

**ANNE FRANK**

INSPIRE ACADEMY

NW MILITARY

**2023 - 2024**

***Parent/Student Handbook***

***K-5***

**Mission**

***To increase the capacity  
for human greatness!***

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# About Anne Frank Inspire Academy

Anne Frank Inspire Academy (AFIA), offers K-12<sup>th</sup> grade students an extraordinary integrated academic program featuring four interlocking areas of growth: problem solving, character development, leadership opportunities and service-learning projects.

Graduates of AFIA will be equipped with a cornucopia of tools that will serve to empower them with an unwavering commitment to greatness!

## Mission

To increase the capacity for learning by inspiring every student to belong, find joy, and be great.

## Vision

To reimagine and transform global learning

## Values

Compassion, Commitment, Collaboration, Innovation, and Integrity

**School Colors:** Silver, Blue

**Mascot:** Seagull

## Inspire Academies

- Small School Size
- Creative Learning Environment
- Guided Inquiry Learning Model
- Authentic Assessments
- Teachers as Facilitators
- Connection to the Community

## Our Three Imperatives

**Belong:** Be an active member of your family, your school, your community, and the world.

**Be Great:** Become an expert learner, a leader, a person of character and principles, and create a life of service to others.

**Find Joy:** This is the purpose of life-and a choice you can make every day.

## Visitors to the School (All Grade Levels)

### *General Visitors*

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the one of the main offices at the front of the Elementary or Middle School and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and facilitator and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### *Unauthorized Persons*

In accordance with Education Code 37.105, a school administrator has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

## Child Find Notice

AFIA shall identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students.

## Pledges of Allegiance and a Minute of Silence

### (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge

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

## Prayer

### (All Grade Levels)

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

## Communications—Automated

### *Emergency*

The district will rely on contact information on file with the district to communicate with parents in an emergency, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a

phone number previously provided to the district has changed.

## Non-emergency Communications

Your child's school will request that you provide contact information, such as your phone number and email address, for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal.

## Complaints and Concerns

### (All Grade Levels)

Usually, student or parent concerns can be addressed informally by a phone call or a conference with the facilitator or principal. Should a parent or student feel a need to file a grievance, the parent or student must submit the grievance in writing to the principal within 15 school days of the date that the complainant knew or should have known of the alleged harm. If the grievance is not resolved at the campus level with the principal, the grievance must be sent to the superintendent in writing. If still unresolved, the district provides for the parent grievance to be presented and heard by the district board of trustees. See Appendix C for the Board Grievance Policy.

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## Small School Size

### Discrimination

AFIA complies with all non-discrimination rules and regulations and does not permit any form of

discrimination on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

## **Admissions**

### **Open Enrollment Charter School**

Anne Frank Inspire Academy is an open-enrollment charter school which is a public school of choice. Parents must follow the guidelines for the admission process for a student to be admitted into an open-enrollment charter school.

A completed application must be submitted to the school or online prior to the application deadline to be eligible for admission. Times will be posted on the website for the application to be received with a deadline date that must be met for students to qualify for the lottery.

### **Lottery and Placement on Waitlist**

Anne Frank Inspire Academy has an open application period annually. All new applicants for admission to a campus during this time are subject to a lottery to determine their placement on the lottery results/waitlist for the particular grade level.

The lottery, if any, shall be conducted within the next five (5) business days following the application closing date. A lottery will be conducted for each grade level.

The lottery for each grade will be conducted in four stages: (A) children of facilitators; (B) siblings of currently accepted students; (C) students who live within the school's geographic boundary (including homeless students); and (D) students who live outside the school's geographic boundary.

Applications received after the application closing date will be placed on the waitlist according to their application classification: child of facilitator, sibling of current student, student who lives within the school's geographic boundary (including homeless students), or student who lives outside the school's geographic boundary. Thus, for instance, any sibling who submits an application for admission after the Application Closing Date will be placed at the bottom of the section of the waitlist for siblings (and

immediately ahead of the students residing within the school's geographic boundary). Similarly, new applicants residing within the school's geographic boundary will always be placed on the waitlist ahead of students residing outside of the school's geographic boundary.

## **Enrollment**

After the lottery, the school will determine how many seats are available in each grade and begin informing parents of prospective students in the order they appear on the lottery results/waitlist to fill the available seats. The school will inform the parent listed on the application. The parent will have 48 hours (excluding weekends and federal holidays) from the time of the first contact to accept enrollment at the school and schedule a time for the parent and student to complete the new student enrollment packet. If the parent does respond to verbally accept the offer of enrollment within 48 hours (excluding weekends and federal holidays), the student will be removed from the waitlist.

When a seat becomes available any time after the initial lottery notification, the parents of students on the waitlist will be notified as soon as there is an opening by informing the parent listed on the application. The parent will have 48 hours (excluding weekends and federal holidays) from the time of the first contact to accept enrollment at the school and schedule a time for the parent and student to complete the new student enrollment packet. If the parent does not respond and verbally accept the offer of enrollment within 48 hours (excluding weekends and federal holidays), the student will be removed from the waitlist.

Any student who is administratively removed from the waitlist due to failure to timely accept enrollment as outlined in this policy may have their application re-activated for that school year only. The parent must call the Registrar and request that the application be reactivated. Upon receipt of such request, the school will place the student at the bottom of the waitlist as outlined in this policy.

If the number of students enrolled in a grade ever exceeds the cap established by the school, due to retention or other grade placement modifications, the school will absorb the extra students in that grade as naturally as possible. If any student withdraws or is removed from the school such that

the number of students in the grade remains at or above the cap, additional students will not be enrolled at that time. The school will not enroll additional students in any grade unless the number of students falls under the cap for that grade as determined by the school.

No student names will be physically removed from the enrollment database. The enrollment database will be retained as a record of the school's compliance with the Texas Education Code, United States Department of Education Non-Regulatory Guidance, and this policy.

## Acceptance Procedure

*Students that were selected on "lottery day" will be emailed the day after the lottery. Welcome letter and enrollment instructions will be available in the Treehouse Portal after one day after notification of selection and completion of the lottery.*

## Enrollment Documents

Upon a student's acceptance, the following documents are required to be submitted:

- Birth certificate
- Records from the school most recently attended
- Immunization records
- Parent Identification
- Proof of Residency
- Social Security Card

Students will not be denied enrollment because they failed to meet these requirements. However, these are required documents for enrollment in Texas Public Schools and unless an approved recognized exemption is submitted to the school, the student is subject to removal.

## Student Dress

Students attending AFIA are not required to wear a uniform. However, students are required to follow the guidelines below.

## Dress and Grooming (All Grade Levels)

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may

determine a student's personal dress and grooming standards, provided that they comply with the following:

## Dress Code for Elementary and Secondary Students:

General Clothing Guidelines:

- Garments must allow for participation in all regular school activities while maintaining dignity and modesty.
- Articles of clothing with pictures, emblems, symbols, slogans, or writings that are lewd, offensive, vulgar, obscene, contain sexual innuendos, or cause disruption to the educational process are prohibited.
- Articles of clothing that advertise or depict tobacco products, alcoholic beverages, drugs, controlled substances, or other items prohibited at school.
- See-through attire is unacceptable unless an article of clothing is worn underneath the garment that complies with the dress code.
- At no time should undergarments be visible. Thermal clothing intended as undergarments must be covered by other clothes.
- Boxer shorts, pajamas, or other sleepwear as outerwear is prohibited - except on approved occasions.
- All articles of clothing must be worn as it is designed to be worn (i.e. not backwards or inside out). Shirts and Dress Tops
- Shirts must be worn at all times while in the classroom, on school grounds, or at school related or school-sponsored events.
- Tube tops, halter necks, midriff, backless tops, spaghetti straps, spandex/leotard tops, off the shoulder tops, or low-cut tops are prohibited.
- Shirts must be long enough to cover the midriff, even when arms are raised over the student's head. Pants, Shorts, Capris, Skirts, Skorts, or Dresses.
- Shorts, skirts, tunics, long shirts, skorts, or dresses must reach mid-thigh or longer. The same standard applies to slits or slashes in skirts, dresses, or rips in jeans.
- All pants, shorts, capris, skirts, and skorts must fit over the hips at the waist.

