



LONE STAR

Language Academy

**Student & Parent
Handbook**

2019-2020

Lone Star
Language Academy
Student/Parent Handbook



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Preface

To Students and Parents:

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

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

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

This Handbook is designed to be in harmony with Board Policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact Staci Weaver, Superintendent.

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

On behalf of the entire Lone Star Language Academy staff and community, best wishes for a great 20178–2019 school year!

Section 1: General Information

Mission

The mission of the Lone Star Language Academy is to provide every student an innovative 21st Century learning experience in an environment that is supported by rigorous and engaging instruction and language acquisition that connects to every child's life experiences.

Board of Directors

Tom Welfelt
(President)

Robert Lavie
Angela Morgan
(Secretary)

Steve Boyd
Shimon Goodman

Jim Scolfield

About School Name

The Lone Star Language Academy was established to meet the needs of those students who are under served and will benefit from a more individualized instructional learning environment that is infused with STEM and Language Acquisition. Students from the Plano Independent School District, Richardson Independent School District, Allen Independent School District, Frisco Independent School District and Carrollton-Farmer’s Branch Independent School District may enroll in the Lone Star Language Academy. The Lone Star Language Academy believes that every child should be afforded the opportunity to learn in an environment that is innovative and provides every student instruction that meets their individual needs while still providing rigorous and engaging lessons that challenges students with inquiry, critical thinking and problem solving.

Statement of Non-Discrimination

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

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

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is Julie DeClouette, Human Resources, 5301 Democracy Drive Plano, Texas 75024, phone 210-388-0288.
- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Julie DeClouette, Human Resources, 5301 Democracy Drive Plano, Texas 75024, phone 210-388-0288.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Julie DeClouette, Human Resources, 5301 Democracy Drive Plano, Texas 75024, phone 210-388-0288.
- All other concerns regarding discrimination may be directed to Julie DeClouette, Human Resources, 5301 Democracy Drive Plano, Texas 75024, phone 210-388-0288.

General Admissions and Enrollment Information

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

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

Exclusion from Admission

As authorized by the Lone Star Language Academy charter and Texas Education Code § 12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 37, Subchapter A may be excluded from admission and enrollment in Lone Star Language Academy.

Submission of Applications and Admissions Lottery

Students wanting to attend Lone Star Language Academy must submit an application during the school’s open enrollment period, which takes place **during the month of January each year**, or as otherwise set by the administration. Enrollment forms are available at 5301 Democracy Drive Plano, Texas 75024, and online through School Mint on the Lone Star Language Academy website, lonestartx.org.

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

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

Families offered an enrollment seat will be sent an email with instructions for registering. This notice will be sent no later than April 30th. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

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

McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from Lone Star Language Academy by contacting Staci Weaver, Superintendent, 5301 Democracy Drive Plano, Texas 75024, phone 972-244-7220.

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

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

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

Student Information

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

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

Lone Star Language Academy will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents' consent.

Food Allergy Information

The parent of each student enrolled in Lone Star Language Academy must complete a form provided by Lone Star Language Academy that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the school to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

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

Lone Star Language Academy may also require information from a child's physician if the child has food allergies. Lone Star Language Academy is a Peanut Free Campus.

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

Establishing Identification

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

Undocumented Students

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

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Lone Star Language Academy, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

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

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

School Calendar

Lone Star Language Academy operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school's website.

School Day

Daily Schedule

School Hours

Monday – Friday 8:15 a.m.- 3:30 p.m. Dismissal at 3:30 p.m.

Professional Development Days/Early Dismissal/Release – see school calendar for dates.

Before School Hours: 7:15 – 8:00 a.m.

After School Hours: Mon-Fri.: 3:30 – 4:30 p.m.

Arrival to School

For safety reasons, students should not arrive to school before 7:15 a.m. Doors will remain locked

until 7:15 a.m. Students will be monitored by staff member starting at 7:15 a.m.

Please note: Lone Star Language Academy will not be responsible for the safety and well-being of any student(s) dropped-off prior to 7:15 A.M.

End of Day Dismissal:

Guidelines for picking children up at the close of school:

No student will be allowed to dismiss from the front after 2:45 p.m. After 2:45, the front office closes to help with dismissal and parents must drive through the carpool line. Dismissal will be around the building. The gates will be opened at 3:15. Parents must have carpool tags provided and visibly displayed for staff to see. Parents are expected to follow any traffic commands given by school staff. For traffic control and safety reasons, students are expected to carefully follow pick-up procedures. Parents are responsible for ensuring that students are picked up on time daily.

Students not picked up within 30 minutes past dismissal time will result in the following:

- Parents who fail to pick up their students on time within the 30-minute grace period three times within a 9-week period will be required to attend a conference with the principal.
- A fourth late pick up of student within the 30-minute grace period within a 9-week period will result in placement of the student on probationary status for the remainder of the current 9-weeks period.
- A fifth late pick up of the student within the same 9-week period may result in expulsion, as allowed by the Student Code of Conduct.

****Addition****

LSLA has established the following guidelines to document parent consent:

- A parent or other authorized adult must go to the front office to sign the student out. The school will check the identity of the adult seeking to sign the student out. After the adult's identity is verified, the school will call for the student. For safety reasons and to preserve the learning environment, the school does not allow parents to go to a classroom to retrieve a child. If the student returns to school later that day, the parent or authorized adult must accompany the student to the front office again and sign the student in, and provide documentation concerning the reason for the absence. The school will not release a student to anyone other than a parent or other adult authorized by the parent.
- A student who becomes ill during the school day should, with the staff member's permission, report to the front office staff. The front office staff will decide whether the student should be sent home and will notify the student's parent of the student's illness. The sign-out procedures discussed above must be followed.

Attendance

Texas Compulsory Attendance Law

The state compulsory attendance law requires that a student between the ages of six and 19 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. Lone Star Language Academy staff must investigate and report violations of the state

compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered “truant” and subject to disciplinary action.

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

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

Attendance for Credit or Final Grade

Attendance is taken each school day and is recorded for the state. Official attendance for all grade levels is taken by 10:00 a.m. each morning. Students should make every effort to be present when official attendance is taken. If absence is unavoidable, parents should call the main office before 8:30 a.m. at the 210-388-0288 on the date of absence with the reason for the student’s absence.

