

ARLINGTON CLASSICS ACADEMY



Student Handbook
2018 - 2019

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ACA ENROLLMENT POLICY AND PROCEDURES

Arlington Classics Academy (ACA) operates as an open enrollment public charter school and currently accommodates students in grades K-9 for Tarrant, Dallas, and Johnson counties only.

Parents/guardians of new students must complete a Pre-Admission Form provided at the front desk of the school. An enrollment interview with an Arlington Classics Academy administrator is encouraged before the student starts class. During the interview, academic standards, dress code, attendance policies, and general school operations will be discussed. An enrollment packet must then be completed and the application process is not finalized until all forms and required data are obtained. Arlington Classics Academy will review the student's discipline history from the last enrolled school and may exclude the student from admission on this basis. It is the responsibility of the parent to ensure that all forms as listed in the enrollment packet, such as report card and discipline record are submitted to the school in a timely manner to be considered for enrollment.

Existing students will be required to complete an application/re-enrollment packet, including residency verification, in the spring semester of each year for the following year.

The initial enrollment period for each school year is from February 1 through 6:00 pm on the last school day of February. Siblings of current students and children of employees will be considered first to fill any existing openings, then all other completed Pre-Admission Forms submitted during this period will receive equal consideration for admission to ACA. Note: ACA does not guarantee that multiple siblings will be accepted at the same time. It may be necessary that a sibling has to remain on the waiting list until an opening is available for a specific grade level.

After 6:00 pm on the last school day of February, the Pre-Admission Forms will be sorted by grade and counted. If the number of completed forms for a grade is less than or equal to the number of openings for that grade, all students who have submitted the forms will be offered admission. However, if the number of completed forms for a grade exceeds the number of openings for that grade, there will be a lottery. The lottery will determine which students are offered admission and the waitlist order for the remaining students.

It is the responsibility of the parent to ensure receipt of pre-admission or lottery application forms. Any potential student(s) whose forms are not fully received (completed forms properly submitted to appropriate staff within the allowable time frame) will forfeit any rights to the lottery and will be added to the end of the appropriate wait list. Any Pre-Admission Forms submitted after the last school day of February will automatically go to the bottom of the waitlist, should a waitlist exist for that grade.

When there has been a change in residency, it is the responsibility of the parents to notify the campus administration immediately. Only students residing in Tarrant, Johnson and Dallas county can attend Arlington Classics Academy (including children of staff). If a student moves outside of these three counties, they must withdraw from ACA.

Withdrawal from ACA forfeits the student's right to attend ACA. Seats cannot be held for students for any reason. If a parent withdraws their student from ACA and wishes to re-enroll, then the lottery and waitlist procedures apply and the student will go to the bottom of the waitlist for the appropriate grade level.

Students will be placed in the appropriate grade level according to student records. Please note, for kindergarten enrollment, a student must be five years old on or before September 1st. For enrollment in 1st grade, students should be six years old. However, if a student is not six years old by September 1st of the year they wish to enroll in 1st grade, the student will be required to complete the MAP reading and math assessments. To enroll in first grade, the student must score at or above the 40th percentile in both reading and math. The student will also be tested on DRA and must score a level instructional D or above. If scores fail to reflect this, the student will be placed in kindergarten if/when a seat is available.

ASBESTOS NOTIFICATION

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires school inspections to identify any asbestos containing building materials. In accordance with AHERA, Arlington Classics Academy hereby notifies all parties of the availability of the Asbestos Management Plan for Arlington Classics Academy. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The plan and a copy of the inspections and assessments are available for review Monday through Friday during regular office hours in all school offices and at the Arlington Classics Academy administrative building. If any interested parties would like to view the plan, contact the principal, assistant principal, or the facility manager. Please refer to the management plan for specific details regarding whether or not this campus' building(s) has asbestos-containing buildings materials, and if applicable at your school, a program for regular surveillance inspection of asbestos-containing materials. Also, every three years, an asbestos re-inspection of this campus will be conducted to comply with the AHERA law.

It is the intention of Arlington Classics Academy to comply with all federal and state regulations controlling asbestos in an effort to ensure students and employees a healthy and safe environment in which to learn and work.

ATTENDANCE/ABSENCES POLICY

Students are required to be present on the first instructional day of school. Failure to attend school on the first day will be considered a NO SHOW. It is the parent's responsibility to contact the school if the student cannot attend on the first day of school. If the parent fails to contact the school, the student will be considered a NO SHOW and the student's seat will be filled by another student.

ADA - Official Attendance Time Each campus must designate an official attendance taking time for the purposes of reporting and funding. The below times are duly adopted by the board for the purposes of attendance according to the Attendance Accounting Handbook (3.6.2).

Primary 10:00 am	Intermediate 10:00 am	Middle School 10:10 am
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Compulsory Attendance Texas Education Code Sections 25.085(a) and (b) states that a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and has not reached the child's 19th birthday shall attend school each school day for the entire period the program of instruction is provided. Upon enrollment in kindergarten, a child shall attend school under the same attendance rules as all other students.

Students of ACA are expected to achieve a minimum attendance of 95% of the days of instruction of the academic year. If a student fails to attend 90% of the days, credit can be lost, promotion to the next grade may be in jeopardy, and repeated failure to comply with compulsory attendance laws may result in corrective action according to the student code of conduct and/or a complaint in court will be filed (see CONSEQUENCES).

Excused Absences: A student absent from school on a day of instruction shall be excused for the following reasons:

1. Illness - However, excessive days or absences of three (3) consecutive school days or more must be documented in writing by the treating physician, dentist or other applicable health professional. Cumulative absences of more than four absences within a six month period must accompany a doctor's note for each absence for illness afterward.
2. Temporary absence resulting from appointments with healthcare professionals (if the student returns on the same day of the appointment with documented re-entry slip from the doctor's office). **NOTE:** ACA requests that parents make every effort to schedule doctors' appointments outside normal school hours; otherwise, appointments should be scheduled with the goal of minimizing lost instructional time.
3. Death in the immediate family - Immediate family includes only the grandparents of the student and the descendants of a grandparent of the student by marriage or consanguinity.
4. Attendance or observance of religious holy days - Advance written notice of absences because of religious observance is requested in advance of the absence. This provision applies to holy days which are tenets of the religion. This provision does not apply to retreats, conventions, youth group activities, etc.
5. Other circumstances approved by the Principal

Family Trips: Vacation or family trips are **not** recognized by the state as acceptable reasons for students being out of school and will be treated as unexcused. Therefore, these days should be planned only for school holidays that do not disrupt student learning or cause loss of credit. Excessive absences will lead to a review by the campus principal or designee to discuss a plan to correct the issue. Failure to correct this issue may result in disciplinary actions and possibly jeopardize your child's ability to attend Arlington Classics Academy.

*Semester Exams will not be given early.

Parental Consent Required: A parent/guardian (or designee on record at the school) is required to sign out students at the campus prior to removing a student from the campus during the school day.

*It is the **responsibility of the parent or guardian to call or email ACA EACH DAY of absence by 10:00 a.m.** to explain the absence of the student. All absences not cleared within twenty-four hours are unexcused. Upon the student's return, the parent/guardian shall be required to provide written notice that describes the reason for the absence.

Tardies/Late Arrival: Students arriving in their classrooms after the commencement of the school day are tardy unless the tardiness is an Excused Absence as defined above.