- Pants must be naturally fitting at the waist and at the crotch. Pants may not sag or bag at the waist or drag on the ground.
- Form fitting pants, stretch pants, yoga pants and leggings may be worn under a skirt, dress, skort, tunic or long shirt that is mid-thigh or longer and complies with the dress code.
- Footwear: For reasons of health and safety, shoes must be worn at all times.
- The following footwear is prohibited due to health or safety concerns: no house shoes or roller shoes or steel toe shoes/boots.
- Certain classes may require students to wear certain types of footwear. For example, athletic shoes may be required for physical education classes and closed toe shoes may be required for chemistry.
- Hair: Student's hair, including facial hair, must be clean, groomed, and by the nature of the style does not tend to create a distraction.
- Hairstyles or designs or hair colors that are disruptive or distracting to the school environment are prohibited
- Inappropriate insignia and/or designs are not allowed in weaves, braids, dye patterns, shaved or plucked into the hair.
- Hair must be kept out of the eyes and must not be a distraction.
- Head Wear such as bandanas, hoods, visors, or other head coverings that may disrupt learning are prohibited in the classroom or school building except on approved occasions.
- Religious head wear is accepted and acknowledged at school.
- Jewelry and Accessories: Jewelry that causes a distraction or that could be dangerous to the student or other individuals is prohibited.
- Studded and spiked jewelry (e.g., dog collars) are prohibited.
- Pocket or wallet chains are prohibited due to safety concerns.
- Tattoos or personalized ink marker drawings that are lewd, vulgar, or depict profanity or prohibited items (i.e., alcohol, drugs, or tobacco products) must be covered at all times while in the classroom, on school grounds, or at school activities or school sponsored events.

- Any makeup or nail polish that is distracting to the learning environment is prohibited.

**PLEASE NOTE:** The campus administrator will identify any exceptions to this dress code. The final decision shall be that of the campus administrator. The campus administrator may make exceptions to this dress code for special occasions such as, but not limited to, homecoming, prom or athletic events.

If the campus administrator determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be suspended for the remainder of the day, or until the student complies with the dress code. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

### **After-School functions and ExtraCurricular Events**

Students will be required to subscribe to the school dress code at all after school functions and extracurricular events. However, shorts no shorter than finger-tip length, baseball caps/hats, and flip flops shall be permitted.

## **Creative Learning Environment**

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AFIA is a free, public school open to all students who are in grades K-12<sup>th</sup>. Students are not required to take a test to be accepted and there is not a charge for tuition.

AFIA fosters a culture of innovation and assists students in reaching their full potential through internal and external learning spaces where design is driven by pedagogy and technology.

AFIA is designed on the premise that the effective implementation of learning spaces can actually facilitate student engagement and enhance teaching and learning. Students and staff are not bound by traditional classrooms or caught in the dilemma of creating student programs to fit present day constraints.

Students enrolled in AFIA will enjoy buildings that feature flexible spaces, collaborative areas; studios built with social interaction in mind and integrated technology where comfort and ambiance are not forgotten.

## **School Work**

Students will set goals each nine weeks and reflect on them during Student Led Conferencest. Students will keep track of assignments and get feedback in the Treehouse portal. Facilitators and Instructional Assistants will check student progress frequently and provide student feedback. Working on these assignments and goals can happen anywhere and/or anytime: home, school, weekends, and etc. If a student is absent from school, the work of one's life continues!

Parents are encouraged to review material that students are covering and provide opportunities for students to continue their project development at home.

Students will be supported in finding a system that works for them to keep track of assignments. The TreeHouse portal is a tool to help student(s) when absent to obtain the missed assignments and make up assignments.

## **Late Work Policy**

Students that have several excused absences should contact their advisor to determine a reasonable plan to catch up on missed work. If a student consistently

turns in work late, the issue will be addressed with the student and their parent(s).

## **Closed Campus**

AFIA operates a closed campus. AFIA is committed to providing a safe campus environment; therefore, students are required to have a parent / guardian physically enter the building at the front of the Middles School or Elementary School to check him / her out through the Administrative Assistant. Students may not sign themselves out.

## **Phone Messages**

Parents are encouraged, during regular school hours, to call the main office of the Elementary school at (210-638-5910) or to contact the Middle & High School at (210-638-5900) should an emergency occur. The school will notify the student of the emergency.

## **Student Cell Phones**

Students are permitted to bring their cell phone to school; however, cell phones are not permitted to video and audio record other students or staff without their permission. Devices are subject to being confiscated if they are used repeatedly in an inappropriate fashion or disruptive to learning. Facilitators will provide students with guidelines for use during instructional time. Cell phones are not acceptable devices for learning.

## ***Telecommunications and Other Electronic Devices Searches*** **(All Grade Levels)**

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

## Learning Experiences

AFIA will offer a wide variety of opportunities for students to go on trips or engage in learning experiences on campus. The following guidelines will apply:

- Students must return a Field Trip Permission slip signed by a parent. Phone calls will not be accepted as permission.
- Students will follow the Student Code of Conduct on all off-campus trips.

## Transportation

### (All Grade Levels)

#### *School-sponsored Trips*

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

## Student Records

Please contact the registrar to change your student's address, phone number, emergency contacts or other information.

AFIA complies with the Family Education Rights and Privacy Act (FERPA) which affords parents certain rights of privacy with respect to the student's education records.

Parents, whether married, separated, or divorced, have a right to access their child's education records, unless a court order specifically restricts that right. Legal paperwork with restrictions should be provided to the registrar to keep on file for guidelines to administration regarding educational rights.

## Photographs

AFIA, throughout the year, may have students working on yearbooks. They will also work with webpage designers and media representatives on campus to videotape or photograph student related activities.

By signing the Photo Release Form, parents are giving AFIA permission to *take their child's photograph and to use that photograph.*

## Waiver of Student Fees

Requests for a waiver of fees must be made to the principal. The individual student's situation will be taken into consideration and a decision based on need will be made.

## School Closings / Delay

School cancellations and delays will be communicated to parents via email, phone call, or texts. In addition, TV stations will announce the school's cancellation or delay information.

## Disaster and Fire Preparedness

AFIA has a school crisis plan that provides a disaster and fire protection plan. Drills are conducted regularly throughout the school year. Disaster and fire drill will be held regularly.

## Students Selling Items at School

School clubs and organizations may sell items if they have received permission from a school administrator. Items may be sold before and after school.

## Distributing Flyers

Students who wish to distribute flyers, literature, etc., must receive approval from a school administrator. Students that wish to post advertising materials for school events must receive approval from a school administrator.

## School Schedules

### Elementary & Secondary: (See Calendar for Dates)

7:45 a.m. to 4:00 p.m.

### Monday – Friday – Extended Morning Care

7:00am – 7:30am

### Monday – Friday - Extended Day

Ends at 5:30 p.m.

### Specific Early Dismissals & Holidays - See School Calendar

## Arrival to School

School doors will open at 7:30 a.m. For safety reasons, students should not arrive before 7:30 a.m. unless they are signed up for morning care. Only staff in Morning Care will be on duty prior to 7:30 a.m.

## Dismissal from School

- Parents picking up their student prior to regular school dismissal must physically go to the front office of the elementary or middle school to check their student out. Students may not check themselves out.
- Due to traffic control and safety reasons, students are expected to report to the designated student pick-up area immediately upon dismissal from school.

Students that are not picked up upon dismissal time will be held fifteen minutes at their pick-up designation. Students will then wait in the office for parent pick-up. A late fee of \$10.00 will be charged if student has to be placed in extended day.

## Designation for Parent Pick-Up

AFIA will recognize the parent/guardian on the Student Registration Form as the only person (s) having the authority to pick up that student. If a parent/guardian or authorized family member claims to have the right to pick up the student, then that person must present a driver license and one of the following:

- A certified court order showing charge of custody rights and proper identification.
- Proof including order from clerks of the court, judges, or attorneys.

A change of custody will not be allowed on school property during the school day unless authorized by the Head of School.

## Change of Address

Written notification of a student's address change or phone number should be given to the registrar within five days of the change.

## Attendance

### Texas Compulsory Attendance Law

Regular school attendance is essential for a student to make the most of their education—to benefit from facilitator-led and school activities, to build each day's learning on the previous day's, and to grow as an individual.

Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

## Failure to Comply with Compulsory Attendance

### (All Grade Levels)

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

## Exemptions to Compulsory Attendance

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

## Kindergarten Attendance

Students enrolled in kindergarten are required to attend school and are subject to the compulsory attendance requirements if they are enrolled. Late arrival and early pickup of students will result in an unexcused absence and more importantly may result

in serious disruption of a student's mastery of content and academic success. More so, frequent tardiness and early pickup of students increases class disruptions and causes facilitator redirection to assist children entering or leaving the classroom, thereby minimizing the instructional learning of other students in the classroom.

## **Ages 6 and Up Attendance**

A child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in 1<sup>st</sup> grade, and who has not yet reached his/her 18<sup>th</sup> birthday shall attend school. Parents are required by Texas Compulsory Attendance Law to ensure their child(ren) are in school the full day of instruction every day of the school year.