To receive credit in class, a student must attend at least 90 percent of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90 percent of the days of the class is offered may be referred to the Attendance Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

- In determining whether there were extenuating circumstances for the absences, the Attendance Review Committee will use the following guidelines:
- All absences will be reviewed, with special consideration given for religious holy days, documented health care appointments for which routine make-up work has been completed, and other special circumstances as defined by the Texas Education Code.
- For a student transferring into LSLA after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student’s absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student’s absences.
- 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.

Absence and Tardiness

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, that describes the reason for the absence. Notes must be received within three school days of the absence or the absence will not be excused.

Since excessive absences are considered truancy under state law, the LSLA reserves the right to take extreme absence cases to court. LSLA asks that medical or other appointments for children be made early in the morning or late in the afternoon so that students miss as little instructional time as possible. LSLA recognizes two kinds of absences: excused and unexcused. Parents should read this section carefully to understand the school's expectations. Parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

Students may be excused for temporary absence resulting from any cause acceptable to the campus Leadership. An absence will be considered excused if the absence is for one or more of the following reasons:

Activities related to obtaining United States citizenship

- Documented health-care appointment for the student, including absences for recognized services for students diagnosed with autism spectrum disorders. If a student returns to school the same day or attends part of the day prior to a doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present.
- Required court appearances.
- Observing religious holy days.
- For students in the conservatorship (custody) of the state who need to attend:
- An activity required under a court-ordered service plan; or
- Any court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.
- Temporary absence resulting from any cause acceptable to the Campus Director or designee.
- Absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.
- For Religious holy days, required court appearances, activities related to obtaining citizenship, one day of travel to the site and one day of travel from the site shall also be excused by LSLA. The only additional excused absences are for personal illnesses, death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by the principal due to extenuating circumstances.

Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include but are not limited to:

- Car trouble
- Failure to bring a written note within three school days following an absence
- Parent or other family illness
- Oversleeping
- Personal business
- Vacations

Excessive Absences and Tardiness

Nearly all tardiness is avoidable and is excusable only in cases of illness or emergency accompanied by a professional, signed and dated physician's note. If a student arrives late to school, a parent must report to the school office to complete a tardy slip. Repeated tardiness will result in more severe disciplinary consequences as allowed by the Student Code of Conduct.

School begins promptly at 8:15 A.M., meaning students need to be dropped off by 8:00. Drop off begins at 7:15.

Accrual of three unexcused absences within a thirty-day or six-week period will result in a conference between parent of the student and the Principal.

A fourth unexcused absence within a thirty-day or six-week period will result in the student's placement on probationary status for the remainder of the current six-week period.

Accrual of five unexcused absences within a thirty-day or six-week period may lead to expulsion, as allowed by the Student Code of Conduct.

Egregious tardiness – e.g., arriving to school after school as started will be classified as an absence for the purpose of compulsory attendance enforcement if unexcused.

Please note: The school will issue warning letters for excessive tardiness and absences. Not following the tardies and attendance policies may result in expulsion from Lone Star Language Academy, as allowed by the Student Code of Conduct.

Release of Students from School

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

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

Closed Campus

Parents are welcome to eat lunch with their child twice each semester (4 times in a school year). Parents may only bring lunch for their own children. Students and adults may not bring in or give away food to other students during lunch times.

Withdrawals

Voluntary Withdrawal

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

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

Withdrawing students and parents are expected to:

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

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

Involuntary Withdrawal

Lone Star Language Academy may initiate withdrawal of a student under the age of 19 for non-attendance if:

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

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

Dress and Grooming

As authorized by state law and the Lone Star Language Academy Charter, students are required to wear uniforms to school. The school's dress and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others, and that will not distract from the educational atmosphere of the school. Students are required to arrive in proper attire every day.

Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. Lone Star Language Academy may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Principal and include evidence of the

inability to pay. Further details are available in the Principal's office.

A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students who do not follow the school's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school, and the student may be assigned to in-school suspension for the remainder of the day until a change of clothes is brought to the school.

Lone Star Language Academy students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be adhered to:

Lone Star Language Academy Dress Code

Student must wear their uniform every day unless administration notifies parents of a change for a specific event or celebration. Students must be compliant at all times, in the event a student is not in a parent will be contacted and requested to respond to the school with the proper uniform.

Male students:

Uniform polo shirt in assigned colors (tucked in).

Navy or Khaki Uniform pants or shorts (belt must be worn if loops are attached).

Shoes are to be solid black, white, or brown (closed shoe, no lights or wheels).

Clothing must fit, no oversized or baggy clothing.

Light navy jackets or heavy navy jacket may be worn, NO hooded jackets.

In winter weather a long sleeve shirt may be worn under a short sleeve polo or a long sleeve polo may be worn. Long sleeve shirts may be the same color as the short sleeve shirt or black or white.

Female Students:

Uniform polo shirt in assigned colors (tucked in)

Navy or Khaki Uniform pants, skirts or shorts.

Shoes are to be solid black, white, or brown (closed shoe, no lights or wheels).

Light navy jackets or heavy navy jacket may be worn, NO hooded jackets.

In winter weather a long sleeve shirt may be worn under a short sleeve polo or a long sleeve polo may be worn. Long sleeve shirts may be the same color as the short sleeve shirt or black or white.

No legging may be worn at any time, no pants under skirts. Tights may be worn, navy, white or a nude color. No prints or bright colors.

Hair bows and headbands may be worn if they are not oversized or distracting (discretion of the administration).

*Sneakers/tennis shoes must be worn for PE everyday *

*Backpacks must be made of a clear or mesh material *

School Colors:

Shirt Colors: red, white, blue.

Other uniform shirt with the LSLA logo purchased in previous years may be worn.

Lone Star Language Academy will periodically review its dress and grooming policies, and make changes as needed.