School Hours:

Primary 7:45 a.m. - 3:05 p.m.	Intermediate 8:10 a.m. - 3:30 p.m.	Middle School 8:25 a.m. - 3:45 p.m.
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Consequences: If any parent of a school age child fails to send the child to school as required by law, a warning shall be issued by the school and/or the attendance officer that attendance is immediately required. If, after a warning, the parent fails to send the child to school as required by law and the child has unexcused voluntary absences, the parent commits an offense. Section 51.03(b)(2) Family Code. Education Code 25.093 (a)(b)(c)

ACA will send a warning letter to a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period and at additional checkpoints throughout the school year. The parent/child may be prosecuted if the child fails to attend school without excuse on three or more days or parts of days within a four week period, and/or fails to attend school without excuse on 10 or more days or parts of days within a six months period in the same school year. Education Code 25.094 (a)(b)(c). School non attendance/truancy may be addressed by campus administration and possibly result in adverse disciplinary actions through the progressive discipline plan as addressed in the Code of Conduct.

Make-up Work: Students who are absent must make up all class assignments, tests, projects, presentations or other assignments and perform special projects at the teacher's discretion. The student shall have one day for each day absent, plus one day, to complete make-up work. Homework assigned the day prior to the first day of absence shall be included in the time extension. Projects and presentations assigned three (3) or more days prior to the first day of absence may, at the discretion of the classroom teacher, be due on the day a student returns to class. No reduction in grade or class credit shall be assessed for assignments completed and turned in within the time extension. Projects and presentations assigned three (3) or more days prior to the first day of absence that are turned in later than the first day a student returns to class may be reduced in grade at the discretion of the classroom teacher.

Denial of Class Credit/Failure: Texas law presently requires that a student who is not in attendance at school for ninety percent (90%) of the days of instruction for an academic year shall not receive credit and will not be passed to the next grade level unless an attendance committee approves an exception. The Principal shall convene, as appropriate and upon petition filed by the student's parent or legal guardian, an attendance committee to review the attendance and academic performance of any student who fails for any reason to attend ninety percent (90%) or more of the academic days of instruction in any academic year. The attendance committee, the majority of which shall be comprised of classroom teachers, shall consider the attendance and possible retention at grade level of the student because of the absences of the student. The affected student and parents shall be notified that the committee shall consider the case of the student. The student and parent shall be invited to attend and present any information concerning the absences and/or academic performance of the student. The committee shall advise the student and parents of their decision in writing within ten (10) days of the meeting. The student and parents may appeal any ruling of the committee to the Board of Directors of ACA.

The same measures apply to awarding credits for all high school credit courses, no matter the grade level. Credit for individual courses can be denied based on individual course absenteeism under the same guidelines.

Authority of Executive Director of Schools: The Executive Director of Schools (EDS) or designee shall determine the procedure to record attendance, tardiness and absences, both excused and unexcused. The EDS or designee shall exercise discretion in determining exceptions to this policy. The exercise of this discretion is vested solely in the EDS or designee.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

CHILD FIND

With the assistance of the Texas Education Agency and the Education Service Centers, local education agencies must ensure that a free and appropriate public education is provided to all individuals with disabilities. To carry out these responsibilities, Arlington Classics Academy faculty and staff will implement a comprehensive system of Child Find, as required by law, to actively search for all individuals with disabilities or developmental delay, regardless of the nature or severity of the disability,

and ensure necessary services are rendered in accordance with the Texas Education Code and all applicable law.

CLASS PARTIES

With the approval of campus administration, class parties or other special celebrations, such as birthdays, where food is given away may be held after the campus cafeteria closes for the day. School wide celebrations are limited to three events per campus per year and are designated by the campus.

COMMUNICABLE DISEASES

School authorities, including the Executive Director of Schools, Principal, and/or teacher, shall report to the local health authority those students attending school who are suspected of having a notifiable condition, as defined by state law and the Texas Board of Health. 25 TAC 97.2(d), 97.5(a); Health and Safety Code 81.041, 81.042

Students excluded for reason of communicable disease shall be readmitted by one or more of the following methods after a period of time corresponding to the duration of the communicability of the disease, as established by the commissioner of health. 25 TAC 97.7(c):

1. Certificate of the attending physician attesting to their recovery and no infectiousness.
2. Permit for readmission issued by the local health authority.
3. Meeting readmission criteria as established by the commissioner.

After a period of time corresponding to the duration of the communicability of the disease, as established by the commissioner of health. 25 TAC 97.7(c)

Some examples of communicable diseases and readmission criteria: (for a more complete list, see 25 Texas Administrative Code 97.7(a))

- Chickenpox: exclude until the lesions become dry or if lesions are not vesicular, until 24 hours have passed with no new lesions
- Conjunctivitis, bacterial and/or viral: exclude until written permission and/or permit is issued by a physician or local health authority or until symptom free
- Fever, common cold, fifth disease, infectious mononucleosis, influenza, and/or viral meningitis: exclude until fever free for 24 hours without the use of fever suppressing medications or until physician decides
- Gastroenteritis or giardiasis: exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications
- Infections (wounds, skin, and soft tissue): exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised;
- Measles (rubella): exclude until four days after rash onset or in the case of an outbreak, exclude an unimmunized child for at least 21 days after the last date of the unimmunized child was exposed.
- Pertussis (whooping cough): exclude until completion of five days of appropriate antibiotic therapy, or until 21 days have passed since cough onset, whichever is earlier
- Streptococcal sore throat and scarlet fever: exclude until 24 hours from time antibiotic treatment was begun **and** fever free for 24 hours without the use of fever suppressing medications.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS (Secondary Grade Levels Only)

The district offers career and technical education programs. Admission to these programs is based on availability. These programs will be offered without regard to race, color, national origin, sex, or disability. Arlington Classics Academy will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see Nondiscrimination Statement for the name and contact information for the Title IX coordinator and Section 504 coordinator, who will address certain allegations of discrimination.]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Dating Violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, which negatively affects the student.

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression

or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

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

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent.

Upon receiving a report of prohibited conduct, the district will determine whether the allegations, if proven, would constitute prohibited conduct. If not, the district will determine if the allegations, if proven, would constitute bullying, as defined by law and policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying, an investigation

of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA). A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with ACA's grievance policy.

DISCIPLINE

ACA requires the highest moral and ethical character. Any misbehavior that interferes with the teacher's ability to teach class or another student's opportunity to learn will be handled appropriately.

Actions that are detrimental to the positive learning environment will result in consequences and those consequences will be meted with a progressive discipline plan philosophy as set forth in the Student Code of Conduct.

Safe-Choice School: Arlington Classics Academy is a safe-choice school. In accordance with law, parents have choices when it comes to the safety of their children. Arlington Classics Academy recognizes a parent's right to withdraw their student at any time.

DISTANCE LEARNING

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit. Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take

the corresponding EOC assessment. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. A student may not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

If a student wishes to enroll in a correspondence course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, ACA will not recognize and apply the course or subject toward graduation requirements or subject mastery.

DRESS CODE

ACA requires that all students wear only approved uniforms. All uniform articles (except shoes, socks, belts, and hair accessories) must originate from the Mills Uniform store. Students out of uniform will be issued a variance letter from the teacher and be given the opportunity to correct the problem at school. Persistent dress code violations may result in the student being assigned to in-school suspension or other disciplinary action as the Student Code of Conduct allows at the campus administrator's discretion. Repeated disregard for the dress code may result in more serious disciplinary action including dismissal from ACA. Exceptions will be made for black, navy, khaki, and white attire if the attire in question is worn in compliance of a religious doctrine or related to a medical device or need. Decisions regarding dress and grooming are campus decisions. The decision of the Principal is considered final.