The Texas Education Code 25.085-096 states that a student may not be given credit for a class unless the student is in attendance at least 90% of the time that the class is offered. This means that the maximum a student can be absent is nine days per semester per class including excused and unexcused.

Attendance will be taken throughout the school day. State funding is based on daily attendance figures. Therefore, students should make every effort to be present daily. Should it be unavoidable for a student to be absent then a parent/guardian should call the main office before on the date of the absence with the reason for the student's absence and upon return to school the student should present a signed note from the parent describing the reason for the absence.

**Note:** Unless the absence is for a statutorily excused reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

*Failure to follow the Texas Compulsory Attendance Law is a Class C Misdemeanor and subject to a fine not to exceed \$500. A violation has occurred if a student has the following unexcused absences.*

- 3 full or partial (early pick – ups, tardies) day absences in a four-week period, or
- 10 full or partial (tardies/early pick – ups) day absences in a six-month period.

## **Student Illness (All Grade Levels)**

When your child is ill, please contact the registrar to let us know the student will not be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, students must stay out of school until fever-free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea-free without diarrhea-suppressing medications for at least 24 hours.

If a student becomes ill during the school day, they must receive permission from the facilitator before reporting to the school nurse. If the nurse determines that the child should go home, the nurse or receptionist will assist the student with contacting the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services.

## **Excused Absences/Exemptions**

Student's absences, up to eight (8) days of absences per year from school, may be excused with proper documentation or approval from the principal for the following reasons:

- Medical appointments (Students are encouraged to return to school on the same day as the appointment.)
- Family emergency or illness
- Quarantine of the home
- Observance of religious holidays
- Juvenile court proceeding documented by a probation officer.
- Naturalization ceremonies
- Military deployment of parent,
- Death or serious illness in immediate family
- Natural disasters, weather or road closures, as declared by the District

- Emergencies recognized and approved by the Head of School
- Attending an authorized school function

## Tardiness

Students that are tardy to school (arriving after 8:00 a.m.) must be escorted into the building and sign in by a parent/guardian.

Should a student receive more than 4 tardies in a 6-week grading period, the student will be required to follow the recommendations of the attendance committee which may include but is not limited to attendance on Focus Fridays to make-up time.

## Make-Up Work

AFIA students will be given the opportunity to make up work missed due to an excused absence. It is the responsibility of the student to request and complete assignments or tests missed.

## Truancy

Students are required to attend school under the Texas Compulsory Attendance Law. Students absent without excuse for ten or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period will be treated as truant and action may be brought for failure to comply with the law. The student and parent should make every effort to avoid unnecessary tardies and absences.

## Attendance Committee

In accordance with TEC 29.092, an attendance committee composed of a majority of facilitators, an administrator, and other campus staff, will convene to consider student's excessive absences. The attendance committee will alert all students and parents/guardians who are in danger of having excessive absences so they will have the opportunity to correct this issue. The attendance committee will decide appropriate action for students on their 10th absence to include loss of course credit and required summer school attendance. The Attendance Committee may decide to allow students to make up work due to extenuating circumstances. Parents may request to be present for the appeal process.

## Attendance for Credit or Final Grade (Kindergarten-Grade 12)

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if the student complete a plan, approved by the principal, who allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance committee for review to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after the student has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in

accordance with the absences allowed if the student made up the work missed in each class.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- 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.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

### **Unexcused Tardies/Absences Between Ages 5 and 18**

When a student between ages 5 and 18 incurs unexcused absences for three or more days or parts of days within a four-week period or 10 full or partial day absences in a six-month period, the school will send a notice to the student's parent, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. Any other measures considered appropriate by the district will also be initiated.

If you have questions about your student and their number of tardies and/or absences from school, please contact the registrar or campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student aged 12–18 incurs unexcused absences on ten or more days or parts of days within a six-

month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

### **Age 19 and Older**

After a student aged 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

### **Makeup Work Makeup Work Because of Absence (All Grade Levels)**

For any class missed, the facilitator may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

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

A student is encouraged to speak with their facilitators if the student knows of an absence ahead of time, including absences for extracurricular activities, so the facilitators and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding "attendance for credit or final grade."

### **Student Withdrawal**

An AFIA student must be accompanied by a parent/guardian in order to withdraw from school. All fees and fines must be paid and all school-owned

materials/computers must be returned in acceptable condition.

## **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) and attendance form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

## **Bacterial Meningitis (All Grade Levels)**

State law requires the district to provide information about bacterial meningitis:

### **What is meningitis?**

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

### **What are the symptoms?**

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

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

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

If it is diagnosed early and treated promptly, most people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.

### **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

### **How can bacterial meningitis be prevented?**

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

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

### **Where can you get more information?**

Your family doctor, and the staff at your local or regional health department office are excellent

sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the [Centers for Disease Control and Prevention \(CDC\)](#), particularly the CDC's information on [bacterial meningitis](#), and the [Texas Department of State Health Services](#).

**Note:** DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. **Please see the Head of School for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.**

## World-Class Curriculum

The curriculum at an AFIA can be defined as a true 21<sup>st</sup> century approach that recognizes the unique gifts of students in combination with a collaborative partnership between the student, facilitator, and parent.

The education program at AFIA is based on an inquiry model, which the latest research findings have proven is how students learn best. Every student is honored as an individual and their skills and passions are acknowledged throughout completion of the inquiry investigation process. The extraordinary integrated academic program features four interlocking areas of growth: expert learning, character development, leadership opportunities and inquiry projects.

This Inquiry Learning model promotes a collaborative partnership between the facilitator,

parent, student and school. This student-centered design allows for the student to be motivated by student needs, interests, and skills. Learning is fostered through flexibility and choice as the facilitator and learner exchange roles.

The physical environment of the school looks very different. AFIA's internal and external learning environments transform the learning process, and a change in the school culture takes place as facilitator and student mobility continually shift throughout the instructional day.

The curriculum at AFIA is framed using "Common Ground", an international school curriculum with embedded Texas Knowledge and Skills standards that guide students in developing expert learning skills, global citizenship, and core content. The Common Ground framework provides an overall structure to the AFIA curriculum as the source of ongoing themes around which projects, activities, and challenges are built.

The student program provides AFIA students opportunities to develop leadership skills and the potential to assume responsibility for the operation of their academy. Students will have meaningful leadership involvement and will:

- co-design/design inquiries,
- co-design curriculum,
- co-design the school calendar/school day,
- design learning activities,
- manage materials and school activities.

As a student leader, students will experience the decision-making process of a school, model the process for new students and serve as a leadership mentor to all students.

### Class Schedules

#### (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made if approved by the principal for students in grades 11–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

### Grade-Level Classification

#### (Grades 9–12 Only)

After the ninth grade, students are classified according to their cohort year entering high school.

## **Grading Guidelines (All Grade Levels)**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents through the TreeHouse portal. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

## **College Credit Courses**

(Secondary Grade Levels Only)

Students in grades 10–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit or college preparatory;
- Enrollment in courses taught in conjunction and in partnership with the University of Texas and Alamo Community Colleges/Northwest Vista, which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the student services coordinator for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in

all dual credit courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **Homework (All Grade Levels)**

Homework is a part of the academic program at AFIA. As such, Homework may be assigned by a facilitator. Students who have been absent may also need to be assigned homework to catch up on missed class or project work. Homework is generally not given over the weekend, or holidays, but exceptions may be made by individual facilitators. Homework may be requested in advance of an excused, extended absence of three (3) or more days. Please encourage your children to think carefully before they leave school for the day so that they will have everything needed for homework and projects.

## **Physical Activity Requirements Elementary School**

The district will ensure that students in full-day kindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

## **Junior High / Middle School**

The district will ensure that students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding junior

high and middle school student physical activity requirements, please see the principal.

### **Temporary Restriction from Participation in Physical Education**

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

### **Other Health-Related Matters Physical Fitness Assessment (Grades 3–12)**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to campus to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

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# **Personalized Learning Model**

## **Recognition**

Students who demonstrate greatness will be recognized throughout the school year.

## **Section 504**

AFIA shall identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students. Contact the school office if you have any questions about the identification, evaluation, and placement into Section 504 programs.

## **Special Education / Free Appropriate Public Education (FAPE)**

AFIA complies with the IDEA, which guarantees the provision of a free appropriate public education (FAPE) to all children with disabilities.

AFIA ensures that an individualized education program (IEP) is developed, reviewed, and revised for each child with a disability in accordance with its procedures. AFIA ensures that each of its students with disabilities receives all of the special education, related services, and supplementary aids and services identified in the child’s IEP.

## **English Language Learners**

AFIA provides support services, including various intervention opportunities, such as tutorial and small group instructional support for English Language Learners (ELs) to be successful.