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

Student Fees

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

- A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
- Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
- A security deposit for the return of materials, supplies or equipment;
- A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
- A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, graduation announcements, etc.;
- A fee for voluntary student health and accident benefit plan;
- A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
- A fee for items of personal apparel used in extracurricular activities that become the property of the student;
- A fee for replacement of a student identification card;
- If offered, a fee for a driver training course, not to exceed the actual cost per student in the program for the current school year;
- A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
- A fee for lost or damaged technology equipment (computer, tablet, calculator, etc....)
- A fee for lost, damaged, or overdue library book; or

Lone Star Language Academy may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Superintendent or designee, and include evidence of inability to pay. Details for the fee waiver are available in the principal's office.

Supply lists are posted on the Lone Star Language Academy website and are distinct for each of our programs.

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

Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the students as directed by the teacher, and treated with care. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. Lone Star Language Academy may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

Food Service

Lone Star Language Academy does not participate in the National School Lunch Program, but does utilize a vendor which provides nutritionally balanced lunches. set by the Texas Department of Agriculture (“TDA”) and United States Department of Agriculture (“USDA”) does not follow to meet the nutritional needs of all students. Free and reduced-price breakfasts and lunches are not offered. Menus may be obtained at the school office and on the school website

Lunch

Lunch that is packed from home will not be warmed up by teachers or staff. Students are not allowed to use microwaves at school to heat up their food.

State-Mandated Nutrition Guidelines

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

Transportation

Lone Star Language Academy *does not provide regular transportation to and from school, unless required by a student’s Individualized Education Plan (“IEP”) for a student with disabilities.*

Lone Star Language Academy *provides transportation in school vehicles for educational field trips and participation in athletic and other extra-curricular events.*

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

- Follow the driver's directions at all times;
- Enter and leave the vehicle in an orderly manner;
- Keep feet, books, instrument cases, and other objects out of the aisle;
- Not deface the vehicle or its equipment;
- Not put head, hands, arms, legs, or an object out of any window; and
- Wait for the driver's signal in order to leave or cross in front of the vehicle.

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

If a student with a disability is receiving school transportation as a result of an IEP, the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

Write note about accumulative file

Displaying a Student's Artwork, Projects, Photos, and Other Original Work

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

Distribution of Materials or Documents

School Materials

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

Electronic Device Policy

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, **students are not permitted to possess items such as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school**, unless prior permission has been obtained from the Principal.

If a student is permitted to possess an electronic or telecommunications device at school, including a cell phone, all such devices must be turned off during school hours. If a Lone Star Language Academy employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or a school-related activity, the employee will collect the item and turn it in to the Principal's office. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, school officials

may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

A parent will be contacted to pick up the item and pay the applicable fine. A \$15 fee will be assessed before the parent is able to retrieve the device. An additional \$15 fee will be assessed each subsequent time a device is confiscated. Any disciplinary action will be in accordance with the Student Code of Conduct.

Lone Star Language Academy will not be responsible for damage to or loss or theft of confiscated items.

Pledges of Allegiance and Moment of Silence

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

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

Recitation of the Declaration of Independence

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

Prayer and Meditation

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. Lone Star Language Academy will not require, encourage, or coerce a student to engage in or refrain from such prayer or

Section 2: Student Health and Safety

Alcohol-Free School Notice

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

Tobacco-Free School Notice

Smoking (including electronic cigarettes, cigars, and pipes) and using tobacco products is prohibited in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Drug-Free School Notice

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

Asbestos Management Plan

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

Bacterial Meningitis Information

State law requires Lone Star Language Academy to provide the following information:

What is bacterial meningitis?

Meningitis is an infection of the fluid surrounding the brain and spinal cord. It is usually caused by viruses, bacteria, parasites, and fungi. Viral meningitis is the most common and least serious. Most people completely recover from viral meningitis. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical treatment.

What are the symptoms of bacterial meningitis?

Someone with meningitis will become very ill but not everyone with meningitis will have the same symptoms. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Children (over one-year old) and adults with meningitis may have a severe headache, high temperature, nausea, vomiting, sensitivity to bright lights, neck stiffness or joint

pain, drowsiness, or confusion. In both children and adults, there may be a rash or tiny red-purple spot that can occur on any part of the body.

How is Bacterial Meningitis diagnosed?

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

How serious is Bacterial Meningitis?

Bacterial meningitis is a very serious disease. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. Even with prompt treatment, some cases may result in permanent disabilities such as loss of hearing, loss of vision, mental retardation, paralysis, or limb amputations. Bacterial meningitis can also be fatal.

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. The germs that cause meningitis live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, eating utensils or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Bacterial meningitis can be prevented by limiting the number of people you kiss and by not sharing food, drinks, utensils, toothbrushes, or cigarettes.

Vaccines that help prevent meningitis are required for young children, if there is a meningitis outbreak in the community, and for people traveling to foreign countries where there is a high risk of getting the disease. A vaccine that can prevent meningitis in adolescents and young adults is state mandated for students in grades 7–12 and unvaccinated first year college students ages 19–21. Administer booster dose if most recent dose given was when student was younger than age 16. The vaccine is safe and effective (85%-90%). It can cause mild side effects such as redness and discomfort at the injection site lasting up to two days

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

You should seek prompt medical attention.

Where can you get more information?

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of State Health Services:

<https://www.dshs.tx.us/idcu/disease/meningitis/>.

Communicable Diseases

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

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

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

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

Students must be 24-hours fever-free before returning to school.

Immunization Requirements

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

To determine the specific number of doses that are required for your student, please read “2018–2019 Texas Minimum State Vaccine Requirements for Students Grades K–12” document issued by the TDSHS. Specific immunization information is available on the TDSHS website at <http://www.dshs.texas.gov/immunize/school/>.

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

Provisional Enrollment

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

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. Lone Star Language Academy shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period, a student has not received a

subsequent dose of vaccine, then the student is not in compliance and Lone Star Language Academy shall exclude the student from school attendance until the required dose is administered.

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

Exclusions from Immunization Requirements

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

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

To claim an exclusion for reasons of conscience, including a religious belief, a signed Texas Department of State Health Services ("TDSHS") affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

Immunization Records Reporting

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

Emergency Medical Treatment

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

are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

Student Illness

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

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

Administration of Medication

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

- Nonprescription medication brought to school must be submitted to LSLA by a parent along with a written request. The medication must also be in the original and properly labeled container.
- Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner (“ANP”) and filled by a pharmacist licensed in the State of Texas.
- Parents should deliver prescription medications directly to the school office.
- Prescription medications must be submitted in a labeled container showing the student’s name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will not be administered.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the student’s Individualized Education Program (“IEP”) or Section 504 plan for a student with disabilities.
- Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.

