ARLINGTON CLASSICS ACADEMY BOARD OF DIRECTORS
REGULAR MEETING OF THE BOARD OF DIRECTORS
5200 SOUTH BOWEN ARLINGTON, TEXAS 76017
THURSDAY, DECEMBER 14, 2017
7:00 P.M.

I. BOARD MEETING CALL TO ORDER: Bowen Cafeteria 7:05 p.m. by Debbie Sterba

Board members present: Shawn Moore, Steve Coffee, Gary Soward, Sonja Bean, Terri Thibodeau, Debbie Sterba, and Jason Roach

Administration / Staff – Greyden Barnett, Kurtis Flood, Craig Sims, Ginger Moeller, Melissa Fambrough, and Teri Rodgers

II. STUDENT RECOGNITION

Mrs. Fambrough recognized Alexander Oliver for finishing 2nd Place in the North Texas Reading Bee, which started out with 79,000 participants.

Mrs. Rodgers recognized the following Bluebonnet Readers. Ana Guadarrama, Dominique Anderson, Lennox Murphy, Megan Nguyen, Gabrielle Anderson, Meghan Tran, Haley Smith, Bethany Yonas, Trevor Poston, Elias Estrada, Morgan Lee, Grant Soward, Mao Aldred, Elias Estrada, and Ryan Johnson

III. BOARD COMMITTEE REPORTS, if any

None

IV. BOARD ANNOUNCEMENTS AND COMMENT

This time on the agenda allows each board member to inform other board members, the administrative staff and the public of activities which are of interest.

Jason - His wife asked for volunteers to help with the Arlington Urban Ministries Christmas party. Several Griffins volunteered and earned Griffin Goodfellow hours.

Debbie – Complimented the middle school band and choir performance as well as the primary concert performance. This is a testimony to Mrs. Dennington, Miss Russell, and Mrs. Ulmer. She also thanked staff and Board members for supporting the Staff Appreciation dinner. Special thanks to Julie Neal for the dessert table.

V. NON-AGENDA RELATED PUBLIC COMMENTS

This forum allows anyone in attendance to address the Board on any matter except personnel and individual student issues. Any personnel concerns should be brought to the attention of the Executive Director of Schools or the Board President prior to the meeting. Speakers will be limited to three (3) minutes and must complete a Comment Card marked "Non-agenda" to be recognized by the President. Non-agenda items will be taken for no more than 30 minutes.

Craig – There will be an opportunity to earn Griffin Goodfellow hours this Saturday for the primary and intermediate students by participating in the Dalworthington Gardens Mayoral Challenge and the Salvation Army Red Kettle campaign. He also thanked the Board, from the staff, for the annual appreciation dinner.

VI. EXECUTIVE DIRECTOR'S REPORT

A. EDS Summary
B. Business Report
    1. November Financials
    2. 2016-17 Annual Audit
C. Academic Report
    1. Principal Reports
    2. Academic Services Report
D. Human Resources / Student Support Services Report

VII. CONSENT AGENDA ITEMS:

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

A. Approve Open Minutes 11/16/2017
B. Approve HR&SS Report and hires as recommended

MOTION: Shawn Moore moved to accept the consent agenda items.
SECOND: Terri Thibodeau
VOTE: Passed (6– 0 – 1) (Coffee)

VIII. ACTION ITEMS:

A. Discuss and Vote – Recommended policy updates to policies 400.080, 400.120, and 400.140

MOTION: Terri Thibodeau moved to adopt the policy updates to policies 400.080, 400.120, and 400.140 with minor edits.
SECOND: Steve Coffee
VOTE: Passed (7– 0 – 0)

B. Discuss and Vote – 2016-17 Financial Audit

MOTION: Shawn Moore moved to approve the 2016-17 Financial Audit
SECOND: Gary Soward
VOTE: Passed (7– 0 – 0)

C. Discuss and Vote – Board Evaluation

MOTION: Debbie Sterba moved to use the same Board evaluation questions that we used last year and asked Gary to deploy the survey by December 20th.
SECOND: Shawn Moore
VOTE: Passed (7– 0 – 0)

IX. MOVE TO CLOSED at 8:34 by Debbie Sterba

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment of duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

1. EDS Evaluation

X. RETURN TO OPEN at 10:14

A. Discuss and vote, if any – action necessary from closed session.

XI. ADJOURNMENT at 10:15 p.m.

MOTION: Debbie Sterba moved to adjourn.
SECOND: Jason Roach
VOTE: Passed (7 – 0 – 0)

Respectfully submitted:

Shawn Moore, Secretary
Board of Directors

Certified by:

Debbie Sterba, President
Board of Directors

Date: 1·18·18

NOTICE: Texas Government Code Section 551.146 – *An individual, corporation or partnership that without lawful authority knowingly discloses to a member of the public the certified agenda or tape recording of a meeting that was lawfully closed to the public under this chapter: (1) commits an offense; and (2) is liable to a person injured or damaged by the disclosure.*

PRELIMINARY - PENDING FINAL AUDIT

GENERAL OPERATING ACCOUNT

MTD Comparative Analysis	November-2017	November-2016	Net Change
Revenue MTD	1,107,683	1,082,826	24,857
Expense MTD	893,684	937,113	(43,429)
Gain/Loss:	213,999	145,713	68,286

YTD Comparative Analysis	November-2017	November-2016	Net Change
Revenue YTD	3,278,978	3,043,841	235,137
Expense YTD	3,231,049	3,078,830	152,219
Gain/Loss:	47,929	(34,989)	82,918
**Total Net Assets*	***5,235,458***	***4,616,901***	***618,557***

SCHOOL LUNCH PROGRAM ACCOUNT

YTD Comparative Analysis	November-2017	November-2016	Net Change
Revenue YTD	121,417	99,214	22,203
Expense YTD	135,011	102,154	32,857
Gain/Loss:	**(13,594)**	**(2,939)**	**(10,655)**

ARLINGTON CLASSICS ACADEMY

Statement of Activities

PRELIMINARY - PENDING FINAL AUDIT

For Year to Date Ending NOVEMBER 30, 2017

School Year 2017/2018

Revenues			
Local Sources:			
	5742	Interest	150
	5744	Gifts & Donations	27,983
	5749	Other Local Revenues	128,945
	575X	Co Curricular Activites	0
	5751	Food Service	67,366
	5769	Other Local Governments	0
		Total Local Revenue	**224,444**
State Program Revenues:			
	5811	FSP-ASF Per Capita	78,756
	5812	Foundation School Program	2,920,638
	5829	Instructional Materials Allotment	1,107
	5829	Technology Allotment	
	5829	Other State Programs	
	5831	TRS Medicare Part D	
		Total State Revenue	**3,000,501**
Federal Program Revenues:			
	5919	Federal Rev Distr by Other Gov Agency	
	5929	Federal Revenues Distributed by TEA	
	5921	School Breakfast Program	14,732
	5922	School Lunch Program	39,301
		Total Federal Revenue	**54,033**
	7911	Sale of bonds	0
		Total All Revenues	**3,278,978**
Expenditures			
	11	Instruction	1,764,390
	12	Instructional Resources/Library	17,885
	13	Curriculum & Staff Development	49,779
	21	Instructional Leadership	1,534
	23	School Leadership	161,509
	31	Guidance & Counseling	53,246
	33	Health Services	52,128
	35	Food Service	135,011
	36	Extracurricular Activity	64,313
	41	General Administration	148,602
	51	Physical Plant & Maintenance	282,117
	52	Security & Monitoring	17,867
	53	Data Processing	87,885
	61	Community Services	0
	71	Debt Service	380,389
	81	Fund Raising	14,394
		Total All Expenditures	**3,231,049**
		Operations Gain (Loss) - Current Yr	47,929
		Net Assets/Fund Balance	5,187,529
		Total Net Assets	**5,235,458**

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Arlington Classics Academy

Financial Statements with Compliance Report and Supplementary Information
August 31, 2017
(with summarized comparative totals for August 31, 2016)

Arlington Classics Academy

Certificate of Board

Arlington Classics Academy		75-2734435
Name of Charter Holder		Federal Employer ID Number
Arlington Classics Academy	Tarrant	220-802
Name of Charter School	County	Co. Dist. Number

We, the undersigned, certify that the attached Annual Financial and Compliance Report of Arlington Classics Academy. was reviewed and (check one) ___ approved ___ disapproved for the year ended August 31, 2017, at a meeting of the governing body of said charter school on the _____ day of _____, 2017.

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Signature of Board Secretary

Signature of Board President

Arlington Classics Academy

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Independent Auditors' Report

To the Board of Directors
Arlington Classics Academy

We have audited the accompanying financial statements of Arlington Classics Academy (a nonprofit organization), which comprise the statement of financial position as of August 31, 2017, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Arlington Classic Academy as of August 31, 2017 and the changes in its net assets and its cash flows for the year then ended in accordance with U.S. generally accepted accounting principles.

Other Matters

Supplemental Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental information listed in the accompanying table of contents is presented for purposes of additional analysis as required by the Texas Education Agency and is not a required part of the financial statements. The supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December __, 2017 on our consideration of Arlington Classic Academy's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Arlington Classic Academy's internal control over financial reporting and compliance.

A Limited Liability Partnership

Arlington, Texas
December __, 2017

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Arlington Classics Academy
Statement of Financial Position
August 31, 2017
(with summarized comparative totals as of August 31, 2016)

	2017	2016
Assets		
Current assets:		
Cash and cash equivalents	$ 5,265,539	$ 4,346,081
Due from Texas Education Agency	1,335,226	984,352
Other receivables	28,708	-
Prepaid expenses	3,031	-
Total current assets	6,632,504	5,330,433
Non-current assets:		
Restricted cash and cash equivalents	2,252,731	8,383,280
Property and equipment, net	19,990,100	14,195,230
Total non-current assets	22,242,831	22,578,510
Total assets	$28,875,335	$27,908,943
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	$ 63,647	$ 42,442
Accrued liabilities	849,575	758,361
Due to others	9,927	12,889
Current maturities of long-term debt	350,000	320,000
Total current liabilities	1,273,149	1,133,692
Long-term debt, net	21,883,620	22,162,858
Total liabilities	23,156,769	23,296,550
Net assets:		
Unrestricted	3,328,765	2,596,597
Temporarily restricted	2,389,801	2,015,796
Total net assets	5,718,566	4,612,393
Total liabilities and net assets	$28,875,335	$27,908,943

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See notes to financial statements.

Arlington Classics Academy
Statement of Activities
Year ended August 31, 2017
(with summarized comparative totals as of August 31, 2016)

	Unrestricted	Temporarily Restricted	2017 Total	2016 Total
Revenue and other support:				
Local support:				
5740 Other revenue from local sources	$ 534,930	$ -	$ 534,930	$ 441,836
5750 Revenues from cocurricular, enterprising sources or activities	197,238	-	197,238	154,903
Total local support	732,168	-	732,168	596,739
State program revenues:				
5810 Foundation School Program	-	11,477,583	11,477,583	10,682,879
5820 State Program Revenues Distributed by TEA	-	95,623	95,623	179,329
Total state programs revenues	-	11,573,206	11,573,206	10,862,208
Federal program revenues:				
5920 ESEA Title I, Part A	-	90,629	90,629	66,699
5920 IDEA Part B, Formula	-	158,193	158,193	167,530
5920 ESEA Title II, Part A	-	32,197	32,197	24,903
5920 Child Nutrition Program	-	150,482	150,482	125,416
Total federal programs revenues	-	431,501	431,501	384,548
Net assets released from restrictions - restrictions satisfied by payments	11,630,702	(11,630,702)	-	-
Total revenue and other support	12,362,870	374,005	12,736,875	11,843,495

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See notes to financial statements.

Arlington Classics Academy
Statement of Activities
Year ended August 31, 2017
(with summarized comparative totals as of August 31, 2016)

		Unrestricted	Temporarily Restricted	2017 Total	2016 Total
Expenses:					
Program services:					
11	Instruction	5,816,499	-	5,816,499	5,605,249
12	Instruction resources and media services	63,300	-	63,300	67,097
13	Curriculum development and instructional staff development	220,451	-	220,451	141,057
21	Instructional leadership	7,914	-	7,914	61,799
23	School leadership	629,930	-	629,930	507,460
31	Guidance, counseling, evaluation services	197,781	-	197,781	188,132
33	Health services	126,085	-	126,085	118,930
35	Food services	342,069	-	342,069	271,941
36	Extracurricular activities	153,271	-	153,271	175,187
	Total program services	7,557,300	-	7,557,300	7,136,852
Supporting services:					
41	General administration	556,462	-	556,462	572,224
51	Facilities maintenance and operations	1,476,904	-	1,476,904	1,251,933
52	Security and monitoring services	80,631	-	80,631	61,552
53	Data processing services	252,160	-	252,160	393,309
61	Community services	2,840	-	2,840	2,951
71	Debt service	1,620,506	-	1,620,506	1,333,054
81	Fundraising	83,899	-	83,899	88,917
	Total support services	4,073,402	-	4,073,402	3,703,940
	Total expenses	11,630,702	-	11,630,702	10,840,792
Increase in net assets		732,168	374,005	1,106,173	1,002,703
Net assets at beginning of year		2,596,597	2,015,796	4,612,393	3,609,690
Net assets at end of year		$ 3,328,765	$ 2,389,801	$ 5,718,566	$ 4,612,393

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See notes to financial statements.

Arlington Classics Academy
Statement of Cash Flows
Year ended August 31, 2017
(with summarized comparative totals as of August 31, 2016)

	2017	2016
Cash flows from operating activities:		
Foundation school program payments	$ 11,124,322	$ 10,713,923
Federal program payments	529,511	521,555
Local support	703,460	618,539
Payments to vendors	(2,275,224)	(2,412,734)
Payments to employees	(7,046,873)	(6,553,571)
Interest payments	(1,599,006)	(1,328,054)
Net cash provided by operating activities	1,436,190	1,559,658
Cash flows from investing activities:		
Purchases of property and equipment	(6,382,218)	(1,583,658)
Proceeds from disposal of property and equipment	54,937	-
Net cash used by investing activities	(6,327,281)	(1,583,658)
Cash flows from financing activities:		
Change in restricted cash and cash equivalents	6,130,549	(6,817,196)
Proceeds from issuance of long-term debt	-	7,967,239
Debt issuance costs	-	(12,239)
Discount on long-term debt	-	(207,393)
Principal payments of long-term debt	(320,000)	(250,000)
Net cash provided by financing activities	5,810,549	680,411
Increase in cash and cash equivalents	919,458	656,411
Cash and cash equivalents at beginning of year	4,346,081	3,689,670
Cash and cash equivalents at end of year	$ 5,265,539	$ 4,346,081
Reconciliation of increase in net assets to net cash provided by operating activities:		
Increase in net assets	$ 1,106,173	$ 1,002,703
Adjustment to reconcile increase in net assets to net cash provided by operating activities:		
Depreciation	442,388	377,250
Amortization	70,762	58,356
Loss on disposal of property and equipment	90,023	3,067
Changes in operating assets and liabilities:		
Due from Texas Education Agency	(350,874)	10,522
Other receivables	(28,708)	-
Prepaid expenses	(3,031)	2,400
Accounts payable	21,205	30,513
Accrued liabilities	91,214	77,890
Due to others	(2,962)	(3,043)
Net cash provided by operating activities	$ 1,436,190	$ 1,559,658

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See notes to financial statements.

1. Organization

Arlington Classics Academy (Academy) operates under an open enrollment charter granted by the State of Texas Board of Education. This charter was issued for a period from October 14, 1998 to July 31, 2023 and is subject to review and renewal prior to the expiration date of the original charter. The Academy is part of the public school system of the State of Texas (State) and is therefore entitled to distribution from the State's available school fund. The Academy does not have the authority to impose ad valorem taxes or to charge tuition. The Academy operates a single charter school for students from kindergarten through ninth grade and does not conduct any non-charter activities.

The mission of the Academy is to equip a diverse student body with a comprehensive education, including a special focus on Western civilization. Students will develop a commanding knowledge of the origins of our liberty and the ability to sustain it through moral leadership. We aim to accomplish this goal through a high level of academic instruction and high behavioral expectations.

