computer equipment, school data or the data of others, or other networks connected to the ILTexas 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 students, employees or volunteers of ILTexas or any other school system, 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.

52. Violating the terms of a behavior contract imposed upon re-admission following a previous expulsion decision.

Disciplinary Consequences for Level III Offenses (not in order of progressive disciplinary measures):

- Any applicable Level I Disciplinary Consequence
- Any applicable Level II Disciplinary Consequence
- Out-of-school suspension for up to five days
- Discretionary Recommendation for Expulsion

Level IV Offenses

The following Level IV behaviors are prohibited:

1. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
2. 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.
3. 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 items (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 (a)(i)-(iv) above.
        a. 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.
4. Engaging in conduct that contains the elements of continuous sexual abuse of a young child or disabled individual.
5. Engaging in conduct that contains the elements of indecency with a child.
6. Engaging in conduct that contains the elements of the offense of deadly conduct.
7. Engaging in conduct that contains the elements of the offense of disorderly conduct involving a firearm.

8. Engaging in conduct that contains the elements of the offense of criminal attempt to commit murder or capital murder.
9. Engaging in conduct that contains the elements of the offense of assault.
10. Engaging in conduct that contains the elements of the offense of unlawfully carrying weapons.
11. Engaging in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm.
12. Engaging in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm.
13. Engaging in conduct that contains the elements of the offense of aggravated assault, sexual assault, or aggravated sexual assault.
14. Engaging in conduct that contains the elements of the offense of criminally negligent homicide.
15. Engaging in conduct that contains the elements of the offense of arson.
16. Engaging in conduct that contains the elements of the offense of criminal mischief.
17. Engaging in conduct that contains the elements of the offense of manslaughter.
18. Engaging in conduct that contains the elements of the offense of murder and/or capital murder.
19. Engaging in conduct that contains the elements of the offense of burglary or aggravated robbery.
20. Engaging in conduct that contains the elements or kidnapping or aggravated kidnapping.
21. Engaging in conduct that contains the elements of sexual abuse of a young child or children.
22. Engaging in conduct that contains the elements of sexual assault.
23. Engaging in conduct that results in required registration as a sex offender.
24. Engaging in disruption of classes.
25. Engaging in disruptive activity.
26. 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.
27. Felony criminal mischief against school property, another student, or school staff ($2,500 and up, as determined by ILTexas).
28. Inciting violence against a student through group bullying.
29. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
30. Possessing or using alcohol.
31. Possessing, selling, distributing, or being under the influence of inhalants.
32. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
33. 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.
34. Possessing, using, giving, or selling paraphernalia related to any prohibited substance, including illegal, prescription, and over-the-counter drugs.
35. 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 ILTexas).
36. 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.
37. 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.
38. 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.

39. 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.
40. The possession, distribution, or use of e-cigarettes, nicotine gum, and vape pens, second or subsequent offense

Disciplinary Consequences for Level IV Offenses:

- Mandatory Recommendation for Expulsion,
- The Independent Hearing Officer may assign any Level I, II, or III disciplinary action if they determine that expulsion is not an appropriate consequence,.

E-Cigarettes and Vaping Devices

In an effort to address the growing concern of youth vaping and to ensure a healthy learning environment below are the consequences for students found using/possessing e-cigarettes or similar vaping devices that contain nicotine:

- First Offense: A Level 2 offense, resulting in three (3) days of Out-of-School Suspension (OSS). During this time, the student will be required to complete the Vaping: Know the Truth course, which can be accessed at Truth Initiative. This curriculum, developed by the Truth Initiative and Kaiser Permanente in collaboration with the American Heart Association, educates students on the dangers of e-cigarette use and provides resources to quit.
    - EXCTPTION: A student who is found to have sold or distributed an e-cigarette or similar vaping device to another student or students is subject to the penalties for a Second Offense, including but not limited to a recommendation for expulsion, even if it is the student's first offense.
- Second Offense: The student will face an expulsion recommendation, in line with our current disciplinary procedures.

Campus Principals or designees will need to create one class, Vaping: Know the Truth, from the website for their campus and add students to the class as needed. Instructions for how to create the class are included HERE. Once the class is created, campus administrators will share their class code with students to sign up as they are assigned. There are six courses that take about 15 minutes to complete. Campus Administrators will be able to monitor students' progress and completion of the course. The course is designed for students in grades 8-12, so any student assigned from grades Kindergarten through 7th, may need assistance with understanding the content from their parents/guardians.

Please not that students who possess, use, distribute, sell, etc. a vaping device that contains THC or any other controlled substance is subject to a recommendation for expulsion beginning with a first offense.

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

ILTexas utilizes two kinds of suspension: in school suspension and out of school suspension. The Campus Principal may assign a suspension of up to three (3) consecutive school days. These suspensions are not appealable.

In School Suspension

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

1. 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.
2. Students may not bring food or drink into the detention room.
3. No disruptive behavior will be allowed.
4. Unexcused absences from suspension will be referred to the Principal or designee.
5. Sleeping is prohibited.
6. Students must abide by ILTexas' policies and behavioral standards during their suspension period.
7. 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 which constitutes endangerment to health or safety.

While serving out of school suspension, students are not allowed to be on the campus, including after school activities. The suspended days will be counted as unexcused absences. Students may 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 days the student was absent. Students are expected to make up all assignments missed during the suspension, and the student's grade will be based on the academic performance and merit of the student's work without regard to the reason for the student's absence due to suspension. Notwithstanding the aforementioned, the Area Superintendent, the Superintendent or the Superintendent's Designee may continue the aforementioned suspension(s) (ISS or OSS) during an expulsion process, if deemed reasonable by the Area Superintendent, the Superintendent or the Superintendent's Designee, and subject to any required due process requirements.

Special Rules for Suspensions Involving Homeless Students

ILTexas 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

ILTexas 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 constitute 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 he/she 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 ILTexas 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.

DISCIPLINARY CONFERENCES, HEARINGS, AND APPEALS

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

Process For Suspensions Lasting Up To Five Days

Prior to suspending a student, the Campus 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/her version of the incident; and
3. Determine whether the student's conduct warrants suspension

If the Campus Principal or designee determines the student's conduct warrants suspension, the Campus Principal or designee will notify the student's parents that the student has been suspended before the student is sent home. At this time, the Campus Principal or designee will also notify the student's parents of the period of suspension, the grounds for suspension, and the time and place for a post-suspension conference with the Campus Administration.

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 And Expulsion

When the Campus Principal determines that a student's conduct warrants suspension for more than five days (extended suspension), or expulsion, the Campus Principal (or acting Principal) shall make a recommendation for disciplinary action to the Area Superintendent.

Level I Discipline Hearing

Prior to entering a long-term suspension and/or suspension order, the ILTexas Administration shall designate a Hearing Officer to conduct a Level I Discipline Hearing. The Hearing Officer shall provide the student's parent(s) with written notice of the reasons for the proposed disciplinary action and the date, time, and location of the Hearing (within five school days of the recommended 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 the school's evidence and witnesses;
4. may be accompanied by his or her parent(s) or other adult, who can provide guidance to the parent or student, and who is not an employee of ILTexas; and
5. may be represented by an attorney.

ILTexas shall inform the student and the student's parent(s) of the time and place of the Hearing and shall hold the Hearing regardless of whether the student, the student's parents or another adult representing the student attends. The Hearing Officer may record the hearing using audio and/or video equipment. After the Hearing, the Hearing Officer has 48 hours or two school days, whichever is later, to issue his/her written decision. The decision shall specify:

1. The length of the suspension or expulsion, if any;

2. If an expulsion is not permanent, the procedures for re-admittance to the school at the end of the expulsion period;
3. The right to appeal the Hearing Officer's decision to Level II, and that failure to request an appeal within seven calendar days constitutes a waiver of further rights in the matter;
4. That disciplinary consequences will not be deferred pending the outcome of an appeal.

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

Appeal of Level I Discipline Decision

A parent/guardian and/or eligible student may appeal a Level I Discipline Decision to the Superintendent within five school days from Level I Discipline Decision. Upon receipt of the request, the Administration has five school days to schedule and 10 school days to conduct a Level II Discipline Hearing. The process for a Level II Discipline Hearing is as follows:

If a parent/guardian/legal counsel is in disagreement with the Independent Hearing Officer's decision from the Level I Hearing, they have the right to appeal the decision to the Superintendent (this is outlined in the Expulsion Notice of Decision Letter, sent to the family after the Level I Hearing is complete). Once an appeal request is received in writing, the Administration will appoint a panel of three administrators (two of whom will be former school principals) to serve as a Hearing Panel for the Level II hearing and will provide written notice of the hearing date, time and location to the student and student's parents. The Level II Hearing may be recorded using audio and/or video equipment. At the Level II Hearing the student:

1. may be present;
2. shall have an opportunity to present evidence;
3. may be accompanied by his or her parent(s) or other adult who can provide guidance to the parent or student and who is not an employee of ILTexas; and
4. may be represented by an attorney.

The Panel will hear the testimony and review the evidence and issue an appeal decision within the later of 48 hours or two school days of the hearing.

Board of Directors Review

A parent/guardian and/or eligible student may appeal a Level II Decision to the Board of Directors by notifying the Superintendent or designee in writing within five school days of receipt of the Level II 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 consequences will be reviewed.

The Board of Directors will review the disciplinary administrative record and any audio recording or transcription/minutes of any disciplinary hearings or conferences 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 disciplinary consequence, except that if the administration intends to rely on evidence not included in the expulsion record, the administration shall provide the student or parent(s) notice of the nature of the evidence at least three days before the Board of Directors' meeting.

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.

Readmission after Withdrawal or Expulsion

A student who has been expelled from ILTexas may re-apply for admission and potentially gain reenrollment in accordance with the final recommendation made by the hearing officer. The student must meet each of the following criteria:

1. The student must have been enrolled in another school during the term of the expulsion from ILTexas.
2. The student must re-apply for admission to ILTexas and follow the same application process as all other applicants. A student who withdraws for any reason during the school year may re-enroll only if there are open seats available. If no seats are available, the student will be placed in the lottery process and/or added to the waiting list (see Attempts to Re-Enroll Following Withdrawl, page 8)
3. Pursuant to the decision of the Hearing Officer, the student must submit a petition for readmission to the Campus Principal. This request must be in writing and may be required to include copies of the student's complete discipline, attendance, academic, and other records from the public school(s) attended during the term of the expulsion from ILTexas.

During the consideration of the petition, the student and his or her parents may make a statement to support the request for re-admission. The student may also submit documentation consisting of recommendations from his or her current teacher(s), commentary from any counselor or school administrator with whom the student may have consulted having personal knowledge of the student and their education experience and conduct, and any other documentation pertinent to the application. The Principal may also consider comments from the Assistant Principal, Counselor, Grade Level Administrator for the requested campus of enrollment, or any other ILTexas Administrator. After reviewing all relevant documentation, the Principal will decide whether the student will be readmitted to ILTexas. If the student is readmitted, he or she may be admitted on a 120-day behavior contract recognizing that any violation of the Student Code of Conduct within that time period may result in expulsion without the possibility of readmission.

Students With Disabilities

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

A child with a disability shall not be removed from their current placement for more than ten days due to disciplinary reasons unless ILTexas first follows the procedural requirements of applicable law.

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
    d. An unauthorized unsupervised departure from an educational setting
2. The safety of the student or others.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, ILTexas 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 Superintendent 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-bycase basis and in accordance with legal requirements.

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

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive Device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

HEADQUARTERS INFORMATION

Emergency Closings

Generally, ILTexas 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. ILTexas 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 ILTexas website.

Disaster and Fire Preparedness

Each campus has an emergency preparedness plan in addition to posting evacuation routes in each classroom.

Students, teachers, and other staff will participate in drills in 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.

Medical Emergency Drills for staff to include training on AEDs will be conducted.

Active Threat Exercises

Before ILTexas may conduct an active threat exercise, including an active shooter simulation, ILTexas 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.

Pest Control Information

ILTexas periodically applies pesticides inside school buildings and on school grounds. While ILTexas 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. ILTexas 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.

Videotaping of Students

For safety purposes, including the maintenance of good 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 routinely to document student misconduct and used by staff when investigating an incident.

Restriction on Instruction Regarding Sexual Orientation and Gender Identity

ILTexas may not provide or allow a third party to provide instruction, guidance, activities, or programming regarding sexual orientation or gender identity to enrolled students.

Free Speech

The school believes that it is important for students to learn the meaning and practice of freedom of speech while in school.

Equal Access

The school retains its right to make decisions concerning access to student organizations while maintaining an orderly and disciplined school environment. Specifically, ILTexas is not an open public forum and reserves the right to limit activity that is disruptive to its educational mission and environment.

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; (vii) AI / smart glasses (*i.e.*, Meta glasses or other smart glasses), body worn cameras, or similar wearable recording devices; or (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 ILTexas.

"School property" means anywhere on an ILTexas campus or in an ILTexas 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; and 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 ILTexas. 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 ILTexas' extracurricular offerings are not 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

ILTexas 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

Students may bring a personal communication device to school; however, all personal communication devices must be powered off, remain unused, and stored in the student's locker, backpack, or other designated area for storing devices. Students are prohibited from powering on or using their personal communication devices during the school day, and should not have a device in their hands at any time during the school day.

Confiscation and Disciplinary Consequences

Each ILTexas campus will designate an appropriate secure location in the school where confiscated student personal communication devices will be kept, and a process to ensure the school can identify which student is the owner of each device that is confiscated.

All ILTexas 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 when convenient during the day, and 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 ILTexas' wired network (*e.g.*, computers, wall jacks, or other school technology equipment). ILTexas 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 after face-to-face conference and signed 1st Offense Counseling Document.
- **2nd Offense** – Return confiscated device to the parent or guardian after 5 schools days, face-to-face conference and signed 2nd Offense Counseling Document.
- **3rd Offense** – Return confiscated device to the parent or guardian after 10 school days, face-to-face conference and signed 3rd Offense Counseling Document.

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

ILTexas 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

ILTexas 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 ILTexas' 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 ILTexas, the school will take appropriate efforts to keep the device stored and free from damage. However, ILTexas 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 ILTexas' possession in the event those devices are lost or damaged while in possession of the school.

Inappropriate Use of Technology (On or Off Campus)

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment, as determined by ILTexas.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content 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 may be reported to law enforcement in certain circumstances. Such conduct may also be considered cyberbullying, which is subject to discipline according to the Student Code of Conduct.

ILTexas has the right to monitor and examine any files and activity on all ILTexas technology resources. The appropriate personnel may monitor, examine or disclose the contents of any activity to guarantee proper use of these resources as well as investigate complaints of possible inappropriate use. Any student who engages in conduct that results in a breach of ILTexas' 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.

Interrogations and Searches

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

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. When student interrogation/questioning is necessary, parent permission or presence is not required. Parents do not have the ability to object to or prevent the questioning of their child when deemed necessary in the course of an investigation.