General Guidelines

- ★ ACA requires that all students wear only designated vendor uniforms unless the student qualifies for a free dress day. All uniform articles must originate from the designated vendor.
- ★ Students shall dress neatly with shirts tucked in and an approved belt must be worn at all times in grades 1-9. For female students, belts do not have to be worn if belt loops are not present.

Clothing

- ★ All shirts must be monogrammed with the approved ACA logo. (The only exception is the Peter Pan blouse as it is worn under the jumper).
- ★ No additional embroidery may be added to the girl's jumper, pique polo, blouse, and/or oxford button down shirts. Only the ACA logo is allowed/required on these items.
- ★ Parker brand Peter Pan white blouse is allowed underneath the plaid jumper for the life of the garment.
 - For clarity: the Peter Pan blouse cannot be worn with skirts or other items as it is designed only to be worn under the jumper. However, students may wear the white polo underneath the jumper as well.
- ★ Hooded sweatshirts are not allowed.
- ★ Extremely baggy clothing will not be allowed.
- ★ Pants, shorts, etc. are not to be worn below the waistline and should be appropriately sized.
- ★ Socks/tights/leggings colors are solid white, black, gray, or navy; no patterns/designs
- ★ Torn, ripped, or cut uniforms will not be allowed.
- ★ Acceptable undershirt: solid white or black, short or long sleeved under the Mills Uniform shirts as weather requires as long as it does not distract from the overall uniform.

- ★ Students are not allowed to wear shoes with wheels, lights, sounds or any other accessory with the potential to distract from the learning environment.
- ★ All plaid garments previously purchased from Parker will be allowed for the life of the garment.
- ★ Outerwear - Students are allowed to wear any outerwear coat/jacket to and from school but only ACA approved outerwear/jackets may be worn during the school day. ACA logo and/or name may be embroidered on outerwear garments only. Coats and/or jackets cannot be oversized.

Hair/face/body

- ★ In order for girls to maintain well-groomed hair, accessories such as ponytail holders, clips, headbands and barrettes, may be used and students are encouraged to wear the same colors as the uniforms and/or black, brown, or clear. Mills hair accessories are included as allowable.
- ★ Bandanas are not allowed for uniform dress.
- ★ Hair is to be clean and well-groomed. Unusual coloring or excessive fad hairstyles that may include tails, designs, feathers, etc. are prohibited. Hair fashions for boys and girls are at the Principal's discretion.
- ★ No designs are allowed in eyebrows.
- ★ Tongue rings, gauges in place of earrings, visible body piercings, other than earrings, are not allowed.
- ★ Inappropriate tattoos and body art are not allowed.
- ★ Grills or temporary decorations on teeth are not to be worn.
- ★ Makeup fashions for girls should be minimal and not cause a disruption to the learning environment.

'Free Dress Day' Guidelines:

When students are provided a 'Free Dress Day', students are expected to wear appropriate fitted clothing. If the free dress day is theme-based, students must be dressed in an appropriate way that supports the theme.

The following items are prohibited on free dress days:

- Costumes
- Spandex, leggings, or yoga style clothing unless worn under shorts, skorts, dresses, or shirts that are school appropriate length. The length of a skirt/dress/skort/shorts must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg.
- Tops with large armholes, low-cut (front or back) tops or tops revealing the middle section of the body

DRESS CODE – Gender specific items are marked with a (B) for boys and (G) for girls

Item	Description	Grade Span	Source
Shirt	Monogrammed navy, dark green or white pique polo with long or short sleeve	K-9	Mills
	White Peter Pan blouse for female students to be worn under the jumper only (G)	K-5	Mills

	Monogrammed navy or dark green dry-fit short sleeve polo (B, G)	6 - 9	Mills
	Poly/cotton-poplin cap-sleeve blouse (G)	6 - 9	Mills
Pants	Pleated or flat front twill pants – khaki, navy	K-9	Mills
Shorts	Pleated or flat front twill shorts – khaki, navy	K-9	Mills
Skirts	2 in 1 skort – plaid, navy, khaki (G)	K-9	Mills
	Six-pleat with yoke skirt – plaid (G)	K-9	Mills
	Box-pleat skirt – plaid, khaki, navy (G)	K-9	Mills
Jumper	Front-zip jumper –plaid (G)	K-5	Mills
Cardigan	Acrylic V-Neck – Navy	K-9	Mills
Jacket	Polar fleece jacket – Navy	K-9	Mills
	ACA Spirit Shop Zipped – Navy, Dark Green	K-9	ACA PTO
	Plain, solid black,gray, navy, or dark green jackets that zip or button and possess no logo	K-9	Parent Choice
Coat Outerwear	ACA heavy coat, dark green, monogrammed	K-9	Mills
	Plain, solid black, gray, navy, or dark green coats that zip or button and possess no logo	K-9	Parent Choice
Belt	Solid, plain or braided brown or black	1-9	Parent Choice
Shoes	Must be closed toe, closed heel and properly fitted, PE appropriate footwear	K-9	Parent Choice
Socks Tights Leggings	Plain, solid white, black, gray, or navy only	K-9	Parent Choice
	Footed tights – plain (no pattern/design), solid white, navy, gray, black (G)	K-9	Parent Choice
	Solid color, properly fitted, full length leggings (no pattern/design) – white, navy, gray, black (G)	K-9	Parent Choice
Jewelry	Allowable jewelry includes watches, earrings (stud or small hoop only), simple rings, and gold or silver chains with an appropriate pendant. Any jewelry deemed distracting to the learning environment will not be allowed. It is at the Principal’s discretion to determine if the jewelry is of a distracting nature.	K-9	Parent Choice

DRILLS - FIRE, TORNADO, and OTHER EMERGENCIES

All drills will be conducted on an appropriate schedule in accordance with the crisis management plan. Escape routes are posted in each room. Strictest adherence to staff direction at the time of the drill is mandatory. There will be zero tolerance for students who choose to engage in misbehavior while drilling for such emergencies. Violators will be subject to disciplinary consequences.

DROP-OFF/PICK-UP PROCEDURES

Please refer to campus specific procedural guidelines available in the front office of each campus and on each campus website. See Traffic Flow Maps located in the Appendix.

ELECTRONIC DEVICES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as laptops, tablets, or other portable computers. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device may be confiscated. An administrative fee of \$15 may be assessed in order to pick up the confiscated telecommunications device from the office.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them into the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, ACA has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct.

EMERGENCY SCHOOL CLOSING INFORMATION

The decision to close or delay the opening of school due to bad weather or other cause will be made as early as reasonably possible. Arlington Classics Academy will use KXAS Channel 5 and WFAA channel 8 as the stations to alert the ACA community of the closing. In addition, the Remind system will be used to broadcast a message to the number given by each family to use in such a situation and notification will be posted on our website, www.acaedu.net.

EXAM FOR ACCELERATION

Parents/guardians of a student in grades K-7 may petition the campus principal for their student to take examinations for the purpose of advancing the student one grade level ahead. Parents/guardians of a student in grades 6-12 may petition the campus principal to earn credit for a high school course where no prior instruction has been attempted. In order to promote or earn credit for a course, the following criteria must be met:

- The student scores a 90% or better on all locally defined assessments during the current year of instruction
- The parents/guardians of the students recommend in writing that their student be considered for accelerated placement;
- One core content teacher recommends in writing that the student be considered for accelerated placement; and
- The principal of the school the student attends recommends that the student be considered for accelerated placement.