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2. Summary of Significant Accounting Policies

Basis of Accounting and Presentation

The Academy prepares its financial statements on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles (GAAP). The accounting system is organized under the *Special Supplement to Financial Accounting and Reporting – Nonprofit Charter School Chart of Accounts,* a module of the Texas Education Agency Financial Accountability Resource Guide.

Financial Statement Presentation

Net assets and revenues, expenses, gains and losses are classified based on the existence and nature or absence of donor or grantor stipulations. Accordingly, net assets and changes therein are classified as follows:

Unrestricted net assets - Net assets not subject to donor or grantor stipulations.

Temporarily restricted net assets - Net assets subject to donor or grantor stipulations that will be met by actions of the Academy and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets - Net assets subject to donor or grantor stipulations that will never lapse thus requiring the funds to be maintained permanently by the Academy. There are no permanently restricted net assets at August 31, 2017.

Financial Instruments and Concentrations of Risk

Financial instruments which are potentially subject to concentrations of credit risk consist of cash and cash equivalents and accounts receivable. The Academy places cash and cash equivalents, which at times may exceed the federally insured limits, with high credit quality financial institutions to minimize risk. At August 31, 2017, the Academy's cash was partially covered by federal depository insurance and the balance was fully collateralized by securities held by the Academy's agent in the Academy's name. The Academy has not experienced any losses in such accounts. Accounts receivable are unsecured and are primarily due from the Texas Education Agency. The Academy continually evaluates the collectability of accounts receivable and maintains allowances as necessary. No provision has been made for uncollectible accounts receivable as of the statement of financial position date, given that none have been identified.

For the year ended August 31, 2017, the Academy received 88% of its total revenue and support from governmental agencies.

Cash and Cash Equivalents

The Academy considers all highly liquid investments available for current use with original maturities of three months or less to be cash equivalents.

Property and Equipment

Property and equipment are stated at cost, or if donated, at fair value on the date received. Assets with a cost of $5,000 or more and a life of greater than one year are capitalized. Interest expense on debt issued for construction projects is capitalized until the projects are placed in service. Depreciation of property and equipment is calculated on a straight-line method over the estimated useful lives of 3 to 40 years. Property and equipment acquired with public funds received for the operation of the Academy constitute public property pursuant to Chapter 12 of the Texas Education Code. For depreciable property and equipment, or resources to be used to acquire depreciable property and equipment, the donor restriction expires over the assets' useful lives.

Revenues and Contributions

Revenues from the state's available school fund are earned based on reported attendance. Government grant contracts that are entered into by the Academy are recognized as revenue when services are rendered or when expenses in connection with those services are incurred.

All contributions are considered to be available for unrestricted purposes unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes.

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Contributed Services

Contributed services are recognized in the accompanying financial statements at fair value if the services received create or enhance non-financial assets or require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. Numerous individuals donate significant amounts of time to the Academy. No donated services were utilized that met the criteria to be recorded as revenue in the Academy's financial statements.

Federal Income Taxes

The Academy is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code (Code) and has not been classified as a private foundation as defined in the Code. Income generated from activities unrelated to the Academy's exempt purposes is subject to tax under Code Section 511. The Academy had no unrelated business income for the year ended August 31, 2017. Accordingly, no provision has been made for federal income tax in the accompanying financial statements.

GAAP requires the evaluation of tax positions taken in the course of preparing the Academy's tax returns and recognition of a tax liability (or asset) if the Academy has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Academy, and has concluded that as of August 31, 2017, there are no uncertain tax positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements.

Estimates and Assumptions

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Allocation of Functional Expenses

The costs of providing the various program services and supporting activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the various functions.

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3. Restricted Cash and Cash Equivalents Held by Bond Trustee

As a result of issuing the Series 2010 and 2016 Bonds, the Academy is required to maintain separate bank accounts that are restricted for debt-related matters as follows:

Construction project account	$	160,043
Debt service reserve		1,611,587
Debt service		481,101
	$	2,252,731

4. Property and Equipment

Property and equipment consist of the following:

Buildings and improvements	$	19,768,823
Land		2,447,748
Furniture and equipment		737,700
Construction in progress		19,625
Total property and equipment		22,973,896
Less accumulated depreciation		(2,983,796)
Property and equipment, net	$	19,990,100

Property and equipment acquired with public funds received for the operation of the Charter Schools constitute public property pursuant to Chapter 12 of the Texas Education Code. These assets are specifically identified on the Schedule of Capital Assets.

5. Long-Term Debt

In April 2015, the Academy issued $8,465,000 of bonds; $7,870,000 of Series 2016A and $595,000 of Series 2016B. Bond proceeds were used to pay issuance costs and the underwriter's discount, pay off previously outstanding debt, and provide funds for real property construction cost and required escrow related accounts.

In December, 2010, the Academy issued $16,405,000 of bonds; $5,010,000 of Series 2010A, $10,505,000 of Series 2010B, and $890,000 of Series 2010C. Bond proceeds were used to pay issuance costs and the underwriter's discount, pay off previously outstanding debt, and provide funds for real property construction cost and required escrow related accounts.

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Long-term debt activity for the year ended August 31, 2017 was as follows:

	Beginning Balances	Additions	Retirements	Amortization expense	Ending Balance	Current maturities of long-term debt
Series 2010A	$ 4,560,000	$ -	$ (170,000)	$ -	$ 4,390,000	$ 185,000
Series 2010B	10,505,000	-	-	-	10,505,000	-
Series 2010C	465,000	-	(100,000)	-	365,000	110,000
Series 2016A	7,870,000	-	-	-	7,870,000	-
Series 2016B	595,000	-	(50,000)	-	545,000	55,000
Total long-term debt	23,995,000	-	(320,000)	-	23,675,000	350,000
Unamortized discount	(199,060)	-	-	20,739	(178,321)	-
Debt issuance costs	(1,313,082)	-	-	50,023	(1,263,059)	-
	$22,482,858	$ -	$ (320,000)	$ 70,762	$22,233,620	$ 350,000

The bonds were issued as education revenue bonds, and have interest rates ranging from 6.125% to 10%, mature in varying amounts through August 2045 and are collateralized by deeds of trust on property. Interest paid during the year ended August 31, 2017 was $1,599,006.

The required debt service payments for the years ending August 31 are as follows:

	Principal	Interest	Total
2018	$ 350,000	$ 1,574,314	$ 1,924,314
2019	375,000	1,546,996	1,921,996
2020	405,000	1,517,671	1,922,671
2021	435,000	1,485,796	1,920,796
2022	465,000	1,455,914	1,920,914
Thereafter	21,645,000	19,226,957	40,871,957
	$23,675,000	$26,807,648	$50,482,648

6. Temporarily Restricted Net Assets

Temporarily restricted net assets are available to pay expenses as allowed by Section 45.105(c) of the Texas Education Code.

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7. Multi-employer Defined Benefit Pension Plan

The Academy participates in a cost-sharing multi-employer defined benefit pension plan that has a special funding situation. The plan is administered by the Teacher Retirement System of Texas (TRS). TRS's defined benefit pension plan (Plan) is established and administered in accordance with the Texas Constitution, Article XVI, Section 67 and Texas Government Code, Title 8, Subtitle C. The pension trust fund is a qualified pension trust under Section 401(a) of the Internal Revenue Code. The Texas Legislature establishes benefits and contribution rates within the guidelines of the Texas Constitution. The Plan's Board of Trustees does not have the authority to establish or amend benefit terms. All employees of public, state-supported educational institutions in Texas who are employed for one-half or more of the standard work load and who are not exempted from membership under Texas Government Code, Title 8, Section 822.002 are covered by the Plan.

Detailed information about the Plan is available in a separately-issued Comprehensive Annual Financial Report that includes financial statements and required supplementary information. That report may be obtained at the TRS website; by writing to TRS at 1000 Red River Street, Austin, TX, 78701-2698; or by calling (800) 223-8778.

TRS provides service retirement and disability retirement benefits, and death benefits to eligible employees (and their beneficiaries) of public and higher education in Texas. Charter schools are legally separate entities from the State and each other. Assets contributed by one charter school or Independent School District (ISD) may be used for the benefit of an employee of another ISD or charter school. The unfunded obligations get passed along to the other charter schools and ISDs. There is not a withdrawal penalty for leaving the TRS system.

Information with respect to the Plan and the Academy's participation in the Plan for the year ended August 31, 2016 is as follows:

Legal Name of Plan:	Teacher Retirement System of Texas
EIN/Pension Plan Number:	N/A
Total Plan Assets:	$152,925,647,396
Accumulated Benefit Obligations:	$171,797,150,487
Plan funded percentage:	78.0% funded
Is plan covered by collective bargaining agreements?	No
Employer contributions to the plan:	$487,232
Contributions greater than 5% of total plan contributions?	No
Contribution rates:	
Member	7.2%
Non-Employer Contributing Entity (State)	6.8%
Employers	6.8%

DRAFT

There have been no changes that would affect the comparison of employer contributions from year to year.

8. Health Care Coverage

During the year ended August 31, 2017, employees of the Academy were covered by the TRS Active employee Health Insurance Plan (Plan). The Academy contributed $341 per month per employee for the period from September 1, 2016 to August 31, 2017 to the Plan. Employees, at their option, authorized payroll withholdings to pay contributions or premiums for dependents. All premiums were paid to licensed insurers.

9. Leases

The Academy has non-cancelable operating lease agreements that expire at various dates through 2019. The following is a schedule of future minimum lease payments under these operating lease agreements for the years ending August 31:

2018	$	52,911
2019		42,349

Lease expense incurred during the year ended August 31, 2017 totaled $122,942.

10. Contingencies

The Academy receives funds through state and federal programs that are governed by various statutes and regulations. State program funding is based primarily on student attendance data submitted to the Texas Education Agency and is subject to audit and adjustment. Expenses charged to federal programs are subject to audit and adjustment by the grantor agency. The programs administered by the Academy have complex compliance requirements, and should state or federal auditors discover areas of noncompliance, charter school funds may be subject to refund if so determined by the Texas Education Agency or the grantor agency.

11. Subsequent Events

The Academy evaluated subsequent events after the statement of financial position date of August 31, 2017 through December __, 2017, which was the date the financial statements were available to be issued, and concluded that no additional disclosures are required.

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Compliance Report

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Board of Directors
Arlington Classics Academy

We have audited, in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Arlington Classics Academy (Academy) (a nonprofit organization), which comprise the statement of financial position as of August 31, 2017, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December __, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Academy's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Academy's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

DRAFT

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Academy's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Academy's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DRAFT

A Limited Liability Partnership
Certified Public Accountants

Arlington, Texas
December __, 2017

DRAFT

Supplemental Information

Arlington Classics Academy
Schedule of Capital Assets
August 31, 2017

Description	Ownership Interest		
	Local	State	Federal
1510 Land and improvements	$ -	$ 2,447,748	$ -
1520 Buildings and improvements	-	19,768,823	-
1549 Furniture and equipment	-	737,700	-
1580 Construction in progress	-	19,625	-
	$ -	$ 22,973,896	$ -

DRAFT

Arlington Classics Academy
Budgetary Comparison Schedule
Year ended August 31, 2017

	Budgeted Amounts		Actual	Variance from
	Original	Final	Amounts	Final Budget
Revenue and other support:				
Local support:				
5740 Other revenues from local sources	$ 350,000	$ 534,930	$ 534,930	$ -
5750 Revenues from cocurricular, enterprising sources or activities	185,000	197,238	197,238	-
State program revenues:				
5810 Foundation School Program	10,987,909	11,477,583	11,477,583	-
5820 State Program Revenues Distributed by TEA	59,616	95,623	95,623	-
Federal program revenues:				
5920 Federal program revenues	411,926	431,501	431,501	-
Total revenue and other support	11,994,451	12,736,875	12,736,875	-
Expenses:				
11 Instruction	5,808,445	5,816,499	5,816,499	-
12 Instructional resources and media services	66,117	63,300	63,300	-
13 Curriculum development and instructional staff development	235,657	220,451	220,451	-
21 Instructional leadership	26,500	7,914	7,914	-
23 School leadership	639,590	629,930	629,930	-
31 Guidance, counseling, evaluation services	213,865	197,781	197,781	-
33 Health services	121,657	126,085	126,085	-
35 Food services	302,753	342,069	342,069	-
36 Extracurricular activities	133,650	153,271	153,271	-
41 General administration	578,960	556,462	556,462	-
51 Facilities maintenance and operations	941,884	1,476,904	1,476,904	-
52 Security and monitoring services	87,500	80,631	80,631	-
53 Data processing services	295,987	252,160	252,160	-
61 Community services	4,000	2,840	2,840	-
71 Debt service	1,930,078	1,620,506	1,620,506	-
81 Fundraising	100,470	83,899	83,899	-
Total expenses	11,487,113	11,630,702	11,630,702	-
Increase in net assets	507,338	1,106,173	1,106,173	-
Net assets at beginning of year	4,612,393	4,612,393	4,612,393	-
Net assets at end of year	$ 5,119,731	$ 5,718,566	$ 5,718,566	$ -

DRAFT

Arlington Classics Academy
Schedule of Expenses
Year ended August 31, 2017

Object Code	Description	Amount
6100	Payroll costs	$ 7,818,838
6200	Professional and contracted services	858,445
6300	Supplies and materials	608,504
6400	Other operating expenses	653,646
6500	Debt	1,691,269
		$ 11,630,702

DRAFT

ARLINGTON CLASSICS ACADEMY

Middle School Campus Report
December 14, 2017

I. Lifelong Learning
   a. Entrepreneurship
      i. Below is an email from a parent regarding our Entrepreneurship class working at the ACA craft fair this year. This email really highlights the outside of the box thinking our students experience. Ms. Marrocco did an amazing job, and the entrepreneurship class earned over $1,000 this year at the craft fair.

      ii. "Hi! I just wanted to say thank you for all your hard work during this project. (Student) came away with such knowledge and a new way of thinking. This is definitely an outside of the box assignment and the passion you put into it showed in the passion I saw from (Student). Actually, everyone seemed so professional during setup and during the craft show. It's the little things that I am still seeing like the other day he noticed a person holding a sign and wondered about his pay, how long he has to stay out there and whether he makes people want to stop. Normally he doesn't even notice but because he did this job for the craft show he could relate. Thank you so much and have a wonderful day!!!"

II. High Academic Achievement
   a. We held our first annual Music, Arts, and Coats choir on December 1st. This event was a combined performance of our Choir and Band programs. A huge thank you to Kelly Dennington and Laura Russell for their commitment to excellence in music. These two ladies are never satisfied with just helping kids sing or play instruments, but they are dedicated to students achieving their maximum potential. Each teacher is an excellent relationship builder and professional, they are 2 great reasons why ACA Middle School is a great place to be!!
      i. In Choir:
         1. 39 students in Intro Choir Perform.
         2. 16 boys and 26 girls in Choir 1 Performed separately
         3. 19 in A Cappella performed
         4. 1 Solo sang The Christmas Song (Awesome Bass)
         5. A Trio of Girls
         6. And 1 Mrs. Murphree accompanied with the Flute!!
      ii. In Band:
         1. 52 students performed in Beginning Band

2. 21 students performed in Advanced Band

iii. The below picture highlights the gym was standing room only!! We had parents and families out to enjoy the music and everyone had a great time!!

b. Our 9th graders recently performed a play, script written by the students, of the classical Spanish Novella "Lazarillo de Torres." The book is about the fortunes and adversities of Lazaro. The students adapted the story and performed the play for a select audience in the Spanish 3 class!! The comradery and community being built in Spanish 3 makes ACA 9th grade a great place to be!!