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 suspicion or securing the student's voluntary consent.

A search may be conducted if (1) the school official has reasonable suspicion 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.

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 ILTexas. 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 ILTexas.

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 determine whether a crime has been committed.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of ILTexas 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, ILTexas 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, ILTexas conducts random drug searches of all school facilities. ILTexas 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 school property or at school-related events. Dogs will not be used to search students unless there is individualized reasonable suspicion of concealed prohibited or illegal items, including drugs and alcohol, or as otherwise permitted by law. A dog alerting to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

Off-Campus P.E.

Although we are supportive of our many students who participate in a variety of athletic activities outside of the school curriculum, approval for off-campus PE will be at the sole discretion of the school administration. In rare instances, students interested in this option must obtain permission from the campus Principal.

Teacher Qualifications – Parents' Right to Know

ILTexas will provide parents with the qualifications of each teacher employed by the school as according to legal requirements. Parents may also request, and ILTexas 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 your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas;
2. Whether your child's teacher(s) are serving under emergency or other provisional status 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 your child receives services from paraprofessionals and, if so, their qualifications.

Tutorials for Grades 1–12

All teachers schedule tutorial times and encourage students to attend. Teachers may require students who do not meet academic expectations to attend tutorials. Students who are failing a course at designated checkpoints (available on school calendar prior to the start of school) will be required to attend mandatory tutoring or participate in a credit recovery program. Tutoring may take place during the day, before school, after school, or on Saturdays.

Eagle Academy for Grades 4-12

Eagle Academy is a system that promotes Mastery learning by requiring students to achieve a higher grade by correcting or finishing missing and failing assignments.

Student Assignment to Eagle Academy

- **Assigned due to students receiving a Zero on an assignment (Accountability):** Any student with an average of less than 70 and an **assignment grade of zero** will be assigned to Eagle Academy to complete the missing assignment.
- **Assigned due to students receiving a failing grade on an assignment (Mastery Learning):** Any student with a course average of less than 70 and an **assignment of less than 70** will be assigned to attend Eagle Academy.
- School Administrators and Teachers have the authority to assign any student to EA at any time.

Eagle Academy will be held each school weekday (Monday through Friday) in the cafeteria or centralized location and will last for 1 hour.

Eagle Academy is not a punishment, however, failure to attend Eagle Academy will result in the student being assigned consequences. If a student was absent and did not attend EA due to the absences, the student has another day to make-up the EA day before ASD can be assigned for skipping. The progressive discipline for failure to attend Eagle Academy are:

1st Consequence: The parent is contacted via phone call and email, and the student is assigned After School Discipline which can be held before or after school. The student is still required to make up the missed EA.

2nd Consequence: A parent conference is scheduled by the AP The student is assigned one day of OSS. The student is expected to make up the missed ASD and EA.

3rd Consequence: The GLA refers the student to MTSS/Triage to document student behavior in Project Ed. The student is still expected to complete the missed EA and ASD. A parent conference is scheduled by the AP, and the student is assigned two days of OSS.

4th Consequence: The principal meets with the parents, and the student completes three days of OSS and an expulsion warning letter will be issued.

If the problem persists, the principal may recommend the student for expulsion after completion of three different Out of School Suspensions.

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 specifically permitted by law;
7. A fee for an authorized voluntary student health and accident benefit plan;
8. 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;
9. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
10. A parking fee;
11. A fee for replacement of a student identification card;
12. 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;
13. 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;
14. A fee for summer school courses that are offered tuition-free during the regular school year;

15. 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; and/or

A fee for lost, damaged, or overdue library book.

ILTexas 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 Principal or designee, and include evidence of inability to pay. Details for the fee waiver are available in the Principal's office.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, parking, athletics, fine arts, University Interscholastic League ("UIL") academics, and academic supervision prior to participation.

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

Distribution of Materials or Documents

School Materials

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

Non-School Materials

Students must obtain express prior approval of the Principal 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 ILTexas 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.

No materials will be distributed to students without written approval from the Curriculum and Instruction Department. 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 ILTexas does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with ILTexas or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Superintendent or designee's decision in accordance with Board policy.

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 ILTexas. 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.

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 Principal 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 ILTexas 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.

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, ILTexas

determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

Prayer and Meditation

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

DRESS CODE & UNIFORMS

ILTexas Uniform Code and Policy

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. 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 attire every day.

As authorized by state law and the ILTexas 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. ILTexas 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 in the Principal's office. 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 in-school suspension for the remainder of the day until a change of clothes is brought to the school.

Students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride:

- **Grooming/Hair** – Neatness and good grooming are the expectations. Hair must be clean, neatly styled, not covering the eyes and be of a naturally occurring hair color. Boys' hair length must be above the eyebrows and worn no longer than the top of the collar in the back of the uniform shirt. The spiking of the hair is limited to one inch. Mohawks, designs, and fad cuts are not allowed. Students who violate these rules may be sent home and disciplinary action may be taken.
- **Facial Hair** – Beards and mustaches are not allowed; must be clean-shaven.
    - Doctor notes are required if the student suffers from a condition such as pseudofolliculitis barbae; doctor notes must be provided on the doctor's stationary or letterhead and include a specific recommendation that the student maintain a short beard or wear a shaving profile to prevent ingrown hairs, scarring, and/or infection. The shaving profile applies to the entire face uniformly trimmed at a maximum of ½ inch and does not allow for styled or trimmed mustaches or goatees.

    - Requests for religious accommodations may also be submitted; ILTexas reserves the right to seek clarification of a sincerely held religious belief in accordance with applicable law.
- **Piercings** - Boys may not wear earrings of any type. Body piercing (including nose piercings and mouth piercings) and grills are not acceptable.
- **Jackets** may be worn to school, but only school-approved jackets are allowed in the building.
- No **Hoodies (Pullover or Zip up**) even if purchased at an approved ILTexas vendor are not allowed.

In addition, the following are not permitted:

- Slippers, moccasins, sandals, high heels, jellies, patent leather, platform shoes, hiking and/or work boots (boots of any kind). Shoelaces should either be black or white. No gloves, hats, scarves, sweaters (other than approved uniform sweaters), sunglasses, or ear warmers are to be worn in the classroom. Large belt buckles and cargo pants are not permitted.
- Inappropriate, offensive, or disruptive clothing or other items are not allowed under any circumstances. Examples include, but are not limited to, clothing depicting or promoting drugs, alcohol, violence, prejudice, or obscenities.
- Appropriate undergarments must be worn at all times.

This is not an all-inclusive list. If students or parents have any questions about a particular article of clothing they should forward those questions to the Principal.

Students may not deface, add or detract from the uniform, shoes or any uniform accessory. This includes: marking on uniform items, wearing un-hemmed skirts or pants, or wearing other items that are not part of the uniform. A student's citizenship grade may be lowered for a uniform violation.

The ILTexas Administrative team is responsible for interpreting, implementing, and enforcing the dress code policy.

ILTexas' 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.

ILTexas 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.

Backpacks

Backpacks should be an appropriate size for your child. Students are encouraged to limit the weight of their backpack. Rolling backpacks are not permitted in grades K-3 without written instructions from a doctor. Principal's discretion if rolling backpacks permitted in the upper grades.

Badge Policy (Student Identification Badges)
Identification badges are considered part of the uniform code. All the students must wear a school identification badge. Students will be given an identification badge at the beginning of the school calendar at no cost. Students shall wear it all the time and display it in a visible location free of any decoration or mutilation during school or any school related activity.

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.

Badge Replacement Policy
Students with damaged, altered, defaced, or lost plastic ID badges shall purchase a replacement plastic ID badge. A replacement fee of $5.00 shall be assessed for each occurrence of a lost/damaged plastic ID badges.

Belts
Students shall wear belts when wearing pants or shorts with belt loops. No designer or logo buckles are permitted. Shirts must be tucked in at all times during the school day.

Casual Days and Themed Dress Days
Casual dress days and themed dress days will be made available at designated times throughout the school year. Casual/themed dress privileges may be revoked for students who do not comply with all dress code policies as determined by the administration.

Schedules of casual days must be approved by the Area Superintendent. Clothing worn on casual days or themed dress days must follow the same guidelines for fit and length as comparable uniform items. If there are doubts about whether a particular clothing item is acceptable, best practice is not to wear it.

Logos
The only logo permitted is the ILTexas logo. No other logo on any part of the clothing is permitted.

Modesty Shorts
All girls are required to wear modesty shorts or P. E. shorts under skirts or jumpers. Modesty shorts must not be visible beyond the hem of the skirt.

Spirit Gear
Spirit days are designated by each individual campus. Spirit gear may be worn on spirit days. Spirit Gear is defined as ILTexas Spirit Gear, ILTexas PTO Spirit Gear, Field Day shirts, Honor Choir shirts, etc.

Sweaters, Jackets, & Spirit Sweatshirts
A solid maroon, white, black, or grey cardigan (button up or closed v-neck sweater) or jackets with an ILTexas logo may be worn Monday through Friday. Only the ILTexas blazer or jackets with the ILTexas logo may be worn Monday through Friday. **No hoodies are allowed under any circumstance.**

Undershirts
Students may only wear a solid white, long or short-sleeved T-shirt under the dress shirt or spirit polo shirt. Writing on undershirts or logos is not permitted underneath uniform shirts. Undershirts are to be tucked

into the waistband of skirts/pants and the sleeves may not extend beyond the sleeves of the dress/polo shirt.

Elementary-Specific Uniform Code and Policies

Blouses/Shirts

White cotton blouses (long or short sleeved) from Academic Outfitters, or school logo white or maroon polo shirts are required for girls. White button-down oxford shirts (long or short sleeved) or school logo maroon or white polo shirts are required for boys. Oxford shirts for boys and collar shirts for girls must be worn on dress uniform Mondays. Long sleeves must be buttoned. The hem of the shirts must be fully tucked in and not rolled under. Kindergarten – 5th students may wear the ILTexas maroon or white polo shirt Tuesday through Friday. Shirts are to be worn tucked in when in uniform.

Pants and Shorts

Pants and shorts should be worn appropriately and modestly. Both girls and boys must wear khaki uniform pants and shorts with their designated shirt style. Boys must wear pants on Mondays. Girls in middle school are authorized to wear slacks on Mondays. Khaki uniform shorts may be worn Tuesday – Friday.

Jumpers

Girls may wear the ILTexas uniform plaid jumper anytime during the school year. Plaid jumpers must be worn on Mondays. Khaki jumpers may be worn Tuesday-Friday. As girls grow taller, jumper lengths may need to be adjusted. Jumpers must hit the knee or be right above the knee.

Socks

Girls must wear solid white socks. Boys must wear solid black socks. Students are not permitted to wear socks with logos. Girls may also wear solid white tights (waist to toes) with jumpers. Legging is not permitted.

Shoes

Girls are required to wear solid white shoes with white laces or Velcro. Boys are required to wear solid black shoes with black laces or Velcro. Other shoe accessories are not permitted. Shoes and shoelaces should be kept in good condition and replaced when they are outgrown, torn, or otherwise damaged throughout the school year. For K-8 students, athletic shoes are authorized for daily wear. Students in grades 6-8 must wear dress shoes on Mondays.

Monday Formal Dress

All students are required to wear the professional dress uniform on Mondays. Girls must wear the white blouse and plaid jumper. Girls are authorized to wear slacks. Boys must wear khaki pants with the buttondown collar oxford shirt and uniform tie. Academic Outfitter sweaters may be worn.

Middle School Specific Uniform Code and Policies

Shirts

Students are required to wear long or short-sleeved white button-down oxford shirts from Academic Outfitters or white or maroon ILTexas Logo polo shirts from Academic Outfitters. Long sleeves on the oxford shirt must be buttoned and never rolled up. The hem of all shirts must be fully tucked in all around the waist and not rolled under. All shirt buttons, including the buttons on the collar points, must be buttoned during school hours. When a tie is required, the collar button must be buttoned during school hours. This is the only button that may be undone when not wearing a tie. Girls must wear a neck tab on Formal Dress

Day purchased through Academic Outfitters that are to be worn with their white or maroon shirts. All shirts must be tucked in during the school day.

Pants
Khaki pants must be worn appropriately and modestly. The following guidelines must be observed:

- Students must not wear pants that fit tightly
- Pants are to be worn at the natural waistline (no "hip huggers" or sagging)
- Hems may not touch the floor

Ties for Grades 6-8
ILTexas plaid ties are required every Monday with the white oxford button down shirt.

Blazers for Grades 6-8
Students are required to wear an ILTexas maroon blazer every Monday.

Skirts
Girls may wear either the ILTexas plaid skirt, slacks (khaki or gray) or skorts. Girls must wear the plaid skirt or slacks every Formal Dress Monday. Khaki skorts may be worn Tuesday-Friday. Skirts/skorts should hit the knee or be right above the knee.

Socks
Girls are required to wear Knee length white solid socks. Socks should not have logos or patterns. Girls may wear solid white tights (toe to waist). Boys are required to wear solid black socks. "No-show" socks are not allowed.

Shoes
Formal dress days (Mondays), girls must wear solid black or solid white closed-toe dress shoes or penny loafers. Boys must wear solid black dress shoes.

Optional dress days (Tues-Friday), girls are required to wear solid white or solid black shoes (any kind). Boys are required to wear solid black shoes (any kind). Other shoe accessories are not permitted. Shoes and shoelaces should be kept in good condition and replaced when they are outgrown, torn, or otherwise damaged throughout the school year. Shoelaces should also be black.

Makeup
Girls in Grades 6-8 may wear moderate natural makeup, which may include foundation, blush and mascara. Makeup may not be applied during instructional time. Boys are not permitted to wear makeup.

Nails
All students will keep fingernails clean and neatly trimmed. Boys will keep nails trimmed so as not to extend beyond the fingertip. Boys are not permitted to wear nail polish.

Physical Fitness/Athletics Uniform
Students in grades 6-8 are required to wear the ILTexas approved physical fitness uniform from Academic Outfitters.

High School Specific Uniform Code and Policies

Shirts

Students are required to wear long or short-sleeved white button-down oxford shirts with a tie from Academic Outfitters. Long sleeves on oxford shirts must be buttoned and never rolled up. The hem of all shirts must be fully tucked in all around the waist and not rolled under. All shirt buttons, including the buttons on the collar points, must be buttoned during school hours.

Pants

Grey slacks or khaki pants must be worn appropriately and modestly. The following guidelines must be observed:

- Students must not wear pants that fit tightly
- Pants are to be worn at the natural waistline (no "hip huggers" or sagging)
- Hems may not touch the floor
- Boys must wear grey slacks on Formal Dress Mondays.

Blazers for Grades 9-12

Students are required to wear an ILTexas black blazer every Monday.

