



RÊVE
PREPARATORY
CHARTER SCHOOL

Student Handbook

2019-2020

WELCOME

Dear Parents,

As we welcome you and your children to our inaugural school year at Rêve Preparatory Charter School, I will commit to you that we will stay focused on our mission and vision everyday through this journey.

We are founded upon a simple idea, the belief in dreams. We believe that the first step in achieving anything is to first DREAM. From there, we must take ACTION, to turn that dream into a reality.

As a college preparatory school that believes ALL children should be prepared to attend college by the time they graduate high school, that journey begins in kindergarten. This will be a long journey, but TOGETHER, we can all work hard to make sure all of our children will be able to turn their dreams into reality.

We are excited to join you on this path to success and we look forward to achieving these high academic goals for your children, through high school, college, and beyond.

Sincerely,

Traci Thibodeaux

Traci Thibodeaux
Founder/Superintendent/School Director

Queridos padres,

A medida que les damos la bienvenida a usted y a sus hijos en nuestro año escolar inaugural en Rêve Preparatory Charter School, me comprometeré a que nos mantengamos enfocados en nuestra misión y visión todos los días a través de este viaje.

Nos basamos en una idea simple, la creencia en los sueños. Creemos que el primer paso para lograr algo es el primer SUEÑO. A partir de ahí, debemos tomar ACCIÓN, para convertir ese sueño en una realidad.

Como una escuela preparatoria para la universidad que cree que TODOS los niños deben estar preparados para asistir a la universidad cuando se gradúen de la escuela secundaria, ese viaje comienza en el jardín de infantes. Este será un largo viaje, pero JUNTOS, todos podemos trabajar arduamente para asegurarnos de que todos nuestros hijos puedan convertir sus sueños en realidad.

Nos complace unirnos a usted en este camino hacia el éxito y esperamos alcanzar estas altas metas académicas para sus hijos, a través de la escuela secundaria, la universidad y más allá.

Sinceramente,

Traci Thibodeaux

Traci Thibodeaux
Founder/Superintendent/School Director

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SECTION I

GENERAL POLICIES AND PROCEDURES

Attendance Policy

Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. School 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.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parent. State law permits the school to file a complaint against the parent in the appropriate court if the student is absent, without excuse, on three or more days or parts of days within a four-week period. State law requires the school to file a complaint against the parent in the appropriate court if the student is absent, without excuse, on 10 or more days or parts of days within a six-month period in the same school year.

Lateness

Parents must escort late students to the Main Office to sign in before proceeding to their classroom. Late arrivals after 7:45am disrupt class for all students in the class and therefore should be avoided if possible.

Depending on the frequency of a student's late arrivals, there may be consequences including, but not limited to, a parent meeting with the Superintendent, loss of privileges, and lunch detention.

In addition, if students have excessive unexcused tardies, families will be required to meet with teachers, Deans of Students, and/or the Director of Operations to address the issue.

Early Dismissal Policy

In order to minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible, but no later than 7:45 A.M. of the day of the early dismissal. We also ask that doctor and dentist appointments be limited to non-school hours to avoid students missing class time. Parents should inform the classroom teachers of early dismissals in written form by sending a note in the child's homework folder. Teachers will then be responsible for having the student sitting in the Main Office at the requested time in order to minimize disruption to class time.

In general, students must be present for at least $\frac{1}{2}$ of the allotted instructional time on a given day in order to be considered present.

Attendance for Credit

To receive credit in a class, a student must not miss more than **15 days** of the class. These days include both excused and unexcused absences. A student who misses more than **15 days** of the class may be referred to

the Attendance Committee composed of the School Director and student's teacher to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

1. All absences will be reviewed, with special consideration given for religious holidays, documented health care appointments for which routine make-up work has been completed, and other special circumstances as defined by the Texas Education Code.
2. For a student transferring into the school 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 Committee composed of the School Director and student's teacher, will decide how the student may regain credit. The student or parent may appeal the committee's decision to the Board of Trustees 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:

Rêve Preparatory Charter School
PO Box 450165
Houston, TX 77245

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.

Excused and Unexcused Absences

The only acceptable excuses for absences are:

1. Personal illness
2. Death or illness of a family member
3. Quarantine
4. Dangerous weather or road conditions
5. Participation in school activities with permission of the School Director
6. Emergencies or unusual circumstances recognized by the School Director/designee

Students should not be absent for more than 15 days per school year. Notes stating the reason for an excused absence must be submitted to the attendance office when the student returns to school. The excuse note must include the child's first name, last name and the reason for the absence.

Required Documentation of Absences

When a student must be absent from school, it is the parent's responsibility to call the school office each day to explain the reason for the student's absence. Upon returning to school, the student must bring a doctor's note (or other acceptable documentation) to the school office, signed by the parent, which describes the reason for the absence. In order to excuse the absence, the note must:

1. be submitted to the school office within **three** school days of the student's return to school, and
2. describe an acceptable reason for the absence (see "Excused and Unexcused Absences").

Cell Phones and Other Electronic Devices

Possession and use of cell phones, computers, and other devices capable of electronic communications at school is a privilege, not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations (e.g. powered off and out of sight during school hours). Any such devices may be confiscated, powered on, and searched by school officials if there is a reasonable cause to believe that the devices have been used in the transmission or reception of communications prohibited by law, policy, or regulation (see "Telecommunications or Other Electronic Devices").

Change of Address or Telephone Number

When the address or telephone number of a student has been changed, it is the responsibility of the parent to notify the school office immediately. Proof of residency at the new address may be required.

Check Acceptance Policy

All personal checks written to the school must include the current address and phone number of the account holder. The account holder's name should also be legible and printed on the check.

In the event that a check written to the school is returned unpaid by the bank, the account holder agrees that the school may collect a return check fee of \$30. The school may contract with a collection company in an effort to redeem returned checks. The use of a check for payment is the account holder's acknowledgement and acceptance of this policy and its terms.

Fundraising

The School Director must approve any plan or activity used by a club or organization for making money. Only activities that raise money through payment of admissions or where value is received for money paid may be conducted. No advertising will be sold without the approval of the School Director.

Deliveries

Packages such as flowers, balloons, etc., should not be delivered to the school for students. These will not be delivered to the classroom.

Distribution of Materials or Documents

Only publications relating to school-sponsored activities or school-recognized clubs and organizations may be posted or distributed. The publication, as well as the time and location of its posting or distribution, must be submitted to the School Director for review and approval.

Dress Code

The school dress code is established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with this dress code.

In order to maintain an orderly environment, all students shall be required to meet the minimum expectations of the school dress code. Dress and clothing that unduly attracts the attention of other students often precipitate comments and/or other reactions that are disruptive.

Safety, general health, and hygiene are factors that are also considered in the establishment of this dress code. The provisions of this dress code shall be enforced equally with regard to all students to whom the provisions apply.

The following criteria for a student's personal dress and grooming standards provide the minimum requirements.

School Uniforms

All students will be required to be in full uniform each school day unless a note has been sent home to the parents stating otherwise. Students should leave home in entire uniform, enter school with uniform in place and maintain the uniform code throughout the entire time on campus.

Shirts and blouses must be clean, neat, ironed, and in good repair. They should be tucked in at all times while on campus.

Tears and holes in trousers, shirts, sweaters, or coats must be kept mended or patched to appear like new. Uniform items should be free of all pencil and ink marks.

THE GUIDELINES BELOW APPLY TO UNIFORM

General Criteria

A student's personal dress and grooming standards shall not:

1. lead school staff to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
2. create a health or other hazard to the student's safety or to the safety of others.

Specific Criteria

1. Hair is to be clean and well-groomed.
2. Words, symbols, or designs shaved in hair (including facial hair and eyebrows) are not allowed.
3. Extremely baggy clothing is not allowed. Pants, shorts, etc., are not to be worn below the waistline and should be appropriately sized.
4. Hats, scarves, bandanas, hair coverings, sweatbands, or hooded shirts are not allowed except under circumstances designated by the School Director.
5. Chains, handcuffs, jewelry, or accessories that suggest weaponry are not allowed.
6. Students are to wear appropriate closed-toe, closed heel shoes at all times. House shoes, shoes with wheels and sandals are not allowed.



Students are required to wear their school uniform Monday through Friday. Parents will be notified in writing or by phone call regarding special non-uniform days.

Girls Uniform: Additional Guidelines

Tops: School gray polo

Bottoms: Black pants/shorts/skirts/jumpers

Belts are required on pants and shorts.

Boys Uniform: Additional Guidelines

Tops: School gray polo

Bottoms: Black pants/shorts

Belts are required on pants and shorts.

Enforcement Procedures

Not wearing the required uniform will result in the following consequences:

1st time – A written notification will be sent to parent or guardian.

2nd time – Parent or guardian will be called to bring the student's required uniform attire to school.

3rd time – The parent or guardian will be required to attend a meeting with the administration.

Student Schedules

If we want students to learn more, we need to spend more time learning. Our longer school day and longer school year afford students this opportunity. Classroom schedules are set at the beginning of the year. If any changes occur, parents will be notified of those changes.

School-Day Hours

Grades K-8 (Monday, Tuesday, Thursday, Friday)

7:45am – 3:45pm

Grades K-8 (Wednesday)

7:45am – 1:45pm

Early Release

Rêve Prep students in grades K-8 are dismissed at 1:45 p.m. every Wednesday in order to provide teachers with regular times to meet and conduct professional development activities. Please note lunch is served on early release days for grades K-8.