## **Dyslexia Services**

Students suspected of having symptoms of dyslexia are referred to the Student Support Team. If as part of the intervention process dyslexic tendencies are noted, the student will be referred for a Section 504 evaluation for dyslexia to be administered by trained personnel. If the student is identified as dyslexic, the student will be placed in a dyslexia program. Student-specific accommodations decided upon by the Section 504 committee will be used during any direct instruction times and during assessments. The Section 504 plan will be reviewed annually, and accommodations adjusted as necessary.

## **Homebound**

If a student has a medical or psychological condition that necessitates being absent for a total of at least four weeks, not necessarily consecutively, a homebound referral will be initiated. Students are responsible for meeting the requirements of grade-level curriculum and will be required to take all standardized tests when possible. Students that are referred for homebound services will be considered for qualification under Section 504.

## Homeless Students/Mckinney-Vento

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT OF 2001 Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from District campuses or by contacting, McKinney District Liaison, 10325 Bandera Road, (210) 638-5000.

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

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

## Health

### Dispensing of Prescription Medications at School

Prescriptions must be in the original, current, pharmacy-labeled bottle with drug name, date, dosage, time of dosage, physician’s name and phone number printed on the bottle. A written note signed by the parent stating the purpose and duration the medication is to be given, must accompany the medication and include the parent’s emergency daytime phone numbers.

- Parents must deliver the medication to the nurse at the front of the elementary school.
- All paperwork must be filed and signed by the parent.
- Students must never have any medications in their backpacks, purses, or on themselves.

### Dispensing of Non-Prescription/Over-the-Counter Medications at School

AFIA does not dispense over-the counter/non-prescription medications at school. Should a special circumstance arise, you must contact the campus administrator. AFIA does not dispense aspirin to students. The main office does not have any medication to dispense. ***Students that are found taking medication or giving other students medication will be subject to school disciplinary action.***

### Asthma Medications

Parent/guardians are required to provide the school nurse a copy of the student’s “Asthma Action Plan” signed and dated by the student’s physician. Activity restrictions due to weather or exertion should be provided in writing by the student’s physician.

Students at AFIA are allowed to carry their own inhalers at school as long as a note with the physician and parent’s signature is on file in the administration office. All inhalers must have the pharmacy prescription label attached directly on the inhaler. It is advised that all asthma medication be administered in the presences of a main office staff member. Spare inhalers will be kept in the Head of School’s office.

Students must bring their personal nebulizer if treatment is required.

### Food Allergies (All Grade Levels)

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or

possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please complete the food allergy disclosure form in the registration packet and contact a campus administrator if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

### **Severe Allergic Reaction**

An "Allergy Action Plan" is advised to be completed for any student with a known history of anaphylactic reaction. Forms are available at the school or on the school website under the forms section. Ensure that the school nurse is aware any student's hypersensitivities to food/environment/insects.

### **Fever**

Students will be considered to have a fever if their temperature is 100.4 degrees (or greater) orally. Students should not be medicated to reduce a fever and sent to school.

***AFIA request that students must be fever free for 24 hours after the temperature has returned to normal (98.6) without the use of analgesics before attempting to return to school.***

### **Immunizations**

A student is required to present proof of immunizations as required by Texas State law for school attendance. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Required vaccines for students (Birth-6 years of age):  
<https://www.cdc.gov/vaccines/schedules/easy-to-read/child-shell-easyread.html>

Required vaccines for students (7-18 years of age):  
<https://www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-shell-easyread.html>

Exemptions from compliance are allowed for an individual by obtaining an exemption for medical reasons or reasons of conscience, including religious beliefs. To obtain a medical exemption, the student must present a statement signed by a health care provider licensed to practice medicine in the United States that indicates the immunization required would be harmful to the health and well-being of the student or a member of the student's family or household. The exemption is valid for one year from the date signed by the health care provider, unless the physician specifies a lifelong condition.

### **Head Lice (All Grade Levels)**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time, and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store.

More information on head lice can be obtained from the DSHS website [Managing Head Lice](#).

### **Mandated Screenings**

AFIA will conduct vision and hearing screenings as required by the Special Senses and Communication Disorders Act for all 7<sup>th</sup> graders and for all other students entering AFIA for the first time. Parents will be notified if their student does not pass the screening tests.

AFIA will conduct spinal screenings as required in grade 6<sup>th</sup>. Seventh grade students will be screened for Texas Risk Assessment for Type 2 Diabetes in Children Program as required.

Requirements for all screenings are met if the parent provides the results of the screening conducted by a state-licensed health care provider to the Administrative Assistant or Head of School.

## Student Health Insurance

AFIA by law is not liable for injuries that students suffer while on campus. AFIA does not make available voluntary accident insurance.

## Tobacco and E-Cigarettes Prohibited

### (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity.

- E-Cigarettes will be considered drug paraphernalia and subject to disciplinary action.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities.

## Student Safety

To foster an orderly and distraction-free environment, AFIA has established a Student Code of Conduct. The Code outlines prohibited behaviors and consequences. The school has the responsibility and authority to enforce the AFIA Student Code of Conduct, counsel students and assign discipline when appropriate.

## Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.

- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

## Law Enforcement Agencies (All Grade Levels)

### *Questioning of Students*

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

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

### *Students Taken into Custody*

State law requires the district to permit a student to be taken into legal custody:

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

- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

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

The campus administrator will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### ***Notification of Law Violations***

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.

- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

Anyone leaving before the official end of the event will not be readmitted.

### **Food & Nutrition Services**

AFIA will participate in the National Child Nutrition Program for breakfast and lunch for the 2023-2023 school year. Students may bring food and use the microwaves for warming.

In accordance with the Texas Public School Nutrition Policy: Parents may provide for their own student's lunch and snacks. However, they may not provide these same items to other children at school. This is a policy from the State of Texas, and AFIA abides by such policy.

### **Free and Reduced Priced Meals**

Parents of students will be required to complete and sign an application for Free and Reduced Priced Meals or sign and mark an application as "not applicable". Families that qualify for Free and Reduced Priced meals, through a completed application, can ensure that their children will receive breakfast and lunch at no charge or reduced rate for those that qualify. Parents can complete meal applications during registration and throughout the school year.

### **Charge Policy**

**Student Meals:** A student can charge up to \$15.00. Parents and guardians will receive an email informing them of a negative balance. Administration will speak to the parent before any alternative meal is given to a student. If the student

has a negative balance, students are not allowed to charge extra items such as a la cart and snack items.

We encourage all payments to be made online.

## Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines.

## Deliveries

Food deliveries from external food businesses and vendors will not be allowed during the school day unless approved by the campus administrator.

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

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# Authentic Assessments

## Grading Policies

Mastery Approach – Facilitators will communicate and collaborate with parents regarding student grades Through the TreeHouse portal. AFIA is organized into semesters subdivided into nine weeks. Core academic classes are two semesters, while electives may be one semester long. Grades for each semester are determined by averaging the grades from two nine-weeks. Refer to the AFIA yearly calendar for report card distribution dates.

## Grading Scale

AFIA grades on a 1-4 Standards Based grading scale.

## Transfer Students

- AFIA does accept grades earned from other public schools. Students from other public schools must present a report card indicating the grades earned. Records from the school most recently attended will be requested.
- Grade points for transfer students shall adhere to the same policy for point values, course values, and dates as those awarded to District students.
- Students entering from a non-accredited school or home schooling will be able evaluated on an individual basis.

## Grade Conversion for Transcripts

A = 90 - 100

B = 80 – 89

C = 70 – 79

## STAAR and End of Course Assessments

Students will take part in the annual STAAR assessment required by the State of Texas. For Elementary School students, these assessments take place in grades 3, (ELAR, math), grade 4 (ELAR, math) and grade 5 (ELAR, math, science). For Middle School students, these assessments take place in grades, 6 (ELAR, math), grade 7 (ELAR, math), and grade 8 (ELAR, math, science, and social studies). For High School students, these assessments take place in the following assessments: Algebra I, English I and II, US History, and Biology.

## Awards and Honors

### (All Grade Levels)

#### *Anne Frank Inspire Academy High School*

- Valedictorian: Highest ranking senior
- Salutatorian: Second ranking senior
- Anne Frank Inspire Award: Chosen by faculty
- National Honor Society: National guidelines
- Oline Tunnel Scholarship: Voted on by the Board of Trustees

#### *Anne Frank Middle and Elementary Schools*

- National Honor Society (AFIA MS and HS)
- Belong, Find Joy, Be Great Awards (AFIA ES, MS, HS)
- Principal Award (AFIA ES, MS, HS)

## Graduation (Secondary Grade Levels Only) *Requirements for a Diploma*

A student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any local graduation requirements in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

## Additional Local Graduation Requirements

A student shall complete the following local requirements before graduating from AFIA beginning in the 2021-2022 school year. The requirements listed below are additional to the graduation requirements in state law and rule:

1. School and community service hours
2. Portfolios will be constructed each academic year enrolled, combining high school/post-secondary experiences, academic progress, authentic exemplary work, evidence from student led seminars, presentations, and school and community involvement
3. Individual student led conferences will be held each nine weeks grading period.

## Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments:

English I, English II, Algebra I, Biology, and U.S. History (see standardized testing section below for more information).

A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. [See the school counselor for more information.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met according to mandated state legislation. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

## Testing Requirements for Graduation for Students Receiving Special Education Services

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee. An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's Individual Education Plan.

## *Non-Completion of Graduation Requirements*

A student that has not successfully completed state and local requirements for graduation will not receive a diploma at graduation but will be allowed

to participate in the graduation ceremony with their class cohort.

## **Foundation Graduation Program**

Every student in a Texas public school who entered grade 9 in the 2014–15 school year and thereafter will graduate under the “foundation graduation program.” Currently all students at AFIA earn a “Multi-Disciplinary” endorsement which will be noted on the student’s transcript. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the student services coordinator for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

## Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program
English/Language Arts	4
Mathematics	3
Science	3
Social Studies, including Economics	3
Physical Education	1
Languages other than English	2
Fine Arts	1
Electives	5
<b>Total</b>	<b>22 credits</b>

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

Additional considerations apply in some course areas, including:

- Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student’s transcript and is a requirement to be considered for automatic admission to a Texas

four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.

- Physical education.** A student who is unable to complete physical activity due to a physical disability may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

- Languages other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

### Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest rank, respectively. To be eligible, for this local graduation honor starting with the graduation class of 2022- 2023, a student must:

- Have been continuously enrolled at AFIA for six semesters immediately preceding graduation;
- Have completed the Recommended Program or the Advanced/Distinguished Achievement Program.

Beginning with the graduating class of 2019-2022, to be eligible for this local graduation honor, a student must:

- Have been continuously enrolled at AFIA for the four semesters immediately preceding graduation;
- Have completed at a minimum the foundation graduation program.

### HONOR GRADUATES

The District shall recognize as honor graduates the following students:

- Top five graduates- valedictorian, salutatorian, and the students with the next three highest grade point averages (GPAs).

2. To be an honor graduate, a student must have a GPA of 4.0 or better based on a weighted grade point scale.

## Class Rank Calculation

The following criteria shall apply to all students in calculating GPAs used in determining class rank:

1. All high school courses including traditional correspondence courses; distance learning courses; credit by examination, with or without prior instruction for which a passing grade is earned; and high school credit courses taken in junior high shall be used to calculate a student's final GPA. Summer courses shall not count for class rank calculation but shall count as high school credit for graduation requirements.
2. A student's GPA shall be determined mathematically using all grades earned each semester in designated high school courses taken in grades 8–12, excluding student assistants, drivers' education, off-campus physical education waiver courses, and any courses designated as GPA-exempt courses.
3. Courses transferred from non-District schools shall be recorded and calculated using the District grading scale and weighted course leveling.
4. Final GPAs shall be calculated upon completion of the fifth six-week grading period of the graduating student's senior year.
5. The numeric semester average shall include grade points according to the District's weighted grade point scale. Students shall receive weighted grade points corresponding to the level of difficulty of the courses taken.
6. Advanced Placement (AP)/Pre-AP, Dual Credit weighted grade points earned through another accredited institution shall be accepted and awarded only for courses designated as AP/Pre-AP, Dual Credit in the District.
7. Grades for extended or modified courses shall not be used in the computation of the GPA for class rank. All courses used in class rank computation shall be taken during the regular school year.

8. For the purpose of determining valedictorian, salutatorian, and top five graduates, a projected GPA shall be calculated based on high school courses taken in grades 8–11 and the first five grading periods of the senior year.
9. The projected GPA for commencement shall be used to rank all of the senior students only for the purpose of determining the top five students and the students who earn the privilege of wearing an honor cord at the commencement ceremony.

## Ties

Possible ties for valedictorian and salutatorian shall be determined by the following procedure:

1. Averaging the grades from courses taken in common by all students involved in the tie;
2. Comparing scores on standardized college entrance tests (ACT or SAT) taken by the tying students, or if the tie is not broken; and
3. Computing the weighted GPA to a sufficient number of decimal places until the tie is broken.

## Level I and II Courses

For purposes of determining class rank, only courses designed as AP or dual credit shall be classified and weighted as Level I courses. Level II courses include Pre-AP, and all state approved courses including modified.

## Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies as determined by the principal.

A student must meet graduation eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students will be notified by the principal if they are selected.

## Graduation Expenses

Because students and parents will incur expenses to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion

of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

## **Standardized Testing**

### *(Secondary Grade Levels)*

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

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

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

## **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

## **Armed Services Vocational Aptitude Battery Test**

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. Please contact the head of school for information about this opportunity.

## **STAAR**

### **(State of Texas Assessments of Academic Readiness)**

#### **Grades 3–8**

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- RLA, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on assessments or students will be subject to mandated accelerated instruction based on state legislation.

## **Kindergarten Promotion and Retention**

Kindergarten promotion is based on mastery of the skills necessary for success at the next level and shall be validated by assessments that may either be incorporated into unit or final checklist of skills that may be administered separately.

In Kindergarten, students may be retained based on the following criteria to be reviewed by a committee made up of the parent, classroom facilitator, and head of school.

Kindergarten retention criteria:

1. Chronological age and observed social and emotional development of the student;
2. A parent's request that the student be retained;
3. The facilitator's recommendation that the student be retained;
4. Final checklist of skills;

5. Any other criteria considered appropriate by the committee

**All criteria must be evaluated by the students' facilitator, parent, and head of school and all must be in unanimous agreement for kindergarten retention to occur.**

### **Elementary and Secondary Promotion and Retention**

In grades 1-5, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

In grades 1-5, the promotion/retention committee will determine student promotion/retention. That committee is comprised of the head of school or designee, facilitator, and LPAC representative (when applicable). The committee will make determinations based on a student's ability to meet district criteria as identified. Parents have the right to appeal the committee's decision by providing any supporting documentation (in writing within 5 days) that would impact the decision. The committee will review any documentation provided by the parent/guardian and provide a written response within 5 days.

Parents of a student at or above grade level 3 who does not perform satisfactorily on their state-mandated examinations, will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

For the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous, and the student must complete additional special instruction before beginning the next grade level. Whether the student

is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

If a student in grades 3–8 is enrolled in a class or course intended for students above their current grade level or for which an end-of-course assessment will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which they enrolled, unless otherwise required to do so by federal law.

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, head of school, or special education director.

To earn high school credit in a secondary course, a student must receive a minimum grade of at least 70 based on course-level or grade-level standards.

A student in grades 9–12 will be advanced a grade level based on their cohort year.

Students will also have multiple opportunities to retake EOC assessments.

## **Teachers as Facilitators**

### **Student Support Team Students Experiencing Academic or Behavioral Difficulties**

AFIA offers specialized support services to students that fail to make progress during a nine-week

grading period as well as for students that do not meet the standard on state required tests. When a student fails to make progress, the student will be referred to the *Student Support Team*. The SST may convene at any time to discuss any student that fails to make progress; design interventions tailored to meet the student's needs and a Student Support Team Chair will be assigned. A follow-up meeting every three weeks will be held until the student is successfully participating in the educational process.

- After a referral has been made to the Student Support Team, the team will meet every three weeks until the student is successfully participating in the educational process. Progress will be documented.
- Students may be recommended by the Student Support Team for the following interventions;
  - Contact the student's parent (The parent will be informed of their child's progress).
  - Administer screenings for support services in order to determine the type of academic support needed.
  - Administer a formal evaluation to determine the possible need for 504 or special education services, if further intervention is needed.
  - Place student in intervention groups based on their level of need.
  - Place student in peer tutoring groups.

The Student Support Team's chair will serve as the contact regarding options for a child experiencing difficulties and in need of academic support.

## **Advisory**

Students will be assigned an advisory and an advisor. The role of the advisor is to support students to do their best work. This includes logistical, mentoring, service, and networking support. The advisors work closely with students to establish plans of action, in all types of support areas to assist in successful execution and achievement of goals, including daily "to do" lists and student-led conferences. As a mentor, the advisor/student success coordinator hears out issues the student may be struggling with, helps them to resolve conflicts, and helps to develop their collaborative skills. Networking support is provided identifying contacts and connection the student needs to make in order to

participate in service learning, exposure curriculum and other activities.