Skirts

Girls may wear either the ILTexas plaid, khaki skirt or gray slacks. Girls must wear the plaid skirt or slacks on Formal Dress Mondays. Girls may wear either the ILTexas plaid skirt. Girls must wear the plaid skirt (or gray slacks) every Formal Dress Monday. Skirts shall be no higher than two inches above the knee.

Ties for Grades 9-12

ILTexas plaid ties are required to be worn with white oxford button down shirt.

Socks

Boys are required to wear solid black socks. Girls must wear solid knee length white socks or solid white tights. Students are not permitted to wear socks with logos or patterns.

Shoes

Girls must wear flat, solid black, closed-toe dress shoes. Boys must wear solid black dress shoes; laces or loafers are acceptable. During Spirit/Casual Days, shoes must be closed toe with no heel.

Makeup (Grades 9-12)

Girls may wear moderate natural makeup. Lip color must be light pink, clear or a color that matches the student's natural lip color. Makeup should be applied at home or in restrooms and cannot be applied in hallways or classrooms. Boys are not permitted to wear makeup.

Nails

All students will keep fingernails clean and neatly trimmed. Boys will keep nails trimmed so as not to extend beyond the fingertip. Boys are not permitted to wear nail polish.

Physical Fitness/Athletics Uniform
Students in grades 9-12 are required to wear the ILTexas approved physical fitness uniform from Academic Outfitters. The tennis shoes for the athletic wear can be of any brand, color and style as long as the shoe is appropriate for exercise.

Dress Days

- FORMAL DRESS DAYS – Formal dress days will be every Monday and on special events that will be scheduled in advance.
- NON-FORMAL (REGULAR) DRESS DAYS – These days include Tuesday through Friday.
- SPIRIT DAYS – Students are allowed to wear a college or school shirt with jeans on spirit days. No shorts and non-ILTexas skirts are allowed. These days will be scheduled in advance.
- CASUAL DRESS DAYS – Similar to Spirit Days, but students are allowed to wear a regular appropriate shirt. These days will be scheduled in advance.
- FRIDAYS (HIGH SCHOOL ONLY) – Students have the option to wear an ILTexas polo on Fridays. Seniors are permitted to wear a black ILTexas polo.

If students or parents have any questions about a particular article of clothing, they should forward those questions to the Principal.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Philosophy Statement

We believe that physical activity is an integral component of a student's intellectual, social, and emotional development. The athletic program of ILTexas is designed to complement and foster our academic goals. We offer every student the opportunity to participate in a variety of programs provided they are able to maintain a level of academic performance consistent with our school mission. Our goal is the development of our students who are able to meet and balance the demands of our rigorous curriculum as well as the challenges of our extracurricular activities and sports programs.

Eligibility and Commitment Requirements

A. STUDENT CREDITS

Student in grades 6–12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:

1. Beginning the 6th–9th grades – the student has been promoted from the previous grade level.
2. Beginning the 10th grade –the student has earned 6 state credits towards State graduation.
3. Beginning the 11th grade – student has earned 13 state credits **OR** has earned 7 credits in the last twelve months.
4. Beginning the 12th grade – student has earned 21 state credits **OR** has earned 8 credits in the last twelve months.

B. STUDENT ELIGIBILITY CRITERIA

1. In order to be eligible to participate in an extracurricular activity for a six-week period following the first six weeks period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.
2. A student whose six-week grade average, in any course, is lower than 70 at the end of any six weeks period shall be suspended from participation in any interscholastic activity during the succeeding three-weeks periods. If, at the end of the three-weeks period, the student is passing all classes, that student will become eligible 7 days after the grade was officially earned for the remainder of that current six weeks. Validation of the three-weeks grade is made through the athletic coordinator, campus principal, or campus designee.
3. Students may practice with their respective teams while they are on academic suspension.
4. At the end of any three-week ineligibility period in which a student has attained a course grade average of at least 70 in each course taken. Students regain after the seven-day grace period.
5. Students who also assist the coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
6. A student receiving an incomplete (I) in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period in a designated amount of time.
    i. A student who fails a course becomes ineligible seven days after the last day of the six-weeks period during which the grade was earned.
    ii. The division coordinator and head coach will validate grades using Skyward to run report cards. An athlete **will not** submit his/her grades.
7. Any 6th grade-12th grade student-athlete who is assigned to Eagle Academy or mandatory tutoring on their campus must attend Eagle Academy or mandatory tutoring before any practice, game or other organized team activity.

C. WAIVED ILTEXAS ADVANCED COURSES

Grades in AP/Honors courses will be included. Students enrolled in AP courses may have one grade per student per semester exempted from the no grade below 70 rule. The grade may not be below a 60 and must be in an AP course. Grades in regular courses are not exempted. The student must attend mandatory tutorials in the failed course until the grade is raised to passing. Only one grade per student per semester may be exempted. Failure to attend all tutorials will result in loss of the exemption.

D. OTHER QUALIFICATIONS

In the time period from 12:00 a.m. Monday through 11:59 p.m. on Sunday, no team or other activity may practice, rehearse, or meet for more than eight hours. This time limitation is exclusive of games or performances or other competition events. The HQ Athletic Director or Campus Athletic Coordinator monitors academic qualifications and that students, coaches and advisors are held accountable. In disputed cases, the decision of the Principal will be final.

Student Athletic Code

It is the desire of the administration and coaching staff of ILTexas that being an athlete will be an integral part of his/her secondary educational experience. Being an ILTexas athlete is a privilege and is one that carries with it many responsibilities. As athletes at ILTexas our young people have a standard to reflect and uphold. That standard is one of positive leadership, character, responsibility, and a competitive spirit. Participation in the educational athletic program and/or TCSAAL or University Interscholastic League contests is not a right, but a privilege. No student is required to take part in athletic contests or activities.

Therefore, it is imperative that all students participating in athletics understand the regulations that can be found below while conforming to the rules therein. Student athletes failing to follow these regulations or failing to live up to the ILTexas Student Code of Conduct, Athletic Department rules and regulations, and/or the Co-Curricular policy can have athletic participation privileges removed by the coach.

The following regulations will be in effect for all athletes in ILTexas, both on and off the field of play, in order to be eligible to participate in any competitive sport practice or program directly related to improvement in a sport.

1. The athlete must refrain from the use of profanity or resorting to illegal tactics. Temper fits, flagrant rules violations, etc. will not be tolerated.
2. Athletes must learn that both winning and losing are a part of the game and that you have to win or lose with class and emotional maturity.
3. Total respect for officials is an absolute must; any disrespect from athletes or fans will not be tolerated.
4. Any behavior contrary to the above mentioned or any other act, which is not conducive to good sportsmanship, may result in disciplinary action at the coach's discretion, which may include removal from the contest.

Again, participation in educational athletics is a privilege, not a right; therefore, there are certain standards which must be maintained.

1. **Uniformity:** Athletes travel quite frequently to other schools, towns, communities, restaurants, etc., as representatives of ILTexas; therefore, they should be groomed in a manner in which our community, school and sponsors will be proud. We expect our athletes to set the example for our school in the area of grooming and personal appearance.
2. **Dress:** The athlete should be neatly dressed and in compliance with all ILTexas, TCSAAL & UIL policies.
    a. **Hair:** All athletes who represent ILTexas will be properly dressed and groomed per the Student Code of Conduct. No haircuts or hair color (including the use of feathers in any form - clipped, banded, or attached permanently) outside of the TCSAAL / UIL Guidelines or Student Code of Conduct will be allowed for playoffs or any other contests. This includes males bleaching their hair blonde, Mohawks, or cutting numbers/designs in their hair, etc. Long hair must be pulled back out of the student athlete's face during practices and competitions.
    b. **Jewelry:** No jewelry will be allowed during practices or games (piercings, including new piercings must be removed during practice and games). Not only is this a safety issue, but it is also in accordance with TCSAAL and UIL rules for practice and competition.

Disrespect to a Teacher or Coach

Any act of disrespect by a student athlete to his/her teacher, support staff, coach or member of school administration will be handled on an individual basis. Punishment will be up to the discretion of the coach.

Rules Applicable to Athletes (At All Times)

1. **Tobacco use, drinking of alcoholic beverages and abusive drugs** will not be tolerated in athletics at any time during his/her school career. Punishment will be in accordance with the

ILTexas Co-Curricular Contract and the Student Code of Conduct. Also, ILTexas requires that all participants in athletics for grades 7–12 may undergo random drug testing in accordance with the ILTexas Random Student Drug Testing Policy.

2. **Theft:** Taking things from other players, students, school, etc. will not be tolerated. Consequences will be determined on a case-by-case basis and up to coach's discretion.
3. **Hazing/fighting/bullying** or any physical harm to another student may result in consequences including but not limited to a potential loss of athletic privileges. Discipline is up to coach's discretion.
4. Athletes assigned to **OSS (Off Campus Suspension) or administrative behavioral placements** will lose all extracurricular privileges for each school day served in said placement. Additional consequences for high school student athletes will be left up to the Head Coach's discretion.
5. **School Equipment**: The athlete shall not wear or use school equipment for personal use. Equipment may not be removed from school property without permission from his/her coach. All articles of the school-issued uniform must be returned at the conclusion of the competitive season. The athlete is financially responsible for all equipment checked out to him/her that is either not returned or returned as damaged.
6. **Quitting**: A student/athlete who decides to quit one sport and enter another will be ineligible for participation in another sport until the end of the season for the sport for which he/she has quit, or unless the head coaches of both sports mutually agree to the student/athlete's participation. A student/athlete quitting a sport after the first contest will forfeit any award for that sport.
7. **Practice and Game Regulations:** A coach must be contacted ahead of time if an athlete must miss a practice or game. Missing any type of practice or game will result in an appropriate type of make-up work. No electronic devices or backpacks will be allowed during practices or games.
8. **Parent/Doctor's Notes**: We will accept a parent's note for an athlete to sit out of practice due to an illness/injury for a maximum of three days. After three days, a note from a doctor or Athletic Trainer will be required indicating the injury and anticipated inactivity. If after the three days we do not have a doctor's note, the absences will be counted as unexcused absences and consequences will be assessed according to the coach's discretion.
9. **School vs. Club Expectations**: All school practices and games will take priority over club practices and games. A student can participate on a select/club team while participating on a school team; however, missing a scheduled school event to participate in a non-school event will count as an unexcused absence. If a student misses one school event/game, they will be suspended the following corresponding number of events/games in middle schools. For this purpose, a tournament will be considered two games. In high school, it is the head coach's discretion.
10. **Travel**: All athletes in Middle School and High School represent the community, school and coaches. All athletes will travel to the competition with their team. High school students will also return on the bus unless an emergency type situation occurs or prior arrangements have been made with the Head Coach. Middle school students will be picked up by their parent/guardian at the site of their in-town games.
11. **Tutoring** and any re-tests – all reasonable efforts should be made to schedule these outside of practice time.
12. **Athletic concerns or problems** will be addressed in this order:
    a. Athlete/coach
    b. Athlete/parent or guardian/coach
    c. Athlete/parent or guardian/coach/athletic coordinator
    d. Athlete/parent or guardian/coach/athletic coordinator/athletic director/principal

Arrival on Campus and Participation in After School Activities

Students that arrive after 10:00 a.m., even with parental permission, will not be allowed to participate in activities that include contests, dramatic rehearsals and performances, and club activities on that day.

Students who arrive after 10:00 a.m. because of a doctor's appointment are not subject to this policy. Any student who is at a doctor's appointment will need to bring a note from the doctor when arriving on campus

Letter Jackets and Letters

Students in grades 9–12 have the opportunity to be awarded a letter in Fine Arts, Academics, and Athletics. These are awarded in the fall following the completion of the academic school year. Basic criteria include citizenship, commitment to the program, and leadership. For the specific requirements of these awards, see the sponsor of the activity in which you wish to receive a letter.

Extracurricular Clubs And Organizations

Participation in clubs and organizations is a privilege that allows students the opportunity to develop leadership skills, special talents, and new interests. Participation is a privilege, and therefore, students must meet all of the requirements set forth in this handbook. ILTexas recognizes that the learning process is not confined to the classroom and that school life and social interchange are very important aspects of the educational process. We endeavor to provide a well-balanced extracurricular program. To supplement the basic educational programs and to provide opportunities for students to learn in various school settings, a comprehensive extracurricular activity program is available. Each school activity is organized to accomplish four major goals:

1. School Service: perform various activities to enhance the school's academic function.
2. Community Service: support a community activity in line with the functions of the student group.
3. Fundraising Activities: raise money to carry out defined activities.
4. Social Activities: provide an opportunity for students to socialize through group activities.

Each extracurricular activity should be completed on a yearly basis, at least one activity corresponding to the above stated purposes. The following extra-curricular activities may (not an all-inclusive list) be offered:

Band Baseball Basketball
Cheer
Choir
Cross Country Debate
Flag Football
Model UN (GEMUN)
Orchestra Soccer
Softball
Student Council
Dance
Destination Imagination
Beta Club
HOSA
FCCLA
Track and Field Volleyball
World Affairs (JWAC/SWAC)
Language clubs and societies

In addition, a variety of after-school clubs may be offered.

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

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.

Fine Arts -Extracurricular Dance encompasses students enrolled in Dance Levels 3 and 4, as well as members of the afterschool drill team and dance team. Dance students in grades 6-12 must complete an annual physical before participating in any after-school practices or performances.

Honor Societies (NJHS And NHS)

Requirements for becoming a member in the ***National Junior Honor Society (NJHS)*** in grades 7 and 8 include a cumulative scholastic average of 95.0. Maintaining membership requires an average of 90.0. (Each school chapter is allowed to require a cumulative scholastic average above the national minimum)

Membership in the ***National Honor Society*** is open to any eligible student in grade 10, 11, or 12 who has been enrolled for a minimum period of one semester. Students achieve membership because they are held in the highest regard in all aspects of their student life. Freshmen are not eligible for NHS membership. Eligibility is reviewed after the spring semester of freshman year, with membership starting in sophomore year.

Initial Eligibility Criteria

- Academic Requirements - Students must maintain an unweighted GPA of at least 95.0. (Each school chapter is allowed to require a cumulative GPA above the national minimum)
- Service Hours - Completion of a minimum of 15 service hours per school year enrolled at an ILTexas high school is required. Service hours can include community service, volunteer work, or contributions that reflect a commitment to serving others.

Comprehensive Evaluation

- Applications are reviewed by a campus NHS Faculty Council, including teachers and administrators. The process assesses application forms detailing service activities, leadership experiences, and accomplishments, along with submitted reference letters.
- Key Components - Evaluation includes leadership examples, two reference letters demonstrating character and service, and a review of the disciplinary record to ensure alignment with NHS values.

Student Council

The ILTexas Student Council meets regularly. The student body elects the Student Council that is responsible for organizing social activities on behalf of the students and for determining student needs and opinions on matters affecting them. The Council works closely with both the student body and administration in an effort to build a stronger school community.