For grades K-7, if all the criteria are met, Arlington Classics Academy will pay for the student to take an examination, one set per year, in the four major content areas (Reading, Math, Social Studies, and Science) of the grade level to be skipped from the University of Texas at Austin's K-16 Education Center. The student must score an 80% or better on all four tests in order to be advanced a grade level.

For grades 6-12 high school credit courses, if all the criteria are met, Arlington Classics Academy will pay for the student to take an examination in the course where no prior instruction has been attempted.

The petition for advancement must be received 20 school days prior to the administration date to order and administer the assessment on one of the below dates:

- Third week of January
- Third week of June
- Third week of July
- First week of December

Students who meet the standard as set by 19 TAC Chapter 74.24 will be promoted if and when an available seat is open in the grade they are seeking. Students who fail to meet the standard as set by 19 TAC Chapter 74.24 will be required to enroll at the current grade level.

EXPECTATIONS and AGREEMENTS

Parents and students are asked to sign a document outlining ACA's expectations. This document, referred to as ACA's Expectations and Agreements, is part of the enrollment process and must be completed by both parents and students each school year. This document is considered an agreement, made in good faith, to accept the values, regulations and responsibilities outlined in the Student Handbook and the Student Code of Conduct.

EXTRACURRICULAR ACTIVITIES

To be eligible to participate in an extracurricular club or organization, students must meet the requirements as stated in each club or organization's constitution, by-laws, or agreements. Membership in any group requires a sense of responsibility, willingness to cooperate, ability to take instruction and criticism, following all rules and regulations, and many long hours of hard work. In general, passing grades (70) in all subjects and "E"'s and "S"'s in citizenship must be maintained to remain in a position of leadership, officer or member. However, all membership or officer/leadership positions are subject to the club or organization's constitution, by-laws or agreements. All students must abide by the Extracurricular Procedures and Guidelines available under the Student Services link on the ACA website.

FEES

Students may also be required to pay certain fees or deposits including but not limited to:

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Fees for lost, damaged, or overdue library and/or textbooks.
- Disciplinary actions resulting in a student's removal from the extracurricular activity will result in a forfeiture of all fees paid up to date of the disciplinary action.
- All fees and fines must be paid before records and reports will be released when allowed by law.

FIELD TRIPS

Grade levels are encouraged to take appropriate field trips as they relate to the content matter being taught. Teachers are responsible for planning field trips. Field trips are considered a privilege. Students are expected to follow the ACA Student Code of Conduct and the ACA Field Trip and Other Events Procedure Manual at all times. The Field Trip and Other Events Procedure Manual is available under the Human Resources and Student Services heading then documents and forms subheading on the ACA website.

Bus Expectations for ACA students:

- Students will sit properly in the seat facing forward.
- Students may speak in a low voice.
- Students will keep their hands and feet to themselves.
- Students will follow directions given by the teacher.

Inside buildings:

- Students will enter buildings quietly.
- Students will sit down on their bottoms with their feet in front of them.
- Students will remain seated unless given instructions to move.
- Students will be respectful and remain quiet during any performances.
- Students will be attentive during any performance by not talking, playing or creating a distraction.
- Students will follow all instructions given by the teacher.

Outside exhibits:

- Students will stay with their group.
- Students will walk (not run).
- Students will keep their hands to themselves unless given permission to touch exhibits by an adult.
- Students will use regular voice levels, as shouting is not appropriate.
- Students will follow all instructions given by the teacher.

Chaperone Guidelines

All chaperones must submit a Volunteer Application Form during one of the appropriate submission dates (July 1 - August 31 or January 1 - 31) and receive approval to be a chaperone on a school-sponsored field trip.

Appropriate Dress while being a chaperone:

- ❖ Please dress to be a good role model for the students. Meet or exceed the student dress code for ACA.
- ❖ Meet or exceed the dress expectations for the event or occasion.
- ❖ Be careful not to wear any clothing that would not be representative of ACA's standards.

Appropriate Behavior while being a chaperone:

- ❖ Different venues may require different behavioral expectations. For example, the tone of voice or behaviors expected in a museum might sharply contrast from the tone of voice or behaviors used at an amusement park. Please be aware of the expectations required in any particular venue and model appropriately for students.
- ❖ Volunteers are expected to give verbal direction and appropriate corrective instructions to students when needed. Volunteers are not to utilize any disciplinary measures other than calm vocal redirection when needed. Volunteers are to refer any disciplinary issues to staff or administration in charge.

- ❖ During the entire duration of the trip from time of departure until time of return, in keeping with school standards and educator ethics, no alcohol, tobacco, illegal drugs, or controlled substances should be present or used.
- ❖ Please use school appropriate language; refrain from use of provocative or profane language.
- ❖ Because the school must obtain prior written permission from a child's parent before transportation is provided, do not transport any students in your car or other vehicle unless they are your own children.

Appropriate Presence while being a chaperone:

- ❖ Remain with your group at all times. Assigned groups are typically no larger than one adult chaperone for every ten students and are often smaller if possible. You should only leave your group if you have an emergency and notify another adult near you or if you make prior arrangements with administration.
- ❖ Be sure students are supervised at all times and never left unattended. A student assigned to your group must stay with your group at all times.
- ❖ Attempt to schedule restroom and other breaks for the entire group so that students do not have a need to leave the group. Pair students who have restroom emergencies so that they are not left alone.
- ❖ If you have to return early, you must receive permission from the administrator in charge and make arrangements for your responsibilities to be covered by another volunteer or staff person.

FOOD SERVICE/CHILD NUTRITION

Arlington Classics Academy offers breakfast and lunch food service at each of its campuses. ACA participates in the National School Lunch and Breakfast Program. Therefore, meals must meet federal and state guidelines for nutritional content, which include guidelines for fat, sodium, and whole grain content. ACA uses a catering service that supplies meals that meet federal and state guidelines.

Parents may pick up an application to participate in free or reduced priced meals. The school will process these applications and notify parents if their children qualify for benefits. These applications are available at every campus. Students who qualify for free or reduced priced meals are encouraged to eat both breakfast and lunch at school. Parents who purchase meals for their children must pre-pay for meals. All parents, whether free, reduced price, or full paying, must order meals ahead of time through their campus office and cafeteria managers. Because the meals are prepared ahead of time by an outside caterer, orders must be placed approximately one week before they will be needed.

Payments for meals may be made directly to Arlington Classics Academy by cash or check. Mrs. Susan Stewart, the National School Breakfast and Lunch Program Clerk, is located at the administration offices at 5206 South Bowen Road, and is the only person who may accept checks or cash payments for food service. Payment by cash or check allows parents to avoid online service fees and limits set by the online service. Cash or check payment may be made at any time during regular office hours by a parent or by a student between 8:00 a.m. – 8:30 a.m. each school day. A minimum of \$5.00 must be added per each cash or check transaction. Payments for meals may be made online at ezschoolpay.com. This online payment plan charges a service fee, but funds are credited within 10 minutes to the student's account. Credit cards are the only form of payment accepted online.

Food service times vary at each campus and grade level. Please check with your child's school for information for specific lunch serving times. All visitors must first check in at front office before they can attend lunch or enter the school building.