Clean School

Given the school's emphasis on responsibility, each student homeroom will be responsible for cleaning their classroom at the end of the day. While the school also employs a custodial staff, it is important that everyone in the school – students and staff alike – participate in daily cleaning activities, especially in assuring shared, common spaces are kept neat and clean.

Extra Academic Preparation

Students whose performance demonstrates a need for extra help or tutoring, especially those new to the school, may be required to start their school-day earlier and/or to stay as later in the afternoon for additional

instruction. Therefore, please note that students' academic performance may determine the length of their school day. The most important thing for the school is that students are prepared to succeed in their classes.

Hallway Behavior

Hallways are shared spaces and carry noise. We ask that all students and adults using the hallway during the school days keep in mind that classes are disrupted by hallway noise. Classes should transition from one space to another silently, in a single file line, with their hands to their sides, not touching the wall, and towards the right side of the hall. Students in the hallway without permission and students who talk in the hallway will receive a Community Violation or Detention.

Bathroom Behavior

In order to ensure that they are present in class to the greatest extent possible, students should make every effort to use the bathroom before school, during bathroom breaks, and after school. When it is necessary for students to use the bathroom during class time, students should follow their individual class's protocol for receiving bathroom permission.

Bathrooms are shared space, and students should treat their bathroom space with pride. Students should pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. Students should not bring anything with them to the bathroom, including writing instruments.

Student Pick-Up

Parents/Guardians or their designees may pick students up directly from school at dismissal time. Parents should not go to the classroom to dismiss their students before the regular dismissal time as this is very disruptive to class.

Student Drop-Off

Families who drive students to school in the morning are requested to drop their students off at the main entrance before 7:45 a.m. The doors to the school open at 7:30 a.m. Further detailed instructions regarding student drop-off and pick-up by parents will be provided prior to the start of the school year. For any questions regarding student drop-off or pick-up, please contact the administration office at your student's school.

Walkers

Families who have elected to have their child walk to and from school should notify the school in order to determine the availability and location of crossing guards.

Crossing Busy Roads

Our schools are located on very busy arteries with high traffic volume. Students may never cross these streets unless escorted by an adult or unless they have received a walk signal at an intersection. Students who violate this rule will face severe consequences, up to and including suspension.

We ask that when parents cross these streets with their children, that they do so only at crosswalks. Particularly at dismissal time, crossing at non-authorized areas creates a hectic and dangerous situation and sets a poor example for students.

Scheduled Parent Conferences

Parent-teacher conferences are a crucial component of our educational program. Parents are expected to attend 30-minute conferences after each of the first two report cards are sent home and at other times as requested by the classroom teacher or School Director.

Unscheduled Parent Conferences

Because the School Director and teachers are busy serving students during the school day, they are unable to accommodate unscheduled telephone calls or in-person conferences. When parents feel it advisable to contact the School Director or teachers personally, they are encouraged to leave their telephone numbers with the school office in order that the School Director or teacher may return the call later. Personal conferences are welcome if a telephone conversation does not prove adequate. To schedule an in-person conference with the School Director or a teacher at a mutually convenient time, please call the school office for an appointment. Parents may also communicate with teachers via e-mail regarding school-related business.

Toys

Students will not have an opportunity to play with toys during the day so they should be left at home. Students who bring inappropriate items to school will have such items confiscated. These confiscated items will not be returned to students; a parent or guardian will be required to come to the school to retrieve them. Students are not permitted to bring toys to recess.

Enrollment of New Students

Admission and enrollment of students shall be open to any person who is eligible for admission based on lawful criteria identified in the school's charter, e.g., qualifying residency and disciplinary history. The total number of students enrolled in the school shall not exceed the number of students approved in the school's charter or subsequent amendments. Applications for admission shall be due by a reasonable deadline to be set each year by the school—i.e., the close of the "open-enrollment period."

Lottery

If the number of eligible applicants does not exceed the number of vacancies, then all eligible applicants who have applied during the designated open-enrollment period will be offered admission. If there are more eligible applicants than available spaces in a class or grade, then a lottery will be conducted at a time set by the school each year. A name (or number assigned to a name) will be drawn for each vacancy that exists, and each applicant whose name (or number) is drawn will be offered admission. The remaining names will then be drawn and placed on a waiting list in the order in which they were drawn.

Notification of admission will be made by telephone, e-mail, or U.S. Postal Service. Failure of a parent to respond within 48 hours of the date of the telephone call or e-mail, or within three business days of a post-marked letter, will forfeit his or her position in the lottery. Parents should call the school immediately upon receipt of the notice in order to preserve their student's position in the lottery.

If a vacancy arises before the commencement of the school year, the individual on the waiting list for the current year with the lowest number assignment will be offered admission and then removed from the waiting list. If an application is received after the open-enrollment period has passed, the applicant's name will be added to the waiting list behind the names of the eligible applicants who timely applied.

Exceptions

Federal guidelines permit the school to exempt from the lottery process students who are already admitted under the charter, siblings of students already admitted under the charter, and children of the charter's founding board, teachers, and staff.

Residency Information

To be eligible for continued enrollment in the school, the parent must show proof of residency at the time of enrollment or indicate a situation that excludes the parent from providing a proof of residency on the student residency form (e.g. homeless). Failure to comply with this requirement will result in the immediate initiation of procedures to exclude students from enrollment.

Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. a recently paid rent receipt,
2. a current lease agreement,
3. the most recent tax receipt indicating home ownership,
4. a current utility bill indicating the address and name of the residence occupiers,
5. mailing addresses of the residence occupiers,
6. visual inspection of the residence,
7. interviews with persons with relevant information, or
8. building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

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

Student Information

Any student admitted to the school must produce records such as a report card and/or transcript from any previous school(s) attended to verify his or her academic standing within 30 days of enrollment. Verification of residency and current immunization records are also required. Every student enrolling in the school for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in the school, the parent and school district in which the student was previously enrolled shall furnish records which verify the identity of the student unless a situation is indicated on the student residency form. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school.

The school forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's consent.

Providing False Information

A person who knowingly falsifies information on a form required for enrollment of a student in the school may be guilty of an offense under Section 37.10 of the Texas Penal Code.

Non-Discrimination

It is the policy of the school to prohibit discrimination in student admission on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the student would otherwise attend in accordance with the Texas Education Code, or any other basis protected by law.

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, pens, erasers, notebooks, calculators, headsets, etc., and may be required to pay certain other fees or deposits, including payment of:

1. a fee for supervision of a student who is picked-up late from all school related functions;
2. a fee for lost, damaged, or overdue textbooks, library books, technological equipment, and academic curriculum materials; or
3. a fee specifically permitted by any other statute.

Before- and After-School Care Programs

Before- and After-School Care Programs may be provided on a campus. Fees for these programs may vary by depending on number of participants and need. At the discretion of the School Director, such services may be revoked for habitual abuse of early drop-off or late pick-up. Continual abuse of mandated program times may be considered as neglect and thus may be treated as such.

Students who are not enrolled in an After- School Care Program and whose parents are more than 15 minutes late for pick up may be placed in the After-Care Program for appropriate supervision and the parents charged the daily rate for the service.

After-School Programs may be provided by a third-party at the school facility. All payments and agreements are between that third party and the parent.

Leaving Campus During the School Day

A student who will need to leave campus during the day must submit a note to the school office from his or her parent which provides the following information:

1. student's name,
2. reason for student's need to leave campus,
3. time student will need to be gone from campus,
4. phone number where parent may be reached to confirm parent's permission,
5. parent's name, and
6. parent's signature.

No student will be permitted to leave campus before the school office confirms the student's need to leave campus with the student's parent by phone.

Students who fail to check in/out before leaving and/or returning to campus will be considered truant from any instructional hours missed.

Students will not be allowed to leave in the custody of any person not named on the Student Registration Card. Photo identification is required.

Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Lockers/Cubbies/Desk

If provided storage, such as lockers, cubbies, or desks, it remains under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all space. Searches may be conducted at any time, whether or not the student is present.

Lost and Stolen Items

All articles, including books, found on campus should be taken to the school office. All articles not claimed at the end of the school year will be disposed of through proper channels. Students are not to bring electronic entertainment devices and other personal items to school. The school is not responsible for lost or stolen items.

School Meals

The school participates in the School Breakfast Program and National School Lunch Program. All students at Rêve Preparatory Charter School are served free breakfast, lunch, and snacks. Breakfast is served from 7:30 a.m. until 7:45 a.m. Students who arrive after 7:45 a.m. may not be served breakfast. Students are served snacks every day.

The school serves breakfast and lunch through participation in the National Breakfast and School Lunch Program. Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") guidelines are followed to meet the nutritional needs for all students.

Students are welcome to bring a lunch from home. They will not have access to a microwave to heat any lunches. Soda and candy are never permitted at school, even in lunches brought from home.

Free and Reduced-Cost Meal Application

All families will be requested to complete the application for free or reduced cost meals at the beginning of each school year. Applications must be complete, listing all members of the household and family income. All students will receive a free breakfast and lunch even if they do not qualify for a free lunch. Only one application for each household is required. Completed applications should be returned to the school office.

Healthy Food Policy

Because we want to ensure that our students are healthy, we have a network wellness policy. For breakfast, scholars are not permitted to eat any fast food breakfast other than bagels, plain croissants, and muffins without chocolate chips. They are also not allowed to eat sugary pastries which include but are not limited to, donuts, danishes, and chocolate chip muffins. For lunch, scholars are not permitted to eat fast food (except salad, fruit, deli sandwiches, or a grilled chicken salad), any fried chips (all baked, whole wheat, and vegetable chips are allowed), fruit snacks that are not 100% fruit, and candy. These same rules apply for daily snacks. The school will always provide a healthy snack for all scholars. Scholars are not permitted to eat chips of any kind for snack. Soda, tea (including iced tea), coffee, and sports drinks are not permitted. Scholars who bring any of these foods to school will be told to put the restricted item away and the item will be replaced with a school-provided healthy option. Scholars need well-balanced meals each day. If a scholar is found to have a lunch that consists of only "snack foods," we will contact a parent and serve the student a school lunch.