Additional Guidelines

ILTexas requires the written consent of the parent or person standing in parental relation to a student before the student may participate in a student club authorized or sponsored by ILTexas.

As required by Education Code 33.0815, ILTexas may not authorize or sponsor a student club based on sexual orientation or gender identity.

GRADING PROGRAM, PROMOTION STANDARDS, GRADUATION REQUIREMENTS

Grading and reporting should focus on student growth and learning in a climate of high expectations. Instructional emphasis should be placed on the accomplishment of defined school goals. Student progress will be assessed every six-weeks, using several rubrics, which include portfolios, verbal assessments and written formats, such as tests and quizzes. Additionally, students will be administered an End of Cycle Assessment (ECA) at the end of each grading period.

Others Before Self Service Learning Project

In order to both teach and highlight our "Others Before Self" motto in theory and action, every student at ILTexas will need to complete an "Others Before Self" service learning project in collaboration with their grade level peers. Further, ILTexas high school students are required to complete a total of 60 service hours by the time they graduate (or 15 hours for every year they attend ILTexas). These credit hours can be completed outside of the school and they can be completed during their class service project. The hours need to be turned in monthly to their counselor using the ILTexas Community Volunteer Service Hours Tracking Sheet.

Test Retakes for Grades K-12

Students who earn a grade below 70 on a test are eligible for a retake (with the exception of ILTexas benchmarks and high school semester exams). The student may not earn a grade higher than 70%. The score recorded on the grade book will be the higher of the two.

Late Work for Grades 3-5

All assignments are expected to be turned in on time. If assignments are turned in late, the grade will be affected by the following adjustments:

- On the 1st day of class that the assignment is due, the student will be able to earn a maximum grade of 100%.
- On the 2nd day of class, the student will be able to earn a maximum grade of 90%.
- On the 3rd day of class, the student will be able to earn a maximum grade of 70%.

Late Work for Grades 6–12

All assignments are expected to be turned in on time. Students who turn in assignments one class period or more after the due date will earn a maximum grade of 70%. Additionally, students who turn in work two or more days after the due date may face further discipline consequences (see details below). Students who attend after-school tutoring or Saturday tutoring may be able to earn grades above the minimum (based on campus principal and instructor discretion).

- On time: Maximum grade of 100%
- One Class Period Late: Maximum grade of 70%

Classwork/Homework and Test Procedure for Grades 1–12

It is the student's responsibility to turn in classwork/homework on the assigned date. When absent, students must obtain the missed assignments and make up the work in accordance with the procedure for excused absences. Please reference ILTexas.org for links to teacher pages for class specific information.

Making Up Work for Excused Absences

Students who have missed work due to an excused absence have as many class days to make up the work as they were absent. All work assigned before the student's absence will be due the day the student returns to class. If a student misses one class, the student will have one additional class day to turn in the assignment.

If a student has missed several days due to an excused absence, parents should contact the teacher to determine a reasonable plan to help their child catch up on missed work. The late work procedure does not apply to an excused absence.

Making Up Work for Unexcused Absences

Students with unexcused absences are required to make-up and demonstrate mastery for all missed daily work. Major work may be made up; however, the grade will be no higher than 70%.

Promotion Standards

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 ILTexas' requirements for attendance. A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. For Emergent Bilingual students, the Grade Placement Committee (GPC) in consultation with the Language Proficiency Assessment Committee (LPAC) will determine promotion standards. For students with disabilities, the student's ARD/IEP committee will determine the promotion status based on mastery of IEP goals and objectives and /or course requirements.

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 comprised of the child's core subject area teachers, the counselor, and the Principal or designee.

ILTexas promotion standards include:

Grade Level	Promotion Standards
KINDER AND GRADE 1	• Students must make satisfactory progress (S) towards mastery of at least 70% of the grade level TEKS delineated on the report card. • Students must have sufficient attendance*

GRADE 2	• Overall yearly average of 70 or above and local requirement of an average of 70 or above in reading/language arts, mathematics, and science or social studies. • Students must have sufficient attendance*
GRADES 3, 4 AND 5	• Overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies. • Students must have sufficient attendance*
Grade Level	Promotion Standards
GRADES 6, 7 AND 8	• A student who fails (under 70% average) two (2) or more core classes may not be promoted to the next grade (though may be placed) • If the above criteria are not met, the campus MTSS-GPC may take into consideration locally developed assessments that assess the same TEKS measured on STAAR. • Students must have sufficient attendance*
GRADES 9 – 12	• Students are promoted based on their total accumulated course credits prior to the beginning of the next school year. • Individual course credit is earned through a passing grade of 70% or above and sufficient attendance*

*Sufficient attendance: A student's total number of absences should not exceed 10% of class meetings from the date of enrollment.

If a student in grades 6 thru 8 is enrolled in a course that earns high school credit and for which an endof-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade's assessment. However, for federal accountability purposes, the student may be required to take both the grade level and EOC assessment.

If a student in grade 8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

GPA Exempt Courses

All courses taken during the regular school year ***at ILTexas*** shall count toward GPA except for the following: aide positions, study hall, peer tutoring, college credits that are not dual credits, credit by examination credits, & SAT prep class.

Calculation of Weighted Local GPA

Only courses taken at ILTexas count towards local GPA. Local GPA is based on a 100-point scale. Further, weightings are based on the following scale:

Advance Placement *1.15*

Honors/Pre-AP/Dual Credit	*1.1*
All other courses	*1.0*

ILTexas is a Non-Ranking Institution

ILTexas is a non-ranking institution. As such, ILTexas does not publish class rank beyond the top 10 percent of each graduating class as required by the state of Texas. Rank is calculated using the local weighted GPA and only courses taken at ILTexas count towards the local weighted GPA. For individual student informational purposes only, GPA ranges of seniors in the top 10 percent; first quartile, second quartile, and third quartile will be posted in Skyward after each calculation period. Information for juniors, sophomores and freshmen will be published in January and June. Quartiles should not be included in college applications nor made public.

Senior Calculation of Weighted Local GPA

For the purpose of determining honors to be conferred during graduation activities, the campus shall calculate class rank by using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year. For the purpose of applications to institutions of higher education, ILTexas shall also calculate class rank as required by state law (top 10% only). Only dual credit courses completed prior to the end of the 5th six weeks will be eligible to be included in the calculation of GPA (for the purpose of determining class rank/top 10%).

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 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 a student to repeat a course identified in item 6 above if ILTexas 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 ILTexas 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, ILTexas 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. ILTexas must abide by the parent's decision.

Eligibility for Early Graduation: Eligibility and Application Deadline

While early graduation is generally not recommended, students who will meet all graduation requirements at the Distinguished Level of Achievement (i.e., Graduation Plan, Service Hours, etc.) may apply for early graduation. Applications will be reviewed to confirm the student is enrolled in all courses needed for early graduation, will meet Distinguished Level of Achievement, and is on track to complete service hours. The deadline for submitting an application for Early Graduation is the last day of January of the calendar year in which the student intends to graduate. Beginning the class of 2027, early graduates are ineligible for the highest graduation honors; specifically, Valedictorian and Salutatorian.

Note: This deadline allows decisions to be based on fall semester grades.

Texas First Early High School Completion Program

The Texas First Early High School Completion Program allows public high school students who demonstrate early readiness for college to graduate early from high school and to earn the corresponding Texas First Diploma. Upon each student's initial enrolment in high school, ILTexas will provide notice of eligibility criteria for the Texas First Early High School Completion Program and the Texas First Scholarship Program. The Texas First Diploma does not guarantee automatic admission (nor scholarship) for students. Consult your ASP College Advisor for guidance on whether your grade point average at graduation qualifies you for automatic admission under the state's top 10 percent law. You can apply to any college or university you choose. However, the scholarship will only apply toward participating universities.

Valedictorian and Salutatorian Requirements

Graduating seniors with the highest and second highest cumulative local weighted grade point average as determined at the end of the 5th grading period will be eligible to serve as the Valedictorian and Salutatorian respectively. Dual credit grades will not be available to be calculated in the final rankings. The Valedictorian shall be the eligible graduate with the highest local GPA; the Salutatorian shall be the eligible graduate with the second highest local GPA. In the event of a tie for Valedictorian, the student with the highest number of AP and Dual Credit classes taken shall be declared the Valedictorian. If still tied, the person with the highest SAT score will be designated Valedictorian. All courses and corresponding numeric grades earned to determine GPA must not be modified in content and must be identified by the state as a regular, honors, and/or AP course in order to qualify for Valedictorian and Salutatorian.

Each ILTexas High School shall have a Valedictorian and Salutatorian. Beginning with the Class of 2027, candidates shall be in attendance at the awarding High School continuously, commencing with enrollment

no later than the first day of the second six-week grading period of the student's junior year in their respective cohort until graduation. Beginning with the Class of 2028 and onward, candidates shall be in attendance at the awarding High School continuously, commencing with enrollment no later than the first day of the second six-week grading period of the student's sophomore year until graduation.

All Senior Honors students are recognized at Graduation based on the following criteria:

Honor	Criteria
Highest Honors	• 97.5+ Local GPA • Completed a minimum of 15 community service hours per year (enrolled at ILTexas) • Has successfully completed a min. of 5 dual credit and/or AP courses. • Exemplifies the ILTexas Core Leadership Traits • Demonstrated growth in language proficiency (English, Spanish, and Mandarin Chinese), as measured by ACTFL Guidelines
High Honors	• 95+ Local GPA • Completed a minimum of 15 community service hours per year (enrolled at ILTexas) • Has successfully completed a min. of 3 dual credit and/or AP courses. • Exemplifies the ILTexas Core Leadership Traits • Demonstrated growth in language proficiency (English, Spanish, and Mandarin Chinese), as measured by ACTFL Guidelines
Honors	• 90+ Local GPA • Completed a minimum of 15 community service hours per year (enrolled at ILTexas) • Exemplifies the ILTexas Core Leadership Traits

Graduation Honor Cords

Academic Success Program Recognition	Navy and Silver
Chinese National Honor Society	Purple
Spanish National Honor Society	Red and Gold
Eagle Scout / Gold Award	Red, White, Blue
Highest Honors	Gold
High Honors	Silver
Honors	White
Leadership	White and Maroon (*15 documented service hrs/yr)
National Honor Society	Gold and Blue
Red Cross	Red (*donate at least 2 times)
Top Ten Percent	Yellow and White
Tri-Literacy	Red, Yellow, Blue (*intermediate proficiency)
JROTC	Scarlet, Gold, and Black
For Discussion:	
JWAC	Red, White, Blue

Grading System and Grade Reporting

Kindergarten and 1st Grade Standard Based Report Cards
E - Excellent Progress towards mastering standard
S - Satisfactory Progress towards mastering standard
N - Needs Support
U - Unsatisfactory Progress towards mastering standard
MS -Met Standard

Evaluation of Credits for Transfer Students

ILTexas accepts credits from other schools accredited by the State of Texas and accredited schools from other states. Courses will be evaluated by a counselor to determine if the course meets the requirements for graduation from a Texas high school, as well as from ILTexas. All transfer grades earned in accredited schools will be converted to ILTexas grading scale and course designation consistent with ILTexas standards (though only courses taken at ILTexas count towards GPA class rank).

Evaluation of Foreign Transcripts

A transfer student who has been attending a non-US affiliated foreign school should have his/her transcript evaluated for appropriate placement at an ILTexas high school by the Principal or his/her designee. In most cases the student will not be placed higher than the eleventh grade and no more than eight credits will be awarded per school year.

Courses will be evaluated by a counselor to determine if the course meets the requirements for graduation from a Texas high school, as well as from ILTexas. All transfer grades earned will be converted to ILTexas grading scale and course designation consistent with ILTexas standards (though only courses taken at ILTexas count towards GPA class rank).

Grade Conversion for Transcripts with Letter Grades

Conversion of letter grades to numerical grades for students transferring in with letter grades from accredited schools will be based on numerical equivalents (reminder: only courses taken at ILTexas count towards GPA/class rank). Conversion of out-of-country students' grade equivalency will be determined by evaluation of the students' transcripts. A plus or a minus attached to a letter grade shall be converted as follows:

A+ = 98	B+ = 88	C+ = 78	D = 70
A = 95	B = 85	C = 75	F = 69
A- = 92	B- = 82	C- = 72	

Student academic evaluation is achieved through the use of a grading system. An average grade of 70 is required for successful completion of a course. The grading system of ILTexas shall be in accordance with the following scale:

	On 100 Scale	**On 4.0 Scale**
A	90 – 100	4.0
B	80 – 89	3.0

C 70 – 79 2.0
*D 70 1.0 (for transfer of grades from **dual credit** courses) F 69 and below
0.0

To earn credit in a course, a student must receive a grade of 70 or higher based upon specific course or campus standards and meet minimum attendance requirements. Guidelines for grading must be in compliance with headquarters policy and shall be communicated to students and parents upon the student's enrollment.

Semester Average
85% Average of the three grading periods 15% End of semester exam

Six Weeks Averages and Weighting of Grades

- Students will have an average of 1-3 grades per week per subject entered into the gradebook.*
- Students will have a minimum of three exams or major project grades per grading cycle entered into the gradebook.
- Quizzes shall be weighted as exams.

2-5:	Exams and Major Projects- 50%	Daily Assignments – 50%
6-8:	Exams and Major Projects- 50%	Daily Assignments – 50%
9-12:	Exams and Major Projects- 50%	Daily Assignments – 50%

*Math, Reading Language Arts, Science and Social Studies

One-half credit may be earned in one semester. Students who fail either semester of a yearlong course may be permitted to continue the course and by cumulative grade average of 70 or higher for both semesters to receive credit for both semesters. Grades from correspondence courses, credit by exam, summer school, online courses, dual credit courses or credit recovery may be averaged with regular session semester grades to earn credit for both semesters of a yearlong course.

End of Course Exams
End-of-Course (EOC's) Required for Graduation

- English I (reading and writing on a single test and given one score)
- English II (reading and writing on a single test and given one score)
- Algebra I
- US History
- Biology

Satisfactory performance on the applicable assessments will be required for graduation, except in circumstances where a student may be eligible to graduate in accordance with a plan approved by an Individual Graduation Committee(IGC), (See Individual Graduation Committee Decisions, page 91)

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.

Individual Graduation Committee (IGC) Decisions

A student who was enrolled in the 11th or 12th grade and who has failed the EOC assessment graduation requirements for no more than two courses may receive a high school diploma if the student has qualified to graduate by means of an individual graduation committee. A student may not graduate under an IGC if the student did not take each required EOC assessment or an approved substitute assessment for each course for which there is an EOC assessment.

Please see the Principal for more information on the makeup of an IGC and all other requirements for graduation.