Food allergies: It is the responsibility of the parent to notify the campus nurse if a documented allergy that could result in anaphylactic shock exists for a student. A doctor's certification is required and must be provided to the school nurse. Arlington Classics Academy has strict policies in place for the care of these students once the school is aware of the need. Your student's safety is important to us and we will work closely with staff to ensure your child's safety to the best of our ability. Parents can assist us with managing these risks by educating children of the potential danger of trading or sharing food, snacks, drinks, or utensils with others, even if a known allergy doesn't currently exist. These activities will not be allowed on the campus for the safety of the students.

GRADING

Academic Marks – A = 90% - 100%; B = 80% - 89%; C = 70% - 79%; F = 69% or below

Citizenship Grades are given to reflect the behavior of each student. Grading information for citizenship is available by grade level teachers. Only the letter grade will be recorded on the report card. Citizenship marks are as follows:

E = Excellent; S = Satisfactory; N = Needs Improvement; U = Unsatisfactory

HOLIDAYS

Part 1: Curriculum

Religious instruction is the responsibility of parents and religious institutions, but teaching about religion is a legitimate part of a complete education. Teaching about religion should always operate within the context of First Amendment rights and responsibilities. In order to ensure the activity is constitutional, its purpose should be to educate about rather than promote religion. The activity should also involve minimal entanglement between the schools and religious organizations. As a part of the Core Knowledge curriculum, religious literature, music, drama and the arts may be included, provided each is intrinsic to the learning experience in the various fields of study and is presented objectively. As part of the curriculum, students may be asked to read selections from sacred writings for their literary and historical qualities, but not for devotional purposes.

Part 2: School Programs

School programs, performances and celebrations will serve an educational purpose. The inclusion of religious music, symbols, art or writings may be permitted if the religious content has an independent educational purpose which contributes to the stated objectives of the approved curriculum. The use of religious symbols, provided they are used only as an example of cultural and religious heritage, is permitted as a teaching aid or resource. These symbols may be displayed only for the length of time that the instructional activity requires. The Supreme Court has made clear that public schools may not sponsor religious celebrations but may teach about religion. While secular and religious holidays provide opportunities for educating students about history and cultures, as well as traditions of particular religious groups within a pluralistic society, the Core Knowledge curriculum may address the study of various religions during times of the year that are not in line with religious holidays. Teachers must exercise special caution and sensitivity whenever discussion about religious holidays occurs. Presentation of materials dealing with religious holidays must be accurate, informed and descriptive. Focus should be on the origins, history and generally agreed-upon meanings of the holidays. Since teachers will need to be aware of the diversity of religious beliefs in their classroom and in the Metroplex at large, they will need to be particularly sensitive to the rights of religious minorities as well as the rights of those who hold no

religious belief. Respect for religious diversity in the classroom requires that teachers be fair and balanced in their treatment of religious holidays. Teachers may not use the study of religious holidays as an opportunity to proselytize or to inject religious beliefs into the discussions. Teachers can teach through attribution, for example, by reporting that “some Buddhists believe ...” On the elementary level, natural opportunities arise for discussion of religious holidays while studying different cultures and communities. Families can help make administration aware of the major religious holidays of all the represented religions so as to avoid, as much as possible, creating an undue burden on students who choose not to attend school on those days. Unless the purpose of a holiday party is to teach about religion and the ACA curriculum places that instruction at the time of the holiday, the holiday celebration should be free of religious symbolism.

The guidelines below are designed to provide clarification for observance of holidays and/or season/themes:

Fall

<u>Acceptable</u>	<u>Unacceptable</u>
Leaves, scarecrows, pumpkins, harvests	<ul style="list-style-type: none"> •Orange and black decorations •Jack-o-lanterns, witches, black cats, or other Halloween decorations, including costumes •Halloween or Eid al-Fitr, etc. themed parties or treats

Winter

<u>Acceptable</u>	<u>Unacceptable</u>
Snow, sleighs, snowman and other winter decorations	Christmas, Hanukkah, Kwanzaa, etc. parties, treats or decorations

Spring

<u>Acceptable</u>	<u>Unacceptable</u>
Springtime decorations such as flowers, sun, birds, etc.	Any Easter decorations or treats, including Easter eggs

MEDICATION /HEALTH & WELLNESS

Medication at school:

- ❖ Medication may be administered to students at school under certain conditions.

Administration of Medication:

- ❖ All prescription and over the counter (OTC) medication must be accompanied by a completed medication consent form, and turned in to the school nurse at the campus where the student is attending.
- ❖ A parent will be provided a copy of their signed medication consent form for easy reference to medication policies.
- ❖ A parent/guardian must deliver and pick up medication from the nurse’s office. Medication delivered by a student will not be administered.

- ❖ For controlled substances (ADD/ADHD medication, prescription pain medication, etc.), medication will be counted in the presence of a parent/guardian, and both the parent/guardian and the school employee will sign for the medication. If the medication is brought to school, and has not gone through this process, it will not be administered.
- ❖ The Texas Nurse Practice Act requires clarification of any medication order that the school nurse has reason to believe is inaccurate, non-efficacious, or contraindicated, by consulting with the appropriate licensed practitioner.
- ❖ ACA employees will not administer expired medications, nor will they be required to administer any medication that exceeds recommended dosage.
- ❖ Medication must be in original, properly labeled containers. Prescription labels must clearly state the student's name, name of medication, and directions for dispensation. No medication brought in unlabeled containers or baggies will be given.
- ❖ Sample containers of medications provided by a physician's office will require a physician's written order with student's name, name of medication, and directions for dispensation in order to be administered at school.
- ❖ ACA employees will not administer any substance that is not approved and regulated by the FDA including, but not limited to home remedies, essential oils, plants, herbs, and vitamins.
- ❖ Cough drops are approved for administration at school, but must be kept in the school nurse's office.
- ❖ A new prescription label will be required for any permanent medication changes.
- ❖ The first dose of any medication must be given at home in case of an unexpected adverse reaction.
- ❖ Medication may be given by non-licensed, trained personnel.
- ❖ Medication must remain in the nurse's office in a locked cabinet. Exceptions to this rule are:
 - Asthma inhalers,
 - Epinephrine pens, and
 - Diabetic medication and supplies
- ❖ No student may carry any medication on their person, unless a completed Student Self Carry/Administration of Medication Packet is on file with the nurse. This paperwork can be obtained from your student's school nurse. Please note that part of this packet must be completed by the prescribing physician.
- ❖ A parent or parent representative with a signed note from the parent must pick up any leftover medication by the last day of school or the medication will be destroyed. Student medication will not be stored at school over the summer.

Medication Self-Administration:

In order for a student to be eligible to carry/administer their medication (inhaler, epinephrine pen, or diabetic medication/supplies) on their person, certain criteria must be met.

- ❖ Completion of a Student Self Carry/Administration of Medication Packet, which includes a written request from the prescribing physician.
 - This request is valid for one (1) school year, and must be renewed at the beginning of each school year.
 - The student must demonstrate the ability to properly identify the symptoms for which the medication should be administered (i.e. wheezing, shortness of breath, etc.).
 - The student must demonstrate the ability to properly self-administer the medication.
 - They must also demonstrate understanding of safety factors, including the responsibility related to carrying his or her medication.