ARLINGTON CLASSICS ACADEMY

III. Parental/Community Involvement

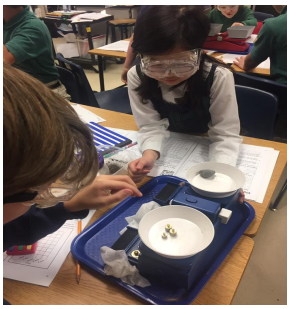
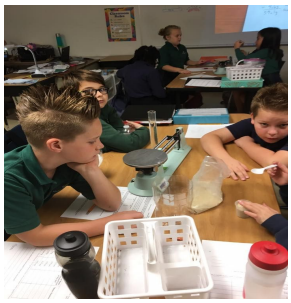
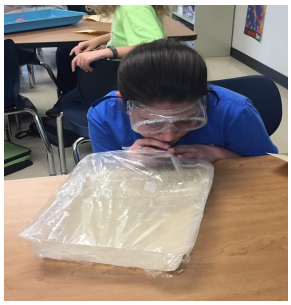
a. The Middle School NJHS will be attending the Snowball Express event held at Alleycats in Arlington. The Snowball Express is an organization that provides hope and new happy memories to children and families of fallen military heroes who have died on active duty since 9/11. Our students will be helping cheer the families in on a red carpet as a welcome to Arlington. We are honored to be a part of this activity and thank the families for their sacrifice.

WISDOM · VIGILANCE · COURAGE · STRENGTH

Intermediate Principal's Report / December 2017

Students / Life-Long Learning…

- "Visible learning" is taking place in all science classrooms...in all grade levels. Griffins are working in stations/labs, collaborating with one another, and using hands on experiments to engage their interests, and ensure content mastery. Our science teams are using everyday items to provide rigor and relevance and a love for science in the real world.

- Our annual Strings concert was hosted by Mrs. Molly Taylor on Tuesday, December 5th. We had a great turn out and our Strings department continues to grow. Thanks to Mrs. Taylor our Griffins are developing a life long love for music & the fine arts. #thatstheGriffinway.

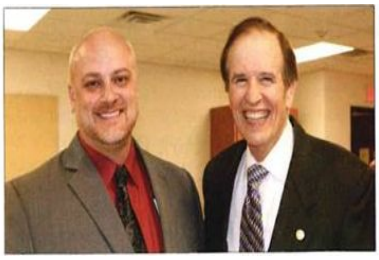
High Academic Achievement…

- Our first semester with Midwest Chess Academy & Coach Tim Steiner (https://midwestchess.com/) has been very successful. Teams recently competed at the Wedgewood Middle School Tournament and earned 2nd Place. And, one of our very own Intermediate Griffins, Gabriel George, earned a "Ladder Award" for his efforts & "chess skills".

Parent Involvement…

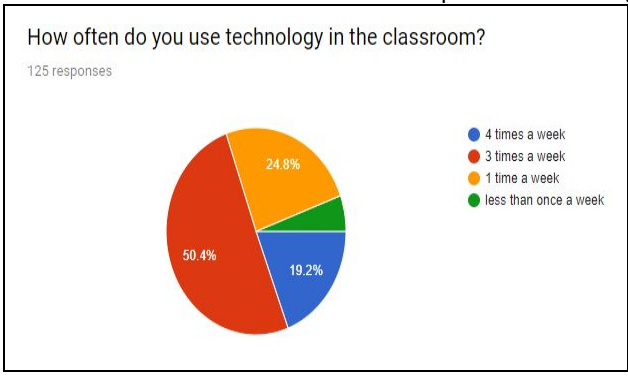
- The Intermediate playground is COMPLETE! Due to last year's World's Finest Chocolate sales we were able to purchase equipment with 3 slides, a climbing wall, a Gaga Pit (www.gagaballpit.com), basketball goal, and Nine Square (https://www.youtube.com/watch?v=Xf_Gwjyct-o).

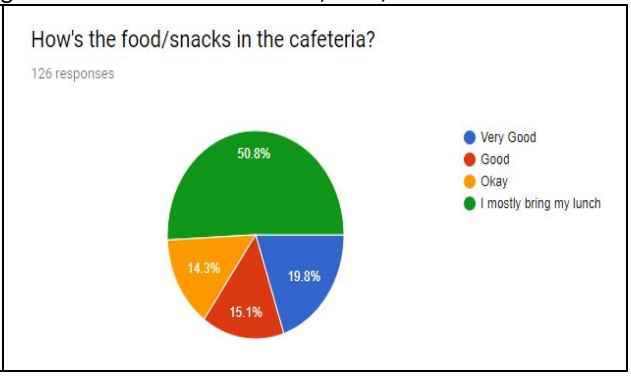
- ACA Intermediate Ribbon Cutting Ceremony was recently spotlighted in Arlington Today! Thank you to all who spent many hours planning, strategizing, and making this dream come true.



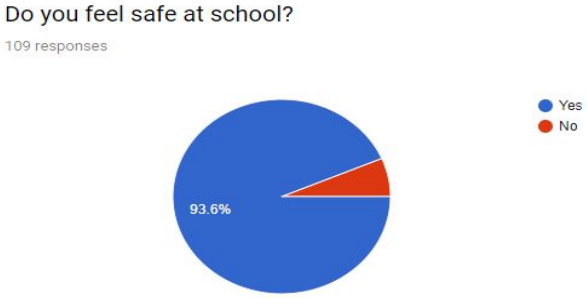
Campus Life at ACA Intermediate...

- Intermediate Griffins are in the process of taking a middle of the year survey before they leave for the winter break. We value their input and are taking time to listen to their needs, likes, & dislikes.





- Mrs. Mowry continues to have monthly guidance lessons with our students about peer relations, bullying, and how to report when others are being unkind. She teaches students the following acronym to help them know when to report...
  - **R** - Is the behavior **repeated**?
  - **I** - Is the behavior **intended to hurt** (verbal and/or physical)
  - **P** - is there an imbalance of **power**?
  - According to part of our MOY survey, our guidance lessons/strategies are working.



Primary Principal's Report – December 2017

I. Students: Life Long Learning

51 students at Primary participated in the Griffin Book Club. Thank you to Mr. Daffern for leading this book club! Students had a great time creating their projects after reading Judy Moody was in a Mood. Not a Good Mood. A Bad Mood.

Coach Head asked students to complete a "Healthy Habits Challenge" at home with their parents. Students and their parents were challenged to Exercise 3-4 times per week for 60 minutes, Drink 8 cups of water daily and NO soda all week. We will be participating in the challenge again at the end of January.
Kinder- 53 students
First grade- 51 students
Second grade- 44 students

II. High Academic Achievement

Grade level teams held a PLC (professional learning community) during their team meetings to discuss student performance and progress in reading and math. based on observation, grades ,and performance on recent assessments. This information was shared with campus admin. and the academic services department. We are working with Mr. Daffern and Ms. Bell to support teachers in the instructional areas they need.

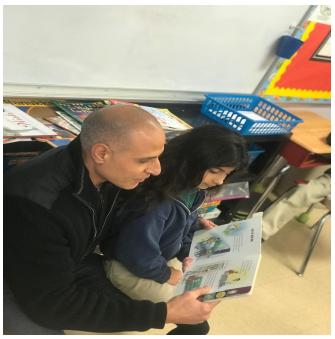
Teachers continue to work on curriculum documents together and with Mrs. Allen to ensure they are on track according to their YAG (year at a glance), and make any adjustments as they are needed throughout the year.

III. Parent Involvement

Parents were able to help cover lunch and recess duty so our teachers could enjoy an hour long lunch together. This was one request that was a result of the Culture Club Mrs. Barton is leading.

A parent project for January will include painting hopscotch, four square and tic-tac-toe boards on the concrete in front of the playground, and in the front of the building. Teachers have requested more games for students to spread them out on the playground. Parents have volunteered to work on this and we are grateful!

Second grade is studying Holidays around the world, and a few parents came and shared their experiences with students, as guest speakers.



IV. Campus Life at ACA Primary- Celebrations and recognition

Second grade held their annual Coats, Choirs, and Colors concert on December 7. Students sang "The Lion Sleeps Tonight, Fight Song, and Proud Mary." We had an overall participation of 60%. Students who have been at ACA since Kindergarten, have sung in 7 concerts total! Thank you to the Intermediate campus for allowing us to use the fitness room. Our students sounded wonderful and every parent had a seat! We will continue collecting coats for Mission Arlington through December 14. Mrs. Kwah has displayed student artwork all over the Primary campus for visitors to see.

Thank you to Mrs. Briggs for her role in the North Texas Reading Bee. She attended meetings after hours, organized testing at the campus level to find the campus representative, and attended the NTRB on Saturday, December 9. Alexander Oliver represented ACA at the NTRB and placed second out of 31 schools in the area. His prizes included a toy train set and over 80 books. We are proud of Alexander and all his hard work!

The campus leadership team met with district admin. to discuss ideas for future staff development, campus needs, and ways district support staff can support teachers at the Primary campus. This leadership team has been integral in making campus decisions and working to support the district mission and vision down at the campus level. One project they are currently working on is gathering ideas to present at Parent University this Spring.

Thank you to Mrs. Barton and Mrs. Briggs for continuing to contribute to the positive culture for staff this month by organizing a secret santa, cookie exchange, and white elephant gift exchange. The culture club is making a positive impact at our campus!

Department of Academic Services
December 2017
Janna Allen

Academic Services 2017- 2018 Goal

Work collaboratively with instructional staff to strengthen the curriculum design and level of rigor for the academic growth of all students.

I. High Academics

Curriculum Refinement Project

During the November planning day, teachers reviewed, discussed, and refined content curriculum documents as well as reviewing student data to prepare for upcoming units. New submissions were submitted and reviewed. Through this process teachers have expressed that the level of questioning and responses from students have improved.

Griffin Book Club

The second nine week's book club has concluded, projects submitted, and celebrations for participation completed. Projects include nicely created posters, powerpoints, diorama, and written summaries. All students who participated were invited to attend a coke-float party and share their projects to other students.

- The Primary campus read *Judy Moody was in a mood. Not a good mood, a bad mood.* by Megan McDonald and 51 first and second graders submitted a project.
- The Intermediate campus read *The Tale of Despereaux* by Kate DiCamillo and 70 students participated.
- The Middle school campus read *Wringer* by Jerry Spinelli and seven students submitted a project.

Academic Resources

An academic resource spreadsheet has been created to document instructional resources available for teacher use whether these resources are located on the appropriate campus, teacher's classroom, or stored in the garage of the instructional services' house. This spreadsheet also has past budgeted amounts and prediction of funds needed for future instructional materials.

II. Professional Development

Special Education Department

All Special Education teachers and ACA's diagnostician, Darlene Stephenson met at the Instructional Services house and participated in a live webinar with Special Education consultant, Rita Condron. The webinar reviewed processes for using eSped online resources for monitoring and documenting student progress.

Back to School 2018

District leaders are beginning to look ahead and discuss professional development ideas for the upcoming school year. Several engaging keynote speakers such as, Dr. Danny Brassell, Aric Bostick, and Shari Harley to name a few have been contacted to gather information to review for consideration.

Teacher Support

ACA's ELAR consultant, Sandy Bell has been working with ELAR teachers to improve questioning strategies, assist in differentiating and increasing the rigor in lesson plans, model teaching for writing classes, and assisting teachers in grading for rigor in student responses. Teachers from multiple campuses have reached out to her to review and discuss ways to improve unit plans they have written, plus she will be working with a middle school elective teacher after the winter break with implementing socratic seminars in the classroom.

WISDOM · VIGILANCE

COURAGE · STRENGTH

REPORT TO THE BOARD OF DIRECTORS

Human Resources and Student Services

Thursday, December 14, 2017

Greyden Barnett, Director of Human Resources, and Student Services

HUMAN RESOURCES

During November and early December through postings on the ESC 11 website, ACA website, and Indeed.com over 225 people applied to be a substitute at ACA. The overall number of applicants who qualify to be a sub with ACA is about 10-15% of those who apply due to qualifications, follow through of the applicant, willingness to be fingerprinted, and other factors. Although this is true, some successful applicants are within every group and allow our sub list to grow over time.

Recently on a network television channel in the DFW area, a report was done on the serious shortage of substitutes within the state. The Denton area was featured, and examples were given to show the drastic need for substitute teachers across the state.

Current Postings and Open Positions

All Campuses
Substitutes—teacher, nurse, café, custodian

Intermediate School
Third grade math teacher

Middle School
Math tutor, 2 positions

Resignations

Primary School
Amy Wright, Primary School, Café Assistant

Terminations

Primary School
Tammy Craddock, Café Manager

Intermediate School
Amy Brimer, Café Assistant

Recommended for Hire

Primary School
Jessica Caudillo, Café Manager
Danielle Crowther, Café Assistant

Intermediate School
Pam Nguyen, Café Assistant

Substitutes

Additions
Marissa Glass
Lauren Hayes
Jimmie Henry
Migon Lewis
Jasmine Wallace
Mayrion Washington
Angela Zitting

Deletions
none

CHILD NUTRITION

The claim and meal summary report for November 2017 is attached. Despite the shortened month due to the Thanksgiving break, the claim total was still over $18,000. On November 9th and 14th, we topped over 95% participation by free benefit NSLP students at the Intermediate School. Ninety-five percent is an audit factor we must verify if exceeding that amount of participation. The rates and days were verified and on both days ACA reached 97% of participation of free benefit students.

Participation data for November is included in this report to illustrate the relatively high participation rates by free and reduced benefit students.

Best Counts for November

Highest number of students served breakfast:
Primary = 96
Intermediate = 56
Middle = 75

Highest number of student served lunch:
Primary = 209
Intermediate = 175
Middle = 183

Welcome to New Staff in CN

Child nutrition has a new staff at the Primary Campus: Jessica Caudillo, the café manager, and Danielle Crowther, the café assistant. At the Intermediate School, please welcome Pam Nguyen as the café assistant. These new staff members are doing a fantastic job and are eager to learn more. The other members of the CN team are excited to have them join the team!

Jessica Caudillo, Candidate for Primary School Café Manager

Experience

Arlington Classics Academy, Arlington, TX — 10/2012-11/27/2017
Substitute teacher, substitute café manager

Army Air Force Exchange Services, Dallas, TX — 1/2009-1/2010
Lead Contractor

Monarch Dental, Grand Prairie, TX — 8/2004-6/2006
Treatment Counselor, Dental Assistant

Grand Prairie ISD, Grand Prairie, TX — 11/2000-1/2003
Substitute Teacher

Education

University of Texas at Arlington, certificate of photography
Tarrant County College, registered dental assistant

Certifications

Texas Food Safety Manager

Danielle Crowther, Candidate for Primary School Café Assistant

Experience

Vegas Concepts, Irving, TX — 5/2012-present
Blackjack dealer

Education

University of Texas at Arlington, Arlington, TX — 5/2017
Bachelor of Social Work

Certifications

Texas Food Handler

Volunteer

Danielle has volunteered extensively at ACA — 9/2013-present

- Room mom for 4 years
- Griffin Buck Truck for 3 years
- Cafeteria duty for 3 years
- Library help for 2 years
- Early kindergarten dismissal for 1 year
- ACA book fair volunteer

Pam Nguyen, Candidate for Middle School Custodian

Experience

Arlington Classics Academy, Arlington, TX 6/7/2017-8/2/2017
Custodian

Your Covenant Cleaners, Arlington, TX 6/2011-6/2017
Senior Administrative Assistant

Kennedale ISD, Kennedale, TX 8/2000-6/2002
Secretary/Main Office

BBQ & Burgers, Amarillo, TX 3/1991-7/1999
Owner and Operator

Education

Shamrock High School, Shamrock, TX
GED

Certifications

Not applicable

NSLP Claim For Reimbursement Summary

04171 Status: Active
ARLINGTON CLASSIC ACADEMY
DBA:
5206 South Bowen Road
Arlington, TX 76017-3756
County District Code: 220-802
ESC: 11 TDA Region: 2

Confirmation #: AAZHB0

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Nov 2017	0	12/01/2017	12/01/2017		Original

Contracting Entity Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	2,959	3.2300	9,557.57
Reduced	692	2.8300	1,958.36
Paid	3,455	0.3100	1,071.05
Total	**7,106**		**12,586.98**
Performance-Based Reimbursement (Lunch)			
Claimed	7,106	0.0600	426.36
Adjusted	0	0.0600	0.00
Total	**7,106**		**426.36**
School Breakfast Program Severe Need			
Free	2,219	2.0900	4,637.71
Reduced	275	1.7900	492.25
Paid	550	0.3000	165.00
Total	**3,044**		**5,294.96**