Students are responsible for coming to the front office to take their prescribed dosage at the appointed time. Changes to daily medication require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising LSLA that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life threatening conditions, and students with those conditions may be allowed to possess and self-administer prescription medication for those conditions during the school day or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school require the student to demonstrate his or her ability to self-administer the medication for the physician or licensed health care provider and the Campus Leadership or designee. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. With these safeguards in place the student may possess and self-administer his or her prescribed medication at his or her discretion during school hours or at school-related events. Written authorization to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the student's physician. Medication in a student's possession must be in an original container with prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Head Lice

Head lice (which are not an illness or disease) are common among children and may spread easily through contact during play or when students share items such as headphones, brushes, combs, hats, or other items that come in contact with hair. If LSLA observes that a student may have head lice, an appropriate administrator will contact the student's parent to determine whether the student needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When a student has head lice, LSLA will also provide written notice to the student's parent and the parents of each student assigned to the same classroom as required by state law.

Dyslexia and Related Disorders

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

Fitness Testing

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

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing

problems annually.

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

Exemption: A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Superintendent or designee on or before the day of admission an affidavit stating the objections to screening.

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

Lone Star Language Academy prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law. Lone Star Language Academy also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

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

Prohibited Harassment

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

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

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

In compliance with the requirements of Title IX, Lone Star Language Academy does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

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

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Sexual harassment of a student by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
 - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - Creates an intimidating, threatening, hostile, or abusive educational environment.

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

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

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

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Principal or designee, or other school employee. Alternatively, a student may report prohibited harassment directly to the appropriate Compliance Coordinator designated on page 8 of this Handbook.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Ag Discrimination Coordinator may be directed to the Superintendent, 5301 Democracy Drive Plano, Texas 75024, phone 210-388-0288. If a report is made directly to person designated immediately before, Lone Star Language Academy shall appoint an appropriate person to conduct an investigation.

Investigation of Complaints

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

When appropriate, Lone Star Language Academy may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal

interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, Lone Star Language Academy shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. Lone Star Language Academy may take disciplinary action based on the results of an investigation, even if Lone Star Language Academy concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality

To the greatest extent possible, Lone Star Language Academy shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Lone Star Language Academy grievance procedure. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying and Cyber-bullying

Lone Star Language Academy prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property at a school-sponsored or school-related activity, or in a vehicle operated by Lone Star Language Academy 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; or
- Is sufficiently severe, persistent, and pervasive enough the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct described above is considered bullying if that conduct:

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

Lone Star Language Academy also prohibits cyberbullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation.

Reporting Procedures

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Superintendent, or designee, a principal a teacher, counselor, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Superintendent or designee.

Investigation of Report

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

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

Confidentiality

To the greatest extent possible, Lone Star Language Academy shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Lone Star Language Academy grievance procedure.

Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Superintendent 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 Superintendent or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
- The Superintendent or designee ordinarily will make reasonable efforts to notify the student's parent, unless the interviewer raises what the Principal or designee considers to be a valid objection.
- The Superintendent or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Superintendent or designee considers to be a valid objection.

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

Students Taken into Custody

State law requires Lone Star Language Academy to permit a student to be taken into legal custody:

- Pursuant to an order of the juvenile court;
- Pursuant to the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
- By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
- Pursuant to a properly issued directive to apprehend; or
- By an authorized representative of the Texas Department of Family and Protective Services (“TDFPS”), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the student’s physical health or safety.

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

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

Child Abuse Reporting and Programs

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

The Lone Star Language Academy administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

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

Plan for Addressing Sexual Abuse and Other Maltreatment of Children

What is Sexual Abuse of a Child?

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

What is Other Maltreatment of a Child?

Under State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services ("DFPS"). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only;
- <http://www.txabusehotline.org>;
- Your local police department; or
- Call 911 for emergency situations.

Lone Star Language Academy has established a plan for addressing child sexual abuse and other maltreatment of children (the "Plan"). The Plan is addressed in this section of the Handbook.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children

For Staff: Lone Star Language Academy annually trains staff in all content areas addressed in the Plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

For Students: School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child,

or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

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

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

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

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
[http://tea.texas.gov/Texas Schools/Safe and Healthy Schools/Child Abuse Prevention/Child Abuse Prevention Overview/](http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/)
- Sexual Abuse Prevention Programs:
<https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>
- Promoting Healthy Families in Your Neighborhood:
<https://www.childwelfare.gov/pubPDFs/packet.pdf>
- Signs of Child Abuse:
<http://kidshealth.org/en/parents/child-abuse.html>
- DFPS – Prevent Child Abuse (HelpandHope.org).
<http://helpandhope.org>
- DFPS – How to Report Child Abuse or Neglect
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse?
<https://www.texasattorneygeneral.gov/cvs/what-can-we-do-about-child-abuse>
- Texas Association for the Protection of Children
<http://www.texprotects.org/about/PCAT/>
- Texas Council on Family Violence – Abuse Prevention Links
<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse or Other Maltreatment

Psychological and behavioral signs of possible sexual abuse or other maltreatment may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse or other maltreatment include:

- Stomachaches or illness, often with no identifiable reason.
- Difficulty in walking or sitting.
- Stained or bloody underwear.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.
- Unexplained soreness, pain or bruises around mouth, sexually transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Often signs first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions That a Child Who Is a Victim of Sexual Abuse or Other Maltreatment Should Take

During student awareness sessions concerning sexual abuse and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local

crisis hotline numbers to obtain assistance.