- The student must carry the emergency medication in the properly labeled, original container.
- ACA employees reserve the right to require any medication be kept in the nurse's office if, in the nurse's judgment, the student cannot, or will not carry the medication in a safe and responsible manner.
- If the student fails to, or does not comply with the physician's instructions, ACA may reconsider the permission to carry the medication.

Medication on Field Trips or Field Day

On days a student with medication has a field trip, the school nurse will send either single dosed labeled containers, or the properly labeled medication for the following medication:

- ❖ Asthma inhalers
- ❖ Epinephrine pens
- ❖ Diabetic medication and supplies
- ❖ Any medication taken at school on a daily basis
- ❖ As needed medications (acetaminophen, ibuprofen, etc.) will not be sent on field trips.

If a parent wishes a daily dose to be waived for field trips, or Field Day, they must submit a written request to the school nurse's office that states the student's name, name of medication, and which day they would like the dose to be waived. This request should be submitted no later than 5 days before the scheduled event.

The school nurse will designate a staff member who will administer medications on a field trip or Field Day. The designated staff member will follow ACA policies for medication administration. The responsibility to administer medications on field trips or Field Day cannot be delegated to parent volunteers or other chaperones.

- ❖ The school nurse will train all school personnel whom he or she designated to administer medication prior to administration of any medication.

NOTE: The Medication Consent Form is located in the Appendix.

Exclusion from school:

- ❖ Fever:
 - Students with a fever \geq to 100.0° will be sent home.
 - For those with temperatures between 99.5° and 99.9°, a parent/guardian will be called and the decision to remove the student from class will be left at the parent/guardian's discretion.
 - Students sent home for fevers MUST be fever-free for 24 HOURS, without the use of medication, before they will be allowed to return.*
- ❖ Vomiting:
 - If vomiting is related to asthma/coughing, or if there is only 1 episode (without fever), the school nurse will monitor the situation and perform necessary interventions.
 - If there is more than 1 episode, or if vomiting is accompanied by a fever, the student will be sent home.
 - Students sent home for vomiting will not be permitted to return to class until 24 hours have passed since the last episode of vomiting.*

- ❖ Diarrhea:
 - If there is only 1 episode, the school nurse will monitor the situation and perform necessary interventions.
 - If there is more than 1 episode, or if it is associated with a fever, the student will be sent home.
 - Students sent home for diarrhea will not be permitted to return to class until 24 hours have passed since the last episode of diarrhea.*
- ❖ Pediculosis (Head Lice):
 - We require any student with evidence of live lice to be sent home and treated. If only nits are found, the school nurse will communicate with the parent/guardian, and the decision to remove the student from class will be left to the parent/guardian's discretion.
 - Students sent home with live lice must be reassessed and deemed lice free before they will be permitted to return to class.*
- ❖ Signs of Conjunctivitis (Pink Eye):
 - Students with signs of conjunctivitis will be sent home until either of the following occur*:
 - Student has been on medication for conjunctivitis for 24 hours, or
 - A doctor's note stating that the student is not contagious has been provided to the clinic
- ❖ Pertussis (whooping cough):
 - Students diagnosed should not return to school until completion of five days of appropriate antibiotic therapy, or
 - until 21 days have passed since cough onset, whichever is earlier.
- ❖ Any student presenting with a rash with associated discharge will be sent home, and excluded from attendance until a doctor's note stating that the student is not contagious has been provided to the clinic.*
- ❖ Any caregiver that picks a student who must be excluded from attendance up from school will receive a written exclusion notice from the clinic stating the reason for exclusion.

Invasive examinations or screenings

We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, acanthosis nigricans and scoliosis screenings, as required by state law. Please see Physical Exams/ Health Screenings for additional information.

State of Texas Required Immunization

Please contact the school nurse for questions regarding the minimum immunization requirements for the state of Texas. For more information regarding required immunizations, please visit www.immunizeTexas.com.

PARENT INVOLVEMENT – RIGHTS AND RESPONSIBILITIES

One of the founding principles of ACA is the unique partnership the staff and faculty share with each and every parent whose child attends ACA. Your voice is heard at ACA and parent participation is crucial to ACA's success. Therefore, every parent is encouraged to:

- ➔ Make every effort to become familiar with and attend his or her child's school activities and academic programs offered at ACA.
- ➔ Become a school volunteer, but understand that volunteering does not necessarily mean being in the school. Volunteering takes many forms and it is recommended that each parent learn where

s/he may be of service to the school. There is a designated window for volunteer applications. Please see section on volunteers for more information.

- Attend all regularly scheduled parent and school meetings and student activities (e.g., Meet the Teacher, Curriculum Night, PTO meetings, School Board meetings, etc.).
- Encourage his or her child to put a high priority on education, committing to offer only their best effort.
- Be familiar with and understand all information in the student handbook (including the attached Student Code of Conduct).
- Share and communicate your understanding of these expectations with your child.
- Attend scheduled conferences and request additional conferences as needed. Appointments must be arranged in advance during the teacher's scheduled availability.
- Exercise your right to review teaching materials, textbooks and other aids, teachers' professional qualifications and to examine all local assessments administered to your child.
- Review student's records as needed. Please see STUDENT RECORDS for details. Parent portal is an opportunity for parents to see their child's records such as grades, immunizations, attendance, and assessments. See your campus administration for more information to access parent portal.
- **Honor all school and traffic rules and model this for your child(ren). All rules are in place for the benefit of the school.**
- **Use appropriate language and actions with police officers, ACA staff, and each other.**
- Refrain from using cell phones while in the drop off and pick up lines.
- Read, sign, review and return (along with your student(s)) all school related documents including but not limited to:
 - o Academic reports
 - o Progress/Report cards
 - o Permission slips
 - o Expectations and Agreements
 - o Enrollment/registration documents

PHONE CALLS/CELL PHONES

Students are not allowed to receive phone calls at school. If necessary, parents may contact the office to leave a message for their child. This should be reserved for emergency situations only.

During school hours cell phone use is not permitted except when specified by the teacher or course description for educational purposes only. All cell phones must be turned off and stored in a locker, cubby and/or backpack. Inappropriate cell/smart phone use (including use for reasons other than education when designated by the teacher or course) will result in confiscation of the device and a \$15 fine will be assessed for each event after the first event. ACA is not responsible for lost or stolen cell phones.

*Please refrain from using cell phones while in the drop off and pick up lines.

PHYSICAL EDUCATION

All children must participate in state mandated physical education at the school. Children who are unable to participate in physical education classes should have a doctor's note stating the reason why they are unable to participate. For middle school students only, credit for required PE can be awarded based on off-campus activities if approved at the discretion of the MS Principal. The required request packet must

be completed and approved prior to the beginning of classes. Please note that ACA will not award HS credit for PE credit earned outside of school hours or off campus.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

ACA participates in all state mandated physical examinations and/or health screenings. As those requirements are received at ACA from the state, letters will be sent home to inform you of the screening times and dates in addition to the purpose of the screening. Please contact the school nurse if you have questions regarding these screenings.

PLANNERS

All students generally need some assistance in regard to being organized and responsible. In response to that need, each ACA student in grades 1-2 will be provided a student planner to aid them in the organization of their assignments. Students in grades 3-5 will have the option of purchasing an ACA Planner. Students in grades 6-9 will be provided a planner if requested by the parent or student. Each ACA teacher will write the day's assignments on the board for students to copy in their planner. Parents should check their student's planner and folder on a nightly basis to help ensure they are keeping up with their assignments. The planner and folder also serve as a communication tool between home and school. If you have a question, please contact your child's teacher.