Claim Reimbursement Total **18,308.30**

Contracting Entity Claim Reimbursement Totals

Current Claim Reimbursement Total	18,308.30
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	**18,308.30**

Hide Site Meal Details

Site Meal and Reimbursement Totals

ARLINGTON CLASSICS ACADEMY-INTERMEDIATE 0102

Meal Type	Free	Reduced	Paid	Total Meals	Total Reimbursement
National School Lunch Program	851	223	868	1,942	3,765.42
School Breakfast Program Severe Need	429	106	236	771	1,157.15
Total Site Reimbursement					**4,922.57**

ARLINGTON CLASSICS ACADEMY-MIDDLE 0040

Meal Type	Free	Reduced	Paid	Total Meals	Total Reimbursement
National School Lunch Program	899	286	1,176	2,361	4,219.37
School Breakfast Program Severe Need	896	118	121	1,135	2,120.16
Total Site Reimbursement					**6,339.53**

ARLINGTON CLASSICS ACADEMY-PRI 0101

Meal Type	Free	Reduced	Paid	Total Meals	Total Reimbursement
National School Lunch Program	1,209	183	1,411	2,803	5,028.55
School Breakfast Program Severe Need	894	51	193	1,138	2,017.65
Total Site Reimbursement					**7,046.20**

National School Lunch and Breakfast Programs

Arlington Classics Academy

Arlington Classics Academy Pri | Attendance Factor 95.00 % | Month November | Year 2017

Date	School Lunch Program							Accuclaim Tests				School Breakfast Program					
	# Lunches Served Pupils					# Lunches Served Adults		Approved Free	% Free Particip.	Approved Reduced	% Reduced Particip.	# Breakfast Served Pupils				# Breakfast Served Adults	
	Reimbursable Meals				Other Lunches							Reimbursable Meals					
	Paid	Reduced	Free	Total		Paid	Free					Paid	Reduced	Free	Total	Paid	Free
1	89	13	83	185	0	1	0	92	90 %	17	76 %	12	3	41	56	0	0
2	85	12	78	175	0	2	0	92	85 %	17	71 %	21	5	44	70	0	0
3	99	11	74	184	0	0	0	92	80 %	17	65 %	15	4	43	62	0	0
4	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
6	99	10	85	194	0	1	0	93	91 %	17	59 %	12	3	68	83	0	0
7	83	12	83	178	0	0	0	93	89 %	17	71 %	14	3	69	86	0	0
8	79	10	80	169	0	2	0	93	86 %	17	59 %	13	4	72	89	0	0
9	64	10	74	148	0	2	0	93	80 %	17	59 %	11	1	43	55	0	0
10	120	11	82	213	0	0	0	93	88 %	17	65 %	9	4	68	81	0	0
11	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
13	101	12	80	193	0	0	0	93	86 %	17	71 %	11	5	72	88	0	0
14	116	13	80	209	0	5	0	94	85 %	17	76 %	17	3	76	96	0	0
15	54	10	82	146	0	0	0	95	86 %	17	59 %	14	3	76	93	0	0
16	116	12	79	207	0	2	0	95	83 %	17	71 %	9	3	72	84	0	0
17	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
27	104	12	67	183	0	1	0	94	71 %	17	71 %	6	4	63	73	0	0
28	59	12	61	132	0	0	0	94	65 %	17	71 %	9	2	35	46	0	0
29	68	12	57	137	0	0	0	94	61 %	17	71 %	6	2	36	44	0	0
30	75	11	64	150	0	1	0	94	68 %	17	65 %	14	2	22	38	0	0
	1411	183	1209	2803	0	17	0	1494	81 %	272	67 %	193	51	900	1144	0	0

eTrition School Nutrition Solutions

National School Lunch and Breakfast Programs

Arlington Classics Academy

Arlington Classics Academy-Int | Attendance Factor 95.00 % | Month November | Year 2017

Date	School Lunch Program							Accuclaim Tests				School Breakfast Program					
	# Lunches Served Pupils					# Lunches Served Adults		Approved Free	% Free Particip.	Approved Reduced	% Reduced Particip.	# Breakfast Served Pupils				# Breakfast Served Adults	
	Reimbursable Meals				Other Lunches							Reimbursable Meals					
	Paid	Reduced	Free	Total		Paid	Free					Paid	Reduced	Free	Total	Paid	Free
1	55	15	59	129	0	1	0	69	86 %	20	75 %	13	6	26	45	0	0
2	64	14	49	127	0	4	0	69	71 %	20	70 %	17	9	30	56	0	0
3	62	15	52	129	0	1	0	69	75 %	20	75 %	15	6	21	42	0	0
4	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
6	54	16	55	125	0	0	0	70	79 %	20	80 %	17	5	23	45	0	0
7	55	13	64	132	0	1	0	70	91 %	20	65 %	16	6	23	45	0	0
8	53	17	60	130	0	0	0	70	86 %	20	85 %	17	8	27	52	0	0
9	48	13	68	129	0	0	0	70	97 %	20	65 %	16	6	27	49	0	0
10	61	16	63	140	0	2	0	70	90 %	20	80 %	14	6	25	45	0	0
11	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
13	60	15	60	135	0	0	0	70	86 %	20	75 %	16	6	26	48	0	0
14	90	17	68	175	0	2	0	70	97 %	20	85 %	12	7	36	55	0	0
15	40	13	40	93	0	1	0	70	57 %	20	65 %	14	7	34	55	0	0
16	0	0	0	0	0	0	0	0	0 %	0	0 %	14	7	23	44	1	0
17	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
27	75	17	49	141	0	1	0	71	69 %	19	89 %	9	7	28	44	0	0
28	49	12	51	112	0	0	0	71	72 %	19	63 %	14	7	28	49	1	0
29	48	13	49	110	0	0	0	71	69 %	19	68 %	12	4	28	44	0	0
30	54	17	64	135	0	0	0	72	89 %	19	89 %	20	9	24	53	1	0
	868	223	851	1942	0	13	0	1052	81 %	296	75 %	236	106	429	771	3	0

National School Lunch and Breakfast Programs

Arlington Classics Academy

Arlington Classics Academy Mid | Attendance Factor 95.00 % | Month November | Year 2017

Date	School Lunch Program							Accuclaim Tests				School Breakfast Program					
	# Lunches Served Pupils					# Lunches Served Adults		Approved Free	% Free Particip.	Approved Reduced	% Reduced Particip.	# Breakfast Served Pupils				# Breakfast Served Adults	
	Reimbursable Meals				Other Lunches							Reimbursable Meals					
	Paid	Reduced	Free	Total		Paid	Free					Paid	Reduced	Free	Total	Paid	Free
1	75	17	58	150	0	0	0	65	89 %	25	68 %	8	7	56	71	0	0
2	80	18	53	151	0	0	0	66	80 %	25	72 %	9	8	55	72	0	0
3	78	14	54	146	0	2	0	66	82 %	25	56 %	6	6	54	66	0	0
4	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
6	78	20	52	150	0	0	0	67	78 %	25	80 %	11	7	56	74	0	0
7	84	17	54	155	0	0	0	67	81 %	25	68 %	9	7	56	72	0	0
8	58	21	54	133	0	1	0	67	81 %	25	84 %	8	9	54	71	0	0
9	60	15	55	130	0	0	0	67	82 %	25	60 %	6	7	55	68	0	0
10	61	16	56	133	0	0	0	67	84 %	25	64 %	5	6	56	67	0	0
11	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
13	68	16	58	142	0	0	0	67	87 %	25	64 %	6	8	54	68	0	0
14	100	22	61	183	0	3	0	67	91 %	25	88 %	6	7	56	69	0	0
15	64	17	58	139	0	1	0	67	87 %	25	68 %	9	9	57	75	0	0
16	80	18	57	155	0	0	0	67	85 %	25	72 %	8	6	59	73	0	0
17	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0 %	0	0 %	0	0	0	0	0	0
27	86	21	57	164	0	1	0	66	86 %	27	78 %	6	9	58	73	0	0
28	68	18	57	143	0	1	0	66	86 %	27	67 %	7	8	57	72	0	0
29	67	16	59	142	0	0	0	66	89 %	27	59 %	9	7	56	72	0	0
30	69	20	56	145	0	1	0	66	85 %	27	74 %	8	7	57	72	0	0
	1176	286	899	2361	0	10	0	1064	84 %	408	70 %	121	118	896	1135	0	0

TCSA Model Board Policy Series

400.080 Required Instruction and Graduation

Charter Board Policy for ARLINGTON CLASSICS ACADEMY

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INTRODUCTION

The Model Board Policies for Charter Schools is a series of publications by the Texas Charter Schools Association (TCSA). These publications are an educational tool for charter school leaders to aid in the operation and management of open-enrollment charter schools in Texas.

Overall Policy Framework

Each module in the Board Policy Series provides a summary of federal and state statutes, regulations, and related materials applicable to open enrollment charter schools. Citations to these materials are provided throughout the module and many contain a hyperlink so the actual statutory or regulatory provision can be accessed on the Internet. The summary is designated by the LEGAL AUTHORITY tab on the right edge of each page.

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TCSA plans to update the Model Board Policies for Charter Schools after each Texas Legislative Session to reflect changes in applicable laws. We also will regularly and continually update the Policy Series when changes occur in state and federal case law and administration regulations that affect open enrollment charter schools. We encourage you to renew your subscription to the policy series each year to ensure that your school has the most recent laws and regulations.

Scope of Service & Copyright Notice

This policy module prepared by the TCSA is designed and intended as a resource of information for charter schools and is not to be construed as legal advice. It should be used in connection with consulting and obtaining the advice of the school's legal counsel to ensure compliance with applicable legal requirements.

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Module 400: *Students*

The Students Module 400, is the fourth module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to charter schools, as well as specific model board policies designed to comply with these legal requirements. Other policy modules in the series include:

Module 100: Financial Operations
Module 200: Charter School Governance & Organization
Module 300: General School Operations
Module 500: Open Government
Module 600: Human Resources

Legal Abbreviations Used In the TCSA Model Board Policy Series

Atty. Gen. Op.	Attorney General Opinion
C.F.R	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
Tex. Educ. Code	Texas Education Code
Tex. Gov't Code	Texas Government Code
Tex. Labor Code	Texas Labor Code
Tex. Loc. Gov't Code	Texas Local Government Code
U.S.C.A	United States Code Annotated

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400.080. REQUIRED INSTRUCTION AND GRADUATION

The governing body ("Board") of ARLINGTON CLASSICS ACADEMY adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

Section 1. Compliance

The Executive Director of Schools shall ensure that ARLINGTON CLASSICS ACADEMY maintains compliance with all state laws and regulations governing curriculum and graduation requirements.

Section 1.1. Pledge of Allegiance.

The principal, or designee, of each campus of ARLINGTON CLASSICS ACADEMY shall ensure that ARLINGTON CLASSICS ACADEMY maintains compliance with all state laws and regulations governing recitation of the Pledge of Allegiance to the United States and Texas flags and the regulations governing proper flag display in each classroom in which the pledges of allegiance are recited.

Section 1.2. Observance of Moment of Silence.

The principal, or designee, of each campus of ARLINGTON CLASSICS ACADEMY shall ensure that ARLINGTON CLASSICS ACADEMY maintains compliance with state law governing the observance of one minute of silence following the recitation of the pledges of allegiance to the United States and Texas flags.

Section 1.3. Commemoration of the Events of September 11, 2001.

The principal, or designee, of each campus of ARLINGTON CLASSICS ACADEMY shall ensure that ARLINGTON CLASSICS ACADEMY maintains compliance with state law governing the commemoration of the events of September 11, 2001.

Section 1.4. Instruction in Cardiopulmonary Resuscitation (CPR).

The principal, or designee, of each campus of ARLINGTON CLASSICS ACADEMY that serves grades 7 through 12 shall ensure that ARLINGTON CLASSICS ACADEMY maintains compliance with the state law and regulations governing instruction in cardiopulmonary resuscitation (CPR) and that each student receives CPR instruction at least once prior to graduation.

Section 2. Graduation

The Executive Director of Schools shall ensure that ARLINGTON CLASSICS ACADEMY maintains compliance with all state laws and regulations governing graduation requirements.

Section 2.1 Endorsements.

ARLINGTON CLASSICS ACADEMY shall offer the following endorsements:

1. Multidisciplinary

The Executive Director of Schools, or designee, of ARLINGTON CLASSICS ACADEMY, shall implement procedures to ensure that each student of ARLINGTON CLASSICS ACADEMY indicates in writing the endorsement the student intends to earn.

Section 2.2 Distinguished Level of Achievement.

The Executive Director of Schools, or designee, of ARLINGTON CLASSICS ACADEMY, shall ensure that

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CHARTER BOARD POLICY 400.080.

ARLINGTON CLASSICS ACADEMY offers the curriculum requirements for a student to earn a distinguished level of achievement.

Section 2.3 Performance Acknowledgements.
The Executive Director of Schools, or designee, of ARLINGTON CLASSICS ACADEMY, shall ensure that ARLINGTON CLASSICS ACADEMY offers the requirements adopted by the SBOE for a student to earn a performance acknowledgment on his or her diploma.

Section 2.4 High School Graduation Plan.

The principal of each high school campus of ARLINGTON CLASSICS ACADEMY shall designate a school counselor or school administer responsible for developing and reviewing personal graduation plans with each 9th grade student and his or her parent or guardian in accordance with state law and regulations. The designee shall ensure that the student and the student's parent or guardian conform and sign the personal graduation plan.

The Executive Director of Schools of ARLINGTON CLASSICS ACADEMY shall ensure that the information provided by the Texas Education Agency explaining the advantages of the distinguished level of achievement and each endorsement is posted on the school's website.

Section 2.5 Individual Graduation Committee
The EDS, or designee, of ARLINGTON CLASSICS ACADEMY shall establish an Individual Graduation Committee (IGC) for each student who has failed not more than two end-of-course (EOC) assessments, is in their 12th grade year, and has successfully completed at least the Foundation High School Program.

The IGC shall be composed of the following persons:

1. Principal or principal's designee,
2. The teacher of the course for each EOC the student failed;
3. The department chair or lead teacher supervising the teacher described above;
4. The student's parent or guardian; or
5. A designated advocate if the parent or guardian is unable to serve; or
6. The student (at the student's option) if the student is 18 years of age or is emancipated.

The EDS shall ensure that ARLINGTON CLASSICS ACADEMY maintains compliance with all state laws and regulations governing graduation of a student by means of an individual graduation committee (IGC). The Executive Director of Schools shall implement procedures for the establishment of, and graduation determinations made by, an IGC. Such procedures shall include the following:

1. The process by which ARLINGTON CLASSICS ACADEMY shall appoint a designated advocate if the parent or guardian of a student is unable to serve on the IGC;
2. The method by which ARLINGTON CLASSICS ACADEMY shall provide notice to the parent
   or guardian of the student or designated advocate, if applicable, of the time, place, and purpose of the IGC;
3. The method by which ARLINGTON CLASSICS ACADEMY documents the student's satisfaction of the additional remediation requirements and demonstration of

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proficiency in the subject matter of the EOC exam failed by the student;
4. The academic criteria considered by the IGC to determine if a student is qualified to graduate;
5. The vote of the IGC on the graduation decision of an individual student; and
6. A timeline for the IGC's determination of the graduation decision.

Section 3. End-of-Course Assessments

Section 3.1. End-of-Course Exams.
Students shall take end-of-course (EOC) exams for secondary-level courses in Algebra I, Biology, English I, English II and United States History. A student's performance on such assessments shall not be used in determining class ranking or to account for a percentage of the student's final grade for the course.