Available Counseling Options

A list of counseling providers can be found at:

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/>

Interrogations and Searches

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

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

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

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

Desk and Locker Searches

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

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

Random Drug Searches

In order to ensure a drug-free learning environment, Lone Star Language Academy conducts random drug searches of all school facilities. Lone Star Language Academy may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the

areas around student lockers, and the areas where vehicles are parked on Lone Star Language Academy property or at school-related events. The dogs shall not be asked to alert on students. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

Procedures for Use of Restraint and Time-Outs

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

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

Visitor and Volunteer Policy

LSLA welcomes visitors for educational purposes. For the safety of those within the school and to avoid disruption of instructional time, the school uses the Raptor Technologies V-Soft visitor registry program to screen and identify individuals listed as Registered Sexual Offenders. Upon entering the school, a visitor must present a valid state or government issued photo identification card (usually a person's driver license) to the front desk attendant to be scanned into the Raptor System. Once completed, a visitor's badge will be issued with the person's name and photo, the date, the time, and the destination within the building for the visit. The visitor will also need to sign in on the appropriated sign-in sheet. All visitors need to sign out before leaving. Question regarding the screening system or screening process should be directed to front office staff.

- Any visitor/parent identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus, or other areas as permitted by the campus Leadership or school designee.
- Visits to individual classrooms during instructional time are permitted only with approval of the Campus Leadership or designee and the teacher, and so long as the duration or frequency of the visits does not interfere with the delivery of instruction or disrupt the normal school environment. Visitors to the classroom may not discipline another student at any time during the visits.
- All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Conferences with Teachers and Campus Leadership

Since campus staff serve student during the school day, they are often unable to accommodate unscheduled telephone calls or in-person conferences. When parents feel it necessary to contact the principal or the superintendent, they are encouraged to leave their telephone numbers with the school office so that the appropriate principal or the superintendent, may return the call at a later time. Face to face conferences are also welcome. These conferences may be scheduled through the school office. Parents may also communicate with office staff via e-mail regarding school related business.

Disruptions

In order to protect student safety and sustain an education program free from disruption, stat law permits LSLA to take action against any person – student or non-student – who:

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a student away, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of the building.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.
- Uses force, violence, or threats to cause disruption outside the school doors.
- Uses force, violence, or threats to cause disruption with non-involved parents and personnel.

Emergency Closings

Generally, Lone Star Language Academy dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television and/or radio stations. Lone Star Language Academy may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather-related school closings will be broadcast on local television and/or radio stations as early as possible. Any emergency closures will also be posted on the Lone Star Language Academy website.

Drills: Fire, Tornado, and Other Emergencies

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

Pest Control Information

Lone Star Language Academy periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Superintendent or designee.

Videotaping of Students

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document student misconduct and used by Lone Star Language Academy staff when investigating an incident. Tapes and other video recordings will be available for viewing pursuant to the Family Educational Rights and Privacy Act (“FERPA”).

Section 3: Academics and Grading

Academic Programs

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

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center. Students who receive special education support or accommodation through any programs such as 504 will continue to receive those services while assigned to in-school suspension.

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

Required Curriculum

Lone Star Language Academy offers instruction in the TEKS of the appropriate grade levels in the following required curriculum:

Math

Reading Writing Social Studies

English Language Arts

Fine Arts

Electives
Tech Aps
CTE
Foreign Language
LOTE

Academic Integrity

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

Computer Resources

To prepare students for an increasingly computerized society, Lone Star Language Academy has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must read and agree to abide by the Student Acceptable Use Policy found in this Handbook.

Counseling

Personal Counseling

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

Please note: Lone Star Language Academy will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

Homework Policy

Student homework is designed to reinforce and practice classroom instruction. Parents are encouraged to check their student's homework and provide an environment where students can complete work at home successfully. Even if a formal homework assignment is not given, parents are encouraged to review the material covered during the day with their student.

It is the student's responsibility to turn in homework on the assigned date. When absent, students must obtain the missed assignments and make up the work in accordance with LSLA's policy for excused absences.

Students who have missed work due to an excused absence are given one day for each day absent

to make up missed assignments. If a student has missed several days to illness, please contact the teacher to determine a reasonable plan to help catch up on missed work.

Teachers and administrators reserve the right to determine any modifications to LSLA's general homework guidelines in extenuating circumstances (i.e. sudden illness, family emergencies, natural disasters, etc.). Extensions of time for extenuating circumstances are not automatic; each teacher may use his or her discretion to allow or disallow an extension.

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

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

- Mathematics, annually in grades 3–8.
- Reading, annually in grades 3–8.
- Writing, including spelling and grammar, in grades 4–7.
- Science in grades 5 and 8.
- Social Studies in grade 8.

STAAR Alt 2 for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient students, as determined by the student's Language Proficiency Assessment Committee. A Spanish version of STAAR is also available to students in grade 5 who need this accommodation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient and who require this type of testing accommodation.

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 Lone Star Language Academy as well.

Texas English Language Proficiency Assessment System ("TELPAS")

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The TELPAS measures English ability based on the stages of language development of

second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English. All testing with the exception of writing will be on line.

Promotion and Retention

At certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness (“STAAR”), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, students enrolled in grade 5 must reach approaching grade level on the Mathematics and Reading sections of the grade 5 grade assessment exam in English or Spanish.

federal accountability purposes, the student may be required to take both the grade level and EOC assessment.

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

Parents of students who do not perform satisfactorily on their STAAR or EOC assessments will be notified that their child will participate in an Accelerated Instructional Program designed to improve performance. A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the Principal or designee, the student’s teacher, and the student’s parent will determine the additional special instruction the student will receive.

Students will also have multiple opportunities to retake EOC assessments.

If a student fails after a third attempt, the student will be retained at his or her current grade level. The parent, however, may appeal this decision to the Committee. A decision to promote a student to the next grade level must be unanimous. Regardless of 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.

In addition to the requirements listed above for students in grades 5 and 8, a student may be considered for retention if they have met any of the following criteria:

- failed one or more core subject areas;
- failed one or more state assessments
- is below level in one or more core subject areas;
- missed more than 10% of instructional days in an academic year. The decision must be made by a committee, which is comprised of the child’s core subject area teachers, the

counselor, and the Principal.

Students with Disabilities

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

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

Report Cards

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

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

Special Programs

Bilingual/ESL Services

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

Special Education Services

Lone Star Language Academy has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school's jurisdiction. If you know or suspect that your student has a disability, please contact Staci Weaver, Superintendent or Morgan Przybylski Special Education Director, 5301 Democracy Drive Plano, Texas 75024, phone 972-244-7220 for information about available programs, assessments, and services.