# Connection to the Community

## **School Volunteers**

AFIA encourages school volunteers. Individuals are needed in all support areas. If an individual or organization has a desire to become involved, AFIA would love to hear from you.

Training will be provided to ensure a rewarding experience for volunteers, students, and staff. Options are available during school hours as well as during the extended day program.

Volunteer forms are available in the front of the elementary and middle school. Let your life experiences serve as a source of inspiration for our students.

There are many ways in becoming a school volunteer:

- Through the AFIA Community Partners Program, volunteer with structured presentations, seminars, and field trips.
- Participating in our campus family collaborative
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Field Trips
- Academic Tutoring
- Learning Experiences

If you have a specific interest with volunteering, please contact us to see if we can accommodate your ideas!

All volunteers will be asked to consent to a background check.

## **Parent/Community Involvement Parent and Family Engagement (All Grade Levels)**

### *Working Together*

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting facilitators as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a facilitator, school counselor, principal, or head of school, please call the school office for an appointment. The facilitator will usually return your call or meet with you during their conference period or before or after school.

# APPENDIX A: CODE OF CONDUCT

## Student Code of Conduct

AFIA's rules and the authority to administer discipline applies whenever the interests of the school are involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

## Code of Conduct Violations

**Students who engage in any of the following behaviors are subjected to disciplinary consequences, up to and including suspension or expulsion.**

- Commission of a felony;
- Extortion, intimidation, or disrespect of another student or staff member;
- Engaging in inappropriate physical or sexual conduct;
- Engaging in conduct that constitutes sexual harassment, including but not limited to verbal or Physical conduct of a sexual nature;
- Assault of, or threats to, another person, including any physical, verbal, emotional and written forms;
- Possession or sale of stolen property;
- Starting or building a fire on school grounds;
- Possessing, distributing, selling, using, or smoking tobacco products;
- Possessing, distributing, selling, or using medications that are available with or without a prescription;
- Possessing drug paraphernalia;
- Possessing, distributing, or printing pornographic material;
- Possession, distribution, or use of knives, firearms, ammunition, explosives, bladed instruments, air guns, chemical-dispensing devices, fireworks, replica firearms or bombs, electronic stunning devices, and other dangerous items;
- Discharging a fire extinguisher, except in an emergency;
- Cheating or copying the work of another;
- Throwing objects that can cause bodily injury or property damage;

- Using profanity, vulgar language or obscene gestures;
- Fighting;
- Violating the inappropriate conduct or harassment policy, including, but not limited to repeated teasing, taunting, threatening, hitting, stealing, intentional exclusion, and rumors that create an ongoing pattern of harassment and abuse;
- Engaging in bullying;
- Stealing, theft, or robbery;
- Damaging or vandalizing school property or property belonging to others;
- Name calling, ethnic or racial slurs, or derogatory statements;
- Inappropriate or illegal use of the school's electronic communication systems, including the Internet, or abuse of the technology use policy;
- Violating local, state or federal laws;
- Continuous or repeated behavior that disrupts the school environment or educational process;
- Inappropriate public display of affection,
- Engaging in sexual acts;
- Making a terroristic threat;
- Possessing, selling, delivering, distributing, using, or being under the influence of an alcoholic beverage or illegal drugs glue or aerosol paint;
- Indecent exposure as defined by the Texas Penal Code;
- Public lewdness as defined by the Texas Penal Code;
- Retaliating against a school employee or other person;
- Being involved in any gang activity;
- Using or exhibiting an illegal knife or weapon, as defined by the Texas Penal Code;
- Defiance failure to follow and comply with administrative directives;
- Engaging in arson;
- Verifiable evidence of crimes charged for conduct committed on-campus or off-campus.

The above list of prohibited behaviors is offered to provide examples. Disciplinary action, up to and including suspension or expulsion, may result for other types of school-related misconduct that violates the intent of the AFIA Code of Conduct. AFIA

does not provide alternative placement instructional settings, so a student would be asked to leave for a mandatory alternative placement.

## **Students with Disabilities**

The discipline of students who have been identified with a disability will be conducted in accordance with the current federal and state laws.

Discipline at AFIA is designed to encourage students to take responsibility for their personal behaviors as well as for members of the school community. The seriousness of the offense will dictate the discipline administered. Facilitators/Administrators will handle discipline issues within the school and administer consequences. The following are examples of discipline management techniques:

- Verbal Redirection;
- Responsibility notes to parents
- Timeout;
- Phone calls to parents / guardians;
- Seating changes
- Counseling by facilitators or administrators;
- Parent-facilitator-administrator conferences;
- Behavioral contracts;
- Grade reductions considered for violations such as cheating, copying, allowing others to copy work, or plagiarism;
- Behavior Referral.

Facilitators are required to contact the parent and solicit the parent's assistance before referring a student to the school administration. However, issues such as fighting, tobacco/drug use, abusive language and other major problems should be referred to the campus administration directly. Enrollment at AFIA confirms a student's knowledge and willingness to comply with the school's rules and code of conduct. The campus administration oversees the student's compliance to the code of conduct.

When a student violates the Code of Conduct, as outlined in this handbook, they are subject to disciplinary consequences, up to and including suspension or expulsion, if the behavior is persistent or deemed serious by the Head of School.

## **Drug-free School**

AFIA is a drug-free environment. All students are prohibited from the possession, use, sale, distribution, transmittal; or attempt to possess, use, sell, distribute, transmit; or being under the influence of a controlled substance, or any intoxicant or behavior-altering drug on school premises or off school premises at a school-related activity, function, or event.

## **Fighting/Assault/ Inciting Violence/Disruptive Behavior**

Fighting/Assault/ Inciting Violence/Disruptive Behavior are strictly prohibited. Consequences will be determined by the Head of School and may include emergency removal, parent conferences and possible expulsion.

## **Gang – Related Attire/Signs/Graffiti**

Gang – Related Attire/Signs/Graffiti is prohibited and may result in emergency removal, parent conferences and possible expulsion.

## **Drugs and Alcohol**

Using, being under the influence and/or possession of drugs and alcohol on campus or at school - related events will result in emergency removal, parent conference, possible expulsion, and/or referral to the local Police Department for criminal charges.

## **Felony Convictions**

A student convicted of a felony that occurred on or off campus is subject to expulsion.

## **Tobacco**

Tobacco is prohibited. Students in violation of the tobacco/smoking regulation will be subject to disciplinary action.

## **School Property**

Willful destruction or defacement of school property at any time is just cause for disciplinary action and may result in expulsion.

At the end of the school year, students are required to return all school-issued materials (computers, calculators, novels, etc.) in good condition. Failure to do so will result in the student being required to reimburse the school the replacement cost for these

items. School records will be held until the reimbursement has been paid. AFIA assumes no responsibility for any loss to students' personal property or for items such as (but not limited to) cellular phones, cameras, iPads, iPods, computers, and radios.

## **Bullying / Harassment**

### **Bullying**

#### ***(All Grade Levels)***

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

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

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

The district is required to adopt policies and procedures regarding:

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

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

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

If a student believes that they have experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a facilitator, school counselor, head of school, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

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

Any retaliation against a student who reports an incident of bullying is prohibited.

## **Sexual Misconduct**

Public display of affection is prohibited.

Consequences may include in – school suspension, out – of – school suspension, parent conference and expulsion.

## **Sexual Harassment**

Students should not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or school employee. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

## **Interrogation and Searches**

### **Searches in General**

#### **(All Grade Levels)**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may occasionally conduct searches.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicion less security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

AFIA may seize any contraband, substance, material, objects, or items that pose a hazard to the school's safety.

Students refusing to submit to a reasonable search by a school administrator will be subject to disciplinary action. AFIA administrators may detain a student pending the notification and arrival of the student parent/guardian/or law officials.

### **Locker/Desk/Storage Area/Technology Inspections**

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item—found in district property provided to the student—that is prohibited by law, district policy, or the Student Code of Conduct.

### ***Telecommunications and Other Electronic Devices***

#### **(All Grade Levels)**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

### **Physical Restraint**

Selected AFIA employees will complete CPI training, and may restrain a student for the following reasons as a last resort:

- Protect a staff member or student from injury
- Protect property from serious damage
- Restrain an irrational student
- Obtain a dangerous object

### **Out of School Suspension**

- Students will be informed of the reason for the suspension after a Discipline Committee meeting.
- Out of school suspended students will be permitted to make up work missed.
- The suspended period will not last longer than five days.

### **Disciplinary Process**

The Head of School has the authority to suspend a student for a period of up to three school days for any of the following reasons:

- Persistence violation of the Student Code of Conduct;
- Investigation of an incident/allegation;
- A recommendation to expel a student has been considered.