1. ARLINGTON CLASSICS ACADEMY shall not administer more than two benchmark assessment instruments to prepare a student for an end-of-course exam.
2. The principal, or designee, of each campus of ARLINGTON CLASSICS ACADEMY, shall implement procedures to ensure that each teacher receives the results of the end-of-course exam administered to students taught by that teacher in the subject for which the exam is administered.
3. The principal, or designee, of each campus of ARLINGTON CLASSICS ACADEMY, shall ensure that each student who fails to perform satisfactorily on an end-of-course exam receives accelerated instruction in the applicable subject area.

Section 3.2. Texas Success Initiative (TSI).
A student enrolled in a college preparatory Mathematics or English language arts course that satisfies the Texas Success Initiative (TSI) college readiness benchmarks is exempt from the Algebra I or English I and English II end-of-course exams, even if the student did not perform satisfactorily on a previous administration of the applicable end-of-course assessment instrument.

Section 3.3. Retakes.
A student who fails to achieve the requisite score on an end of course exam may retake the exam.

Section 3.4. Students with Disabilities.
The admission, review, and dismissal committee shall determine the type of assessment to be administered to a student receiving special education services. A parent or guardian of a student with special needs may request administration of additional benchmark assessments.

Section 4. Preliminary College Preparation Assessment

ARLINGTON CLASSICS ACADEMY may administer a preliminary college preparation assessment to 8th and/or 10th grade students in the spring of each year. Results of the assessment will be used to determine student progress, strengths, and deficiencies.

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Section 5. Notification Regarding Automatic College Admission and Financial Aid

The Executive Director of Schools, or designee of ARLINGTON CLASSICS ACADEMY, shall ensure that each high school campus operated by ARLINGTON CLASSICS ACADEMY, posts signs in the counselor's office, in each principal's office and in each administrative building, the requirements for automatic admission to a Texas public college or university and the curriculum requirements for federal financial aid.

The principal of each high school campus operated by ARLINGTON CLASSICS ACADEMY shall ensure that each student, at the time the student registers for one or more classes required for high school graduation, receives a notice regarding the requirements for automatic admission to a Texas public college or university and the curriculum requirements for federal financial aid, and shall ensure that the notice is signed by the student's counselor, the student and the student's parent or guardian.

Section 7. Vocational Aptitude Assessment

ARLINGTON CLASSICS ACADEMY will administer the Armed Services Vocational Aptitude Battery to all 10th and 12th grade students. Notice will be sent to the student and the student's parents/guardians prior to the assessment. The notice to parents/guardians will include date, time and location of assessment.

Section 8. School Counselor

The Executive Director of Schools, or designee of ARLINGTON CLASSICS ACADEMY, shall ensure that each student enrolled at the high school level, beginning in the first year and each year enrolled at the high school level, receives the following information from a school counselor:

1. the importance of postsecondary education;
2. the advantages of earning an endorsement and a performance acknowledgment and completing the distinguished level of achievement under the foundation high school program under Texas Education Code Section 28.025;
3. the disadvantages of taking courses to prepare for a high school equivalency examination relative to the benefits of taking courses leading to a high school diploma;
4. financial aid eligibility;
5. instruction on how to apply for federal financial aid;
6. the center for financial aid information established under Texas Education Code Section 61.0776;
7. the automatic admission of certain students to general academic teaching institutions as provided by Texas Education Code Section 51.803;
8. the eligibility and academic performance requirements for the TEXAS Grant as provided by Subchapter M, Chapter 56 of the Texas Education Code;
9. the availability of programs in the district under which a student may earn college credit, including advanced placement programs, dual credit programs, joint high school and college credit programs, and international baccalaureate programs; and

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10. the availability of education and training vouchers and tuition and fee waivers to attend an institution of higher education as provided by Texas Education Code Section 54.366 for a student who is or was previously in the conservatorship of the Department of Family and Protective Services.

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TCSA Model Board Policy Series

400.080. Required Instruction & Graduation

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For questions concerning the Model Board Policies for Charter Schools contact:

Christine Nishimura, Texas Charter Schools Association
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512.584.8272

Module 400: *Students*

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C.F.R	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
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Tex. Labor Code	Texas Labor Code
Tex. Loc. Gov't Code	Texas Local Government Code
U.S.C.A	United States Code Annotated

400.080. REQUIRED INSTRUCTION AND GRADUATION

A. Required Curriculum

1. An open-enrollment charter school shall offer the following required curriculum:

    a. A foundation curriculum that includes:

        i. English language arts;

        ii. Mathematics;

        iii. Science; and

        iv. Social studies, consisting of Texas, United States, and world history, government and geography; and

    b. An enrichment curriculum that includes

        i. Languages other than English, to the extent possible;
        (UPDATED November 2017)

            (1) One language credit may be completed through a dual language immersion program at an elementary school.

        ii. Health;

            (1) Each open-enrollment charter holder shall adopt an evidence-based prescription drug misuse awareness program from a list of TEA approved programs for the charter's middle school, junior high school, and high school health curriculums.

        iii. Physical education ("PE");

            (1) Each open-enrollment charter holder shall establish specific objectives and goals the charter holder intends to accomplish through the PE curriculum.

        iv. Fine Arts;

        v. Economics with emphasis on the free enterprise system and its benefits;

        vi. Career and technology education;

        vii. Technology applications; and

        viii. Religious literature, including the Old and New Testament and its impact on history and literature.

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ix. Personal financial literacy.

Tex. Educ. Code §12.111(a)(1); Tex. Educ. Code 28.002; Tex. Edu. Code §28.025; 19 Tex. Admin. Code §74.1; 84th Leg., R.S. SB 968; 85th Leg. R.S., SB 671.

B. Pledge of Allegiance and Moment of Silence

1. The Board shall require students, once during each school day at each campus, to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag.

2. The Board shall require that the United States and Texas flags be prominently displayed in accordance with federal and state regulations regarding flag display, in each campus classroom to which a student is assigned at the time the pledges of allegiance to those flags are recited.

3. The charter school may raise money or accept gifts, grants and donations to acquire the United States and Texas flags.

4. The charter school shall excuse the student from reciting the pledges of allegiance to the United States and Texas flags upon written request from a student's parent or guardian.

5. The board shall provide for the observance of one minute of silence at each campus following the recitation of the pledges of allegiance to the United States and Texas.

6. During the one-minute period of silence, the student may, as the student chooses, reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student.

Tex. Educ. Code §25.082

C. Commemoration of the Events September 11, 2001

In each year that September 11th falls on a regular school day, the charter school shall provide for the observance of one minute of silence at the beginning of the first class period of that day to commemorate the events of September 11, 2001. Immediately before the observance, the teacher must make a statement of reference to the memory of the individuals who died on September 11, 2001.

Tex. Educ. Code §25.0821

D. Instruction in Cardiopulmonary Resuscitation (CPR)

1. The charter school shall provide CPR instruction to students in grades 7 through 12 that includes training developed by the American Heart Association, American Red Cross or using nationally recognized guidelines for emergency cardiovascular care that incorporates psychomotor skills to support the instruction.

2. The instruction may be provided as part of any course. A student shall receive the

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instruction at least once before graduation.

Tex. Educ. Code §28.0023

E. End Assessments

1. End-of-Course Assessments
   The state shall administer end-of-course assessment instruments for secondary-level courses in Algebra I, Biology, English I, English II, and United States History.

Tex. Educ. Code §39.023(c)

2. Postsecondary Readiness Assessment Instruments
   A charter school may elect to annually administer postsecondary readiness assessment instruments in Algebra II and English III at the charter school's option. The charter school may not administer an additional benchmark assessment instrument solely for the purpose of preparing for the administration of a postsecondary readiness assessment instrument. The results of a postsecondary readiness assessment instrument may not be used by the charter school:

   a. For the purpose of teacher evaluations; or

   b. To determine a student's final course grade or determining a student's class rank for the purpose of high school graduation.

Tex. Educ. Code §39.0238

3. Texas Success Initiative (TSI)
   Students enrolled in a college preparatory mathematics or English language arts course that satisfy the Texas Success Initiative (TSI) college readiness benchmark assessments are exempt from the Algebra I or English I and English II end-of-course assessments, even if the student did not perform satisfactorily on a previous administration of the applicable end-of-course assessment instrument.

Tex. Educ. Code §39.0232; 84th Leg., R.S. HB 1613

4. Student Performance on Assessments
   A student's performance on an end-of-course assessment instrument may not be used in determining the student's class ranking for any purpose, including automatic college admission.

Tex. Educ. Code §39.0232

5. Retakes
   A student who failed to achieve a score requirement on an end-of-course assessment instrument may retake the assessment instrument.

Tex. Educ. Code §39.025(b).

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6. Special Education
   If a student is in a special education program under Subchapter A, Chapter 29 of the Education Code, the student's admission, review, and dismissal committee shall determine whether any allowable modification is necessary in administering to the student an assessment instrument required under this subsection.

7. Assessment Results
   The charter school shall disclose to each teacher the results of the assessment instrument administered to students taught by the teacher in the subject for the school year in which the assessment instrument is administered.

Tex. Educ. Code §39.023(h)

8. Benchmark Assessments
   The open-enrollment charter school shall not administer to any student more than two benchmark assessment instruments to prepare the student for a corresponding state-administered assessment instrument. A parent of or person standing in parental relation to a student with special needs as determined by the Texas Education Agency, may request administration of additional benchmark assessments.

Tex. Educ. Code §39.0263(c)

9. Accelerated Instruction for High School Students
   Each time a student fails to perform satisfactorily on an end-of-course assessment instrument, the charter school shall provide to the student accelerated instruction in the applicable subject area, using funds appropriated for accelerated instruction under Tex. Educ. Code 28.0211. Accelerated instruction may require participation of the student before or after normal school hours and may include participation at times of the year outside normal school operation.

Tex. Educ. Code §28.0217

F. Vocational Aptitude Assessment (NEW November 2017)

1. Each school year, an open-enrollment charter school must administer the Armed Services Vocational Aptitude Battery Test to all 10th and 12th graders. The test must be scheduled during normal school hours and at a time that does not conflict with extra-curricular activities.

2. An open-enrollment charter school may elect to offer an alternative test, so long as the alternative test:
   a. Assesses of a student's aptitude for success in a career field other than a career that requires post-secondary education;

   b. Is free to administer;

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c. Requires minimal training and support of the district or school faculty or staff to administer the test; and

d. Provides the student with a professional interpretation of the test results that allows the student to:

i. Explore occupations that are consistent with the student's interests and skills; and

ii. Develop strategies to attain the student's career goals.

3. A school must provide notice to the parent or guardian of the student, which includes date, time, and location of the assessment.

4. If an open-enrollment charter school entered into a contract, prior to September 1, 2017, to administer a vocational aptitude assessment that does not comply with these requirements, the school may elect not to provide the Armed Services Vocational Aptitude Battery test for the term of the contract. Upon expiration of the contract, the open-enrollment charter school must comply with this section.

Tex. Educ. Code §29.9015; 85th Leg. R.S., SB 1843.

G. Graduation

1. Selection of Endorsement
The open-enrollment charter school shall ensure that each student, on entering the ninth grade, indicates in writing the endorsement the student intends to earn. A student may graduate under the foundation high school program without earning an endorsement if, after the student's sophomore year:

a. The student and the student's parent or person standing in parental relation to the student are advised by a school counselor of the specific benefits of graduating from high school with one or more endorsements; and

b. The student's parent or person standing in parental relation to the student files with the school counselor written permission, on a form adopted by the Texas Education Agency, allowing the student to graduate under the foundation high school program without earning an endorsement.

Tex. Educ. Code §28.025(b)

2. Endorsements
A student may earn an endorsement by successfully completing curriculum requirements for that endorsement adopted by the SBOE. An endorsement may be earned in any of the following categories:

a. science, technology, engineering and math (STEM)

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b. business and industry

c. public services

d. arts and humanities

e. multidisciplinary studies

The charter school must make available to high school students courses that allow a student to complete the curriculum requirements for at least one endorsement. A charter school that offers only one endorsement curriculum must offer the multidisciplinary studies endorsement curriculum.

Tex. Educ. Code 28.025(c-1); (c-4)

3. Distinguished Level of Achievement
   A student may earn a distinguished level of achievement under the foundation high school program by successfully completing the curriculum requirements established by the SBOE, which shall include:

   a. the curriculum requirements for the foundation high school program

   b. the curriculum requirements for at least one endorsement

   c. Algebra II; and

   d. an additional fourth credit in science.

   A student who has completed the core curriculum of an institution of higher education, as certified by the institution in accordance with commissioner rule, is considered to have earned a distinguished level of achievement under the foundation high school program and is entitled to receive a high school diploma.

Tex. Educ. Code 28.025(b-15); (b-7).

4. High School Personal Graduation Plan

TCSA NOTE: Open-enrollment charter schools are not required to develop and administer personal graduation plans. Tex. Educ. Code 12.111(b) requires a charter school to consider adopting and administering personal graduation plans. Tex. Educ. Code §12.111(b).

A principal of a high school shall designate a school counselor or school administrator to review personal graduation plan options with each student entering 9th grade together with the student's parent or guardian. The personal graduation plan options reviewed must include the distinguished level of achievement and the endorsements offered by the school. Before the conclusion of the school year, the student and student's parent or guardian must confirm and sign a personal graduation plan for the student.

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A personal graduation plan must identify a course of study that promotes college and workforce readiness; career placement and advancement; and facilitates the student's transition from secondary to postsecondary education.

A student may amend his or her personal graduation plan after the initial confirmation of the plan. If the student amends the student's personal graduation plan, the charter school shall send written notice to the student's parent regarding the change.

Tex. Educ. Code 28.02121

1. TEA Notice of Graduation Plan Options
   The Texas Education Agency shall prepare and make available in English and Spanish information that explains the advantages of the distinguished level of achievement and each endorsement. The charter school may publish the information provided by the Texas Education Agency on its Internet website to ensure that the information is available to students in grades 9 and above and to the parents or guardians of these students in the language in which the parents or guardians are most proficient.

Tex. Educ. Code §28.02121

6. Diploma
   a. A student may graduate and receive a diploma only if the student:

      ii. Successfully completes the curriculum requirements identified by the SBOE for the foundation high school program; and

      iii. has performed satisfactorily on required end-of-course assessment instruments; or

      iv. The student successfully completes an individualized education program developed under *Chapter 29.005 of the Texas Education Code*.

Tex. Educ. Code §§12.104(b)(2(E), 28.025(b),(c).

   b. An open-enrollment charter school may issue a certificate of coursework completion to a student who successfully completes the curriculum requirements but who fails to perform satisfactorily on required end-of-course assessment instruments. An open-enrollment charter school may allow a student who receives a certificate to participate in a graduation ceremony with students receiving high school diplomas.

   c. A student may earn a performance acknowledgment on the student's diploma and transcript by satisfying the requirements for an acknowledgment adopted by the SBOE. An acknowledgment may be earned f or outstanding performance:

      i. In a dual credit course;

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ii. In bilingualism and bi-literacy;

iii. On a college advanced placement test or international baccalaureate examination; or

iv. On the PSAT, the ACT-Plan, the SAT, or the ACT; or

v. For earning a nationally or internationally recognized business or industry certification or license.

Tex. Educ. Code 28.025 (c-1)

d. The charter school shall clearly indicate a distinguished level of achievement under the foundation high school program, an endorsement, and/or a performance acknowledgement on the diploma and transcript of a student who satisfies the applicable requirements.

Tex. Educ. Code 28.025 (e-1)

e. If an 11th or 12th grade student in foster care or considered to be homeless transfers from an open-enrollment charter school prior to graduation, and meets the graduation requirements of the charter school, but is ineligible to graduate from the district or school to which the student transfers, then the open-enrollment charter school shall award a diploma at the student's request.

Tex. Educ. Code § 28.025(i); 84th Leg, R.S. SB 1494

7. Reports

a. Each open-enrollment charter school shall report the academic achievement record of students who have completed a minimum, recommended, or advanced high school program on transcript forms adopted by the SBOE.

Tex. Educ. Code §§12.104(b)(2)(E), 28.025(e).