ILTexas High School Academics

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

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

A student who is enrolled in a special education program may earn the distinguished level of achievement or an endorsement on the student's transcript by:

1. Successfully completing, with or without modification of the curriculum:
    a. The curriculum requirements identified by the State Board of Education for the foundation high school program;
    b. For the distinguished level of achievement, the additional curriculum requirements identified by law; and
    c. For an endorsement, the additional curriculum requirements identified by the State Board of Education; and
2. Successfully completing all curriculum requirements for the distinguished level of achievement or endorsement adopted by the State Board of Education without modification of the curriculum or with modification of the curriculum, provided that the curriculum, as modified, is sufficiently rigorous as determined by the student's ARD committee and documented in the student's IEP.

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. The ARD committee shall also determine whether the student is required to achieve satisfactory performance on an end-of-course assessment instrument to earn the distinguished level of achievement or an endorsement on the student's transcript.

Foundation Graduation Program

Every student in a Texas public high school will graduate under the foundation school program. Within the foundation graduation program are "endorsements," which are described below. Endorsements earned by a student will be noted on the student's transcript. The foundation graduation program also involves

the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and the student’s parent(s) are advised of the specific benefits of graduating with an endorsement and submit written permission to an appropriate school administrator for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgements” that will be acknowledged on a student’s transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy, in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the Principal or designee can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and ILTexas will annually notify a student’s parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

ILTexas will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see the school counselor for more information.

Students will need to declare their preferred endorsement area, in writing, by the beginning of their 9th grade year. Students will be able to change their endorsement at any time. An endorsement is basically an opportunity for students to select a “major” during their high school career.

The endorsement areas are:

- Arts & Humanities
- Business & Industry
- Multidisciplinary
- Public Service
- Science, Technology, Engineering & Math (STEM)

NOTE: To earn the STEM endorsement students MUST take Algebra II, Chemistry & Physics in concert with other Foundation + Endorsement Program requirements

ILTexas offers courses to meet endorsements in all areas. There are specific course requirements in the foundation curriculum based on the endorsement selected.

Grade Classification
The following standards apply to grade classification. Standing is determined at the start of each school year. Classification is for the complete school year.

Core Classification
Four English: I, II, III, IV, and/or other approved English course

Four Math: Algebra I, Algebra II, Geometry, and/or other approved Math course

Four Science: Biology, Chemistry, Physics, Environmental Systems and/or other approved Science course

Four Social Studies: World Geography, World History, US History, Gov't/Eco, and/or other approved Social Studies course

Freshman
A student entering high school for the first time or having fewer than six credits.

To Become a Sophomore
A student who has earned a minimum of 6 credits with 3 of the 6 earned in Core courses will be classified as a sophomore. Min. of 6 total credits: 3 credits earned from any of the following courses:

- English I
- Algebra I
- Biology
- World Geography or other required social studies

To Become a Junior
A student who has earned a minimum of 12 credits with 6 of the 12 earned in Core courses will be classified as a junior.

Min. of 12 total credits: 6 credits from any of the following courses:

- English I, II
- Algebra I, Algebra II, Geometry or other required math course
- Biology, Chemistry, Physics, or other approved Science course
- World Geography, World History or other required social studies course

To Become a Senior
A student who has earned a minimum of 18 credits with 10 of the 18 in Core courses and who is enrolled in a program that will allow for graduation will be classified as a senior.

Min. of 18 total credits: 10 credits from any of the following courses:

- English I, II, III
- Algebra I, Algebra II, Geometry or other required math course

- Biology, Chemistry, Environmental Systems, Physics, or other required science course ● World Geography, World History, US History, or other required social studies course.

Students that are enrolled in the correct number of credits to graduate in the current school year may also be classified as a senior with principal approval.

Class Loads
ILTexas high schools have 10 period block schedules. All students must be enrolled in all 10 classes, unless they are participating in the dual credit program or a qualifying internship.

Additional Graduation Requirements

Cardiopulmonary Resuscitation Awareness
Texas law requires high school students to complete a cardiopulmonary resuscitation (CPR) awareness and training program in order to graduate. The CPR awareness course is not taken for credit and does not result in CPR certification. ILTexas will offer CPR awareness training, free of charge, to students during their junior or senior year to satisfy this requirement.

Peace Officer Training
Texas law requires high schools to provide students with instruction on proper interaction with peace officers during traffic stops and other in-person encounters. ILTexas will offer this instruction during a student's junior or senior year.

Financial Aid Application Requirement
Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a FAFSA or TASFA.

Students may consult with their school counselor for guidance in completing the FAFSA/TAFSA. A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by ILTexas indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by ILTexas indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

To confirm that a student has completed and submitted a TASFA, the student must submit:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
- A copy or screenshot of the FAFSA acknowledgment page;
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- An acknowledgment receipt from an institution of higher education (IHE); or
- A copy of a financial aid award letter from an IHE

Credit By Exam (CBE) For Acceleration

ILTexas uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam.

If a student has Prior Instruction/ Credit and Course Recovery

A student in grades 6–12 who has previously taken a course or subject (but did not receive credit or a final grade for it) may earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70% on the exam.

The Attendance Review Committee may also offer a student with excessive absences an opportunity to receive credit for a course by passing an exam.

If a Student Has Not Taken the Course, Grades 6-12

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level (when mastery of grade level content is demonstrated in all four core courses for grades 6-8). The exams offered by ILTexas are approved by the Board of Directors. The approved exams are Texas Tech Credit by Exam (CBE) & CLEP (which is available for most courses) and the Measure of Academic Progress (MAP) which is available for Math, Reading and Science only.

A student will earn course credit with a passing score of at least 80 on the CBE, or score at the 80th national percentile or higher on the MAP exam for the grade level and course the student is wanting to accelerate past/skip. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the approved exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course. The student's MTSS Committee will review and make placement decisions based on the data, parent feedback and considering the whole child.

If a student plans to take an exam, the student (or parent) must register with the Principal no later than 30 days prior to the scheduled testing date. ILTexas will not honor a request by a parent to administer a test on a date other than the published dates. If ILTexas agrees to administer a test other than the one chosen by the school, the student's parents will be responsible for the cost of the exam.

Credit Recovery Guidelines

The goal of the ILTexas Credit Recovery Program is to assist students deficient in credits. It is the responsibility of each student to be aware of their progress toward a diploma and to take full advantage of the assistance available. Please contact the individual campus for additional information. ILTexas utilizes the Edgenuity courseware to assist with credit recovery.

High school students who fail a course may recover credit through the following options:

1. Correspondence
2. Credit by Examination
3. Summer School
4. On-line courses
5. Dual-credit
6. Repeating the class during the school day

7. Credit Recovery class scheduled before or after school

Edgenuity For Initial Credit

Edgenuity courses may be used for initial credit under extenuating circumstances, pending counselor and principal's written approval. The preference is for students to receive face to face instruction in a traditional setting for initial credit; however, there may be scenarios (schedule conflicts, singleton courses, students needing a course not offered, etc.) where we will need to look to the Edgenuity catalog of courses as an option. Edgenuity courses taken for initial credit will receive a weight of 1.0, regardless of level or rigor.

Summer School

Course Fees	Course fees will not exceed $200 per course
Purposes	* Credit Recovery for high school students, and * Initial Credit (pending counselor and administrator approval)
State Required Summer School (No Fee)	
* ESY (Extended School Year) for special education students who may qualify * Accelerated instruction for all high school students who must retake End of Course (EOC) assessments	

The following information pertains to all grade levels:

- Any cost associated with any Credit Recovery or courses for acceleration outside of the school day will be the responsibility of the student and parent.
- Course progress will be checked weekly and good attendance and effort must be evident or the student may be dismissed from the credit recovery course with no refund.
- For dual credit courses, transportation to and from the college campus either outside of the school day or during the school day will be the responsibility of the student and parent.
- Seniors planning to participate in graduation must provide proof of credit earned and recorded at least seven school days before graduation. All other students must provide proof of credit prior to the start of the following school year in order to receive credit that would result in promotion to the next grade level. Reclassification is only done each year prior to the start of school except when students are classified as juniors who are enrolled in courses for the second semester that would enable them to graduate if completed successfully, and will be reclassified as seniors at mid-term. Students must seek prior approval from appropriate campus staff before enrolling in any of the credit recovery options.
- Students should refer to existing guidelines for details regarding Correspondence, Credit by Exam, Dual-Credit, Summer School and On-line Courses.
- Final decisions regarding placement in credit recovery rest with the campus principal.

Secondary Language Program for Grades 6-12

Languages Other Than English



Expectations for K-12 Chinese & 6-12 LOTE Spanish

Administrators are expected to support and monitor high-quality K-12 Chinese & 6-12 LOTE Spanish instruction that builds proficiency from novice through Advanced levels, with a strong focus on communication, rigor, and cultural competence.

- Schedule and protect time for regular walkthroughs and observations in Chinese & Spanish language classrooms.
- Ensure instruction is aligned with TEKS, ACTFL World-Readiness Standards, and ELPS to support all language learners.
- Support intentional preparation for the Chinese and Spanish Advanced Placement (AP) and the ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) Spanish courses beginning with Elementary School and continuing into Middle School and High School.
- Promote research-based instructional practices that emphasize comprehensible input, authentic communicative tasks, research and inquiry tasks, the development of speaking and reading skills that represent the Chinese and Spanish speaking world and targeted proficiency growth.
- Ensure instruction prioritizes oral and written communication across all proficiency levels.
- Support vertical and horizontal alignment of curriculum from Foreign Language in Elementary School (FLES), Dual Language Immersion (DLI), Novice to Advanced Placement (AP) to ensure skill progression and rigor.

Culture Instruction: The 3 Ps

Students engage in the study of culture through the 3 Ps:

- **Products** (what people create and use)
- **Practices** (what people do in daily life)
- **Perspectives** (why people do what they do)

Instruction should intentionally develop understanding of the 3 Ps from Novice-level exposure in FLES and LOTE courses.

What It Means to Be a Multilingual Instructional Leader

A Multilingual instructional leader:

- Ensures a coherent pathway from introductory Elementary, to Middle to High School for both the Chinese and Spanish programs.
- Protects instructional time focused on communication and language proficiency growth vs translation and heavily grammar focused instruction.
- Promotes high expectations, academic rigor, and consistent use of target language by both campus staff, teachers and students.
- Supports teachers in implementing research-based strategies that develop thinking, speaking, listening, reading, and writing skills.
- Builds a culture where Chinese and Spanish is used authentically across learning experiences on and off campus.
- Ensures cultural instruction moves beyond facts to deep understanding of perspectives, practices, and products.

HEALTH INFORMATION

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 school nurse or health aide
- The school counselor
- The local public health authority
- The local mental health authority

Policies and Procedures that Promote Student Physical and Mental Health

ILTexas 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.

ILTexas has also developed administrative procedures as necessary to implement these policies. Please contact Victor Cathey vcathey@iltexas.org, 214.833.3057 for information on these policies and procedures.

Right to Decline Consent for Health-Related Services

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

Mental Health Promotion and Intervention

ILTexas 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. The school counselor 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. Our school's procedures developed under Texas Education Code § 38.351(i) include:

- ILTexas has developed practices and procedures in the following areas: early mental health prevention and intervention; building skills related to managing emotions, establishing and maintaining positive relationships, and responsible decision-making; substance abuse prevention and intervention; suicide prevention, intervention, and postvention; grief-informed and traumainformed practices; positive school climates; positive behavior interventions and supports; positive youth development; and safe, supportive, and positive school climate. Our practices and procedures also include evidence-based programs, regular staff training, and accessible resources for students and families. Additionally, ILTexas ensures a supportive environment where students feel comfortable seeking help and are provided with the necessary interventions to address any issues related to mental health, substance abuse, or suicidal ideation. Regular assessments and updates to these practices should be conducted to ensure they remain effective and responsive to the needs of the school community.

- When early warning signs of mental health or substance abuse concerns are identified in a student, the school counselor shall notify the parent or guardian of the student promptly. The notification will include a recommendation for early intervention, specifying the observed concerns. This notice will be provided within a reasonable amount of time to ensure timely support and resources can be offered to the student.

- To ensure the timely notification of a parent or guardian when a student is identified as being at risk of attempting suicide, school administrators shall implement a procedure to inform the parent or guardian as soon as possible. Upon the identification of early warning signs, the school counselor or administrator will contact the parent or guardian as soon as possible. This notification should include a clear explanation of the observed behaviors and any immediate steps that have been taken to ensure the student's safety.

- ILTexas school counselors will use the Columbia Screener to identify students who may require early intervention for mental health issues or suicide prevention. Additionally, the district may designate at least one person to serve as a liaison officer, responsible for coordinating these efforts and ensuring that students receive the appropriate support and resources in a timely manner. This proactive approach aims to create a safer and more supportive environment for all students.

- When a child is identified as potentially needing early mental health or substance abuse intervention or suicide prevention, parents or guardians have several counseling options to consider. These may include individual therapy with a licensed mental health professional, group therapy sessions, family counseling to address broader dynamics, or specialized programs focused on substance abuse or suicide prevention. School counselors and community mental health services can also provide support and resources tailored to the child's specific needs. Seeking early intervention can significantly improve outcomes and support the child's well-being.

- To facilitate a smooth transition back to school after hospitalization or residential treatment for a mental health condition or substance abuse, ILTexas will develop a personalized reintegration safety plan. The counselor will facilitate a meeting with the student, parents or guardians, and relevant school staff to assess the student's needs and provide necessary accommodations. Continuous monitoring and adjustments to the reintegration plan will be implemented as needed, ensuring the student's well-being and academic success. Regular communication between the school, the student, and the parent will be maintained to ensure ongoing support.

- Suicide prevention in schools involves creating a safe and supportive environment where students feel valued and connected. This includes educating staff, students, and parents about the signs of suicidal behavior and providing resources for those in need. Intervention strategies should focus on timely identification and support for at-risk students, ensuring they have access to mental health services. Postvention efforts are critical in the aftermath of a suicide, offering support to the school community, addressing the emotional impact, and preventing further tragedies by fostering open dialogue and healing. ILTexas has also developed protocols for staff members to notify the school counselor to identify a student who may need intervention.

The Executive Director of Counseling, Mary Albritton, may be reached at malbritton@iltexas.org, 972479-9078 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)

ILTexas has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention ○ Community Partners
  - Counselor led classroom guidance
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making ○ ReThinkEd SEL Curriculum for counselor led classroom guidance
- Substance abuse prevention and intervention ○ Red Ribbon Week - October ○ Fentanyl Awareness and Drug Prevention presentations provided to students and parents
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community) ○ September Suicide Prevention Month ○ Suicide Prevention Parent Webinars
  - ReThinkEd Mental Health Curriculum for counselor led classroom guidance
- Grief, trauma, and trauma-informed care ○ School counselors play a critical role in supporting students dealing with grief and trauma. They provide individual and group counseling to help students process their emotions and develop healthy coping strategies. Counselors also collaborate

with teachers and families to create a supportive environment and ensure that students' emotional needs are met. Through trauma-informed care, they approach students with an understanding of the impact of trauma, offering interventions that promote healing and resilience while minimizing the risk of retraumatization.