### **Emergency Suspension Action**

***The principal, after consulting with the Deputy Superintendent or Superintendent, may order the immediate suspension of a student for up to three (3) days if the principal believes that the student's presence threatens their health, safety or welfare, or that of another student or staff member.***

***Should a student be suspended in an "emergency" situation without the opportunity for notice of the allegations against them, the principal must notify the student of the allegations and provide the student with an opportunity to present his/her version of the incident within a reasonable period of time, not to exceed three (3) days from the date of the suspension.***

## **During the Suspension**

During the suspension, student(s) are not allowed to be on campus, including afterschool activities. All suspended days will be counted as unexcused absences; however, students may receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension. Students make – up worked missed during the suspension will reflect the grade (s) earned.

## **Expulsion – Due Process**

If the principal believes a student has committed an expellable offense, they may make the recommendation to the superintendent. Prior to taking any expulsion action, the principal will schedule a hearing before the Superintendent and provide written notice to the student and their parents.

## **Hearing Written Notice:**

- The notice will state the reason for the recommended expulsion;
- The notice will state the date, time, and location of the hearing;
- The hearing will be held within three days
- after the date of the notice; (unless the parents and Superintendent agree in writing to an alternate time)
- The notice shall also state that the student is entitled to:
  - be present at the hearing
  - have an opportunity to present evidence;

- have an opportunity to examine / question the school's evidence and witness;
- be accompanied by their parents or another adult who can provide guidance to the student and who is not an employee of the district; and
- be represented by an attorney.

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

## **Hearing before Superintendent is final**

- Provide written notice to the student and their parents;
- The hearing will be held regardless of whether the student, parents or another adult attends;
- The Superintendent shall audio record the hearing.

## **Hearing Procedures**

- The school administration will be allowed to present its evidence of the alleged violation.
- The student, parents or his attorney may present evidence and cross examine the administration witnesses in defense of the allegations.

Within 24 hours of the hearing, the superintendent will notify the student and the student's parents in writing of their decision. The decision will specify the following

- The length of the expulsion (if any);
- The procedures for re-admittance to the school at the end of the expulsion period; and
- The right to appeal the superintendent's decision to the school board.

## **Readmission after the Withdrawal or Expulsion**

If a student has been expelled or has withdrawn prior to a final expulsion or disciplinary hearing, the student is not eligible for readmission to Anne Frank Inspire Academy, unless the following terms are met:

- The student has a clean discipline record at their current school for at least one full year; and

If the student wants to return to AFIA, they must reapply and follow the same process for admissions as a new applicant.

### **Firearm Violations**

In accordance with the Gun – Free Schools Act, the school shall expel, from the student’s regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school.

### **Restrictions During Expulsion**

Expelled students are prohibited from being on school grounds or attending school – sponsored or school – related activities during the period of expulsion.

### **Students Under Expulsion Order**

Any student who is subject to an expulsion order from another district or an open – enrollment charter school is not eligible for enrollment at AFIA.

# APPENDIX B:

## *Instructional Internet Policy*

### **Internet Policy**

Anne Frank Inspire Academies has created an engaging learning environment for all students, staff and facilitators.

AFIA seeks to bridge skills needed to be successful in the 21<sup>st</sup> century with the student's experiences into a seamless process. Electronic media serves as one component used to create rigorous curriculum opportunities utilizing resources and experiences with which students are familiar.

We ask that students attending AFIA are aware of the following:

- Students are responsible for any loss, damage or theft of their personal/school property.
- AFIA staff will not investigate or be responsible for any lost or stolen electronics.
- When student's electronic device(s) cause a disruption to the learning environment, or is used in an inappropriate manner, they will be subject to confiscation or loss of privileges.

The Anne Frank Inspire Academy offers a 21<sup>st</sup> Century instructional technology environment. Consequently, students at AFIA will need regular access to a computer with Internet capability. While the school does not have a "one-to-one" laptop or tablet program, we do offer a combination of on-campus devices, the ability to BYOD (Bring Your Own Device) to school, and several out of school options. Students are highly encouraged to bring their own laptops and iPads for their daily use.

There are a variety of ways for students to access the Internet:

#### **AT SCHOOL:**

1. The school will have laptops available at school for student use.
2. Students may bring a computer, laptop, or tablet for school for use.

#### **AWAY FROM SCHOOL:**

1. The school will have a limited number of laptops available for student check out each school year.
2. Students may also use public sources for Internet access like the public library system.

#### **Please note:**

- Students do not need to buy a computer to attend AFIA.
- The school generally uses PCs but any wireless computer/device should be able to get on the school Internet. Phones are not sufficient learning devices.
- While at school, students will be required to use our monitored and filtered wireless service available only to students and parents while on campus. This service will require a student or parent password that the school will assign.
- All school computer programs are Internet based (not server based) so they can be accessed from almost anywhere the Internet is available.
- A Smart Phone is **not** considered an acceptable device for completing daily work.

### **Availability of Access**

Access to the Internet shall be made available to students, and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Personal use of the system shall not be permitted.

Access to AFIA's internet system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the internet and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Anne Frank Inspire Academy policies.

Violations of law may result in criminal prosecution as well as disciplinary action by Inspire Academies Charter District.

## Acceptable Use of Information Technology

The Board supports use of the Internet for use in the AFIA's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. It is the intent of Anne Frank Inspire Academy to promote responsible, ethical, and appropriate use of information technology and resources.

Internet and e-mail access makes material available to students that may not be considered appropriate in a school setting. AFIA cannot regulate and monitor all the information received or sent by persons who use the Internet or e-mail; and AFIA cannot ensure that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. AFIA believes, however, that the availability and value of the Internet and e-mail far outweigh the possibility that users may procure inappropriate or offensive materials. Access to AFIA's information technology and resources is a privilege, not a right. Staff and students will be held accountable for noncompliance with this policy.

***Access to AFIA's information technology and network resources is a privilege, not a right. Staff and students will be held accountable for noncompliance with this policy.***

### General Guidelines

1. AFIA reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district computer or the district network, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, e-mail, or other network resources. Users should expect that files stored on AFIA servers or computers will not be private. An e-mail archiving system is utilized.
2. The district employs the use of an Internet filter as a technology protection measure

pursuant to the Children's Internet Protection Act. The filter may not be disabled or bypassed by students or other minors for any reason.

All students, administrators, and staff members who use the Internet, e-mail, and other network facilities must agree to and abide by all conditions of the policy. AFIA makes no warranties of any kind, whether express or implied, for the service it is providing.

3. AFIA is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption.
4. Use of any information obtained through the use of the district network is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.
5. The district assumes no responsibility or liability for any changes incurred by a user.
6. A user may not install any software onto local and/or network drives or disks, unless she/he has the specific, prior written permission from the Head of School.
7. Administrators, facilitators and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
8. All users have the responsibility to respect and protect the rights of every other user in the school and on the Internet.

***The administration reserves the right to determine what is inappropriate use.***

## Delegation of Responsibility

The Technology Director or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials.

The procedure shall include but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the administration.
- Maintaining and securing a usage log.
- Monitoring online activities.
- Providing training to minors in appropriate online behavior. This includes behavior when interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response.

## Procedures

Network accounts or access to the Internet will be used only by the authorized user for its authorized purpose. Network users shall respect the privacy of other users on the system.

Account/Access will be granted to only those individuals who meet the following requirements:

1. Students must have read the Internet Access Agreement Form and indicate their agreement with its provisions by signing the signature page and returning it to the Head of School. Students must have their parent/guardian sign the signature page indicating the parent's/guardian's acceptance of the policy and agreement of the terms of the policy and their consent to allow the student to access and use the network.
2. Students and employees must have received instruction on network access, use, acceptable versus unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities.

## General Prohibitions

The use of the network for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. The administration reserves the right to determine if any activity constitutes an acceptable or unacceptable use of the network.

### *The following are expressly prohibited:*

1. Use in an illegal manner or to facilitate illegal activity.
2. Use for commercial, private advertisement, or for-profit purposes.
3. Use for lobbying or political purposes.
4. Use to infiltrate or interfere with a computer system and/or damage to data, files, operations, software or hardware components of a computer or system.
5. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use to access, view or obtain material that is obscene, pornographic, including child pornography, or harmful to minors.
8. Transmission of material likely to be offensive or objectionable to recipients as determined by district administration.
9. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
10. Impersonation of another user, anonymity, and pseudonyms.
11. Loading or using of unauthorized software or media.
12. Disruption or distraction of the work of other users.
13. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
14. Quoting personal communications in a public forum without the original author's prior consent.
15. Use of the name of the school district and use of written logos or web content provided by the district through its web site without the written permission of the Head of School.
16. Allowing an unauthorized person to use an assigned account.
17. Creation and introduction of computer viruses, trojans, worms, and other malicious programs.