Food Allergies

The school will make all reasonable efforts to accommodate students with food allergies. Parents are required to inform the school of all food allergies and their severity. A parent of a child with food allergies is responsible for providing classroom snacks and lunch for his or her own child. These snacks can be kept in the classroom in a separate snack closet. Sharing or trading of food is prohibited for all students. For students who have been diagnosed with a life-threatening food allergy, once the parent has informed the school they must also provide medical documentation for the diagnosis of the life-threatening food allergy. After documentation is provided, the family and school officials (including but not limited to the school nurse and the school nutrition director) will meet to develop an Individual Health Care Plan (IHCP) to accommodate for the student. This plan must be developed before the student begins school or as soon as possible after the school is provided documentation of the life-threatening allergy.

Birthday Celebrations

Please contact the classroom teacher to make arrangements for any birthday celebration. We cannot allow birthday celebrations to interrupt the academic day or allow birthday celebrations at lunch. Parents will be informed if there is a food allergy in the class; if such an allergy exists, we ask parents to be considerate and avoid that food product in birthday snacks. The birthday treat also needs to be easily consumed by dismissal and needs to comply with the healthy food policy (see above). Students may not distribute invitations to parties within the school building unless every member of the class is invited. The school may require student birthday celebrations to be grouped in order to reduce the quantity of birthday celebrations (which typically contain unhealthy food options) and ensure that the school is following the network's Wellness Policy.

State-Mandated Nutrition Guidelines

TDA policy places strict limits on any food or drink provided or sold to students, other than through the school's Food and Nutrition Services. Students may not have access to candy or any other food of minimal nutritional value during the school day. The specific policy may be obtained at the school office or online at www.agr.state.tx.us.

Messages for Students

It is not possible to receive and deliver telephone messages and/or supplies to students without interrupting classes and interfering with the learning environment that the school staff works so hard to maintain. In the case of an emergency, the school office should be contacted for assistance.

Notice of Non-Discrimination

The school, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability, and/or age in educational programs or activities that it operates or in employment decisions. The school is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as Board Policy not to discriminate in such a manner (not all prohibited bases apply to all programs).

Pledge of Allegiance/Minute of Silence

As allowed by state law, 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 School Director at the school office to excuse their student from reciting a pledge.



One minute of silence will follow recitation of the pledges. During the one-minute period, each student may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract others. State law does not allow students to be excused from participation in the required minute of silence.

Respect for All

The school has a diverse student population and strives to maintain an environment of respect and acceptance. Students must not engage in harassing behaviors motivated by ethnicity, gender, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

School Calendar

The school operates according to the annually Board-adopted school calendar. Refer to the school calendar located on the school website for procedures relating to the announcement of school closings in the event of bad weather. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school website.

School-Day Schedule

The school building is closed at 6:00 p.m. Voice mail will be on automated attendant before 7:15 a.m. and after 6:00 p.m., though families should feel free to dial directly the appropriate extensions at any time.

School Facilities Use

Certain areas of the campus will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the school staff member overseeing the activity gives permission, a student will not be permitted to go to another area of the campus. Unless involved in an activity under the supervision of school staff, students must leave campus once school is dismissed.

School Functions

Students are held responsible for their conduct while in attendance at any school function. A student who is on campus or in attendance at any school function at any place, night or day, is subject to all regulations of the school and will be governed accordingly. Student identification cards may be required to attend some school functions.

School-Sponsored Trips

Many school-sponsored trips are made each year for the various activities in which students participate. The following regulations govern trips sponsored by the school:

1. Students missing school when on a school-sponsored trip are not counted absent, but are required to make up the work missed. Arrangements should be made with each teacher for make-up work before the trip is made.
2. Students must take the responsibility of observing all safety rules.

3. Students making a school-sponsored trip are under the supervision of a sponsor and are expected to follow the school Student Code of Conduct and dress code.
4. Students may not miss any class more than 10 times within the school year, unless they are participating in competition beyond the district level.

Telephone

Because of the tremendous amount of essential business that must be transacted over the school office telephones, students are requested not to ask for use of the telephone except in emergencies. The school office staff will deliver messages in cases of emergency. No toll calls from office telephones are to be made by students.

Transportation

Students who participate in school-sponsored trips may be required to ride a school vehicle (i.e., a vehicle driven for school-related business or owned, leased, or rented by the school). The School Director, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or if the parent presents—prior to the day of the scheduled trip— a written request that the student be permitted to ride with an adult designated by the parent.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding in a school vehicle, students are held to behavioral standards established in this Handbook. 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 any 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 special needs student is receiving bus transportation as a result of an Individual Education Plan ("IEP"), the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences.

Use of Student's Image/Information

Photographs of students (including video images) along with student names, activities, honors, and achievements will be allowed for use in official school projects and events unless a parent specifically requests in writing that such usage be denied. Individual student photos for official campus identification cards may be taken as required.

Visitors

Parents and other visitors are welcome to visit the campus by appointment. No visitors will be allowed in any part of the building without first obtaining approval from the school office. Student lunch period is closed to visitors. The school will take the following actions when there is a visitor at the school:

1. The visitor must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID.
2. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security and may not be sold or otherwise disseminated to a third party for any purpose.
3. The school will verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school. Visitors identified as sex offenders shall be escorted by school staff at all times during a school visit.
4. A visitor badge will be issued to the visitor and displayed conspicuously during the visit.

Visits to individual classrooms during instructional time are permitted only with approval of the School Director and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Withdrawals

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. Less than three days' notice may result in forms being mailed. A withdrawal form may be obtained from the school office.

The school may initiate withdrawal of a student for non-attendance if:

1. the student has been absent 10 consecutive school days and repeated efforts by the school to locate the student have been unsuccessful, or
2. the student is 18 years of age or older has more than five unexcused absences in one semester.

SECTION II

HEALTH AND SAFETY INFORMATION

School Safety

Student safety on campus and at school- related events is a high priority of the school. Although the school has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

1. avoid conduct that is likely to put the student or other students at risk;
2. follow the behavioral standards in this Handbook, as well as any additional rules for behavior and safety set by the School Director, teachers, or school staff;
3. remain alert to and promptly report to school staff safety hazards, such as intruders on campus and threats made by any person toward a student or school staff;
4. know emergency evacuation routes and signals; and
5. immediately follow the instructions of school staff who are overseeing the welfare of students.

Child Abuse Reporting and Investigations

Reporting Procedures

Students who believe they are the subjects of abuse, sexual abuse, neglect, or other maltreatment should report the incident immediately to a teacher or the School Director.

If a parent has cause to believe that a student has been or may be abused or neglected at school, the parent should immediately notify the School Director at the school and make an oral report to Child Protective Services at 1.800.252.5400 or the local Police Department at 911.

Staff Reporting

All school officials are required to report any suspicions or knowledge of abuse, sexual abuse, neglect, or other maltreatment immediately and directly to Child Protective Services. School staff cannot be required to report it to a supervisor before reporting to CPS.

Additional Information

Additional information regarding abuse, sexual abuse, neglect and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of abuse, sexual abuse, neglect or other maltreatment, may be found at the following Texas Education Agency website: <http://www.tea.state.tx.us/index.aspx?id=2820>.

Staff Training

All members of the school staff are trained annually in child abuse awareness and reporting procedures.

Student Interviews at School

The school cooperates with official child abuse investigators as required by law. The school may not interfere with an investigation of a report of child abuse or neglect conducted by the Texas Department of Family and Protective Services ("DFPS"). The school shall permit the investigator to conduct the required interview with

the student at any reasonable time at the school. The school may not require the investigator to permit school staff to be present at a student interview conducted at school.

Notification of Parents

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

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 a student with a communicable or contagious disease should phone the school office so that other students who might have been exposed to the disease can be alerted.

Dyslexia and Related Disorders

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

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, school staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an "Emergency Care Consent Form," which includes information about their student's allergies to medications, etc. Parents should keep emergency care information current (e.g., name of doctor, emergency phone numbers, allergies, etc.). An updated Student Health Form will be required at the beginning of each school year. Please inform the school office of any changes that occur during the school year.

Fire, Lock-Down, and Disaster Drills

Fire drills are conducted for two purposes:

1. to train students to leave the building orderly and quickly in case of an emergency alarm, and
2. to teach self-control in times of emergency.

When the fire alarm is sounded, all students should immediately walk out of the room and proceed to the designated exit. They should walk in an orderly manner, with no talking or pushing. When the students reach the safety zone designated by the teacher, they should face the building but remain in line.

In addition to fire drills, lock-down or disaster drills will also be conducted.

Health Care Appointments

A student may be excused for a temporary absence resulting from a visit to health care professionals if that student begins classes or returns to school on the same day of the appointment. A note from the health care professional must be provided to the school office upon return of the student to school. Students whose absences are excused for these reasons may not be penalized for that absence and will be counted as if the student attended school for attendance purposes. The student will be allowed a reasonable time to make up



the missed school work. It is strongly recommended that appointments are scheduled after 1pm on Wednesdays.