PLEDGES OF ALLEGIANCE/MOMENT OF SILENCE/SEPTEMBER 11

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. A parent/guardian may request, in writing, that his or her child be excused from participation in the daily recitation of these pledges.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

In each year that September 11th falls on a regular school day, Arlington Classics Academy will provide for the observance of one minute of silence at the beginning of that day to commemorate the events of September 11, 2001.

PROMOTION/RETENTION

Arlington Classics Academy will strive to meet the ultimate goal of 100% student promotion to the next grade level. Our goal includes strategies to partner with parents and to provide programs ensuring student success. The passing standard at ACA is 70. The expectation, though, is considerably higher. Should retention become necessary, the following guidelines will be followed with regard to each grade level. Additionally, excessive absenteeism may jeopardize a student's opportunity to promote in accordance with state law. In all cases, individual student data, teacher documentation, state and local assessment data, and parental input will be considered in making promotion decisions. However, the final decision on promotion for grades K-9 will be the responsibility of school administration.

Grades K-2

To be promoted to the next grade level, a student must pass (at a minimum) Math and Reading/ELA, score at or above the 40th percentile on NWEA MAP Reading and Math assessments, and end of year guided reading level must be at or above grade level. Other content areas and attendance will be

considered. Final promotion decisions are left to the discretion of the school.

Grades 3-5

To be promoted to the next grade level, a student must pass (at a minimum) ELAR and Math as applicable and meets “approaching standard” on state assessments. Other content areas and attendance will be considered. Final promotion decisions are left to the discretion of the school.

Grades 6-9

To be promoted to the next grade level, a student must pass all core classes and demonstrate success on mandatory state assessments. Other content areas and attendance will be considered. Final promotion decisions are left to the discretion of the school.

For credit recovery where instruction has been attempted, students may petition the campus principal in order to earn credit by exam using the assessment available through the University of Texas at Austin at the cost of the parent. Students must score a 70% or better on the assessment in order to earn the credit. For credit recovery, the student’s report card will reflect the grade that was originally earned.

9th grade and High School Credits

For a high school credit to be awarded to a student, the student must attend that specific class more than 90% of the time and receive a 70 or higher final average. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed.

Please note that Grade Point Averages are subject to the local policy of the receiving district after students leave ACA.

PUBLICATIONS

Remind: Most school communication is published electronically through the Remind app. Parents should ensure that contact information is available and updated at all times.

Campus Newsletters: Each campus will email a newsletter to all parent email recipients each week which will provide upcoming events and parent reminders.

Teacher, Grade level, and/or content areas: Teachers, grade level, and/or content areas may post an updated webpage which will provide current information or resources.

PTO: ACA’s Parent Teacher Organization publishes a newsletter detailing upcoming events and news of interest to ACA parents.

Yearbook: Each year ACA sponsors the publication of a school yearbook. Purchase of the book is optional and price and availability information will be published each year by the Yearbook Staff.

RECITATION OF THE DECLARATION OF INDEPENDENCE

State law requires students in social studies classes in grades 3–12 to study and recite the following portion of the Declaration of Independence.

"We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the Pursuit of Happiness--That to secure these Rights, Governments are instituted among Men, deriving their just Powers from the Consent of the Governed."

A student will be exempted from this requirement if a parent/guardian provides a written statement requesting that the student be excused, the School determines that the student has a conscientious objection to the recitation.

RECOGNITION

At the end of the school year Arlington Classics Academy recognizes superior achievement in the classroom during a special awards ceremony. These recognitions are both academic and civic.

Criteria used to determine those worthy of these honors is stringent and will be determined using the following:

<u>Exemplary Honor Roll</u>	This honor is for students who have made a grade of 90 or above in all subjects each 9 week grading period.
<u>Distinguished Honor Roll</u>	This honor is for students who have made a grade of 80 or above in all subjects each 9 week grading period.
<u>American Citizenship</u>	This honor is for students who have made all "Excellent" on citizenship grades for all classes and received no office referrals all year long.
<u>ACA Citizenship</u>	This honor is for students who have made "Excellent" or "Satisfactory" on citizenship grades for all classes and received no office referrals all year long.
<u>Griffin Goodfellow</u>	This honor is for students who have met the volunteer requirements as posted on the ACA website and submitted the appropriate documentation to campus administrators by the designated deadline.
<u>Other Campus Recognitions</u>	Campuses may offer other campus based recognitions not listed here. Please seek guidance on these recognitions from the campus administration.

STUDENT SIGN-IN/SIGN-OUT PROCEDURES

Parents/Students arriving late to school

Parents arriving to drop off their child after the school day has begun will need to park and enter the school to sign their child in for the day. If the child is entering late due to a doctor's appointment, a note from the clinic will need to be submitted in order to excuse the tardy.

Parents picking up/signing out their child early

Parent must sign the child out at the front desk. Parents must remain at the desk while a school employee or designee calls for the student to come to the front. Children will not be permitted to be picked up early after the specified times below. The school has already begun the dismissal process and it is not safe for the child to leave at this time.

Primary: 2:45 p.m.

Intermediate: 2:45 p.m.

Middle School: 3:15 p.m.

Arriving late to school and picking your child up early are considered as a 'part of a day absence', so students should only arrive late or be picked up early for legitimate reasons. Late arrival or early pick up may prevent a student from earning an attendance award. A school administrator will contact the parent if a pattern of excessive tardies to school or early pickups emerges. Excessive tardies and early pickups can impact a student's learning and will be considered if the student is in danger of not being promoted

to the next grade level.

STUDENT PARTICIPATION

All students are required to participate in all classes unless there is a fundamental religious belief or health reason that precludes the student from participating. This includes Spanish, art, music, and physical education. In the event a student seeks to be precluded from participation for any reason, a conference with the Principal will be necessary to discuss the issue and provide the student an alternative assignment.

STUDENT RECORDS

A student's records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters ACA until the time the student withdraws. This record moves with the student from school to school.

By law, both parents, whether married, separated or divorced, have equal access to the records of a student who is under the age of 18 unless there is legal court documentation that specifically states otherwise. In the event of any uncertainty, ACA reserves the right to reference any court orders before giving any information inappropriately. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

The campus PEIMS staff is the Executive Director of Schools' designee as custodian of records for students who are currently enrolled at ACA. Parents may request to review student records by contacting the campus PEIMS staff. The PEIMS staff will respond to all records request within 48 hours. All records request must be put in writing and addressed "ATTN: PEIMS".

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

The following is directory information: (1) student's name, (2) address, (3) telephone number, (4) date and place of birth, (5) photograph, (6) electronic mail address, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) awards received, (11) the most recent school attended by the student, (12) grade level, (13) enrollment status, (14) and other similar information.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. §99.31(a)(11))

SUMMER SCHOOL/EXTENDED SCHOOL YEAR

Information on summer school and Extended School Year will be provided by ACA administrators once all assessment and academic data is available.

SUPPORT SERVICES

In compliance with state laws, ACA strives to meet the needs of every student. Special services such as Special Education, Section 504, English as a Second Language, and Dyslexia services are provided in compliance with state laws.

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

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This

system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to an administrative employee, ACA must respond no later than 15 school days after receiving the request. At that time, ACA must provide the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If ACA agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Arlington Classics Academy must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require ACA to respond within the 15-school-day timeline.