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

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

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from Staci Weaver, Superintendent, 5301 Democracy Drive Plano, Texas 75024, phone 972-244-7220 or at the Texas Education Agency Special Education Website: [http://tea.texas.gov/Curriculum and Instructional Programs/Special Education/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Special_Education/).

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

If a student is experiencing learning difficulties, the parent may contact Morgan Przybylski, Special Education Director, 5301 Democracy Drive Plano, Texas 75024, phone 972-244-7220 to learn about Lone Star Language Academy's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention ("RTI"). The implementation of RTI has the potential to have a positive impact on Lone Star Language Academy ability to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services by presenting a written request to Staci Weaver, Superintendent, 5301 Democracy Drive Plano, Texas 75024, phone 972-244-7220 or an administrative employee. Lone Star Language Academy must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with Lone Star Language

Academy. Additionally, the parent will receive a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

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

Section 504 Services

Lone Star Language Academy provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student’s disability. A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is “qualified” if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student’s individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless Lone Star Language Academy demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, Lone Star Language Academy will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, Lone Star Language Academy will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Principal for information concerning available programs, assessments, and services.

Section 4: Student Code of Conduct

Purpose of the Student Code of Conduct

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

by school staff. To foster an orderly and distraction-free environment, Lone Star Language Academy has established this Student Code of Conduct (“the Code”) in accordance with state law and the Lone Star Language Academy open-enrollment charter. The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

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

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

Authority and Jurisdiction

Lone Star Language Academy has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on Lone Star Language Academy transportation;
- During lunch periods in which a student is allowed to leave campus;
- While the student is attending any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- For any expulsion offense committed while on Lone Star Language Academy property or while attending a school-sponsored or school-related activity of Lone Star Language Academy or another school in Texas;
- For any expulsion offense committed away from Lone Star Language Academy property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
- While the student is in transit to or from school or to or from school-related activities or events;
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
- When the student commits a felony, including those provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location; and
- When criminal mischief is committed on or off Lone Star Language Academy property or at a school-related event.

Reporting Crimes

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

Standards for Student Conduct

Each student is expected to:

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

Discipline Management Techniques

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

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

Techniques

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

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or "time-out."
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion from Lone Star Language Academy, as specified in the expulsion section of the

Code.

- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by Lone Star Language Academy.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials.

Corporal Punishment

Lone Star Language Academy will NOT administer corporal punishment upon a student for misconduct.

Student Code of Conduct Offenses

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

Level I Offenses:

- Causing an individual to act through the use of threat or coercion.
- Cheating or copying the work of another.
- Directing profanity, vulgar language, or obscene gestures toward another student or school employee.
- Discharging a fire extinguisher without valid cause.
- Disobeying conduct rules regarding school transportation.
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.

- Failing to comply with directives given by school personnel (insubordination).
- Falsifying records, passes, or other school-related documents.
- Gambling.
- Inappropriate or indecent exposure of a student's private body parts (depending on nature, severity and circumstances, this offense may also rise to a Level II offense). See glossary.
- Leaving school grounds or school-sponsored events without permission.
- Making false accusations or hoaxes regarding school safety.
- Possessing pornographic material.
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Possession of telecommunications or other electronic devices, including displaying, turning on, or using a telecommunications device (including a cellular telephone or other electronic device) while on school property during the school day.
- Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.
- Refusing to accept discipline management techniques assigned by a teacher or Principal.
- Repeated tardiness.
- Repeatedly violating communicated campus or classroom standards of conduct.
- Throwing objects that can cause bodily injury or property damage.
- Violating dress and grooming standards as communicated in the Student Handbook.

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

- After school detention.
- Application of one or more Discipline Management Techniques listed above.
- Confiscation of cell phones or other electronic devices.
- Grade reductions for academic dishonesty.
- In-school suspension.
- Out-of-school suspension.
- Removal from the classroom and/or placement in another classroom.
- Restitution/restoration, if applicable.
- Saturday school.
- School-assessed and school-administered probation.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses

- Abusing over-the-counter drugs. (See glossary for “abuse.”)
- Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public-school fraternity, sorority, gang or secret society or organization as defined by Texas Education Code § 37.121.
- Being under the influence of prescription or over-the-counter drugs that cause impairment of physical or mental faculties. (See glossary for “under the influence.”)
- Committing extortion or blackmail, meaning obtaining money or an object of value from an unwilling person.
- Creating or participating in the creation of a “hit list.” (See glossary.)
- Damaging or vandalizing property owned by others, including but not limited to school property or facilities, property of Lone Star Language Academy employees, or property of other students.
- Defacing or damaging Lone Star Language Academy property—including textbooks, lockers, furniture, and other equipment—or property of any other person, with graffiti or by any other means.
- Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person, including a Lone Star Language Academy student, employee, or volunteer.
- False accusation of conduct that would constitute a misdemeanor or felony.
- Fighting or arranging a fight. School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. Students who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
- Forgery of school documents at school or otherwise.
- Gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated or addressed as a Level III Offense).
- Non-Title Five felony; school is notified by police.
- Participating in “hazing.” (See glossary.)
- Possessing or selling look-alike drugs, or attempting to pass items off as drugs or contraband.
- Possessing or selling seeds or pieces of marijuana in less than a usable amount.
- Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property. (See glossary.)
- Possession of stolen property.
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug). (See glossary for “paraphernalia.”)
- Possession or use Prohibited Items, including but not limited to:
 - Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - A “look-alike” weapon;

- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife or any other small knife with a blade less than 1.5” in length;
- Mace or pepper spray;
- Matches or a lighter;
- A laser pointed for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the Principal or designee determines that a danger exists.
- Any repetitive Level I Offenses – i.e., two or more Level I offenses within a semester, whether the same or any combination.
- Threatening or bullying a student, employee, or volunteer of Lone Star Language Academy, whether on or off school property. If the conduct causes a substantial disruption of the educational environment it may be elevated to a Level III Offense depending on circumstances as determined by Lone Star Language Academy.
- Violating the Lone Star Language Academy medication policy.