Illness During School Hours

A student who becomes ill during school hours is to report to the teacher, who will then send him or her to the school office. The student's parent will be contacted. No student is allowed to go home without the parent being notified. Students are not to call parents from pay phones or cell phones asking to go home; such calls are to be made from the school office by school staff.

Students should stay home from school due to illness if any of the following are present:

1. fever of 100 degrees Fahrenheit or higher in the past 24 hours;
2. vomiting and/or diarrhea in the past 24 hours;
3. itchy, red eyes with discharge;
4. unknown rash;
5. ringworm (until treatment has been started);
6. live head lice or
7. jaundice.

To protect students at school, students assessed with any of the signs and symptoms listed above will be sent 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 read "Texas Minimum State Vaccine Requirements for Students." This document and more information about school vaccine requirements are available at the Texas Department of State Health Services ("DSHS") Immunization Branch website: www.ImmunizeTexas.com (click on the "School Requirements" link, then "Main Page" link).

Proof of immunization must be in one of the following forms:

1. a copy made from the original health record;
2. a printed copy from the Health Dept/Physician with their signature and stamp on it;
3. a record that is printed from Immtrac.

Records from a previous school are not acceptable.

Provisional Enrollment

A student can be enrolled provisionally for 30 days from the first day of attendance only if:

1. he/she is transferring from a Texas school to a Texas school;
2. a dependent of a parent who is Active Duty Military with a valid ID card;
3. the student is homeless or displaced.

Should on day 30 of the provisional enrollment an up-to-date compliant immunization record is not received, then the student will be excluded from school and marked absent until the record is provided.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. The school 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 the school shall exclude the student from school attendance until the required dose is administered.

Exemptions from Immunization Requirements

Exemptions from immunization requirements are allowable on an individual basis for:

1. medical reasons;
2. reasons of conscience, including a religious belief; and
3. active duty with the armed forces of the United States.

To claim an 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 exemption for reasons of conscience, including a religious belief, a signed 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 two-year period. Information for obtaining an affidavit for exclusion from immunization requirements is available at www.ImmunizeTexas.com (click on the "School Requirements" link, then "Main Page" link). The official DSHS affidavit form must be notarized and submitted to the school office. The form must be submitted within 90 days from the date it is notarized. The school will accept only official affidavit forms developed and issued by the DSHS. No other forms or reproductions will be allowed. The student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Immunization Records Reporting

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

Injuries

The school is not responsible for medical costs associated with a student's injury.

Interrogations and Searches

Students shall not place, keep, or maintain any article or material prohibited by school policy or that would lead school officials to reasonably believe that it would cause a substantial disruption at school or at a school-sponsored or school-related function. School Directors and teachers have the right to question students regarding their conduct or the conduct of others without consent or the presence of a parent/guardian.

School staff may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. However, consent obtained through threat of contacting parents or the police authorities is not considered to be voluntarily given.

Student lockers, desks/offices, backpacks, vehicles parked on campus, and any other area that is owned or jointly controlled by the school, are under the jurisdiction of the school. As such, they may be searched any time there is reasonable cause to believe that they contain articles or materials prohibited by school policy, with or without the presence of the student. The parent will be notified if any prohibited items are found in the student's possession.

Medication Policies

All Medication

All medication must be prescription medication. In order to be administered during school hours, the medication must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.

Prescription medication labels must include the student's name and instructions and be clearly legible.

Written instructions from a physician or ANP are required and must include the following information:

1. name of the student,
2. name of the medication,
3. reason the medication is being given,
4. specific amount to be given,
5. time the medication is to be given, and
6. the method used to administer the medication.

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

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life threatening conditions, and students with those conditions may be allowed to have inhalers located in the office to be administered by a health specialist. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office.

Should a student require the inhaler to be present with them, the office would need to be provided a written note from a doctor or other health care professional. With these safeguards in place, the student may possess and self-administer his or her prescribed asthma and/or anaphylaxis medication at his or her discretion during school hours or at school related events. Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the physician.

Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Diabetes Management

Students with diabetes may be allowed to have equipment and medication used in the treatment of diabetes located in the office to be administered by a health specialist. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office.

Students with diabetes may possess the equipment and medication used in the treatment of diabetes during the school day and at school- related events given certain conditions and a written note from the prescribing doctor or health care professional expressing this authorization. According to Texas Health and Safety Code Chapter 168, a diabetes management and treatment plan must be developed and implemented by the student's parent and the physician responsible for the student's diabetes treatment. This plan must evaluate the student's ability to manage diabetes and his or her level of understanding of diabetes and must be signed by the parent and physician responsible for the student's diabetes treatment. An individual health plan must be implemented by the school and must incorporate components of the student's diabetes management and treatment plan. In accordance with the student's individualized health plan, which incorporates the diabetes management and treatment plan signed by the parent and physician that indicates the student's ability to manage diabetes and his or her level of understanding of diabetes, a school shall permit a student to attend to the management and care of his or her diabetes, which may include:

1. performing blood glucose level checks;
2. administering insulin;
3. treating hypoglycemia and hyperglycemia;
4. possessing necessary monitoring and treatment equipment designed for diabetes care; and
5. attending to the management of his or her diabetes in the classroom, in any area of the school grounds, or at any school- related activity.

Physical Restraint

School staff may, within the scope of their duties, use and apply physical restraint to a student that they reasonably believe is necessary in order to:

1. protect a person, including the person using physical restraint, from imminent physical injury;
2. obtain possession of a weapon or other dangerous object;
3. protect property from imminent serious damage;
4. remove from a specific location a student refusing a lawful command of school staff, including a classroom or other school property, in order to restore order or impose disciplinary measures;
5. prevent student from fleeing when fleeing would put the student, other students, or others in imminent danger.

Surveillance Cameras/Video Recordings

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

SECTION III

ACADEMICS AND GRADING

Physical Education

All students in grades K-5 must engage in at least 135 minutes of physical activity each week as part of the physical education curriculum.

Physical Education Exemption

Short-term exemption from physical education is possible for students who have physical handicaps, illnesses, or other incapacities that a physician or ARD committee deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Each case is handled on an individual basis as follows:

1. Each request for exemption or for modified activity must be accompanied by a physician's certificate. Such certificates are honored, but must be renewed each year.
2. When the certificate will allow modified activities in class, the student should remain in physical education class. The teachers adjust the activities of the student to the disability.
3. An exempted student may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.

Physical Fitness Assessment

Except for students for whom, as a result of disability or other condition identified in law, assessment is inappropriate, the school will assess the physical fitness of students annually.

Assessment

In addition to traditional classroom assessment measures, we use a uniform assessment system to determine students' reading levels. In kindergarten-third grade, we use the NWEA Reading Fluency and NWEA MAP Growth assessments. These assessments give teachers and parents important information regarding reading fluency, phonics development, and comprehension. The test will be administered to new students early in the school year and to all students at the end of each semester. These results will determine the reading grade level that will be noted on the progress reports and/or report cards.

To ensure that the quality of instruction and rigor is consistent across all classrooms and all grades, assessments are given approximately throughout the year in all subjects. Staff and teachers use the data to support struggling students and refine curriculum.

Homework

All students will have homework every day. Students are required to submit their homework on time and parents/guardians are required to sign each homework assignment. There are expectations and consequences for failure to complete assigned homework.

Progress Reports, Report Cards, And School-Parent Meetings

Teachers and staff will use progress reports and report cards to communicate students' academic and behavioral performance. Progress reports and report cards will be sent home with students. In certain circumstances, a student's report card or progress report may not be distributed in class and may need to be picked up at the school by the student's parent or guardian. Parents will also be expected to meet with their

children's teachers during the two Family-Teacher Conferences held each year in November and March. New families are also required to attend a conference before the start of the school year.

Promotion Policies

Grades K-5

Three factors are considered in promotion decisions: attendance, overall reading level, and grade-level standard mastery, as cited on the report card.

Students who accumulate more than 15 absences during the school year will be considered for retention in their current grade-level. Please refer to the attendance policy section of this handbook for more details on this policy. Please note that absences resulting from out-of-school suspensions are not excused.

Students who are not reading on grade level by the end of the academic year are eligible for retention in the elementary school, and students who are reading more than half a year below grade level according to the final NWEA MAP Growth test results will be automatically retained in their current grade-level. Parents of students who are in jeopardy of being retained will receive notice of this possibility in writing at the end of the first semester.

Elementary students receive standard-based report cards that reflect student progress toward mastering the power standards for each grade level. Students are expected to master all standards by the end of each grade level. Elementary students are graded on a scale of 0 to 4.

- 0 – The student has no mastery of the standard.
- 1 – The student has minimal mastery of the standard and needs continued support.
- 2 – The student has partial mastery of the standard and needs minimal support.
- 3 – The student has grade level mastery of the standard and is able to work independently.
- 4 – The student has above grade-level mastery and is able to apply this standard in new situations.

Students who average below a 2.8 on literacy or math report card areas at the end of the year are eligible for retention, and students who average below a 2.4 will be automatically retained. Parents of students who are in jeopardy of being retained will receive notice of this possibility in writing at the end of the first semester.

Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the School Director. The school reserves the right to make exceptions to this policy given special circumstances.

All students who are reading below grade level at the end of the academic year may be required to attend summer session. Summer session is an intensive, targeted instructional program that aims to develop reading, writing, and math skills in a small classroom setting. Students are required to wear uniforms during summer session. Summer session is provided free of cost, but parents are expected to provide transportation for their children. Attendance at summer school will not affect promotion decisions.

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 receive a grade of at least 75 (without notations that student is performing lower on original work) and successfully complete all assigned coursework. Students must demonstrate mastery of grade level content on benchmark test – with limited exceptions. In addition, at certain grade levels a student—with limited exceptions— will be required to pass the state-mandated assessment test and meet the attendance rule (see Page 1). All grades are final; students will receive the grade that was earned.