8. Special Education Students

a. A student receiving special education services may graduate and receive a regular high school diploma if:

i. The student has satisfactorily completed the curriculum and credit requirements for graduation applicable to students in general education, including satisfactory performance on the exit-level assessment instrument; or

ii. The student has satisfactorily completed the minimum curriculum and credit requirements for graduation applicable to students in general education, including participation in required state assessments. The student's admission,

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review, and dismissal ("ARD") committee shall determine whether satisfactory performance on a required state assessment shall also be required for graduation.

b. A student receiving special education services may also graduate and receive a regular high school diploma when the student's ARD committee has determined that the student has successfully completed:

i. The student's individualized education program ("IEP");

ii. One of the following conditions, consistent with the student's IEP:

(1) Full-time employment, in addition to sufficient self-help skills to enable the student to maintain the employment without direct and ongoing educational support of the open-enrollment charter school;

(2) Demonstrated a mastery of specific employability skills and self-help skills which don't require direct ongoing educational support of the open-enrollment charter school; or

(3) Access to services which are not within the legal responsibility of public education, or employment or education options for which the student has been prepared by the academic program;

iii. The minimum credit requirements for students without disabilities; and

iv. The state's or charter school's minimum curriculum requirements to the extent possible with modifications/substitutions only when it is determined necessary by the ARD committee for the student to receive an appropriate education.

c. A student receiving special education services may also graduate and receive a regular high school diploma upon the ARD committee determining that the student no longer meets age eligibility requirements and has completed the requirements in the IEP.

d. An open-enrollment charter school shall issue a certificate of attendance to a student who receives special education and who has completed four years of high school but has not completed the student's IEP.

Tex. Educ. Code §§ 12.104(b)(2)(E), 28.025.

9. Requirements for Automatic College Admission and Financial Aid

a. The governing board of an open-enrollment charter school shall require each high school that it operates the posting of appropriate signs in each counselor's office, in each principal's office, and in each administrative building the requirements under Texas Education Code, §51.803, regarding automatic college admission and the

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curriculum requirements for financial aid authorized by federal law.

b. The open-enrollment charter school shall provide each student, at the time the student first registers for one or more classes required for high school graduation, a written and detailed notice in plain language explaining the requirements under Texas Education Code §51.803 regarding automatic college admission, the curriculum requirements for financial aid authorized by federal law, and the benefits of completing the requirements for automatic admission and financial aid. The notice must be signed by the student's counselor in addition to being signed by the student and the student's parent or guardian.

c. The Commissioner shall adopt forms, including specific language, to use in providing the notice described above and the open-enrollment charter school shall use the appropriate form adopted by the Commissioner.

TEX. EDUC. CODE §28.026

H. Preliminary College Preparation Assessment (NEW November 2017)

1. Each school year in the spring an open-enrollment charter school may administer, at state cost, a preliminary college preparation assessment to 8th grade students for diagnostic purposes.

2. Each school year in the spring an open-enrollment charter school may administer, at state cost, a preliminary college preparation assessment to 10th grade students to measure student's progress towards college and workplace readiness.

3. High school students in the spring of 11th or 12th grade may elect to take once, at state cost, a nationally norm-referenced assessment used by colleges and universities as part of the undergraduate admissions process.

I. School Counselors (NEW November 2017)

1. During the first year a student is enrolled at an open-enrollment charter high school, and each year the student is enrolled at the high school level, a school counselor at an open-enrollment charter school must provide the following information:

   a. the importance of postsecondary education;

   b. the advantages of earning an endorsement and a performance acknowledgment and completing the distinguished level of achievement under the foundation high school program under Section 28.025;

   c. the disadvantages of taking courses to prepare for a high school equivalency examination relative to the benefits of taking courses leading to a high school diploma;

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d. financial aid eligibility;

e. instruction on how to apply for federal financial aid;

f. the center for financial aid information established under Section 61.0776;

g. the automatic admission of certain students to general academic teaching institutions as provided by Texas Education Code Section 51.803;

h. the eligibility and academic performance requirements for the TEXAS Grant as provided by Texas Education Code Subchapter M, Chapter 56;

i. the availability of programs in the district under which a student may earn college credit, including advanced placement programs, dual credit programs, joint high school and college credit programs, and international baccalaureate programs; and

j. the availability of education and training vouchers and tuition and fee waivers to attend an institution of higher education as provided by Texas Education Code Section 54.366 for a student who is or was previously in the conservatorship of the Department of Family and Protective Services

2. When providing information regarding education and training vouchers and tuition and fee waivers, the school counselor must inform the student and the student's parent the number of times the counselor has provided this information to the student.

Tex. Edu. Code §33.007; 85th Leg. R.S., SB 490

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TCSA Model Board Policy Series

400.120. Health

Charter Board Policy for ARLINGTON CLASSICS ACADEMY

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INTRODUCTION

The Model Board Policies for Charter Schools is a series of publications by the Texas Charter Schools Association (TCSA). These publications are an educational tool for charter school leaders to aid in the operation and management of open-enrollment charter schools in Texas.

Overall Policy Framework

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400.120. HEALTH

The governing body ("Board") of ARLINGTON CLASSICS ACADEMY adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Immunizations & Reportable Diseases

The Executive Director of Schools, or designee, of ARLINGTON CLASSICS ACADEMY shall ensure compliance with immunization laws and regulations and that ARLINGTON CLASSICS ACADEMY complies with laws and regulations regarding reportable diseases.

Section 1.2. HIV/AIDS STATUS.

a. Equitable Treatment. Students with HIV/AIDS have the right to attend school and expect equitable treatment. HIV/AIDS is not a communicable condition for which a child must be excluded from school. A student may not be excluded from attendance at school or school-related activities solely because of the child's known or suspected HIV status.

b. Confidentiality. Disclosure of a student's HIV status is a violation of federal and state law. Knowledge of the HIV status of a child shall be kept confidential by school personnel and shall not be released without the consent of the parent or legal guardian of the child except where release is required or authorized by law. A school teacher does not have a right to know the HIV/AIDS status of a student and may not ask the HIV/AIDS status of a student. Administrators and nurses should help teachers to understand the district's policy regarding students with HIV/AIDS.

c. Reporting. The school superintendent or school's designee shall determine if the school has an obligation to report a student's HIV status. The school superintendent or school's designee must make a report to the Department of State Health Services or other local health authority if he or she determines that the school has an obligation to report a student's HIV status.

Section 2. Care for Students At-Risk for Anaphylaxis

Section 2.1. Food Allergy Management in the School Setting.

a. Food Allergy Management Team. The Executive Director of Schools ("EDS") shall create a food allergy management team to implement, coordinate, and monitor food allergy management at each ARLINGTON CLASSICS ACADEMY campus. Members of the team may include: a school nurse, the principal, food service staff, custodial staff, a counselor, classroom teacher, and bus driver. The food allergy management team will work with parents in supporting students with food allergies on the campus as well as assist campus staff in implementing procedures and student specific strategies.

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b. Point of Contact. The EDS shall designate an employee, which is knowledgeable about food allergies, to serve as the point of contact for parents, healthcare providers, and the campus food allergy management team. The designee shall receive ongoing training in the management of food allergies in the school setting, including the provision of administration of epinephrine. The EDS's designee shall ensure that moderate to severe allergic reactions known to ARLINGTON CLASSICS ACADEMY shall be documented and submitted in an annual report to the EDS; the EDS shall present this report to the Board during the annual review of the policies and procedures concerning food allergies and anaphylaxis.

c. Storage of Medications. The EDS, or the designee, shall develop procedures, in accordance with applicable laws, for the storage of medications that are relevant to food allergies and anaphylaxis.

Section 2.2. Identification of Students with Food Allergy At-Risk for Anaphylaxis.

a. Food Allergy Information Upon Enrollment & After Diagnosis. The EDS, or designee, shall develop, implement, and monitor standardized procedures that will be utilized in obtaining information from a parent/legal guardian, as well as the child's healthcare provider, upon registration and as soon as possible after a child is diagnosed with a food allergy that places them at risk for anaphylaxis. Enrollment procedures shall include a request that a parent, or legal guardian, disclose whether their child has a food allergy or a severe food allergy that, in the judgment of the parent, or legal guardian, should be disclosed to ARLINGTON CLASSICS ACADEMY to enable the ARLINGTON CLASSICS ACADEMY to take any necessary precautions regarding the child's safety. Such information shall be kept confidential according to law and maintained in accordance with law.

b. Parent Consent. The EDS designee shall ensure ARLINGTON CLASSICS ACADEMY documents and keeps current parent consent for medication administration (e.g. epinephrine).

c. Students Whose Disabilities Restrict Their Diets. The EDS, or designee shall develop procedures to ensure that a student receives substitutions or modifications in school meals whenever ARLINGTON CLASSICS ACADEMY receives a licensed physician's assessment indicating that food substitutions or modifications must be made for a student because of food allergies that may result in severe, life-threatening (anaphylaxis) reactions. ARLINGTON CLASSICS ACADEMY will follow the current guidelines as provided in the Administrative Resource Manual, section 13, Accommodating Students with Medical Disabilities and Special Dietary Needs, provided by the Texas Department of Agriculture on their website at ww.squaremeals.org for all matters that related to this issue.

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Section 2.3. Food Allergy Action Plan, Emergency Care Plans, and Individualized Health Care Plans

a. Food Allergy Action Plan (FAAP)/Emergency Action Plan (EAP): The FAAP/EAP, developed by the healthcare provider in collaboration with the parents or legal guardians, provides information about the child's food allergy, outlines the care that the child will need in managing the food allergy, and outlines actions to be taken in case of an allergic reaction. The EDS, or designee, shall ensure that the parents and the student (when age appropriate) meet with the campus food allergy management team to review the FAAP/EAP. This meeting should occur prior to the child attending school, after returning to school after an absence related to the diagnosis, and anytime there are changes to the student's FAAP/EAP.

b. Individualized Healthcare Plan ("IHP") & 504 Plans. The school nurse will utilize the FAAP/EAP to develop and monitor an IHP which outlines day to day care for managing the student's food allergy. The school nurse may facilitate the process of implementing the FAAP/EAP in coordination with the campus food allergy management team and the parents. Where legally required, the school will also develop a 504 Plan to address the health and learning needs of the student. The EDS, or designee, shall ensure compliance with relevant disability laws.

Section 2.4. Reducing the Risk of Exposure in the School Setting.

a. Procedures. The food allergy management team shall develop procedures that outline district-wide, campus-wide, classroom-wide, and individual strategies that are to be utilized for managing students with food allergies at-risk for anaphylaxis. In developing these procedures, consideration shall be given in promoting safety in the following areas, including, but not limited to: the cafeteria, all classrooms, hallways, common areas in the school, on the bus, and during all school-sponsored activities, including field trips, athletic events, on-campus, off-campus, and before and after school activities. The EDS designee, serving as the point of contact, working in collaboration with the campus food allergy management team, and parents may help in developing individual campus strategies to support students with food allergies at-risk for anaphylaxis.

b. Environmental Controls. The food allergy management team shall develop and implement appropriate environmental controls to help minimize the risk of exposure to a food allergen. Environmental controls include, but are not limited to, consideration of the following:

   i. Identifying high-risk areas in the school and implementing strategies to limit exposure to food allergens and implementing general risk reduction strategies throughout the school and at school-sponsored activities. Students at-risk for anaphylaxis should not be excluded

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from the classroom activities based on their food allergies.

ii. Limiting, reducing, and/or eliminating food from the classroom(s) and other learning environments used by children with food allergies at-risk for anaphylaxis.

iii. Notifying and educating school staff and parents of the need to limit foods as needed on the campus, in the classroom, or at school sponsored activities.

iv. Developing procedures for the management of parent-provided classroom snacks as allowed by Texas statute, with consideration given to students with food allergies at-risk of anaphylaxis.

v. Implementing appropriate cleaning protocols in the school, with special attention to identified high-risk areas.

vi. Providing training to the school food service departments to reduce the risk of cross-contamination during food preparation and food service, as well as minimizing foods served in the cafeteria that may contain food allergens.

vii. Providing training on food allergy awareness to teachers, staff, and parents

viii. Posting of visual reminders promoting food allergy awareness

ix. Educating children about not trading or sharing food, snacks, drinks, or utensils

x. Implementing hand washing protocols before and after meals. Hand washing should be done with soap and water, as hand sanitizers are not sufficient for removing allergens.

xi. Assign staff trained in the administration of epinephrine as monitors in the food service area, as appropriate.

xii. Provide ready access to epinephrine in an accessible, secure but unlocked area.

xiii. Consider risk reduction strategies for the school bus, during extracurricular activities, on field trips, during before-and after school activities, and at sporting events.

xiv. Reinforce rules and expectations about bullying, including bullying of students with food allergies.

Section 2.5. Training for School Staff on Anaphylaxis and Emergency Response.

a. Training Schedule. The EDS, or designee, shall establish a training schedule that ensures that, at a minimum annually, all school staff is trained to recognize and manage a life threatening anaphylactic reaction. The training

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schedule may implement a tiered approach including an "awareness training" for all staff and a more "comprehensive training" for the campus food allergy management team and school staff members that will be responsible for the care of individual students.

b. Awareness training. Awareness training is intended to give an overview of food allergies and anaphylaxis including the signs and symptoms of an allergic reaction, as well as treatment of anaphylaxis. At a minimum the training must include information about the most common food allergens, the hazards related to the use of food for instructional purposes, and the importance of environmental controls in protecting the health of students at risk for food allergy related to anaphylaxis.
Additionally, the training must provide information about how to respond when a child exhibits the signs and symptoms of an allergic reaction to food, provide information on implementing the FAAP/EAP, including the skills needed in administration of epinephrine, and notifying the local EMS utilizing the school's emergency response policy and procedures.

c. Comprehensive training. Comprehensive training, at a minimum, should include training on: identifying students at-risk for anaphylaxis and planning for students who do not have epinephrine at school; the signs and symptoms of anaphylaxis; implementing FAAPs/EAPs; the administration and storage of epinephrine; development and implementation of IHPs/504 Plans; communication procedures for initiating emergency protocols, including substitute staff; environmental control measures, to reduce the risk of exposure to a food allergen, including safe food handling, hand washing, and cleaning procedures; working with local EMS; and post anaphylaxis debriefing and monitoring of the food allergy management plans on the campus.

Section 2.6. Post-Anaphylaxis Reaction Review
In the event that a student has a moderate to severe reaction, to prepare for the child's return to school, the EDS designee and the campus food allergy management team shall collaborate with the student's parents in collecting and reviewing information and implementing the following activities in order to prepare for the child's return to the classroom:

a. Identify, if possible, the source of allergen exposure and take steps to prevent future reactions.

b. Review accurate and updated information on the allergic reaction including any new medication(s) which would require new consent forms to be signed by the parents.

c. Identify and interview those who were involved in the emergency care of the student and those who witnessed the event.

d. Meet with school staff to review the implementation of procedures.

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e. If the allergic reaction is thought to be from food provided by the school food service, work with the school food service department to ascertain what potential food item was served/consumed, how to reduce risk in the cafeteria by reviewing food labels, minimizing cross-contamination and other strategies.

f. Review of the FAAP/EAP, IHP, and/or 504 Plan and amend to address any changes that were made by the student's healthcare provider.

g. If an epinephrine auto-injector was utilized during the reaction, ensure that the parent/guardian replaces it with a new one.

Section 2.7. Review of Policies & Procedures
Policies and procedures associated with food allergies and anaphylaxis shall be reviewed and updated, when necessary, at least annually. The review shall include, but is not limited to, looking at the following information: the current science on management of food allergies in the school setting; a review of the school district's annual incident report summaries; a review of current policies and procedures; and recommendations brought forth by the campus food allergy management team.

Section 3. Administration of Prescription Medication

Section 3.1. Written Request Required.
Unless otherwise authorized by this policy, employees, agents, and volunteers are prohibited from administering any medication to students, including vitamins and food supplements.

The principal of each ARLINGTON CLASSICS ACADEMY campus shall ensure that a written request to administer prescription medication to a student is received from the student's parent, legal guardian, or person having legal control of the student before prescription medication may be administered by an ARLINGTON CLASSICS ACADEMY employee.