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

- Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by [SCHOOL].
- Out-of-school suspension for up to five days.

Level III Offenses

- Abusing a student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug while on school property or at a school-related event. (See glossary for “abuse.”)
- Aggravated assault.
- Aggravated kidnapping.
- Aggravated robbery.
- Aggravated sexual assault
- Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
- Arson.
- Assisting in a robbery or theft, even if it does not constitute a felony to the Texas Penal Code.
- Commission of a felony offense listed under Title 5, Texas Penal Code. (See glossary.)
- Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engaging in conduct punishable as a felony.

- Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (See glossary for “under the influence.”).
- Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
- Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Conduct endangering the health and safety of others.
- Attempt to commit murder or capital murder.
- Negligent homicide.
- Deliberate destruction or tampering with school computer data or networks.
- Engaging in “bullying” and/or cyberbullying. (See glossary.)
- Engaging in conduct punishable as a felony.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)
- Engaging in conduct punishable as a Level III expulsion offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.
- Engaging in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution (see glossary);
 - A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
 - The Principal or designee has reasonable belief (see glossary) that the student engaged in the conduct.
- Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another student or Lone Star Language Academy employee. (See glossary.)
- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a Lone Star Language Academy student, employee, or volunteer.
- Engaging in conduct that contains the elements of retaliation against any Lone Star Language Academy employee or volunteer, whether on or off of school property.
- Engaging in inappropriate or indecent exposure of private body parts.
- Felony criminal mischief against school property, another student, or school staff.
- Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).

- Inappropriate sexual conduct.
- Indecency with a child.
- Issuing a false fire alarm.
- Persistent Level I offenses (four or more Level I offenses committed in any one school year).
- Persistent Level II offenses (two or more Level II offenses committed in any one school year).
- Possessing, selling, distributing, or being under the influence of inhalants.
- Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
- Possession, use, transfer or exhibition of any firearm, location-restricted knife, club, or any other prohibited weapon or harmful object (as determined by Lone Star Language Academy).
- Public lewdness.
- Setting or attempting to set fire on school property (not arson).
- Sexual abuse of a young child or children.
- Sexual assault.
- Stealing from students, staff, or Lone Star Language Academy.
- Targeting another individual for bodily harm.
- Use, exhibition, or possession of a knife with a blade more than 1.5” in length, including but not limited to switchblade knives or any other knife not defined as a location-restricted knife.
- Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk; stiletto; poniard; bowie knife; sword; spear; or as otherwise defined by Board policy.
- Violating computer use policies, rules, or agreements of Lone Star Language Academy, such as the Student Acceptable Use policy, including but not limited to:
 - Attempting to access or circumvent passwords or other security-related information of Lone Star Language Academy or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
 - Attempting to alter, destroy, or disable Lone Star Language Academy computer equipment, Lone Star Language Academy data, the data of others, or other networks connected to the Lone Star Language Academy system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
 - Using the Internet or other electronic communications to threaten Lone Star Language Academy students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.

- Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
- Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

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

- Out of school suspension for five–ten days.
- Expulsion.

Student Code of Conduct Consequences

Detention

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

After School Detention

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

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

Suspension

Lone Star Language Academy utilizes two kinds of suspension: in school suspension and out of school suspension.

In School Suspension

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

- Students must report to the detention room at 8:15 a.m. ISS will be run from 8:15 a.m. until dismissal time.
- Students will bring materials to work on, including an ISS assignment with their teachers’ names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
- All materials must be brought to the room when reporting.
- No disruptive behavior will be allowed.

- Unexcused absences from suspension will be referred to the Principal.
- Sleeping is prohibited.
- Students must abide by the Lone Star Language Academy policies and behavioral standards during their suspension period.
- A student who misses a scheduled ISS session without a confirmed excuse will be assigned one day out of school suspension. If a student misses more than one scheduled ISS session without a confirmed excuse, he or she may be subject to expulsion.

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

Out of School Suspension

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

Conferences, Hearings, and Appeals

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

Process for Suspensions Lasting Up to Five Days

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

- The need to further investigate an incident,
- A recommendation to expel the student, or
- An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

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

- Notify the student of the accusations against him/her,
- Allow the student to relate his or her version of the incident, and
- Determine whether the student's conduct warrants suspension.

Notification to Parents/Guardians

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

Credit During Suspension

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

Process for Out-of-School Suspensions Over Five Days (extended suspension) and Expulsion Notice

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

- The reasons for the proposed disciplinary action; and
- The date and location for a hearing before the Principal, within five school days from the date of the disciplinary action.

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

- May be present;
- Shall have an opportunity to present evidence;
- Shall be apprised and informed of Lone Star Language Academy's evidence;
- May be accompanied by his or her parent(s); and
- May be represented by an attorney.

Hearing Before the Principal

Lone Star Language Academy shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and Lone Star Language Academy shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Principal may audio record the hearing.

Immediately following the hearing, the Principal will notify the student and the student's parent(s)

- The length of the extended suspension or expulsion, if any;
- When or if the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period if at all; and
- The right to appeal the Principal's decision to the Board of Directors or the Board's designee.

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

Appeal to the Board of Directors

The student or his or her parent(s) may appeal the extended suspension or expulsion decision to the Board of Directors by notifying the Principal in writing within five calendar days of the date

of receipt of the Principal's decision. The Board will review the audio or transcribed record from the hearing before the Principal at a regular or specially called meeting in closed session. The Board will notify the student and his or her parent(s) of its decision within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

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

Emergency Placement and Expulsion

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

Placement of Students with Disabilities

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

Suspension/Expulsion Requirement

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

Gun-Free Schools Act

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

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

- Any weapon – including a starter gun – which will, or is designed to, or which may readily

be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;

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

Glossary

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

Abuse is improper or excessive use.