Special Needs Students

Bilingual/ESL Services

The school offers Bilingual/English as a Second Language (“ESL”) services for English language learners with limited English proficiency. The program is designed to assist English learners in grades K–12 with development in language—listening, speaking, reading, and writing. The goal of the program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state- approved Oral Language Proficiency and Norm- Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

Special Education Services

To be eligible to receive Special Education services, the student must have a disability, and as a result of the disability, the student has a need for specialized services. The school has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 3 to 21 years of age and who fall within the school’s jurisdiction. If you know or suspect that your student has a disability, please contact the school’s School Director for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”) which is developed by the student’s Admission, Review, and Dismissal (“ARD”) Committee. The ARD Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum. At any point the student does not fulfill his/her responsibilities (e.g. completing classwork or homework, participating in class, and/or following the student code of conduct), the Rêve Preparatory Charter School administration reserves the right to administratively withdraw the student.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the School Director.

If a student is experiencing learning difficulties, the parent may contact the School Director to learn about the school’s overall general education referral or intervention system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within fifteen school days, the Committee must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The school must complete the evaluation and the report within 45 school days of the date the school receives the written consent.

The school must give a copy of the report to the parent.

Following the completion of an evaluation, the school must hold an Admission, Review, and Dismissal Committee meeting within 30 calendar days.

If the school determines that the evaluation is not needed, the school will provide the parent with a written notice that explains why the student will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the school. Additionally, a copy of the “Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities” will be provided.



The “Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities” can be obtained from the school office or at the Texas Education Agency Special Education Website: www.tea.state.tx.us/special.ed. For further information, please contact the Special Education Director.

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

Section 504 Services

To become eligible for services and protections under Section 504 of the Americans with Disabilities Act, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a student has, or is suspected of having, a disability under this act and requires special services, parents or teachers should contact the School Director for information concerning available programs, assessments, and services. For further information, please contact the District 504 Coordinator.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs, is the School Director and may be contacted at the school.

Textbooks

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be used by the student as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher. Students will be expected to pay for lost or severely damaged materials. A student whose textbook record is not clear will not be issued any school textbooks until the records are cleared (although a student will be provided textbooks for use at school during the school day). Release of student records will be delayed pending payment for lost or severely damaged textbooks.

SECTION IV

STUDENT CODE OF CONDUCT

Preface

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must be taught and modeled by the school staff. This includes an appreciation for the rights of others.

However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The school has both the responsibility and authority to enforce the Student Code of Conduct, question students, counsel them, and assign discipline when deemed appropriate.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but as citizens, they are also subject to its national, state, and local laws and rules governing various aspects of their conduct. Not all laws are easy to follow, nor need one necessarily agree with each and every law or rule. Often a law or a rule seems unjust or inappropriate, but the law or rule must be obeyed.

In much the same manner, students live and function in a second community as well—namely, the school community. Education confers its own benefits, but it, too, requires acceptance of individual responsibilities. It must at the same time have an orderly and manageable framework within which to operate.

The rules and standards set forth in this Handbook apply to conduct:

1. on school premises or on school vehicles or involving school property,
2. off school premises which directly affects other students or the school, and
3. at school functions of any kind.

This Handbook does not define all types and aspects of student behavior; however, the Board of Trustees has the responsibility to set forth policies, rules, and regulations to help each student conduct himself or herself in a proper manner as a good citizen of the school community. If changes in state law become effective after the printing of this Handbook, the state law will supersede the local policy.

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

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

A teacher may send a student to the Dean of Students or School Director's office to maintain effective discipline in the classroom. In addition, a teacher may remove from class a student:

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

The Board of Trustees has authorized detention, in-school suspension, and expulsion as methods of disciplining students. The Board of Trustees has also given authority to the Superintendent or his designee to use any other disciplinary actions which, in his or her judgment, is appropriate for the violation.

Responsibilities of Staff, Parents, and Students

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among staff, parent, and student requires that:

School Staff

1. maintain an atmosphere conducive to good behavior;
2. are in regular attendance and on time, and are prepared to perform their duties with appropriate working materials;
3. exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
4. plan a flexible curriculum to meet the needs of all students;
5. promote effective training and discipline based upon fair and impartial treatment of all students;
6. encourage parents to keep in regular communication with the school and encourage parental participation in school affairs;
7. develop a cooperative working relationship among staff and students; and
8. obey school policies and regulations.

Parents

1. ensure their student's compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
2. assist their child in being properly attired;
3. take an active interest in the overall school program;
4. communicate regularly with the school concerning their student's conduct and progress;
5. discuss report cards and work assignments with their student;
6. bring to the attention of school authorities any problem or condition that affects their student;
7. maintain up-to-date home, work, and emergency telephone numbers at the school;
8. cooperate with the School Director and teachers in their efforts to achieve and maintain a quality school system; and
9. provide transportation for their student to and from mandatory tutorials and Saturday school.

Students

1. attend all classes daily and on time;
2. prepare for each class, taking appropriate materials and assignments to class;
3. meet school standards of grooming and dress;
4. exhibit an attitude of respect and courtesy toward individuals and property, and conduct themselves in a responsible manner, always exercising self-discipline;
5. refrain from making profane, insulting, threatening, or inflammatory remarks;

6. refrain from engaging in disruptive conduct or cheating;
7. obey all school and classroom rules;
8. seek changes in school policies and regulations in an orderly and responsible manner through approved channels;
9. respect the rights and privileges of students, teachers, and other staff and volunteers;
10. cooperate with and assist the school staff in maintaining safety, order, and discipline; and
11. adhere to the requirements of the Student Code of Conduct.

Jurisdiction

The school may discipline a student for any violation of the Student Code of Conduct committed while a student is:

1. on school property;
2. within 300 feet of school property as measured from any point on the real property boundary line;
3. attending any school-related or school- sponsored activity no matter when or where it takes place;
4. on the property of another school;
5. attending another school's school- sponsored or school-related activity; or
6. off school property, including online activity off school property including any online and social media activity if
 - a. the violation causes a material and/or substantial disruption at school, or
 - b. it is reasonably foreseeable to school officials that the violation will cause a material and/or substantial disruption at school.

The school may also discipline a student for any offense listed in Sections 37.006(a) or 37.007(a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.

Code of Conduct Violations

Abuse

Actions or threats of actions which constitute verbal or physical abuse of any employee or volunteer of the school by a student or any other individual will not be tolerated. Appropriate measures necessary to correct these situations shall be taken by the school, including expulsion.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Academic Offenses

Students found to have academic offenses shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic offenses may include, but are not limited to: incomplete homework assignments, missing assignments, late assignments, missing after school, before school and Saturday tutorials, and failure to return signed papers.

Bomb Threats

Any threat of this type will not be tolerated. A student making a bomb threat will be subject to expulsion and dealt with to the full extent of the law.

Conduct While Riding in School Vehicles

The School Director shall take steps to maintain acceptable student conduct while riding a school vehicle. Students who fail to follow the behavioral standards described in this Handbook (see “Transportation,”) may be denied the privilege of school transportation. Parental involvement will be sought before a student is excluded from riding a school vehicle, except in situations involving a flagrant violation. Flagrant violations include fighting, gross insubordination, and other acts that may cause a safety hazard. It should be understood by all that the driver has the responsibility for maintaining order in his or her school vehicle. It is the duty of the School Director—not the driver—to exclude a student from riding a school vehicle. However, the driver is not prohibited from exercising reasonable judgment in order to protect other passengers from bodily harm.

Disruptive Activity

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

1. interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from the School Director;
2. interferes with an authorized activity by seizing control of all or part of a building;
3. uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;
4. uses force, violence, or threats to cause disruption during an assembly;
5. interferes with the movement of people at an exit or an entrance to school property;
6. uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the School Director;
7. disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property (disruption includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity; entering a classroom without the consent of either the School Director or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities); or
8. interferes with the transportation of students in school vehicles.

Electronic Devices

Students are not permitted to possess electronic devices (e.g., electronic games, iPod and mp3 players, pagers, radios, cameras, etc.) at school, unless prior permission has been obtained from the School Director. Without such permission, teachers will collect the items and turn them in to the School Director’s office. The School Director will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the school permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited and dealt with to the full extent of the law.

Exposure

Inappropriate exposure of body parts, even without any sexual intent, is a serious offense and will be subject to disciplinary action.

Harassment on the Basis of Race, Color, Religion, National Origin, Sex, Gender or Disability

Students must not engage in harassing behavior directed toward another student. Harassment is chronically annoying, aggressive or intimidating behavior towards another individual.

Students are expected to treat other students and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school encourages parental and student support in its efforts to address and prevent harassment in any form in schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher or with their School Director.

A student who believes he or she has been harassed by another student or by school staff is encouraged to report in writing the incident to the School Director. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the School Director in accordance with the school grievance procedure (see "Student or Parent Complaints and Concerns,").

Hazing/Bullying

Texas Laws prohibit students from engaging in, encouraging, aiding, or assisting in hazing or bullying. Hazing is defined as harassment, humiliation, and/or embarrassment of other students, which may or may not include some physical abuse. Bullying is defined as written, verbal, or physical conduct that, in the judgment of the School Director, is sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for the student and is harmful to a student or a student's property. A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a hazing or bullying incident will be subject to discipline.

Inappropriate Sexual Conduct

Inappropriate sexual conduct encompasses any inappropriate, indecent, or offensive act that implies or involves contact of a sexual nature.