Section 4.2. Authorized Employees.
Employees authorized by ARLINGTON CLASSICS ACADEMY to administer prescription medication include:

a. A registered nurse;
b. Another trained office personnel in the absence of the nurse
c. Designated staff member trained by the nurse

Section 4.3. Prescription Medication Dispenser.
Employees authorized to administer prescription medication to a student shall ensure that the medication is administered from either:

a. A container that appears to be in the original container and properly labeled; or

b. From a properly labeled unit dosage container filled by an authorized employee from a container described by Section 2.3(a).

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Section 4.4. Self-Administration of Prescription Asthma or Anaphylaxis Medicine.
The principal of each campus shall ensure that a student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine in accordance with legal requirements.

Section 4.5. Sunscreen.
A student may use and possess sun-screen for the protection of overexposure to the sun.

Section 5. Psychotropic Medication

Section 5.1. Employee Prohibition: An employee may not:

a. Recommend that a student use a psychotropic drug;

b. Suggest any particular diagnosis; or

c. Preclude a student from attending class or participating in a school related activity if the parent refuses to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of the student.

Section 5.2. Exceptions to Prohibition: Section 3.1 does not prevent an employee from:

a. Making an appropriate referral under the Individuals with Disabilities Education Act;

b. Recommending that a child be evaluated by an appropriate medical practitioner if the employee is a registered nurse, advance nurse practitioner, physician, or certified/credentialed mental health professional

c. Discussing any aspect of a student's behavior or academic progress with the student's parent/guardian or another employee of the school with legitimate academic or medical interests.

Section 6. Prohibition of Tobacco and Alcohol
Smoking, using e-cigarettes, using tobacco products, and the use of alcoholic beverages at school-related or school-sanctioned activities, on or off school property, is strictly prohibited.

ARLINGTON CLASSICS ACADEMY students are also prohibited from possessing e-cigarettes or tobacco products at a school-related or school-sanctioned activity, on or off school property. The Executive Director of Schools shall ensure that this prohibition is enforced by school personnel.

Section 7. Posting of Steroid Notice
The Executive Director of Schools shall ensure that the legally required steroid notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

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Section 8. Notice of Lice

ARLINGTON CLASSICS ACADEMY's nurse at each elementary campus will send a written notice to the parent of a child determined to have lice within 48 hours of the school becoming aware that the student has lice.

ARLINGTON CLASSICS ACADEMY's nurse at each elementary campus will send a written notice to the parents of each child that shares a class with a child that has been determined to have lice within 5 school days of the school becoming aware that a student has lice.

Notices will not include any identifying information and will include recommendations for the treatment and prevention of lice from the Center of Disease Control.

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TCSA Model Board Policy Series

400.120. Health

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INTRODUCTION

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TCSA plans to update the Model Board Policies for Charter Schools after each Texas Legislative Session to reflect changes in applicable laws. We also will regularly and continually update the Policy Series when changes occur in state and federal case law and administration regulations that affect open enrollment charter schools. We encourage you to renew your subscription to the policy series each year to ensure that your school has the most recent laws and regulations.

Scope of Service & Copyright Notice

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Module 400: *Students*

The Students Module 400, is the fourth module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to charter schools, as well as specific model board policies designed to comply with these legal requirements. Other policy modules in the series include:

Module 100: Financial Operations
Module 200: Charter School Governance & Organization
Module 300: General School Operations
Module 500: Open Government
Module 600: Human Resources

Legal Abbreviations Used In the TCSA Model Board Policy Series

Atty. Gen. Op.	Attorney General Opinion
C.F.R	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
Tex. Educ. Code	Texas Education Code
Tex. Gov't Code	Texas Government Code
Tex. Labor Code	Texas Labor Code
Tex. Loc. Gov't Code	Texas Local Government Code
U.S.C.A	United States Code Annotated

400.120. HEALTH

A. Immunizations

1. Each student shall be fully immunized against diphtheria, rubeola, rubella, mumps, tetanus, and poliomyelitis.

2. Immunization is not required for admission if the person applying for admission:

    a. Submits to the admission official:

        i. An affidavit or certificate signed by a physician who is registered and licensed to practice medicine within the United States, stating that in the physician's opinion the immunization required would be injurious to the health and well-being of the applicant or any member of his/her family or household; or

        ii. An affidavit signed by the applicant or, if a minor, by the applicant's parent or guardian stating that the applicant declines immunization for reasons of conscience, including a religious belief; or

    b. Is a member of the armed forces of the United States and is on active duty.

3. A person may be provisionally admitted to an elementary or secondary school if the person has begun the required immunizations and if the person continues to receive the necessary immunizations as rapidly as is medically feasible.

Tex. Educ. Code §§12.104(b)(2)(K), 38.001; *25 Tex Admin. Code §§97.61 - 97.63, 97.66.*

4. If a student transfers from one Texas school to another, and is awaiting the transfer of the immunization record, he/she can be enrolled provisionally for no more than 30 days.

5. The charter school shall keep an individual immunization record during the period of attendance for each student admitted. The records shall be open for inspection at all reasonable times by the Texas Education Agency or by representatives of local departments of health or the Texas Department of Health.

6. The charter school shall cooperate in transferring student immunization records to other schools. Specific approval from a students, parents, or guardians is not required before transferring those records.

Tex. Educ. Code §§12.104(b)(2)(K), 38.002; 25 Tex. Admin. Code §97.67, 97.69.

7. An open-enrollment charter school that maintains an Internet website shall prominently post on the website, in English and Spanish:

    a. A list of:

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ii. The immunizations required for admission to public school;

iii. Any immunizations or vaccines recommended for public school students; and

(1) This list must include the influenza vaccine unless the Department of State Health Services requires it for admission to public school

iii. Health clinics in the geographic area that offer the influenza vaccine, to the extent those clinics are known to the charter school; and

b. A link to the Department of State Health Services Internet website where a person may obtain information relating to the procedures for claiming an exemption from the immunization requirements.

Tex. Educ. Code §38.019.

B. Reportable Diseases

1. School authorities, including a superintendent, principal, teacher, school health official, or counselor should report those students who are suspected of having a reportable condition.

2. A list of reportable conditions can be found on the Department of State Health Services web site at: *http://www.dshs.state.tx.us/idcu/investigation/conditions/*

3. A school administrator shall exclude a student from attending school for having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are met. The conditions and readmission criteria can be found at the following link: *http://tiny.cc/epc2m*

4. A communicable disease chart, including diseases requiring exclusion from school, readmission criteria, and reportable diseases can also be found on the Department of State Health Services web site: *http://www.dshs.state.tx.us/idcu/health/schools_childcare/*.

5. The HIV/AIDS status of a child is confidential under state and federal law. Knowledge of the HIV status of a child shall be kept confidential by school personnel and shall not be released without the consent of the parent or legal guardian of the child except where release is required or authorized by law.

6. School personnel may not exclude a child from attendance at school or school-related activities solely because of the child's known or suspected HIV/AIDS status.

7. A school administrator shall report a child attending school who he or she suspects, based on medical evidence, of having an STD and/or is an HIV-exposed infant. Failure to report a reportable disease or health condition is a Class B misdemeanor.

25 Tex. Admin. Code §§97.1- 97.7.; §§97.132-97.134
Tex. Health & Safety Code §§81.050, 81.1003, 81.103

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C. Administration of Medication

1. By adopting policies regarding the administration of medication to students by open-enrollment charter school employees, the charter school, its board members, and its employees are immune from civil liability from damages or injuries resulting from the administration of medication to a student if:

    a. The open-enrollment charter school has received a written request from the parent, legal guardian, or person having legal control of the student, to the administer the medication; and

    b. When administering prescription medication, the medication is administered from either:

        i. A container that appears to be:

            (1) The original container; and

            (2) Properly labeled; or

        ii. From a properly labeled unit dosage container filled by a registered nurse or another qualified charter school employee, as determined by the charter school policy, from a container described by (i)(1)-(2).

    c. The governing body of an open-enrollment charter school may allow a licensed physician or registered nurse who provides volunteer services to the school and for whom the charter school provides liability insurance to administer to a student:

        i. Nonprescription medication; or

        ii. Medication currently prescribed for the student by the student's personal physician

2. Immunity from civil liability is not granted for injuries resulting from gross negligence.

Tex. Educ. Code §22.052.

D. Self-Administration of Prescription Asthma or Anaphylaxis Medicine by Students

1. A student with asthma or anaphylaxis is entitled to possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

    a. The prescription medicine has been prescribed for that student as indicated by the prescription label on the medicine;

    b. The student has demonstrated to the student's physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;

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c. The self-administration is done in compliance with the prescription or the student's physician's, or other licensed health care provider's, written instructions; and

d. A parent of the student provides to the school:

i. Written authorization, signed by the parent; and

ii. A signed, written statement from the student's physician or other licensed health care provider, that states:

(1) The student has asthma or anaphylaxis and is capable of self- administering the prescription medicine;

(2) The name and purpose of the medicine;

(3) The prescribed dosage for the medicine;

(4) The ties at which, or circumstances under which, the medicine may be administered; and

(5) The period for which the medicine is prescribed.

2. The physician's statement must be kept on file in the office of the school nurse or, if there is not a nurse, in the office of the principal of the school.

Tex. Educ. Code §38.015.

E. Psychotropic Drugs and Psychiatric Evaluations or Examinations

1. A charter school employee may not:

a. Recommend that a student use a psychotropic drug; or

b. Suggest any particular diagnosis; or

c. Use the parent's refusal to consent to administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of a student as grounds, by itself, for prohibiting the child from attending a class or participating in a school-related activity.

2. The prohibition above does not prevent:

a. An appropriate referral under the child find system required under the Individuals with Disabilities Education Act;

b. A charter school employee who is a registered nurse, advanced nurse practitioner, physician, or certified or appropriately credentialed mental health professional from

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recommending that a child be evaluated by an appropriate medical practitioner; or

c. A charter school employee from discussing any aspect of a child's behavior or academic progress with the child's parent or another charter school employee.

3. The governing board of an open-enrollment charter school shall adopt a policy to ensure implementation and enforcement of this section.

Tex. Educ. Code §38.016.

F. Anaphylaxis Policies

1. The governing body, or an appropriate officer, of each open-enrollment charter school shall adopt and administer a policy for the care of students with a diagnosed food allergy at risk for anaphylaxis based on guidelines developed by the Commissioner of State Health Services.

2. An open-enrollment charter school that implemented a policy for the care of students with a diagnosed food allergy at risk for anaphylaxis before the development of the guidelines described by subsection(1) shall review the policy and revise the policy as necessary to ensure the policy is consistent with the guidelines.

3. The guidelines described by subsection (1) may not:

   a. Require an open-enrollment charter school to purchase prescription anaphylaxis medication or require any other expenditure that would result in a negative fiscal impact on the charter school; or

   b. Require the personnel of a charter school to administer anaphylaxis medication, such as epinephrine, to a student unless the anaphylaxis medication is prescribed for that student.

4. This section does not:

   a. Waive any liability or immunity of a governmental entity or its officers or employees; or

   b. Create any liability for or a cause of action against a governmental entity or its officers or employees.

Tex. Educ. Code §38.0151.

G. Administration of Epinephrine Auto-injectors

1. An open-enrollment charter school may adopt and implement a policy for the maintenance, administration, and disposal of epinephrine auto-injectors at each school. The policy should:
   a. Designate who may be authorized and eligible for training;

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b. Where a person is allowed to administer an epinephrine auto-injector;

2. A physician can write a prescription for epinephrine auto-injectors directly to the open-enrollment charter school and a standing order for the administration of the auto-injector. The prescription does not need to be for an individual.

   a. Under the policy an authorized person may administer an epinephrine auto-injector to someone who is reasonably believed to be experiencing anaphylaxis.

3. In order to administer an epinephrine auto-injector, a person must be authorized and trained. Training must take place annually through online education or through a formal session that includes:

   a. recognizing signs and symptoms of anaphylaxis;

   b. administering an epinephrine auto-injector;

   c. implementing emergency procedures; and

   d. properly disposing of used and expired auto-injectors.

4. Liability

   a. A person who in good faith takes, or fails to take, any action under a policy is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act, including:

      i. issuing an order for epinephrine auto-injectors;

      ii. supervising or delegating the administration of an epinephrine auto-injector;

      iii. possessing, maintaining, storing, or disposing of an epinephrine auto-injector;

      iv. prescribing an epinephrine auto-injector;

      v. dispensing an epinephrine auto-injector;

      vi. administering, or assisting in administering, an epinephrine auto-injector; or

      vii. providing, or assisting in providing, training, consultation, or advice in the development, adoption, or implementation of policies, guidelines, rules, or plans.

   b. These immunities and protections are in addition to other immunities or limitations of liability provided by law.

   c. An open-enrollment charter school, and school personnel, and school volunteers

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are immune from suit resulting from an act, or failure to act, under this policy.

Tex. Educ. Code §38.211; 84th Leg., R.S. SB 66

H. Tobacco-Free and Alcohol-Free School Zones

1. The governing board shall prohibit smoking, using e-cigarettes, using tobacco products, and the use of alcoholic beverages at a school-related or school-sanctioned activity on or off school property.

2. The governing board shall prohibit students from possessing e-cigarettes and tobacco products at a school-related or school-sanctioned activity on or off school property. The governing board shall also ensure that the tobacco prohibition policies are enforced by school personnel.

Tex. Educ. Code §38.006; Tex. Educ. Code §38.007; 20 U.S.C.A § 6083; 20 U.S.C.A § 7183; 84th Leg., R.S. SB 97

I. Posting of Steroid Notice

1. Each charter school campus where there is a grade level of seven or higher shall post in a conspicuous location in the school gym and each other place in a building where physical education classes are conducted the following notice:

Anabolic steroids are for medical use only. State law prohibits possessing, dispensing, delivering, or administering an anabolic steroid in any manner not allowed by state law. State law provides that body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

Tex. Educ. Code §12.104(b)(2)(K); Tex. Educ. Code §38.008.

J. Notice of Lice (NEW November 2017)

1. Each charter school governing body must adopt a policy that requires the elementary school to notify to a parent, if
   a. The school determines or becomes aware that a child enrolled at the school has lice.

2. The notice must be written or electronic and inform:
   a. The parent of the child within 48 hours after the administrator or nurse is aware of lice; and

   b. The parent of each student that shares a class with the child no later than the 5th school day after the administrator or nurse is aware of lice.

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3. The notice must include recommendations from the Center for Disease Control for the treatment and prevention of lice.

4. The notice must keep the identity of the child with lice confidential.

Tex. Edu. Code § 38.031; 85th Leg., R.S. Sb 1566

K. Donating Food (NEW November 2017)

1. An open-enrollment charter school campus may elect to partner with a nonprofit organization that is directly affiliated with the campus in order to donate surplus food.

2. An affiliate nonprofit organization includes those directly affiliated through a teacher, counselor, or parent of a student enrolled at the campus.

3. Food donated by the campus may include:
   a. surplus food prepared for breakfast, lunch, or dinner meals or a snack to be served at the campus cafeteria, subject to any applicable local, state, and federal requirements; or

   b. food donated to the campus as the result of a food drive or similar event.

4. The type of food donated may include:
   a. packaged or unpackaged unserved food;

   b. packaged served food if the packaging is in good condition;

   c. whole, uncut produce;

   d. wrapped raw produce; and

   e. unpeeled fruit required to be peeled before consumption.

5. Food donated to the nonprofit organization may be distributed at the campus at any time. Campus employees may assist with the distribution as a volunteer of the nonprofit.

6. A school may adopt a policy allowing food to be provided at no cost to a student for breakfast, lunch, dinner, or a snack if the student is unable to purchase a meal or snack.

Tex. Edu. Code §33.907; 85th Leg. R.S., SB 725.

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TCSA Model Board Policy Series

400.140. Student Safety

Charter Board Policy for ARLINGTON CLASSICS ACADEMY

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INTRODUCTION

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Document adopted by the Board: 07/28/2016

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Tex. Labor Code	Texas Labor Code
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U.S.C.A	United States Code Annotated

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400.140. STUDENT SAFETY

The governing body ("Board of Directors") of ARLINGTON CLASSICS ACADEMY adopts the following policy which shall be effective on the date that the policy is adopted by the Board of Directors.