18. Use of software or hardware to compromise or bypass network security.
19. Bullying/Cyber bullying.
20. Use while access privileges are suspended or revoked.
21. Any attempt to circumvent or disable the filter or any security measure.
22. Use inconsistent with network etiquette and other generally accepted etiquette.
23. Disclose, use or disseminate any personal identification information of themselves or other students.
24. Engage in or access chat rooms or instant messaging without the permission and supervision of a facilitator or administrator.

## Network Etiquette

*Users are expected to abide by the rules of network etiquette.*

*These include but are not limited to the following:*

1. Be polite.
2. Use appropriate language.
3. Do not reveal personal information such as addresses or telephone numbers of others.
4. Recognize that e-mail is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
6. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

## Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files.

Each user is required to report any security problems to the Head of School.

**To protect the integrity of the system, the following guidelines shall be followed:**

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer or network resource that has been logged in under another User's name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## Inappropriate Use Consequences

- The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate, willful or negligent acts.
- Illegal use of the network: intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

*The use of the Internet and network resources is a privilege, not a right. School administrative staff, along with the Superintendent, will deem what is appropriate and inappropriate use and their decision is final.*

**Consequences for inappropriate use violations may include:**

1. Suspension of information network access.
2. Revocation of information network access.
3. Suspension of network privileges.
4. Revocation of network privileges.
5. Suspension of computer access.
6. Revocation of computer access.
7. School suspension.
8. School expulsion.
9. Report of violation of local, state or federal laws to appropriate legal authorities.
10. Dismissal from employment.
11. Legal action and prosecution by the authorities.

## Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks; this includes but is not limited to:

1. Creating or spreading computer viruses, worms, trojans, and other malicious programs.
2. Compromising network security.

***Vandalism will result in cancellation of access privileges***

## Copyright

The illegal use of copyrighted software by students and staff is prohibited.

## Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a facilitator or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

All district computers/servers utilized by students and staff shall be equipped with Internet blocking/filtering software.

## Internet safety measures shall effectively address the following:

1. Control of access to inappropriate matter on the Internet and World Wide Web.
2. Safety and security when using electronic communications.
3. Prevention of unauthorized online access including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information.
5. Restriction of minors' access to materials harmful to them.

## AFIA BYOD Guidelines

### How to Connect

- Connect to the wireless network settings on their device.
- Students may add a new network, and use the information provided to complete the network name and password.
- This network should be set to "public" on the student's device, and should be set to automatically log in, so that the student will automatically be on the BYOD network when they arrive at school.
- Students who cannot access the AFIA network or who have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of AFIA.
- AFIA staff will assist students with issues as much as possible but these are not AFIA

devices and staff may not be able to troubleshoot all issues.

- Students having problems connecting their device should schedule a time immediately with the Head of School for help in connecting their devices.
- It is the responsibility of the student to charge their devices. AFIA staff will assist student in charging their devices when they are not being used. There are outlets available at the school, and AFIA staff will assist students in charging devices, but a student may not always be able to access an outlet and should plan accordingly.
- Printing documents at AFIA from a student's device is not possible. Students may access their document using the cloud storage (made available to you through your school accounts) you can save documents to the cloud, and then print through the school's internal network. You will do this by logging into one of the school's laptops or virtual desktops and accessing your cloud-based document there for printing. Students are asked to be responsible and environmentally friendly when printing.

## Acceptable Devices

Just about any laptop or netbook will work on our network and is acceptable. The device will need a working web browser. Windows based, Apple, or Chromebook operating system should work without issue.

## Required Software

AFIA students can access practically everything needed through any web browser. There is no required software to take part in the Bring Your Own Device Program at AFIA.

## **APPENDIX C: BOARD GRIEVANCE POLICY**

### **Sec. 1. COMPLAINTS BY MEMBERS OF THE PUBLIC**

There is no requirement that the Board negotiate or even respond to complaints. However, the Board must stop, look, and listen and must consider the petition, address, or remonstrance. *Prof'l Ass'n of Coll. Educators v. El Paso Cmty. Coll. Dist.*, 678 S.W.2d 94 (Tex. App.—El Paso 1984, writ ref'd n.r.e.)

The complaint process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

### **Sec. 2. GENERAL RULES FOR COMPLAINTS**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Complaints by members of the public must be filed under this policy, unless the terms of another policy apply. In such instance, Inspire Academies shall inform the complainant of the complaint policy that will be used in response to a grievance by a member of the public.

Inspire Academies encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator. Concerns should be raised as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution is encouraged, but will not extend any deadlines in this policy except by written mutual consent.

The complaint process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary “mini-trial” at any level.

### **Sec. 3. FILING A COMPLAINT**

#### **a) *General***

Complaint forms and appeal notices must be filed by hand-delivery, by electronic communication (email or fax), or by U.S. Mail. Hand-delivered filings will be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designee no more than three days after the deadline.

**b) *Conferences***

Inspire Academies shall make reasonable attempts to schedule conferences at a mutually aggregable time. If the individual fails to appear at a scheduled conference, Inspire Academies may issue a decision in the individual’s absence.

**c) *Response***

At Levels One and Two, “response” shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual’s email address of record, or sent by U.S. Mail to the individual’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

If the administrator addressing the complaint determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the complainant in writing of the necessity to extend the response time and a specific date by which the response will be issued.

**d) *Consolidating Complaints***

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Inspire Academies may consolidate separate or serial complaints that have been or could have been addressed in a previous complaint.

**e) *Days***

The term “days” shall mean Inspire Academies business days. The day a document is filed is “day zero.” The following school business day is considered “day one.”

**f) *Representative***

“Representative” means any person or organization that is designated by an individual to represent the individual in the complaint process.

An individual may designate a representative through written notice to Inspire Academies at any level of the process. If the individual designates a representative with fewer than three days’ notice to Inspire Academies before a scheduled conference or hearing, Inspire Academies may reschedule the conference or hearing to a later date, if desired, in order to include Inspire Academies’ counsel. Inspire Academies may be represented by counsel at any level of the process.

**g) *Untimely Filings***

If a written complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**h) *Costs Incurred***

Each party shall pay its own costs incurred in the course of the complaint.

**i) *Grievance Forms***

Complaints and appeals under this policy shall be filed in writing on a form provided by Inspire Academies.

Copies of all documents that support the complaint should be attached to the complaint form. If the individual 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 by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all required information, if the refiled is within the designated time for filing.

**Sec. 4. COMPLAINTS AND APPEALS**

**a) *Level One***

Complaints must be filed:

1. Within ten days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; and
2. With the lowest level administrator who has authority to remedy the alleged problem.

If the only administrator who has authority to remedy the complaint is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

The appropriate administrator shall investigate as necessary and schedule a conference with the complainant within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the individual with a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

**b) *Level Two***

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed, in writing, within ten days of the date of the written Level One decision or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Superintendent or designee. This record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the individual at Level One and identified in the Level Two appeal notice. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**c) *Level Three***

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed, in writing, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for consideration by the Board.

The Superintendent or designee shall provide the Board with the record of the Level Two appeal, which shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at Level Three the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the Board meeting.

Inspire Academies shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels. The Board may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

The Board is Inspire Academies' final authority to hear or decide citizen complaints. *19 Tex. Admin. Code § 100.1033(13)(C)(i)*. Failure of the Board to take action on the complaint or schedule a complaint offered at Public Comments on a future agenda indicates the Board's approval of the decision below.

#### **Sec. 5. FREEDOM FROM RETALIATION**

Neither the Board nor any Inspire Academies employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

## **APPENDIX D: School Forms**

- 1. AFIA Enrollment Form**
- 2. Student Release of Information Form**
- 3. Texas Public School Student/Staff Ethnicity and Race Data Questionnaire**
- 4. Student Health History Form**
- 5. Special Programs Questionnaire**
- 6. Request for Cumulative Records Form**
- 7. Migrant Survey Form**
- 8. Home Language Survey English/Spanish Form**
- 9. Student Residency Questionnaire**
- 10. Decision Record of “At Risk” Students**
- 11. Free & Reduced Lunch Application English/Spanish**
- 12. Photo Release Form**
- 13. AFIA Volunteer Form**
- 14. Field Trip Permission Form**
- 15. Student Handbook Form**
- 16. Texas State Law Immunization Requirements (Information Only)**

**The parent, if answered yes on the student health survey form regarding severe allergy, food allergy, seizure, or asthma must complete the appropriate information forms identified below:**

- 1. Severe Allergy Information/Action Plan Form**
- 2. Food Allergy Information/Action Plan Form**
- 3. Asthma Information/Action Plan Form**
- 4. Seizure Information/Action Plan Form**