Insensitivity to Others

Inappropriate verbal or physical behavior that is motivated due to race, ethnicity, culture, gender, or disabilities will not be tolerated.

Interference with School Activities or Discipline

Any student whose conduct, whether in class or out, materially and substantially interferes with school activities, school-sponsored functions (whether on public or private property), or school discipline, or invades the rights of school staff or other students, shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

“Conduct” includes, but is not limited to, the following activities:

1. preparing, circulating, or presenting petitions which interrupt the school day;
2. displaying on or about his or her person, books, materials, locker or vehicle, symbols, arm bands, flags, pennants, signs, or other decorations that are related to violence and/or gangs; and
3. preparation, printing, publishing, or distributing any unauthorized publication, periodical, paper, pamphlet, magazine, or book.

School Property

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to him or herself, as well as to the student body in general.

Any student found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full extent of the damage and shall be subject to disciplinary measures. Students found to have intentionally, knowingly, or recklessly damaged or destroyed school property may be refused admittance to school or school-sponsored functions until full restitution has been made for such damages.

Self Defense

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

1. the student provokes, invites, or encourages the use of physical force by another person;
2. the student has an opportunity to avoid physical force or to inform school staff of the threatened use of force;
3. the student uses physical force after the other party abandons or attempts to abandon a fight or confrontation;
4. the student does not attempt to walk away from a confrontation; or
5. the student does not attempt to get help from school staff.

Telecommunications or Other Electronic Devices

Students are prohibited from using a telecommunications device, including a cellular telephone or other electronic devices (unless otherwise issued by the school for the purpose of instruction), within a school building before or during school hours or on a school campus during school hours and devices are to remain off during the school day. Devices that are on and/or cause a disruption during the school day will be confiscated. The school will not be responsible for damage, loss, or theft of these items. Once a device has been taken up, the following procedure will be used to return the device:

1. First Confiscation: In addition to a consequence, the device can be picked up by the student or parent no earlier than the end of the school day.
2. Second Confiscation: In addition to a consequence, the device can be picked up by the student or parent no earlier than the following school day.
3. Third Confiscation: In addition to a consequence, the device can be picked up by the student or parent no earlier than the following Monday.
4. Fourth Confiscation: In addition to a consequence the device will be kept for 30 days.

5. Fifth Confiscation: In addition to a consequence, the device will be kept until the end of the school year.

Any student refusing to give the device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. The campus is not responsible for damage that may occur to a confiscated device while awaiting pick up from a student or parent.

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

Threats

Oral or written threats to cause harm or bodily injury to another student, an employee, or school property, including threats made using the Internet or other computer resources at school will not be tolerated.

Weapons

A student shall not possess, exhibit, use or threaten to exhibit or use any firearm, explosive weapons, knife, or materials that could be used as a weapon to inflict physical harm or damage to persons or property on school property or at any school-related function, whether on or off school property. A student is considered “in possession” if he or she has contact with a weapon regardless of the amount of time it is in the student’s possession. If a student becomes in possession of a weapon, he or she needs to immediately inform an adult on campus. Weapons include, but are not limited to:

1. Firearm: any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use;
2. Knife: blade or a hand instrument designed to cut or stab another by being thrown, a dagger, a bowie knife, a sword or a spear;
3. Club: an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument;
4. Explosive weapon;
5. Firearm silencer;
6. Knuckles (i.e., brass knuckles);
7. Chemical dispensing device (such as mace or pepper spray);
8. Zip gun;
9. Any object used in a way that threatens to inflict bodily injury on another person;
10. Firearm ammunition;
11. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
12. Chains;
13. Razors (including box cutters);
14. Pellet gun;
15. BB gun;
16. Stun gun;
17. Airgun; and
18. Toys that imitate weapons (“lookalikes”).

Offenses and Consequences

Level I: Major Offenses

Examples (not inclusive list)

1. Being in an unauthorized area
2. Computer system violations
3. Disrespect of school staff and persons in authority
4. Failure to complete assignments including homework
5. Late assignments
6. Missing tutorials
7. Failure to return signed papers
8. Failure to comply with directives of school staff (insubordination)
9. Failure to comply with school dress code policies
10. Failure to leave campus within 15 minutes of school dismissal (unless involved in an activity under the supervision of school staff)
11. Failure to report known hazing, harassment, or bullying of students
12. Hazing, harassment, or bullying of students (verbal)
13. Inappropriate behavior (not abusive, threatening, violent)
14. Inappropriate public display of affection
15. Inappropriate physical contact not defined as a Level II, Level III, or Level IV offense
16. Insensitivity to others
17. Parking infraction
18. Persistent tardiness (tardy on four or more days within a grading period)
19. Possessing any electronic devices without permission
20. Possessing matches, lighters, etc.
21. Skipping or not attending class, Saturday detention, afterschool detention, before school detention, tutorial sessions, Saturday school or extended day
22. Using a skateboard, scooter, and/or roller blades while on campus
23. Using any telecommunications or other electronic devices, without permission, during school hours
24. Vehicle operation infraction
25. Sleeping in class

Appropriate Disciplinary Actions

1. Classroom management techniques
2. Community service (e.g. cleaning school during non-academic time or on a Saturday)
3. Cooling-off time or "time-out"
4. In-school suspension up to 30 days
5. Parent contracts to restrict home privileges
6. Parent observations in student's classes
7. Parent conference with teacher or School Director
8. Placement in another appropriate classroom
9. Saturday detention, afterschool detention, or before school detention
10. Seating changes within the classroom
11. Temporary or permanent confiscation of items that are prohibited and/or disrupt the educational process
12. Loss of privileges, such as class parties, field trips and school activities as well as isolated lunch/recess. parking privileges, participation in extracurricular activities, eligibility for seeking and holding honorary offices, membership in school- recognized clubs or organizations, etc.
13. Daily behavior record

Disciplinary actions may be used individually or in combination for any offense.

No employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a consequence for unacceptable conduct.

Level II: Discretionary Suspension

1. Examples (not inclusive list) 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 school fraternity, sorority, secret society, or gang, as defined in Texas Education Code 37.121
2. Bypassing of internet blocks on school computers or networks to enter unapproved sites
3. Causing an individual to act through the use of or threat of force (coercion)
4. Engaging in conduct on campus that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship
5. Engaging in conduct that constitutes sexual harassment (verbal and/or physical)
6. Engaging in offensive conduct of a sexual nature (verbal or physical)
7. Extortion/blackmail
8. Failure to comply with conditions of in-school suspension placement
9. Failure to comply with school medication policies
10. False accusation of conduct that would constitute a misdemeanor or felony
11. Falsification of school records
12. Fighting/mutual combat
13. Gambling
14. Gang activity (nonviolent)
15. Hazing, harassment, or bullying of students (physical)
16. Inappropriate behavior
17. Interference with school activities or discipline
18. Leaving classroom, school property, or school-sponsored events without permission
19. Making an obscene gesture
20. Persistent Level I offenses (two Level I offenses within a period of 45 rolling school days)
21. Possessing a look-alike weapon, including without limitation, BB guns, CO² guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon
22. Possessing a stun gun, mace, or pepper spray
23. Possessing ammunition
24. Possessing drug paraphernalia
25. Possessing or selling "look-alike" drugs
26. Possessing or using fireworks or other explosive devices
27. Possessing or using tobacco
28. Possessing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug
29. Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual or inappropriate nature in any media format including but not limited to cell phones
30. Refusing to allow student search
31. Sexual harassment/sexual abuse not defined as a Level III or IV offense
32. Theft
33. Threats (nonviolent/verbal or written) including those initiated through social media, or other electronic forms, made outside of the campus setting for action or threat of action to be taken while on campus
34. Throwing object not considered an illegal weapon that can cause bodily injury or property damage
35. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class
36. Use of profanity or vulgar/offensive language (orally or in writing)

37. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program
38. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment, etc.)
39. Willful destruction of school or personal property and/or vandalism

Appropriate Disciplinary Actions

1. Level I disciplinary techniques
2. Out-of-school suspension for up to three days

Disciplinary actions may be used individually or in combination for any offense.

Level III: Mandatory Suspension, Administrative Withdraw and Discretionary Expulsion

Examples (not inclusive list)

1. Any offense listed in Sections 37.006(a) or 37.007(b) of the Texas Education Code, no matter when or where the offense takes place
2. Academic dishonesty
3. Burglary of a motor vehicle on campus
4. Conduct punishable as a felony not defined as a Level IV offense
5. Criminal mischief against school, student, or school staff
6. Deliberate destruction of or tampering with school computer data or networks
7. Disruptive activity (see "Disruptive Activity,")
8. Gang activity (violent)
9. Inappropriate exposure of body parts
10. Inappropriate sexual conduct
11. Persistent Level I offenses (four Level I offenses within a period of 45 rolling school days)
12. Persistent Level II offenses (two Level II offenses within a period of 45 rolling school days)
13. Possessing a knife, razor, box cutter, or chain
14. Possessing any object used in a way that threatens or inflicts bodily injury to another person
15. Possessing, selling, distributing, or under the influence of a Harmful Drug (see "Harmful Drugs,")
16. Setting or attempting to set a fire on a school property (not arson)
17. Targeting someone for bodily harm
18. Threats (violent/verbal or written)
19. Self harm, including but not limited to severe scratching, branding, cutting, self hitting, burning, and biting.