Abusable Volatile Chemical Offense, as defined by Health and Safety Code § 485.001 and 485.031. No student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

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

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

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

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

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

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

Arson also occurs when a person:

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

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

Bullying is defined to mean engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event, or school related activity, or in a vehicle operated by Lone Star Language Academy and that: has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student or damage to the student's property; or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. The conduct described above is also considered bullying if that conduct exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression and physical conduct, and interferes with a student's education or substantially disrupts the operation of Lone Star Language Academy. "Cyberbullying" means the use of any electronic communication device to engage in bullying or intimidation

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

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

Controlled substances or dangerous drugs include but are not limited to marijuana; any narcotic

drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

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

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

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

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or another emergency that he or she knows is false or baseless and that would ordinarily:

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

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

Harassment is:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5: Especially for Parents

Parent Contact Information

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

Your Involvement as a Parent

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

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

Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or

evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

- Political affiliations or beliefs of the student or the student’s parent;
- Mental or psychological problems of the student or the student’s family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating or demeaning behavior;
- Critical appraisals of individuals with whom the student has close family relationship;
- Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding;
- School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
- A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

Notice of Teacher Qualifications

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

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher has an emergency permit or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by Lone Star Language Academy. The school will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Student or Parent Complaints and Concerns

Lone Star Language Academy values the opinions of its students and parents, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

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

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

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

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

Informal Conferences

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

Formal Grievance Process

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

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

Level One Complaint –Principal Review

A parent or student shall submit a written Level One Grievance Form to the Principal or designee within the later of (1) 15 school days from the time the event(s) causing the complaint were or should have been known, or (2) within 10 school days following an informal conference with the Principal. The school reserves the right to require the grievant to begin the grievance process at Level Two.

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

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

Level Two Complaint –Level Two Hearing Officer Review

If the parent or student is not satisfied with the Level One Decision, or if no Decision is provided, the parent or student may file a written appeal to the Level Two Hearing Officer. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the Principal and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Decision is made.

The Level Two Hearing Officer or designee will meet with the complaining parent or student. Following this conference, the Level Two Hearing Officer or designee shall issue a Level Two Decision. The Level Two Decision must be issued within 10 school days of the written appeal.

Level Three Complaint – Level Three Hearing Officer Review

If the parent or student is not satisfied with the Level Two Decision, or if no Decision is provided, the parent or student may file a written appeal to the Level Three Hearing Officer. The appeal must include the documentation submitted to the Level Two Hearing Officer or designee, and a copy of the Level Two Decision, if issued. The appeal shall not include any new issues or complaints. The

appeal must be filed within ten school days of the Level Two Decision or the response deadline if no Decision is made.

The Level Three Hearing Officer or designee will meet with the complaining parent or student. Following this conference, the Level Three Hearing Officer or designee shall issue a Level Three Decision. The Level Three Decision must be issued within 10 school days of the written appeal.

Level Four – Board of Directors Review

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

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

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

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

Additional Complaint Procedures

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

- Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, or any other characteristic protected by law shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation,” page 8-9 of this Handbook.
- Complaints concerning retaliation related to discrimination and harassment shall be submitted as described in “Reporting Procedures,” page 8-9 of this handbook.
- Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying and Cyber-Bullying,” 29 of this Handbook.
- For complaints concerning loss of credit on the basis of attendance.
- For complaints concerning disciplinary long-term suspensions and/or expulsions.
- Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.

- Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.
- Complaints regarding the Free and Reduced-Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usada.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Section 6: Important Notices

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

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

The Right to Inspect and Review

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

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

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

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

Parents or eligible students may ask Lone Star Language Academy to amend a record that they believe is inaccurate, misleading, or in violation of the student’s privacy rights. Parents or eligible

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

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

The Right to Consent Prior to Disclosure

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A "school official" is a person employed by Lone Star Language Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Lone Star Language Academy has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, Lone Star Language Academy discloses educational records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

The Right to File a Complaint

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

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

Access to Medical Records

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

Notice for Directory Information

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

Lone Star Language Academy has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

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

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

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

Lone Star Language Academy has designated the following categories of information as directory information for purposes of disclosure to military recruiters and institutions of higher education, but only for secondary students:

- Student’s name, address, and telephone number.

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

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

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

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

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

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

PLEASE CIRCLE YES OR NO

For all students:

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

For secondary students only:

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

 PRINT Student's Full Legal Name

 Student's Date of Birth

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

 Parent/Guardian Signature
 or Eligible Student Signature

 Date

Use of Student Work in School Publications

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

Parents: Please circle one of the choices below:

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

Parent Signature: _____

Date: _____

Student Acceptable Use Policy

Computer Resources

To prepare students for an increasingly computerized society, Lone Star Language Academy has made a substantial investment in computer technology for instructional purposes. Use of those resources is restricted to students working under a teacher's supervision and for approved proposed

only. Students with access to Lone Star Language Academy computers and their parents agree to follow the following user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mail using Lone Star Language Academy computers, are not private and may be monitored by school staff.

Technology Mission Statement

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

Instructional Resource

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

Students and staff have access to numerous research oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands to topic are just a few of the resources provided. School computers have the technology necessary to support student research and to promote academic achievement.

Student Safety

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

Purpose

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

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. Lone Star Language Academy Lone Star Language Academy is providing Internet resources for

educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

- The use of the school's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of Lone Star Language Academy.
- Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
- Individual accounts may be used only by the owner of the account, except where specifically authorized by administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
- The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Policy Terms and Conditions

Acceptable Use

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

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

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

Monitored Use

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

Vandalism

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

Any prohibited behavior under this policy will result in the cancellation of technology privileges. Lone Star Language Academy will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette

Each network user is expected to:

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

Consequences

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

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

Violations of law may also result in criminal prosecution as well as disciplinary action by Lone

Star Language Academy.

Acceptable Use Agreement Acknowledgment Form

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

Student Name

Student Signature

Date

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

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

Parent/Guardian

Date

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by Lone Star Language Academy.

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

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

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

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

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of student)

(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

Food Allergy Notification Form

Dear Parents,

Lone Star Language Academy is required by law to request, at the time of enrollment, that the parent or guardian of each student attending Lone Star Language Academy disclose the student’s food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for Lone Star Language Academy to take necessary precautions for your child’s safety.

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

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

Food:	Nature of allergic reaction to the food:

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

Student Name: _____ Date _____ of Birth: _____

Grade: _____ Parent Work Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by Lone Star Language Academy: _____

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

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

Printed Name of Student: _____ Grade: _____

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