- Positive Behavior Interventions and Supports (PBIS) is a framework schools use to promote positive behavior and improve school climate. It involves setting clear behavioral expectations, teaching those expectations, and recognizing and rewarding positive behavior. PBIS also includes data collection to monitor progress and make adjustments as needed.
- Positive youth development ○ At International Leadership of Texas, the concept of servant leadership is incorporated in the classroom for all students. Students are taught 14 leadership and character traits that empower students to overcome challenges and create a better, and more productive society in which to live and work.
    - Every year, all students in grades K-12 put their lessons into action in a student-led servicelearning project named after our motto, "Others Before Self." With minimal help from teachers, the students are responsible for the entire process—from brainstorming, research, and choosing an idea to planning, organizing, and executing the service project that gives back to their community.
    - The goal of Others Before Self is to provide opportunities for our students to develop leadership skills of research, organization, advocacy, communication, public speaking, teamwork, planning, execution, and reflective evaluation to become conscious, thoughtful, and effective leaders in their community and world.
- Safe, supportive, and positive school climates ○ A safe, supportive, and positive school climate is essential for student success and wellbeing. It involves creating an environment where students feel respected and valued, free from bullying and harassment. This climate is fostered through clear policies, inclusive practices, and strong relationships between students and staff. By integrating socialemotional learning and maintaining open lines of communication, schools can ensure that all students have the support they need to thrive academically and personally.

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, ILTexas has procedures to support the student's return to school. Please contact the Executive Director of Counseling, Mary Albritton at malbritton@iltexas.org, 972-479-9078 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 Regarding Mental, Emotional, and Physical Health and Health-Related Services

ILTexas 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.

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

Alcohol-Free School Notice

To provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on ILTexas 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.

Drug-Free School Notice

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

Tobacco and E-Cigarettes Prohibited

Students are prohibited from possessing, using, selling, giving, or delivering any type of tobacco product, electronic cigarette (e-cigarette) 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 offcampus 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.

Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (AHERA) inspector. An Asbestos Management Plan has been created for each ILTexas campus in accordance with federal regulations. Parents may view the Asbestos Management Plan by contacting the Principal. Copies of the management plan are also available at a reasonable charge.

Bacterial Meningitis Information

State law requires ILTexas to provide the following information:

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 meningitis, 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 meningitis* 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 meningitis* 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 meningitis* 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 meningitis*. 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 meningitis*. And children ages 16-23 years also have the second highest rates of disease caused by *Neisseria meningitis*.

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 office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (CDC):

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

and the Texas Department of State Health Services:

- https://www.dshs.texas.gov/sites/default/files/LIDS-Immunizations/pdf/pdf_stock/6-14.pdf 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.

Emergency Medical Treatment

If students are severely hurt or become seriously ill at school, EMS will be contacted as permitted by law. If EMS determines that transport is necessary, the student will be transported by EMS to an emergency room and the parent will be held responsible for all expenses. ILTexas shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury at school or at any school related function. In an emergency, the student's parent will be contacted as soon as possible.

Student Illness

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

If a student becomes ill during the school day, 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 and initiate Hazel Health with prior parental consent.

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.

ILTexas does not require or recommend that students be removed from school because of lice or nits.

If ILTexas 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, ILTexas 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.

Dispensing of Prescription Medications At School

ILTexas recognizes medication orders provided by health-care professionals (MD, DO, DDS, APN, PA, etc.) that are licensed by the State of Texas and have authority to write prescriptions.

Medication must be filled by a pharmacist licensed by the State of Texas. **In accordance with the Texas Board of Nursing's Nurse Practice Act, ILTexas will not administer medications prescribed or filled from a foreign country.**

All prescriptions MUST be in the ORIGINAL, Current, and properly labeled containers. Prescription labels must include the student's name, name of medication, date filled, dosage, how the medication is administered, time/or frequency to give the medication, and physician's name printed on the bottle. All prescriptions shall be accompanied by a Physician's Order for Medication form. This form is available through the clinic or online at https://www.iltexas.org/families/health-services and will be valid for the current school year. If a prescription changes, the parent/guardian must complete a new Physician's Order for Medication form.

- Parents should deliver medications to the clinic or nurse's office for their children. Please do not send medications to school with the student.
- Paperwork must be completed and signed by the parent/guardian and prescribing physician.
- NO Student should EVER have any medications in their backpack, purse, or on themselves, unless the student has been authorized to self-administer certain forms of medication.
- Medication will be secured, stored and administered only in the nurse's office.
- Physician's Order for Medication form must be renewed each school year.

Dispensing of Over the Counter (OTC)/Non-Prescription Medications at School

Nurses may administer selected OTC medications with prior parent consent through Hazel Health (telemedicine visit).

All OTC or sample medications must be provided by the parent/guardian in the original container, labeled with the student's name, and accompanied by a signed Physician's Order for Medication form.

NO aspirin, herbal, experimental, trial medications and medications not approved by the FDA will be administered to students, unless the medication is required by the student's Individualized Education Program (IEP) or Section 504 plan for a student with disabilities.

Any student found taking medication or giving medication to another student will be subject to school disciplinary action per the Student Code of Conduct.

Asthma And Anaphylaxis Medications

Asthma and anaphylaxis are life-threatening conditions. A student with asthma or anaphylaxis is entitled to possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at school-related events if: (i) the prescription has been prescribed for that student as indicated by the prescription label on the medicine; (ii) the student has demonstrated to the student's physician or other licensed health care provider and the school nurse, if available, the skill necessary to self-administer the prescription medication, including the use of any device required to administer the medication; (iii) the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and (iv) a parent of the student provides a written authorization, signed by the parent, for the student to self-administer the prescription medication while on school property or at a school-related activity or event and a written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states (a) the student has asthma or anaphylaxis and is capable of self-administering the prescription medicine, (b) the name and purpose of the medicine, (c) the prescribed dosage for the medicine, (d) the times at which or the circumstances under which the medicine may be administered, and (e) the period for which the medicine is prescribed.

Severe Allergic Reaction

It is the responsibility of the parents to ensure that the nurse is aware of any student's hypersensitivities to food/environment/insects. An Allergy Action Plan form is required for any student with a known history of anaphylactic reaction and is available through the clinic or online at https://www.iltexas.org/families/health-services. Students requiring medication for the treatment of an allergic reaction (Examples of medication include Benadryl in a lotion or pill form, Epi-pen, or topical creams) must have a signed Allergy Action Plan and a Physician's Order for Medication form on file in the nurse's clinic.

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 Campus Nurse 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 (DSHS) website:
https://www.dshs.texas.gov/idps-home/school-communicable-disease-chart

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 is no longer contagious 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.

Immunizations

The State of Texas REQUIRES that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please refer to 2026-2027 Texas Minimum State Vaccine Requirements for Students Grades K–12 document issued by the Department of State Health Services websites:
https://www.dshs.texas.gov/sites/default/files/LIDS-Immunizations/pdf/pdf_stock/6-15_2026-27.pdf

For Pre-K requirements please refer to:
https://www.dshs.texas.gov/sites/default/files/LIDS-Immunizations/pdf/pdf_stock/6-15_2026-27.pdf

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

Provisional Enrollment

A student can be enrolled provisionally for **no more than 30 days**, as per the State of Texas requirements, if he or she transfers from one Texas school to another, and is awaiting the transfer or the immunization record.

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

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

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. ILTexas shall promptly refer the student to an appropriate health provider to obtain the required vaccinations.

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 (DSHS) 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 online at https://www.dshs.texas.gov/immunizations/school/exemptions

The original form must be submitted to the Campus Nurse within 90 days from the date it is notarized and within 30 days of enrollment. 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.

Immunization Records Reporting

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

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 ILTexas 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 ILTexas:

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 form 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.

Preparedness Training

ILTexas will offer instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) to students in grades 9–12. This instruction may be provided as part of any course. Students shall receive the instruction at least once before graduation.

ILTexas will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security's Stop the Bleed and Stop the Bleed Texas.

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.

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 for 7th grade and higher.

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 will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

1. The Principal or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. The Principal or designee 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. The Principal or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Principal or designee considers to be a valid objection.

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

Students Taken into Custody
State law requires ILTexas 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 the Texas Department of Family and Protective Services (TDFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the student's physical health or safety.
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 and will 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.

Child Abuse Reporting and Programs

ILTexas provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school, or require the investigator to permit school personnel to be present during an interview conducted at school.

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

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

ILTexas 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.

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.

What is Trafficking?
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.

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 Obligation
Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report such abuse to the Texas DFPS. Professional employees of ILTexas must make required reports within the timeframe set by Chapter 261 of the Texas Family Code.

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 Texas 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.

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;
- Your local police department; or
- Call 911 for emergency situations.

Methods for Increasing Awareness Regarding Sexual Abuse, Trafficking, or Other Maltreatment
For Staff: 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 counseling 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. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

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

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

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 or fear of being alone with adults of a particular gender.

- 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, 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 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, trafficking, or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child

obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options
A list of counseling providers can be found at:

- https://fss.hhs.texas.gov/find-local-support

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 it is reasonably likely to be viewed by all school employees and visitors.

Pregnancy Related Services
Pregnancy Related Services are support services, including Compensatory Education Home Instruction (CEHI), that a pregnant student receives during the pregnancy, prenatal and postpartum periods to help her adjust academically, mentally, and physically and stay in school. These services are delivered to a student when:

- The student is pregnant and attending classes on campus;
- A valid medical necessity for confinement during the pregnancy prenatal period prevents the student from attending classes on campus; or
- A valid medical necessity for confinement during the pregnancy postpartum period prevents the student from attending classes on campus.

ILTexas will provide Pregnancy Related Services in accordance with requirements set by the Texas Education Agency.

A student's eligibility for Pregnancy Related Services ends on the date one of the following occurs:

- The student no longer receives services through the Pregnancy Related Services program;
- The student returns early from postpartum confinement to attend her regular classes on campus;
- The student reaches the first day of the seventh week after her pregnancy ended and a licensed medical practitioner has not authorized an extension of postpartum confinement;
- If the student's postpartum confinement was extended, the student reaches the first day of the 11th week after her pregnancy ended; or

- If the student has been allowed to use the break-in-service option, the student reaches the first day of the school week that follows 10 weeks of postpartum confinement.

Additional information regarding ILTexas' Pregnancy Related Services may be obtained from Mary Albritton, Executive Director of Counseling, malbritton@iltexas.org, 972-479-9078.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Statement of Nondiscrimination

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

Discrimination and Harassment (Prohibited Conduct)

For purposes of ILTexas 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, gender or 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, 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 ILTexas investigation, however, may be subject to appropriate discipline.

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

Reporting Procedures

****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 parent(s). Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report of potential Prohibited Conduct, ILTexas will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, or retaliation. If not, ILTexas 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 of Complaints

To the extent possible, ILTexas 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 ILTexas, 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 ILTexas that it is investigating the matter and requests that the school delay its investigation, ILTexas will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, ILTexas will take interim action to address the alleged Prohibited Conduct.

If ILTexas' investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. ILTexas 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 may appeal through the process set forth in the "Parent and Student Complaints and Grievances" process beginning on page 38 of this handbook.

FREEDOM FROM SEXUAL HARASSMENT

ILTexas 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 ILTexas' 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 ILTexas 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 ILTexas' educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or ILTexas' 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 3 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 or email address, or by mail to the office address listed for the Title IX Coordinator.

ILTexas' 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, ILTexas must provide the following written notice to the parties who are known:

- Notice of ILTexas' 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 ILTexas prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, ILTexas decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, ILTexas 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 ILTexas.

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

- ILTexas 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 ILTexas 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. ILTexas 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 ILTexas' sexual harassment policy.

- ILTexas 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.
- ILTexas 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.
- ILTexas shall employ the preponderance of the evidence standard to determine responsibility when reviewing formal complaints.
- ILTexas 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

ILTexas 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

ILTexas must investigate the allegations in a formal complaint.

ILTexas *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 ILTexas' education program or activity; or
- Did not occur against a person in the United States.

ILTexas *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 ILTexas; or
- Specific circumstances prevent ILTexas from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, ILTexas 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 ILTexas 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. ILTexas will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on ILTexas and not on the parties.
2. ILTexas 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 ILTexas receives that party's voluntary, written consent to do so.
3. ILTexas will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
4. ILTexas will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. ILTexas 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. ILTexas 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. ILTexas 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. ILTexas 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, ILTexas 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. ILTexas 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 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 ILTexas' 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 ILTexas' education program or activities will be provided to the complainant; and
6. ILTexas' procedures and permissible bases for the complainant and respondent to appeal.

ILTexas must provide the written determination to the parties simultaneously. The determination becomes final either on the date ILTexas provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not 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

ILTexas will offer both parties an appeal from a determination regarding responsibility, and from ILTexas' 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, ILTexas 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. ILTexas 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 preponderance of the 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 ILTexas' grievance procedures.

Emergency Removals

ILTexas is able to remove a respondent from ILTexas' education program on an emergency basis, provided that ILTexas 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. ILTexas' 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, ILTexas may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, ILTexas 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, ILTexas 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, ILTexas 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.

ILTexas may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

Neither ILTexas 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

ILTexas 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.

FREEDOM FROM BULLYING AND CYBER-BULLYING

ILTexas 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 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.

ILTexas 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.

ILTexas 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.

Students in grades 9 through 12 shall receive the following:

- Explicit direct instruction on the brain's ability to recognize bullying, including cyberbullying, as the behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an immutable trait; and
- Classroom-culture or school-culture building discussions that portray bullying as an undesirable behavior and means for attaining or maintaining social status in school, and to dissuade students from using bullying as a tool for reputation management;
- Explicit direct instruction designed so students can recognize the role reporting plays in promoting a safe school community.

ILTexas 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 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

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal or designee, a teacher, counselor, or other school employee. A report may be made orally or in writing and may be submitted anonymously.

Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal or Designee. The Principal or Designee will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options.

The Principal or designee shall provide notice of incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A parent or guardian of the alleged bully within a reasonable amount of time after 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.

The Principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred. If the results of an investigation indicate that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct.

ILTexas may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

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.).

ILTexas 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 the Principal's designee, may make a report to the police department of the municipality in which the school is located or, if the school is not in a municipality, the sheriff of the county in which the school is located 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, ILTexas shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the ILTexas grievance procedure.

STATE-MANDATED SCHOOL HEALTH SCREENING PROGRAM

Students are screened according to the Texas Board of Education Rules and the school health programs mandated by the Texas Department of State Health Services.

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, ILTexas will annually assess the physical fitness of students. ILTexas 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.

Vision and Hearing Screening

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 photo screening 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 DSHS 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 Campus Nurse on or before the day of screening an affidavit stating the objections to screening.