Appropriate Disciplinary Actions

1. Out-of-school suspension for up to three days
2. Administrative Withdraw
3. Expulsion

Level IV: Mandatory Expulsion

Examples (not inclusive list)

1. Any offense listed in Section 37.007(a) and (d) of the Texas Education Code, no matter when or where the offense takes place
2. Required to register as a sex offender

Appropriate Disciplinary Actions

1. Expulsion

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 school policy. See Student and Parent Complaint and Concern Policy.

Suspension Process

In addition to the above list of Student Code of Conduct violations, an Administrator has the authority to suspend a student 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 constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, an Administrator, or appointee, must attempt to hold an informal conference with the student to:

1. notify the student of the accusations against him or her,
2. allow the student to relate his or her version of the incident, and
3. determine whether the student's conduct warrants suspension.

Notification to Parents

If an Administrator determines the student's conduct warrants suspension during the school day, the Administrator will make reasonable effort to notify the student's parents that the student has been suspended before the student is sent home. The Administrator, or appointee, will notify a suspended student's parents of the period of suspension and the grounds for the suspension. Should parent/guardian require further discussion, a meeting should be scheduled with administration through the school office.

Credit during Suspension

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

Expulsion Process

Hearing

Students alleged to have committed an expellable offense will receive a hearing before the School Director within a reasonable time following the alleged misconduct. Prior to the hearing, the school will send a written notice to the student and the student's parents, including:

1. the basis for the proposed expulsion;

2. the date, time, and location of the hearing; and
3. the right of the student, at the hearing, to:
 - a. be present;
 - b. be accompanied by his or her parents;
 - c. be represented by any adult representative, including legal counsel;
 - d. present evidence, call witnesses, and testify; and
 - e. be informed of the school's evidence.

After making a good faith effort to inform the student and the student's parents of the time and place of the hearing, the school shall hold the hearing regardless of whether the student, the student's parents, or another adult representing the student attends. The School Director shall audio record the hearing.

Expulsion Order

Within seven days following the hearing on expulsion, the School Director will notify the student and the student's parents in writing of his or her decision. If the outcome of the expulsion hearing is that the student will be expelled, the School Director will enter an expulsion order and provide a copy to the student and the student's parents specifying:

1. the length of the expulsion;
2. the procedures for re-admittance at the end of the expulsion period, if applicable; and
3. the right to appeal the School Director's decision.

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

Appeals

The student or a parent may appeal the decision of the School Director in accordance with the school grievance procedure (see "Student or Parent Complaints and Concerns,").

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

Effect of Student Withdrawal

If a student withdraws from the school before the expulsion hearing is conducted or an expulsion order is entered, the school may continue with the proceedings and enter an order. If the school fails to enter an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings and enter an order.

No Credit Earned

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

Suspension/Expulsion Requirements for Special Education

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

Emergency Removal

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

Placement of Students with Disabilities

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

Administrative Withdraw

At any point the student does not fulfill his/her responsibilities (e.g. completing classwork or homework, participating in class, and/or following the student code of conduct), the Rêve Preparatory Charter School administration reserves the right to administratively withdraw the student. Parents will be notified via conference or phone call should the student reach this level.

SECTION V

PARENTAL RIGHTS

Surveys and Activities

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

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s family;
3. sexual behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of individuals with whom the student has a close family relationship;
6. relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

Parents have a 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. any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law).

APPENDIX

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:

The Right to Inspect and Review

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

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

The school shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The school may charge a fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The school will not charge a fee to search for or to retrieve the student's educational records.

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

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

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

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

The Right to Consent Prior to Disclosure

Parents or eligible students have the right to consent to disclosures of personally identifiable information ("PII") contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Disclosure without Consent

Officials with Legitimate Educational Interests

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to school officials with legitimate educational interests. A school official is:

1. a person employed by the school as a School Director, teacher, teacher aide/ paraprofessional, or support staff member (including health or medical staff and law enforcement unit personnel);
2. a person serving on the Board of Trustees;
3. a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (e.g., attorney, auditor, medical consultant, therapist, etc.);
4. a parent or student serving on an official committee (e.g., disciplinary committee, grievance committee, etc.), or
5. a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Officials of another School

The school may disclose—and does so upon request—PII contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the disclosure is 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.

Federal and State Program Purposes

The school may disclose PII contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to authorize representatives of:

1. the U.S. Comptroller General,
2. the U.S. Attorney General,
3. the U.S. Secretary of Education, or
4. State and local educational authorities.

Disclosures under this provision may be made 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.

Financial Aid

The school may disclose PII contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary 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.

State and Local Officials

The school may disclose PII contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the disclosure is 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.

Certain Studies

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to organizations conducting studies for, or on behalf of, the school, in order to:

1. develop, validate, or administer predictive tests;
2. administer student aid programs; or
3. improve instruction.

Accrediting Organizations

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to accrediting organizations to carry out their accrediting functions.

Tax Purposes

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to parents of an eligible student, if the student is a dependent for IRS tax purposes.

Judicial Order or Subpoena

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to comply with a judicial order or lawfully issued subpoena.

Health and Safety Emergency

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to appropriate officials in connection with a health or safety emergency.

Directory Information

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the school has designated the information as "directory information."

The school has designated the following categories of information as directory information for the purpose of disclosure relating to school- sponsored/school-affiliated purposes:

1. student's name;
2. address;
3. telephone listing;

4. electronic mail address;
5. photographs (including video images);
6. date and place of birth
7. major field of study
8. dates of attendance;
9. grade level;
10. participation in officially recognized activities and sports;
11. weight and height of members of athletic teams
12. degrees, honors, and awards received
13. the most recent educational agency or institution attended; and
14. student identification (“ID”) number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student’s SSN, in whole or in part, cannot be used for this purpose).

School-sponsored/school-affiliated purposes are those events/activities which the school conducts and/or sponsors to support the school’s educational mission. Examples include, but are not limited to:

1. extracurricular programs or events (e.g., plays, sporting events, graduation ceremony, etc.),
2. publications (e.g., newsletters, yearbook, etc.)
3. honor roll and other recognition lists,
4. marketing (e.g., videos, print media, website, newspaper, etc.)

The school has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. student’s name,
2. address,
3. telephone listing

The school shall not release directory information except for the purpose indicated above, namely:

1. disclosure relating to school- sponsored/school-affiliated purposes; and
2. disclosure to military recruiters and institutions of higher education, but only 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 SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 SCHOOL DAYS AFTER RECEIVING THIS “ANNUAL NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE).”

Records

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, FERPA requires the school to record the disclosure. Parents or eligible students have a right to inspect and review the record of disclosures.

The Right to File a Complaint

Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education (“Office”) concerning alleged failures by the school to comply with the requirements of FERPA. The name, address, and phone number of the Office that administers FERPA are:



Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202
Phone: 1.800.872.5327

A complaint must contain specific allegations of fact giving reasonable cause to believe that a FERPA violation has occurred. A complaint does not have to allege that a violation is based on the school's policy or practice.

The Office investigates a timely complaint filed by a parent or eligible student or conducts its own investigation when no complaint has been filed or a complaint has been withdrawn, to determine whether the school has failed to comply with FERPA. If the Office determines that the school has failed to comply with FERPA, it may also determine whether the failure to comply is based on the school's policy or practice.

A timely complaint is defined as an allegation of a FERPA violation that is submitted to the Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation. The Office may extend the time limit for good cause shown.

Access to Medical Records

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

Computer Resources, Web Learning Tools, and Network Services Acceptable Use Guidelines

Computer Resources

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

Technology Mission Statement

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

Instructional Resource

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

The Internet is a global electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Services available to our school Internet users include:

1. educational opportunities and electronic field trips,
2. public domain software and shareware,
3. access to university libraries and various museums,
4. online encyclopedias,
5. access to research databases,
6. access to hundreds of reference sources,
7. online subscriptions to educational journals,
8. virtual classrooms and laboratory simulations, and
9. information and news from NASA and other research institutions.

Through the school, students and staff have access to numerous research oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. Computers at the school have the technology necessary to support student research and to promote academic achievement.

Student Safety

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

Purpose

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

User Responsibilities

1. The school is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.
2. The use of the school Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
3. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
4. Individual accounts may be used only by the owner of the account except where specifically authorized by school administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
5. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Policy Terms and Conditions

Acceptable Use



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

Privileges

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked.

Warranty

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for loss of data resulting from delays, non-deliveries, missed deliveries, viruses, or service interruptions caused by its own negligence or user errors or omissions. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the school. The school specifically denies any responsibility for the accuracy or quality of information obtained through the school network services.

Disclaimer of Liability

The school shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information available on the Internet.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and staff shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only authorized school personnel designated by the Director of Technology Services, may read, delete, copy, or modify the electronic mail of other system users. Deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited. Forgery or attempted forgery will result in the cancellation of system privileges, as well as other appropriate consequences.

Vandalism

Vandalism is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt, or destroy data of another user of the school's network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of school policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

The school will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette

The user is expected to exhibit the following behavior:

1. Be polite;
2. Use appropriate language;
3. Maintain confidentiality of the user, colleagues, and students;
4. Respect copyright laws; and
5. Be respectful in all aspects of network use.

Consequences

Students found to have violated school policies and procedures concerning use of school computers or networks shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

Vandalism Prohibited

Any malicious attempt to harm or destroy school equipment or data or data of another user of the school's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of school policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences as allowed by school policy and state and federal law.

Violations of law may result in criminal prosecution as well as disciplinary action by the school.

Student or Parent Complaints and Concerns

The purpose of this policy is to secure, at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints and/or concerns. Usually, student or parent complaints can be resolved simply by an informal phone call or conference with the teacher or School Director who is the subject of the complaint. Generally, should the complaint involve a problem with a teacher, the student or parent is expected to discuss the matter with the teacher before requesting a conference with the School Director. For those complaints that cannot be handled informally, the school has adopted the following grievance policy.