Section 1. Discipline

Section 1.1. Student Code of Conduct. The Board shall adopt a student code of conduct in accordance with law. Annually, the Board of Directors shall review the student code of conduct and make changes as necessary.

Section 1.2. Distribution of Code of Conduct. The principal of each ARLINGTON CLASSICS ACADEMY campus shall ensure that the student code of conduct is distributed to each student at the beginning of the school year. Transfer students shall receive a student code of conduct upon enrollment.

Section 1.3. Students with Disabilities. The change in placement and/or any disciplinary action regarding a student with a disability, who needs or is believed to need special education and related services under the Individuals with Disabilities Education Act, shall be in compliance with applicable federal and state laws and regulations.

Section 2. Transfer Option for Victims of Violent Acts

The Executive Director of Schools, or designee, shall develop local procedures allowing for the transfer of a student to attend a safe school if the student becomes a victim of a violent criminal offense while on a school campus or on any school property, or while attending a school-sponsored or school-related activity.

Section 3. Child Abuse, Maltreatment and Neglect

Section 3.1. Sexual Abuse of Children, Neglect and Maltreatment of Children.

a. The Executive Director of Schools or designee shall develop and implement procedures detailing methods to increase staff, student, and parent awareness of the sexual abuse, neglect and other maltreatment of children, including prevention techniques and knowledge of likely warning signs.
b. The Executive Director of Schools or designee shall be responsible for having a safety plan developed that details action that a child who is a victim of sexual abuse, neglect or other maltreatment should take to obtain assistance and intervention. This plan shall also provide for available counseling options

Section 3.2. Required Training.

a. As part of new employee orientation, new open-enrollment charter school employees and those existing charter school employees who have not yet received such training, shall receive training concerning prevention techniques for, and

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recognition of, sexual abuse, neglect and all other maltreatment of children. At the discretion of the Executive Director of Schools or designee any charter school staff member may annually receive training in these areas.

b. The Executive Director of Schools or designee shall ensure that training under this section shall comport with legally mandated criteria.

Section 3.3. Reporting Child Abuse.

A(n) ARLINGTON CLASSICS ACADEMY employee, volunteer, or agent that believes a child has been adversely affected by physical or mental abuse or neglect shall make a report within 48 hours of first suspecting such abuse or neglect. The report shall be made to law enforcement or the Department of Family and Protective Services, Child Protective Services.

The Executive Director of Schools or designee shall ensure notice of this requirement is disseminated to all employees, volunteers, and agents.

The Executive Director of Schools, OR designee, shall ensure that ARLINGTON CLASSICS ACADEMY posts a sign in English and in Spanish that contains the toll-free number operated by the Department of Family and Protective Services to receive reports of child abuse or neglect in a clearly visible location in a public area of the school that is readily accessible to students.

Section 4. School Visitors

Section 4.1. Visitors. The Executive Director of Schools, or designee, shall ensure conspicuous signs are posted at each campus entrance requiring all visitors to sign-in at the school campus administrative office. All visitors must present a form of identification or at a minimum their name and date of birth. ARLINGTON CLASSICS ACADEMY personnel shall process each visitor through the Texas Department of Public Safety's Sex Offender Registry Search or other database system which checks for sex offender status. All visitors will be issued a badge that is to be worn at all times while visiting the school campus. Upon their departure they must sign-out at the central administrative office and return the visitor's badge.

Visitors who do not submit a form of identification or their name and date of birth for the purpose of checking sex offender status shall not be allowed on school grounds. However, a parent/legal guardian of a student enrolled at ARLINGTON CLASSICS ACADEMY, who has previously established with the school that they are the parent/guardian of the student, but does not provide identification or their name and date of birth at the time of the school visit, shall follow the policy outlined in Section 4.2(a) and (b).

Section 4.2. Registered Sex Offenders. Registered sex offenders are prohibited from entering school grounds.

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a. Exception.
A parent/guardian registered sex offender may enter school grounds for the following limited purposes:

i. To attend a conference at the school with school personnel to discuss the academic and/or social progress of the parent/guardian's child;

ii. When the principal has requested the parent/guardian's presence for any other reason concerning the parent/guardian's child; or

iii. To pick up their child from school.

b. Requirements for the Exception to Apply:

i. The parent/guardian must notify the principal of the purpose of the visit and when the visit will occur, including date and time, before the parent/guardian enters the school grounds.

ii. The principal shall notify the administrative offices of the parent/guardian's intent to visit.

iii. The parent/guardian must check in at the campus administrative office upon arrival and departure from the school.

iv. The parent/guardian must remain under the direct supervision of staff at all times.

Section 4.3. Protective Orders. ARLINGTON CLASSICS ACADEMY personnel shall comply with all legal restraining and protective orders pertaining to students enrolled in or staff employed at ARLINGTON CLASSICS ACADEMY.

SECTION 5. Weapon and Handgun Prohibition

Section 5.1. Weapons Prohibited. ARLINGTON CLASSICS ACADEMY prohibits the use or possession of any firearm, illegal knife, club, or other weapon while on the premises of the school or any school grounds or building in which a school-sponsored activity is being conducted. Use or possession of any firearm is also prohibited while school-sponsored activities are taking place in the parking lots, sidewalks, or driveways.

Section 5.2. Handgun Prohibition. ARLINGTON CLASSICS ACADEMY prohibits the use or possession of a handgun on all ARLINGTON CLASSICS ACADEMY campuses and property, even if the handgun is carried by a licensed handgun holder. The Executive Director of Schools shall ensure signs, containing the following language are conspicuously placed on school campuses and property: "Pursuant to Section 30.06, Penal Code (trespass by holder of a license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a handgun." Or: "Pursuant to Section 30.07, Penal Code (trespass by holder of a license to carry a handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun law), may not enter this property with a handgun."

SECTION 6. Protective Eye Devices

Industrial-quality, eye-protective devices, meeting the recommended guidelines adopted by the

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Texas Department of Health, shall be worn by all employees, students, and visitors participating in activities and programs that involve:

a. the use of hazardous chemicals;

b. the use of hot liquids or solids;

c. the use of molten materials;

d. performing grinding, chipping, or other hazardous activities where there is danger of flying particles;

e. milling, sawing, turning, shaping, cutting, or stamping of any solid materials;

f. heat treatment, tempering, or kiln firing of any metal or other materials;

g. cutting, welding, or brazing operations;

h. the use of hazardous radiation, including the use of infrared and ultraviolet light or lasers;

i. repair or servicing of any vehicle; or

j. any process or activity in a vocational, art, industrial arts or science course or laboratory that might have a tendency to cause damage to the eyes.

SECTION 7. Concussion Oversight of Student Athletes

Section 7.1. Approval of Concussion Oversight Team.
In accordance with laws and regulations, the Board approves of the following individuals to serve as members of ARLINGTON CLASSICS ACADEMY'S concussion oversight team. This team must include at least one physician and, to the greatest extent practicable, must also include one or more of the following: an athletic trainer, an advanced practice nurse, a neuropsychologist, or a physician assistant.

Section 7.2. Return-to-Play Protocol. The concussion oversight team shall establish a return-to-play protocol, based on peer-reviewed scientific evidence, for a student's return to inter-scholastic athletics practice or competition following the force or impact believed to have caused a concussion.

Section 7.3. Training. The Executive Director of Schools or designee shall ensure that affected school employees take a concussion training course as provided by law.

SECTION 8. Internet Use

SECTION 8.1. Computer System Access
Access to all of ARLINGTON CLASSICS ACADEMY's computers, computer networks, electronic mail, and the Internet is for educational and administrative purposes. The Executive Director of Schools ("EDS"), or designee, shall require all users to agree in writing to comply with ARLINGTON CLASSICS ACADEMY's policies and procedures in regards to such access. Failure to comply may result in disciplinary action.

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SECTION 8.2. Protection Measure
The EDS, or designee, shall ensure that ARLINGTON CLASSICS ACADEMY utilizes a filtering device or software that prevents any ARLINGTON CLASSICS ACADEMY computer, and prevents ARLINGTON CLASSICS ACADEMY's Internet service, from accessing material that is obscene, child pornography, or harmful to minors.

SECTION 8.3. Internet Safety
The EDS, or designee, shall implement a safety plan that ensures:

a. Online activities of minors are monitored at the discretion of the EDS, or designee;

b. Students' Internet access to inappropriate material is controlled;

c. Students' safety is ensured when using electronic communication, including, but not limited to electronic mail, social networking sites, and chat rooms;

d. The prevention of unauthorized access, including hacking, and other unlawful activities;

e. The prevention of the unauthorized disclosure, use, and dissemination of personal information regarding minors; and

f. Students are educated about appropriate online behavior including interacting with other individuals on social networking websites and chat rooms, and cyber-bullying awareness and response.

SECTION 8.4. Monitored Computer Use
The use of ARLINGTON CLASSICS ACADEMY's computers and/or Internet system is not confidential and may be monitored by designated ARLINGTON CLASSICS ACADEMY personnel to ensure appropriate use.

Section 9. Prohibition Against Discrimination, Harassment, Intimidation, or Bullying
ARLINGTON CLASSICS ACADEMY strives to provide students and staff with a school environment free from discrimination, harassment, intimidation and bullying. The Executive Director of Schools shall take appropriate actions to ensure ARLINGTON CLASSICS ACADEMY's Harassment, Intimidation and Bullying Policy and procedures are enforced.

Section 9.1. Dissemination of Policy. At the beginning of each school year, ARLINGTON CLASSICS ACADEMY's Prohibition Against Harassment, Intimidation, or Bullying Policy will be disseminated to all students, parents, employees and volunteers. ARLINGTON CLASSICS ACADEMY will also make information available to students about recognizing and preventing harassment, intimidation, or bullying.

Staff will receive the policy annually during new employee orientation or the first staff development of the year. Staff will receive training in harassment, intimidation, and bullying prevention, awareness, and reporting.

Section 9.2. Prohibition. ARLINGTON CLASSICS ACADEMY explicitly prohibits discrimination, harassment, intimidation, and/or bullying on the basis of race, color, national origin, sex, gender, gender identity, disability, age, sexual orientation, and/or religion, or any other basis protected by law. ARLINGTON CLASSICS ACADEMY prohibits discrimination, harassment, intimidation, or bullying in any form, including that which:

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a. occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;

b. occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; or

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

Section 9.3. Definitions.

a. Discrimination against a student is defined as conduct directed at the student on the basis of race, color, national origin, sex/gender, gender identity, disability, age, sexual orientation, religion, or any other basis prohibited by law, that adversely affects the student.

b. Sexual harassment by an 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 District 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:

    1. 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

    2. Creates an intimidating, threatening, hostile, or abusive educational environment

- Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

c. Sexual harassment by others 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 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

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with the student's academic performance; or

- Otherwise adversely affects the student's educational opportunities.

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

    - has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;

    - is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

    - materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

    - infringes on the rights of the victim at school. Bullying includes cyberbullying.

e. Cyberbullying is bullying that is done through the use of any electronic communication device, including a cell phone or other phone, a computer, a camera, e-mail, an Internet website, or any other Internet-based communication tool. Cyberbullying includes conduct that occurs off school property or outside of a school-sponsored or school-related activity if it:

    - interferes with a student's educational opportunities, or

    - substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Section 9.4. Reporting. ARLINGTON CLASSICS ACADEMY encourages students who believe they are being subjected to discrimination, harassment, intimidation, or bullying and students who have first-hand knowledge of such harassment, to report the matter promptly to any ARLINGTON CLASSICS ACADEMY employee, adult volunteer, contractor, or agent who is not involved in the alleged discrimination, harassment, intimidation or bullying. Reports may be made orally or in writing, and reports may be made anonymously. Students or parents may contact the campus counselor to obtain a form that may be used to submit the report, but use of a form is not required to make a report.

Any ARLINGTON CLASSICS ACADEMY employee, adult volunteer, contractor or agent who witnesses, overhears or receives a report, formal or informal, written or oral, of discrimination, harassment, intimidation, or bullying shall immediately report the incident to the campus administrator responsible for discipline or the principal.

Section 9.5. Notification. The principal or principal's designee will provide notice of an incident of bullying:

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a. to the parent or guardian of the alleged victim within three (3) business days after the incident is reported; and

b. to the parent or guardian of the alleged bully within a reasonable amount of time after the reported incident.

Section 9.6. Investigation. Once a campus administrator receives a report of intimidation, harassment, and/or bullying of a student, the campus administrator must begin an immediate, appropriate, and impartial investigation of the incident. An investigation will include:

a. Conducting interviews of students involved;

b. Conducting interviews of witnesses; and

c. Reviewing any video surveillance available;

If a report of bullying gives the school reasonable belief that a student may have evidence of bullying or cyberbullying, ARLINGTON CLASSICS ACADEMY may conduct a search in accordance with school policy and in compliance with state and federal law.

ARLINGTON CLASSICS ACADEMY may report an incident of bullying to local law enforcement, if a campus administrator believes that the type of bullying or cyberbullying necessitates the involvement of law enforcement.

If an investigation reveals that harassment, intimidation, or bullying has occurred, the campus administrator, must take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent harassment from recurring. Any steps taken to remediate the situation should not penalize the student who was harassed, intimidated, and/or bullied. Steps may include, but are not limited to:

a. Discipline in accordance with the Student Code of Conduct;

b. Change of classroom placement;

c. Change of campus placement;

d. Mediation between students;

e. Social and behavioral skills training for students;

The campus administrator will also ensure that a student who is a victim of intimidation, harassment, or bullying, a witness to intimidation, harassment, or bullying, and for a student who engages in intimidation, harassment, or bullying is provided with information regarding school counseling options.

Section 9.7. Consequences. Any student found to have engaged in harassment, intimidation, and/or bullying in violation of this policy may be subject to disciplinary action up to and including expulsion. A student who is a victim of bullying, that has been found to have acted in self-defense, may not be disciplined. Students who qualify for special education services will be disciplined in accordance with the Individuals with Disabilities

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Education Act. Students and parents can review the Student Code of Conduct for the full disciplinary policy of ARLINGTON CLASSICS ACADEMY.

Any staff member who permits harassment, intimidation, or bullying of a student may be subject to disciplinary action up to and including termination of employment. Any staff member who receives complaints of harassment, intimidation, and bullying and does not act promptly or does not forward the complaint to the staff member's supervisor shall be subject to disciplinary action up to and including termination of employment. Staff members may review the personnel handbook/employee handbook regarding staff discipline.

Section 9.8. Compensatory Services. ARLINGTON CLASSICS ACADEMY may be required to provide additional services to a student who is harassed in order to address the effects of the harassment. The need for compensatory services and the services provided will be determined on an individual basis.

Section 9.9. Retaliation Prohibited. ARLINGTON CLASSICS ACADEMY prohibits retaliation against any person who in good faith reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with ARLINGTON CLASSICS ACADEMY policies and procedures. Individuals who intentionally fabricate allegations of harassment, intimidation or bullying may be subject to disciplinary action in accordance with ARLINGTON CLASSICS ACADEMY policies and procedures.

Section 10: Notice of Events that Significantly Impact the Education of Foster Children

ARLINGTON CLASSICS ACADEMY welcomes all students and works to maintain open communication between our schools and families. The Executive Director or Designee will develop procedures to ensure that a child's educational decision-maker and caseworker are notified of:

a. A request or referral for an evaluation under section 504 or special education;

b. An admission, review, and dismissal (ARD) committee meeting;

c. A manifestation determination review is scheduled;

d. Any disciplinary actions under Chapter 37 and parent notice is required;

e. Class C misdemeanor citations for offenses on school property or at school sponsored events;

f. Reports of restraint and seclusion; and

g. Use of corporal punishment

Section 11. Truancy Prevention and Referral

The Executive Director of Schools or designee of ARLINGTON CLASSICS ACADEMY shall adopt truancy prevention measures designed to address student conduct related to truancy. Those measures shall include one or more of the following: consequences from the code of conduct, behavior intervention plans, school-based services, or refer student to other services aimed at addressing the student's truancy.

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