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 ILTexas must submit to the Campus Nurse documentation of a professional examination which includes the results of a forward-bend test. This documentation must be submitted to ILTexas 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

Campus Nurse on or before the day of the screening procedure an affidavit stating the objections to screening.

Texas Risk Assessment for Type II Diabetes

Children in certain grades identified by the state must be screened for warning signs of diabetes.

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.

Referrals

Referrals should be returned to the school nurse as soon as possible after a specialist is seen. When referrals are not returned to the campus, the school nurse follows up with parents/guardians to determine whether or not the student was seen and treated. The State of Texas requires each school district to report screening results at the end of each school year.

For questions regarding any of the above health policies, please refer to your campus Nurse.

PARENT INVOLVEMENT AND PARENT-TEACHER ORGANIZATIONS

Engaging Our Parents

ILTexas believes in the importance of partnerships that support education. We believe that parents are an essential partner in the education of students, and over 30 years of research supports this belief. We know that a parent is a child's first and most important teacher, and a great deal of learning occurs before children begin school. We rely on the guidance parents provide their children and the insights they provide us as educators.

Parental involvement in education is necessary in order to create a stronger, safer, and more enriching future for our ILTexas students.

We invite you to help us help your child by practicing some of these basic standards of good parenting:

• Read together	• Monitor and limit the use of electronics
• Establish a daily family routine	• Schedule and keep daily homework time
• Monitor out-of-school activities and social media	• Talk regularly with your children and listen to what they have to say
• Communicate positive values: respect, hard work, and responsibility	• Express high expectations and offer praise and encouragement for achievement

PTO

Furthermore, you are highly encouraged to join your campus Parent Teacher Organization (PTO). The PTO is an essential part of ILTexas. Campus PTOs work hard at enriching our students' education and building stronger bonds between the campus and the home. Although the PTO works very closely with the campus and campus principal, it is a separate entity. To be a part of your campus PTO please see the website: https://www.iltexas.org/families/pto for further guidance on how to get involved.

Communication/Website

A healthy school environment requires ample and appropriate communication between all members of the school community. Communication requires regularly scheduled progress conferences, reports, and timely responses to other issues that arise. If you feel this is not occurring, please contact your student's teacher first, then the appropriate school Administrator. Appropriate communication is respectful of the time, opinions, and feelings of others. It is directed toward the person charged with solving the problem or knowing the answer to the question. To help you determine who the appropriate individual is with ownership of an issue, please consult the school's directory.

The ILTexas website: https://www.iltexas.org/ is a primary source of communication for our parent community. All families are encouraged to regularly view the website and social media pages for updated information. Please make the ILTexas website one of your "favorites." Also visit websites and social media pages of all ILTexas campuses.

Parent Volunteers (Volunteers in Public Schools - VIPS)

The ILTexas volunteer program, Volunteers in Public Schools (VIPS), consists of all people who donate their time and talents to assist our schools in enriching the learning environment. Everyone who volunteers in our schools is a VIPS volunteer. Some of the volunteers are mentors, tutors, business partners, PTO members, booster club backers, Campus Improvement Committee (CIC) participants, and homeroom parents. All campuses will have a Volunteer Coordinator working with the VIPS program. The Volunteer Coordinator will assist the school in meeting the educational needs of the students by matching the volunteers' abilities/preferences to those needs.

Strong parental involvement is a key component of any successful school. Parents, as well as relatives and friends, are encouraged to participate in a wide variety of volunteer opportunities available through the campus Parent Teacher Organization (PTO). The PTO aims to:

- Facilitate communication between the school and parents as well as between parents
- Provide essential support to the school and its staff
- Promote age-appropriate social activities for students
- Foster a sense of inclusion and community within our school family

Volunteer Background Checks

All volunteers who will be working in the school or around students must consent to a background check, which will be conducted by the school headquarters. Volunteer Background Checks are completed entirely electronically and must be completed every school year. See our volunteer link: https://www.iltexas.org/families/volunteer

Visitor Screening Policy

Every ILTexas visitor must check in and out with the receptionist by utilizing the front door. Parents, guests, volunteers, invited speakers, vendors, representatives of news media, maintenance and repair persons not employed by ILTexas, social service workers, former students, and any other campus visitors will be given a visitor's pass to wear and will be checked in via the Raptor system. Upon entering the school, a visitor will present a valid state or government issued photo identification card (usually a person's driver license) to the front desk attendant and it will be scanned into the Raptor system. Once completed, a visitor's badge will be issued with the person's name and photo, the day's date, the time, and the destination within the building for the visit. When the visitor leaves the building, an entry will be made that the person has left the building. The visitor's pass will be worn by the visitor the entire time the visitor is on campus. All visitors must exit through the front door. ILTexas may eject a person from school property if they refuse or fail to provide on request personal identification and it reasonably appears that the person has no legitimate reason to be on school property.

School visitations are not permitted during school hours without prior approval from the Campus Principal and the teacher whose class is to be visited. Such visits may not be approved or may be terminated if their duration or frequency interferes with the delivery of instruction or in any other way disrupts the educational environment. Parents may not visit students in classrooms without an escort and may not visit teachers unannounced. If you wish to speak with your child's teacher, please make an appointment with the office manager or by emailing the teacher. We would like to be considerate of our teachers; therefore; please allow a 24-hour notice. Please also see Lunch Visitation, page 35.

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

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 ILTexas. ILTexas uses Raptor Technologies visitor registry program to screen and identify those individuals who are listed as Registered Sexual Offenders who might try to enter the School

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.

If you have any questions about the screening system, please contact the school Principal.

Parent/Teacher Conferences

Parents should be actively involved in their child's education. ILTexas will schedule parent/teacher conferences periodically during the year to review goals and progress and to discuss methods in which the child can be supported outside of school to help with learning. Parents will want to participate in the demonstration and presentation nights. They are encouraged to share their knowledge, talents and interests/expertise with students in large and small groups or with students working on individual projects.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits ILTexas to take action against any parent, 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/or disrupting an 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 in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, threats and/or profanity to cause disruption during an assembly, conference meeting, or driveline.

Returned Checks

In the event the bank returns a check for non-sufficient funds, repayment must be made by money order or cash and will include a $30.00 returned item-handling fee to cover bank charges. By submitting payment by check, you agree to this policy as allowed by law. A student may be restricted from extracurricular activities and records will be held until full payment is received. After three occurrences of returned checks from one family, all future fees must be paid by money order, cashier's check or cash. When paying by cash, always request a receipt.

Financial Need

Any family in need of financial assistance with school fees of any kind should contact the Campus Principal.

SCHOOL PROPERTY

Technology, Textbooks, Library Books, and School Owned Musical Instruments

ILTexas is committed to preparing students to be highly successful citizens in a global economy and has developed a technology program for one-to-one computing for all students. This program will immerse our students into a technology-rich learning environment to prepare for the workplace and life. ILTexas will issue electronic Chromebooks to students in grades 4-12; these devices are public property. ILTexas will enforce disciplinary action, as described in the "Chromebook Use Agreement" distributed to each student and parent. As long as the student is enrolled in ILTexas schools, the student management system will remain on the device.

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 also take proper care of library books and school owned musical instruments. Students will be required to pay a fine for lost, damaged, or overdue materials.

Students must return textbooks, school owned musical instruments, and technological equipment to ILTexas at the end of the school year or when the student withdraws from school. Each student, or the student's parent, is responsible for all instructional materials and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student or parent. ILTexas may waive or reduce the payment requirement if the student is from a low-income family. ILTexas will allow the student to use instructional materials and technological equipment at school during each school day. If instructional materials or technological equipment is not returned in an acceptable condition or paid for, ILTexas may withhold the student's records, but may not prevent a student from graduating, participating in a graduation ceremony, or receiving a diploma.

A parent is entitled to request that ILTexas allow a student to take home any instructional materials used by the student. ILTexas 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. ILTexas 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. ILTexas also is not required to purchase printed copies of instructional materials that the school would otherwise not purchase; ILTexas may provide the student with relevant electronic instructional materials.

Review and Reporting of Library Materials

ILTexas 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.

ILTexas will provide for a parent of a child enrolled in the school to access the catalog of available library materials at each school library and submit to the school a list of library materials that the parent's child may not be allowed to check out or otherwise access for use outside the school library. ILTexas 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.

ILTEXAS ACCEPTABLE USE POLICY (AUP)

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

ILTexas reserves the right to modify the terms and conditions of this Policy at any time.

Introduction

ILTexas 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. ILTexas 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.

ILTexas 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.

ILTexas 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, ILTexas policy and procedures, and legal requirements. This applies to the use of all ILTexas 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 ILTexas 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

ILTexas 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

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

hallway, they must also behave appropriately when using any ILTexas computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by ILTexas, and any personal technology used in an educational setting. Access to ILTexas' 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 ILTexas' technology resources is the property of ILTexas. Accordingly, in connection with ensuring student safety, ILTexas network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on ILTexas 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 ILTexas' expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on ILTexas technology.

ILTexas may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the Acceptable Use Policy and/or the Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this Policy and/or the Student Code of Conduct.

ILTexas 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 ILTexas for use in instruction.

Although ILTexas 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. ILTexas does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. ILTexas takes steps to minimize students' opportunities to access such content, including the implementation of technology prevention measures, such as extensive contentfiltering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. Each ILTexas 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, ILTexas 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 ILTexas 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, ILTexas 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

ILTexas requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. ILTexas 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 ILTexas 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 ILTexas is unable to supervise students' technology use at home. ILTexas' 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 ILTexas technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. ILTexas shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All ILTexas 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 ILTexas computers or networks, or any attempts to bypass Internet content-filtering software used by ILTexas.
- 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 an ILTexas 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 this 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 ILTexas 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 a 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 ILTexas 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 or otherwise objectional nature (e.g., racially insensitive, terroristic, abusive, threatening, demeaning, or slanderous language) 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 ILTexas equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other use other 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 ILTexas computers, networks, printers, user files, or other associated 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 ILTexas or the end user does not have an active license.
- Using a website or software program implemented by ILTexas 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 ILTexas 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 ILTexas 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 ILTexas technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any ILTexas technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using obscene or profane language on any ILTexas technology resource, to include posting such language on any website or software used by ILTexas.
- Using ILTexas 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 ILTexas 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

State law prohibits students from using personal communication devices while on school property during the school day. ILTexas 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 schoolrelated 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.
- 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 ILTexas' 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 ILTexas' technology with others without the prior approval of a classroom teacher or administrator. Students shall sign off or log off all ILTexas 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 ILTexas' 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 ILTexas.
2. Denial, revocation, or suspension of a user's access to ILTexas' 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 ILTexas. ILTexas 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

ILTexas makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through ILTexas provided and/or a student's personal electronic device. ILTexas 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 ILTexas makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use ILTexas' technology resources, students and their parents hereby release ILTexas, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of ILTexas' technology resources by the student.

Daily Expectation

It is the student's and parent's responsibility to ensure that school-issued technology devices are brought to school each day, fully charged, and ready for instructional use. Consistent readiness of both the device and required accessories is essential to maintaining uninterrupted learning and instructional continuity. Failure to meet these daily expectations will result in progressive disciplinary actions, as outlined below.

All parent communication referenced in this section must be documented in the IT ticketing system (ticket required). Communication that is not documented in a ticket will be considered incomplete. Parent/guardian contact is the responsibility of Campus Administration. The Campus Technician is responsible only for documenting the scheduled date and time of the parent/guardian communication in the IT ticketing system.

Students are required to:

1. Bring their assigned Chromebook and charger each day
2. Ensure the device is fully charged and ready for instructional use

Failure to meet these expectations may result in disciplinary action.

Consequences for Failure to Bring Device

- **1st Occurrence**: Warning issued by campus staff; temporary loaner device issued in accordance with ILTexas IT procedures.

- **2nd Occurrence**: Disciplinary referral (Skyward) and required parent/guardian contact; Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required) prior to loaner issuance.
- **3rd Occurrence**: Disciplinary referral (Skyward); parent/guardian contact required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required); After School Detention (ASD) assigned.
- **4th Occurrence and Beyond**: Disciplinary referral (Skyward); parent/guardian contact required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required); additional consequences may be assigned, including OSS.

Consequences for Failure to Bring Accessory (Charger)

- **1st–2nd Occurrence**: Warning issued by campus staff
- **3rd Occurrence**: Disciplinary referral (Skyward)

Repeated Occurrences: Additional disciplinary action may be assigned, including required parent/guardian contact. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required)

Lost or Missing Accessory (Charger)
Chargers are considered assigned school property.

If reported lost or missing: Parent/guardian will be notified and disciplinary consequences may apply. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required).

Failure to Return Charger (EoY, Withdrawal, or Device Exchange):
Failure to return a charger will be treated as a missing accessory, documented in the IT ticketing system (ticket required) and subject to disciplinary consequences.

Loaner Device Terms
Loaner devices are issued in accordance with ILTexas Technology Department procedures. Loaner devices are for same-day use only, must be returned to the Campus Technician before leaving campus grounds and may not be taken off campus.

Accountability
It is the student's and parent's responsibility to protect and properly care for Charter-issued technology devices. All incidents of damage must follow the procedures outlined below. Chronic damage (more than one occurrence) will result in progressive disciplinary actions (per school year) in accordance with the Student Code of Conduct.

All incidents of damage and all required parent/guardian communication must be documented in the IT ticketing system (ticket required). Actions not documented in a ticket will be considered incomplete.

Consequences for Unintentional/Accidental Damage (per year)

- **1st Occurrence**: Warning issued; incident documented in the IT ticketing system (ticket required).
- **2nd Occurrence**: Parent/guardian notification required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required).
- **3rd Occurrence**: Disciplinary referral (Skyward); parent/guardian contact required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required).
- **4th Occurrence**: Disciplinary referral (Skyward); parent conference required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required); After School Detention (ASD) assigned.
- **5th Occurrence and Beyond**: Disciplinary referral (Skyward); additional consequences assigned, including escalation for review by the Area Superintendent's office and Deputy Superintendent of School Leadership; OSS may apply.

Repeated unintentional damage may be reclassified as negligence at the discretion of campus administration.

Intentional Damage / Vandalism
Intentional damage or vandalism includes, but is not limited to:

- Throwing or striking the device
- Removing keys or damaging components
- Breaking the screen intentionally
- Tampering with internal hardware
- Removing protective case or school-issued components
- Applying stickers or adhesives not approved by the school
- Writing on or marking the device

Consequences for Intention Damage/Vandalism (Per School Year):

- **1st Occurrence**: Disciplinary referral (Skyward); parent conference required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required).
- **2nd Occurrence**: Disciplinary referral (Skyward); parent conference required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required); After School Detention (ASD) assigned.
- **3rd Occurrence**: Disciplinary referral (Skyward); parent conference required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required); 1 day OSS assigned.
- **4th Occurrence**: Disciplinary referral (Skyward); parent conference required. Campus Administration must schedule the communication, and the scheduled date and time must be documented in the IT ticketing system (ticket required); 3 days OSS assigned.
- **5th Occurrence and Beyond**: Disciplinary referral (Skyward); additional consequences assigned, up to and including escalation for review by the Area Superintendent's office and Deputy Superintendent of School Leadership for possible expulsion.