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process.

Definitions

For the purposes of this policy, "days" shall mean calendar days.

For the purposes of this policy, "parent" shall mean a person standing in parental relation but does not include a person as to whom the parent- child relationship has been terminated or a person not entitled to possession of or access to a child under a court order. Except as provided by federal law, all rights of a parent under Education Code Title 2 and all educational rights under Family Code 151.003(a)(10) shall be exercised by a student who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Family Code Chapter 31, unless the student has been determined to be incompetent or the student's rights have been otherwise restricted by a court order.

Level One

A student or parent who has a complaint that could not be resolved must

1. first meet with the teacher. If the complaint cannot be resolved, then the student or parent should
2. request a conference with the teacher(s) of the student and an Assistant School Director of the school by filing the complaint in writing on a form provided by the school.

The form must be filed with the school office within seven days of the time the student or parent knew, or should have known, of the event or series of events about which the student or parent is complaining. Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the student or parent did not know the documents existed before the Level One conference. A complaint form that is incomplete in any material way may be dismissed but may be re-filed with all the requested information if the re-filing is within the designated time for filing a complaint.

The teacher(s) of the student and a Assistant School Director of the school will hold a conference with the student or parent within seven days of the request. The seven-day timeframe for holding the Level One conference may be extended if mutually agreed to by both the student or parent, the teacher(s) of the student and a Assistant School Director of the school. An adult may represent a student at this and any level of the complaint.

The teacher(s) of the student and an Assistant School Director of the school have seven days following the Level One conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Should the complaint involve a problem with the teacher(s) of the student and an Assistant School Director of the school, then the Level One complaint form should be submitted to the Grievance Committee at the following address:

Rêve Preparatory Charter School
PO Box 450165
Houston, TX 77245

Level Two

If the outcome of the Level One conference with the teacher(s) of the student and Assistant School Director is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level One decision to the School Director by filing the appeal notice in writing on a form provided by the school.

The appeal notice must include a copy of the Level One complaint, a copy of the Level One decision being appealed (if applicable), and a copy of any documents presented at the Level One conference.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Rêve Preparatory Charter School
PO Box 450165
Houston, TX 77245



The School Director shall hold a conference with the student or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Two conference may be extended if mutually agreed to by both the student or parent and the School Director.

The School Director shall have seven days following the Level Two conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level Three

If the outcome of the Level Two conference with the School Director is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level Two decision to the Chief Academic Officer or designee by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two appeal notice; a copy of the Level One and Level Two decisions being appealed (if applicable); and a copy of any documents presented at the Level One and Level Two conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Rêve Preparatory Charter School
PO Box 450165
Houston, TX 77245

The Chief Academic Officer or designee shall hold a conference with the student or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Three conference may be extended if mutually agreed to by both the student or parent and the Chief Academic Officer or designee.

The Chief Academic Officer or designee shall have seven days following the Level Three conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level Four

If the outcome of the Level Three conference with the Chief Academic Officer is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level Three decision to the Superintendent or designee by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two and Level Three appeal notices; a copy of the Level One, Level Two, and Level Three decisions being appealed (if applicable); and a copy of any documents presented at the Level One, Level Two, and Level Three conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Rêve Preparatory Charter School
PO Box 450165
Houston, TX 77245

The Superintendent or designee shall hold a conference with the student or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Four conference may be extended if mutually agreed to by both the student or parent and the Superintendent or designee.



The Superintendent or designee shall have seven days following the Level Four conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level Five

If the outcome of the Level Five conference with the Superintendent or designee is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level Four decision to the Board of Trustees by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two, Level Three, and Level Four appeal notices; a copy of the Level One, Level Two, Level Three, and Level Four decisions being appealed (if applicable); and a copy of any documents presented at the Level One, Level Two, Level Three, and Level Four conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Rêve Preparatory Charter School
PO Box 450165
Houston, TX 77245

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

The Board of Trustees is not required to consider documentation not previously submitted or issues not previously presented. The presiding officer may set reasonable time limits. The Board of Trustees shall hear the complaint in a closed meeting to protect the individual's confidentiality and may request a response from the school. The school shall make an audiotape record of the Level Five proceedings before the Board of Trustees. The Board of Trustees shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board of Trustees fails to reach a decision regarding the complaint by the end of the next regularly scheduled Board meeting, the lack of a response by the Board of Trustees upholds the decision at Level Four.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board of Trustees in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

Consolidation of Complaints

When the school determines, in its sole discretion, that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, the complaints may be consolidated.

Modification of Procedures

The Superintendent may, at her sole discretion, modify this complaint process or require an alternative process, so long as the Board of Trustees retains final authority to hear and decide complaints and concerns brought hereunder.

Contract of Mutual Responsibilities

<i>PARENT</i>	<i>STUDENT</i>	<i>SCHOOL</i>
<p>As a Rêve Prep Charter School parent, I agree to:</p> <ol style="list-style-type: none"> 1. Make the school a safe and orderly environment by supporting the school as it enforces the school's code of conduct (as spelled out in the Student and Family Handbook), including policies regarding immediate conferences and the issuance of suspension. 2. Ensure that my child arrives at school before 7:45 A.M. and attends school regularly. I have read the attendance policy in the Student and Family Handbook and understand the school's policy regarding lateness, excused and unexcused absences, and annual absences in excess of 15 days. 3. Ensure that my child wears the appropriate school uniform daily, as explained in the dress code section of the Student and Family Handbook. 4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend the following events at the school: August orientation, a fall open house, a minimum of two parent conferences, and any specifically requested conferences. 5. Check my child's homework assignments nightly. I understand that unsatisfactory or incomplete homework will result in a corresponding consequence. 	<p>As a Rêve Prep Charter School student, I agree to:</p> <ol style="list-style-type: none"> 1. Show <u>respect</u> for myself, other people in our school community, the property of others, and the learning environment. 2. Show <u>excellence</u> by always working hard to achieve my personal best. 3. Show <u>virtue</u> by always trying to do the right thing. 4. Show <u>enthusiasm</u> by always bringing joy and excitement to any activity I do. 5. Show <u>determination</u> by making choices about my behavior and accepting the consequences. 6. Show <u>understanding</u> by caring for others. 7. Show <u>preparedness</u> by always having my supplies and being ready to learn. 	<p>As a Rêve Prep Charter School employee, I certify that the school agrees to:</p> <ol style="list-style-type: none"> 1. Ensure that valuable school time is utilized thoughtfully and efficiently so that the school can provide our students with an education that is academically rigorous and that meets or exceeds the requirements of the Texas Essential Knowledge and Skills. 2. Make the school a safe and orderly environment by enforcing school rules as consistently as possible and by doing our part to instruct our students regarding appropriate and inappropriate behavior in school. 3. Communicate regularly with parents regarding their child's behavioral and academic performance through progress reports, report cards, parent conferences, telephone contact, and by welcoming parents to the school. 4. Assign, collect, and evaluate nightly work assignments designed to support classroom instruction and teach responsibility, and ensure that students are held accountable for finishing those assignments on a daily basis. 5. Constantly monitor the strengths, weaknesses, and progress of our students, both academically and behaviorally, provide extra academic and homework help to our students on a regular basis, and consistently enforce the code of conduct as a means of holding students accountable for their behavior in school.
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Parent's Name</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Student's Name</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Rêve Prep Representative Name</i>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Parent's Signature Date</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Student's Signature Date</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Rêve Prep Rep. Signature Date</i>



Rêve Preparatory Charter School
2019-2020 Parent/Student Handbook Acknowledgment Form and
Agreement to Abide by the Parent/Student Handbook

Dear Parent,

A safe, orderly school is essential to student learning. The importance of that kind of an environment has been a long-standing value of this school. That environment promotes a positive school climate and high expectations for both behavior and learning.

This Handbook is published to outline those expectations. We want to assure and protect the rights of all students to a safe, orderly, and educationally efficient environment. If we can free the school from disruptions that result from inappropriate behavior and appearance, we seek to do so. We solicit your support and cooperation in a partnership which provides the best possible learning environment for your student.

This Handbook, including the Student Code of Conduct, has been developed through the cooperative efforts of our school community. It is extremely important that all students are aware of the expectations that the school has for them and that each parent encourages their student to accept and follow the behavioral standards outlined in this Handbook.

Your signature is requested to acknowledge your receipt of this Handbook and your commitment to abide by the provisions contained herein.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED AND AGREE TO ABIDE BY THE PARENT/STUDENT HANDBOOK, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING PROVISIONS THEREOF:

1. **STUDENT CODE OF CONDUCT;**
2. **COMPUTER RESOURCES, WEB LEARNING TOOLS, AND NETWORK SERVICES ACCEPTABLE USE GUIDELINES; AND**
3. **ELECTRONIC COMMUNICATION DEVICE COMMITMENT POLICY.**

 Student Name

 Grade Level

 Student Signature (for students 3rd grade and up)

 Parent Signature

 Date

 Parent Email

SCHOOL COPY



Rêve Preparatory Charter School
2019-2020 Parent/Student Handbook Acknowledgment Form and
Agreement to Abide by the Parent/Student Handbook

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Student Name

Grade Level

Student Signature (for students 3rd grade and up)

Parent Signature

Date

Parent Email

Please remove/print this page, sign it, and keep it for your records.

Thank you for allowing our staff the opportunity to partner with you in the education of your child.

PARENT/STUDENT COPY