Lost or Stolen Device

A lost device (No Police Report)

- Considered failure to maintain custody
- Subject to disciplinary consequences

A stolen device (Police Report)

- Applies to incidents occurring on or off campus
- Must be reported immediately to campus administration
- Must include an official police report

ILTexas Acceptable Use Policy (AUP) Parent Permission Form and User Agreement

I have read and understand the Acceptable Use Policy. I have also explained and testify that my student understands the Acceptable Use Policy. I further understand that should a violation of the AUP occur, access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Student's Name (PLEASE PRINT): _____

Student Signature: _____

Date: _____

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

As the parent or guardian of this student, I have read the ILTexas Acceptable Use Policy. I understand that this access is designed for educational purposes. ILTexas has taken precautions to eliminate controversial material. However, I also recognize it is impossible for ILTexas to restrict access to all controversial materials and I will not hold ILTexas 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's Name (PLEASE PRINT): _____

Parent/Guardian's Signature: _____

Date: _____

Note: This form is included as part of the year-to-year registration process via Skyward. You only need to complete the electronic form; there is no need to print/return this form.

ESPECIALLY FOR PARENTS

Consent to Human Sexuality Instruction

As part of ILTexas' 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 the ILTexas 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; 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, ILTexas must obtain written consent from the student's parent. The consent will meet requirements under Texas Education Code § 28.004(i-2).

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 the ILTexas 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, ILTexas must obtain the written consent of the student's parent. The consent will meet requirements under Texas Education Code § 28.004(q-6).

Consent to Provide a Mental-Health Care Service

ILTexas 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.

ILTexas 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 school counselor will notify the student's parent within a reasonable amount of time after the counselor learns that a student has displayed early warning signs and provide information about available counseling options.

ILTexas has also established procedures for staff to notify the school counselor regarding a student who may need intervention.

The school counselor 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.

Notice of My Texas Future System

As part of the high school registration process, ILTexas shall annually notify each parent or guardian of a student who has earned at least three high school course credits or not later than the end of a student's first semester of ninth grade:

1. Of the option to create or update annually a profile and account in My Texas Future;
2. That a student or their parent is permitted to update or revise their own profile in My Texas Future;
3. That a student or parent of a student who creates a profile and account may opt out of one or more programs offered under the My Texas Future program; and
4. Of the graduation requirement under Education Code § 28.0257 for a student or parent to indicate whether the student wishes to opt into allowing the State Board of Education to share the student's data and educational records with institutions of higher education for the participating in direct admissions programs.

Notice of Postsecondary Options

During the first school year a student is enrolled at the high school level, and again during each year of a student's enrollment at the high school level, ILTexas shall provide information about postsecondary education to the student and the student's parent or guardian. The notice will include information regarding:

1. The importance of postsecondary education, including career readiness and workforce training opportunities and a link to the My Texas Future Internet website and information regarding how to create a profile on that website;
2. The advantages of earning an endorsement and a performance acknowledgement and completing the distinguished level of achievement under the foundation high school program;
4. The disadvantages of taking courses to prepare for a high school equivalency examination relative to the benefits of taking courses leading to a high school diploma;
5. Financial aid eligibility;
6. Instruction on how to apply for federal financial aid;
7. Information on the center for financial aid information;

8. The automatic admission of certain students to general academic teaching institutions;
9. The eligibility and academic performance requirements for the TEXAS Grant;
10. The availability of programs in ILTexas under which a student may earn college credit, including advanced placement programs, dual credit programs, joint high school and college credit programs, and international baccalaureate programs;
11. The availability of education and training vouchers and tuition and fee waivers to attend an institution of higher education for a student who is or was previously in the conservatorship of the Department of Family and Protective Services;
12. The availability of college credit awarded by institutions of higher education to veterans and military servicemembers for military experience, education, and training obtained during military service;
13. Opportunities to complete career training and obtain a postsecondary credential while enrolled in high school, whether at the student's campus, another ILTexas campus, or an educational institution that partners with ILTexas, including information regarding program costs, program completion rates, and the average wages of students who complete the program and the availability of information regarding those opportunities on the My Texas Future website; and
14. The outcome of graduates from ILTexas and the campus the student attends, including completion rates and average wages based on postsecondary pathways available to ILTexas graduates.

Notice of Threat Assessment

Before ILTexas' 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.

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 ILTexas no later than two weeks after the effective date of the change.

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

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

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by ILTexas 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.)

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 ILTexas 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 ILTexas 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 ILTexas decides not to amend the records as requested by the parent or eligible student, ILTexas 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 ILTexas 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 ILTexas 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 ILTexas, performs an institutional service or function for which ILTexas would otherwise use its own employees and who is under the direct control of ILTexas with respect to the use and maintenance of Personally Identifiable Information (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, ILTexas 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.

The Right to File a Complaint

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

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

Access to Medical Records

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

Notice for Directory Information

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

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

- Student and/or parent name, home address, home telephone number, and email address;
- Photographs (including video image);
- Date and place of birth;
- Major field of study
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports; and ● Weight and height of members of athletic teams.

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

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

Directory Information Supplied to Military and College Recruiters (Secondary Students Only):
Two federal laws require ILTexas 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 ILTexas, unless parents have advised ILTexas that they do not want their student's information disclosed without their prior written consent.

Directory Information Supplied to Law Enforcement Officials and Authorities:
ILTexas 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.

ILTexas shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes or for the purposes of disclosure to military recruiters and institutions of higher education for secondary students.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY INDICATING THEIR WISH TO EXCLUDE THEIR INFORMATION DURING ENROLLMENT. PARENTS WILL HAVE THE ABILITY TO OPT OUT YEARLY DURING THE YEAR-TO-YEAR REGISTRATION PROCESS.

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 § 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 ILTexas to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

ILTexas 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 ILTexas has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom ILTexas 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 ILTexas 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))

Family Educational Rights and Privacy Act:

Directory Information Opt-Out Form

"Directory Information" means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA permits ILTexas 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 ILTexas 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 ILTexas policy.

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

For secondary students only:

YES	NO	I give permission to release my student's directory information to **institutions of higher education**.
YES	NO	I give permission to release my student's directory information to **military recruiters**.

PRINT Student's Full Legal Name

Student's Date of Birth

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

Parent/Guardian Signature or
or Eligible Student Signature

Date

Note: This form is included as part of the year-to-year registration process via Skyward. You only need to complete the electronic form; there is no need to print/return this form.

INTERNATIONAL LEADERSHIP OF TEXAS
Use of Student Work in
School Publications

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

Parents: Please complete if you are opting out of use of student work in school publications:

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

Parent/Guardian Name Date:

Parent/Guardian Signature:

Note: This form is included as part of the Year-to-Year registration process via Skyward. You only need to complete the electronic form; there is no need to print/return this form.

INTERNATIONAL LEADERSHIP OF TEXAS
Electronic Communication Device Commitment Form

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

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

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

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

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

SIGNATURE LINES AND DATES

Student Name (printed): _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Note: This form is included as part of the year-to-year registration process via Skyward. You only need to complete the electronic form; there is no need to print/return this form.

Photo/Video Release Form

Throughout the school year, there may be times when ILTexas 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 ILTexas publications; in ILTexas video productions; on the ILTexas website; in ILTexas 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 ILTexas website, we need written permission. To give your consent, please complete the form below.

____I hereby give permission for ILTexas to use my child's voice and/or likeness in its publications for the purposes mentioned above. I authorize the use and reproduction by ILTexas 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 ILTexas. 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 ILTexas 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 ILTexas 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 ILTexas 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.

____ILTexas **may not** use my child's voice and/or likeness in its publications for the purposes mentioned above. I further decline permission for ILTexas to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for schoolrelated 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 *

Note: This form is included as part of the year-to-year registration process via Skyward. You only need to complete the electronic form; there is no need to print/return this form.

ILTexas

Physician's Diet Modification Form

(to be returned to the school nurse and forwarded to Nutrition cashier)

PART 1 OF 2: STUDENT AND PARENT IDENTIFICATION

Student's Name: **Student ID#:** **DOB:**

Parent/Guardian's Name: **Telephone:**

As the parent/guardian, I give permission of The International Leadership of Texas to contact the Physician's office noted below regarding my child's dietary needs. *

**** (Parent Signature)*** ***Date***

COMPLETE PART 2, NEXT PAGE

The U.S. Department of Agriculture School Meals Program requires that all questions be answered in order for any dietary modification or substitution to be made in school meals. This form must be signed by a licensed physician.

ILTexas Physician's Diet Modification Form
(to be returned to the school nurse and forwarded to Nutrition cashier)

PART 2 OF 2: PHYSICIAN'S STATEMENT (COMPLETE PART 1 ON PREVIOUS PAGE)

I, , (Physician) declare the child listed above to possess either a life-threatening food allergy or disability:

LIFE THREATENING FOOD ALLERGY: *OMIT THESE FOODS (circle all that apply):* Fluid Milk Peanuts Tree Nuts Eggs Shellfish Wheat Soy Other:

DISABLING DIAGNOSIS REQUIRING DIETARY MODIFICATION *(please describe)***:**

1. Can the student consume foods where the allergen is an ingredient in the food product?
Yes No
Explain (Example: Any foods that contain eggs or milk are unacceptable):

2. Explanation of why this disability restricts diet:

3. Major life activities affected by the life threatening food allergy or disability (check all that apply):

Eating	Caring for self	Performing manual tasks	Walking
Seeing	Hearing	Breathing	Learning

4. Foods to substitute (substitutions, if any, must be noted below):

Physician's Signature: **Date:**

Clinic/Facility Name: **Phone Number:**

International Leadership of Texas

Notice of Complaint /Formal Grievance

To file a formal complaint, please complete this form and submit it to the appropriate campus administrator within the time established in the Board approved Student/Parent Handbook. All complaints will be heard in accordance with the aforementioned policies or any exceptions outlined therein.

PLEASE INDICATE THE LEVEL OF GRIEVANCE ACCORDING TO WHERE YOU ARE IN THE PROCESS:

• Level I (Principal) • Level II (Area Superintendent) • Level III (Deputy Superintendent of School Leadership) • Level IV (School Board)

1. Complainant's Name and Address:	2. Complainant's Phone Number:
3. Complainant's Email Address:	4. Complainant's Campus (if applicable):
5. If you will be represented in pursuing your complaint, please identify that individual or organization: Name: Address: Telephone: Email:	
6. Describe the decision or circumstances causing your complaint/grievance (give specific, factual details):	

7. What was the date of the decision or circumstances causing your complaint?

8. Explain how you have been harmed by this decision or circumstance:		
9. Describe any efforts you have made to resolve your complaint informally and the responses to your effort:		
10. With whom did you communicate?	11. On what date (s)?	
12. Please describe the outcome or remedy you seek for this complaint:		
13. Signature of Complainant: -	14. Signature of Complainant's Representative:	15. Date of Filing: -

INTERNATIONAL LEADERSHIP OF TEXAS

Student Bill of Rights

1. ILTexas students have the right to create student-led clubs that are chaperoned by an ILTexas staff member.
2. ILTexas students have the right to be respected by faculty members (including substitutes) at all times.
3. ILTexas students have the right to a safe and supportive learning environment (in person and online) which is free from any type of discrimination.
4. ILTexas students have the right to challenge the ideas of ILTexas staff in a respectful way that does not disrupt the school grounds or learning environment.
5. ILTexas students have the right to utilize the grievance process.
6. ILTexas students have the right to be a Statesman/Stateswoman who advocates for their rights as well as the rights of others.
7. ILTexas students have the right to express themselves in a manner that continues to show respect for others and does not disrupt the learning environment.
8. ILTexas students have the right to engage in uncomfortable, yet healthy, conversations in Leadership Classes.
9. ILTexas students have a right to confide in a Counselor and be referred to a Crisis Counselor.
10. ILTexas students have a right to declare a "self-red flag" during class to seek out assistance from Counselor or Nurse in tandem with the wellness app.
11. ILTexas students have a right to self-advocate regarding their education.

The ILTexas Student Bill of Rights is a product of the Student Equity Advisory Council (SEAC). The SEAC is comprised of two students from each ILTexas High School. Members of the 2020-2021 SEAC who authored the initial Student Bill of Rights are: **Austin Crumley Sickles, Darien Hardy, Patton Caday, Amyrah Simmons, Lauren Cook, Anissa Okpo, Lyric Darius, Cadence Banks, Jonathan Nativi, Ivanna Alfonso, and Fernando Quintana.**

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

Our signatures below acknowledge that ILTexas 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 ILTexas, 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:

Note: This form is included as part of the year-to-year registration process via Skyward. You only need to complete the electronic form; there is no need to print/return this form.

GLOSSARY

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the 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:

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

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

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

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:

1. Any vegetation, fence, or structure on open-space land; or 2. 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 has located within its 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:

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

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 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 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 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 School 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 School 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, the School, 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, including but not limited to a computer, computer network, or computer system that is owned by ILTexas. This offense may also include a breach of computer security with the intent to defraud or harm another or alter, damage, or delete property.

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 (not the handheld, self-protection pepper spray dispenser), 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 generally refers to a court process in which a court defers a finding of guilt or adjudication while the person completes court-ordered conditions.

Deferred prosecution is an alternative to formal adjudication in juvenile court that may be offered to a juvenile who is alleged to have engaged in delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that:

1. Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
2. 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;
3. Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
4. Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

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

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, or 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 ILTexas 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 ILTexas 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 ILTexas 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:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or

3. 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.

Fighting is intentional engagement involving fisticuffs with two or more individuals.

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

1. 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;
2. The frame or receiver of any such weapon; 3. Any firearm muffler or firearm weapon; or
4. 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:

1. 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.
2. 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 and endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization, 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.

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:

1. Create a web page on a commercial social networking site or other Internet website; or
2. 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:

1. Without obtaining the other person's consent;
2. With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
3. 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.

Pepper spray dispenser is a handheld, self-protection chemical dispersant of pepper spray, including Mace.

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 schoolrelated activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

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

Public lewdness occurs when a person knowingly engages in an act of sexual intercourse, deviant 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.

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.

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.

School day begins when the scholar enters the school building for the first time after drop off and until the final bell rings at the end of the day. See your scholar's specific campus for exact times.

Scuffling is not pre-planned and involves pushing, shoving, hitting, kicking or something akin thereto.

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)

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

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

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

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. 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;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. 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 ILTexas).

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 ILTexas) 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 an ILTexas 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 an electronic cigarette (E-cigarette) or any other device, including a vape pen, 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.