If ACA decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If ACA receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, ACA will provide the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Primary Campus	Intermediate Campus	Middle School Campus
Melissa Fambrough	Teri Rodgers	Kurtis Flood
817-274-2008	817-303-1553	817-987-1909

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools

must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Primary Campus	Intermediate Campus	Middle School Campus
Jina Hopp	Jennifer Young	Yolonda Dawson
817-274-2008	817-303-1553	817-987-1909

Additional Information:

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

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

TEACHER REQUESTS

Teacher request and/or classroom change request will not be accepted. Placement of students in classroom is at the sole discretion of campus administration including but not limited to placement to resolve disciplinary or other issues.

TEXT/LIBRARY BOOKS

Textbooks are provided free of charge. Books must be covered at all times. A student who is issued a damaged book should report the damage to the teacher/librarian.

The schedule of payment of lost/damaged books is as follows:

- Books slightly damaged or containing writing or highlighting \$2.00
- Books that are not returned or badly damaged (water damage or missing pages/cover) Full price

TRANSPORTATION/TRAVEL/SCHOOL SPONSORED TRIPS

ACA does not provide transportation to or from school. It is the responsibility of the parent to drop off and pick up their child. Distance traveled will not be a consideration should excessive tardies or absences occur. Procedures for drop off and pick up are in place for the safety of your children. Failure to comply with these procedures may result in strong consequences.

Students who participate in school sponsored trips are required to use transportation provided by the school to and from the event. An exception may be made if the student's parent requests that their child ride with him/her, or an adult designated by the parent, to the school sponsored trip. Cases such as this should be kept to a minimum and used only in extreme circumstances. Such an exception request must be made in writing to the Principal or designee at least one day prior to the trip.

VENDING MACHINES

Vending machines (i.e. soda machine) may not be used by students during school hours.

VERIFICATION OF ENROLLMENT

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

VISITORS

Parents and visitors are welcome to visit ACA. For the safety of persons within the school building, all visitors must report immediately to the receptionist's office located inside the main entrance. For the safety of our students, ACA utilizes the Raptor visitor check in system. **ALL VISITORS MUST PRESENT A VALID STATE ID** (generally a driver's license) when visiting a campus. The campus receptionist will scan the ID and the system will print a label for visitors to affix to the front of their clothing during the entire visit while on campus. Upon departure, visitors will return the label and their ID will be returned to them. We understand that this procedure may cause some inconvenience to visitors. However, the safety of our students is our highest priority.

PLEASE NOTE: If you do not have a valid state issued ID, you will not be able to enter the campus. Additionally, if the system fails to clear you for a campus visit for any reason at that time, you will not be able to enter the campus at that time.

Visitors will include individuals who:

- ★ Eat lunch with their child during assigned lunch time.
- ★ Tour the school. These visitors must be accompanied by a staff member.
- ★ Observe their child's classroom. Parental visits to the classroom during instructional time are permitted with administrative approval as long as the visit does not interfere with the learning process or disrupt the normal school environment or staff responsibilities. Courtesy should be considered at all times. Therefore, whenever possible, we ask visitors to notify the school at least one day in advance prior to visiting the classroom.

VOLUNTEERS/FIELD TRIP CHAPERONES

Volunteers at ACA are essential to the school's efficiency and ultimate success.

All volunteers/chaperones must have a completed Criminal Records Check on file with the school prior to volunteering or chaperoning a field trip. If this completed form is not on file and approved an individual

may not volunteer at the school or be a chaperone on school-sponsored field trips. For the safety of the children there can be no exceptions.

Application for volunteers and/or chaperones

ACA will be accepting applications for background checks during July, August, and January. Volunteer applications can be found on the ACA web page and should be returned to the administration building located at 5206 S. Bowen Rd. during normal business hours, not school campuses. All completed applications should include a copy of your driver's license. Email confirmation of volunteer status either approved, unapproved, or incomplete is sent to all applicants so a valid email address is mandatory. Incomplete applications or applications without a valid driver's license attached are not processed and not held by ACA offices do to security concerns. Unprocessed applications are shredded to protect the privacy of the individual.

There are many forms of volunteerism. Teachers are encouraged to use volunteers in the classroom, but it is not a requirement of the teacher to do so. Some teachers may choose to use volunteers for parties or chaperoning field trips only. Teachers will plan and assign classroom tasks. Please do not go into the class during instruction and ask if there is anything you can do for the teacher. If a teacher has an excess of volunteers, parents may be asked to spend their volunteer hours in another classroom. Volunteers may not grade student papers.

After signing in, please go directly to your volunteer area. The lobby should be left for visitors waiting for conferences and for conducting school business. Volunteers are encouraged to leave the campus when their assignment is done. Non-school age children should not be brought to school while volunteering. However, if younger children are disruptive to the learning environment, volunteers may be asked to leave. Volunteers may not "hang out" in the workroom or at the front desk. Please remember that while it is a school, it is also a business and each employee has responsibilities that preclude them from being able to "chat" during work hours.

Appendix

Arlington Classics Academy

Technology Acceptable Use Policy

ACA provides students and employees with extensive technology resources, including computing facilities, local area networks, Internet access, and email addresses. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication within our own community and around the world.

As a member of the ACA community, I agree to follow School rules and commit to the School's values. To maintain these values as related to technology, we must all agree to support the needs of ACA even if they may conflict with one's personal desires.

ACA Technology Ownership

- ACA owns all systems, software, and e-mail addresses. Content created with the School's technology tools and saved on the School network is the property of the School.
- Computer resources at ACA are a limited resource and are reserved for educational and school-related business.
- If I leave the School community, I may take copies of anything I have created. However, this content can continue to be used by the School for educational purposes.

My Use of School Computing Resources

- I will help to create a positive atmosphere by allowing those engaged in academic work priority use of the computers.
- I will respect the work and privacy of others throughout the ACA network.
- I will use my applications, e-mail accounts, and ACA network space appropriately for school-related activities.
- I will not save or install files and/or software on School equipment without the authorization of a teacher or the network administrators.
- I will not use ACA technology resources for commercial activity, for seeking monetary gain, or for political purposes.

System Security

- I will log on to the network only as myself.
- I am responsible for my individual account and will take all reasonable precautions to prevent others from being able to use my account.
- I will immediately notify a faculty or staff member if I have identified a possible security problem.
- I will not intentionally introduce a virus or other harmful code anywhere on the ACA network, and I will make an effort to keep my home computer free from viruses and other destructive materials. If my files are accidentally infected, I will seek help from a member of the technology staff.
- I know that any electronic devices brought on this campus are subject to search without notice or warning. I will refrain from using any device or software that masks my use of the school resources. This includes but is not limited to anonymizers and any application or hardware device that circumvents network security, logging, or tracking procedures.

Use of ACA Content or School Information on Non-ACA Websites

- Content about ACA anywhere on the World Wide Web should observe all aspects of the School's Acceptable Use Policy.

- Official School files or documents are not to be posted on non-ACA sites.
- Individuals who post content on World Wide Web sites away from ACA should not present content as if it represents any official views of ACA.
- The official ACA website represents the School. No representation of ACA should be made on any other website.

Intellectual Property and Privacy

- I will not copy or transfer any copyrighted software to or from computers on the ACA School network without the permission of the technology staff in my building. This includes but is not limited to web browsers, MP3 players, and games.
- I will not plagiarize words or phrases that I find in books, on the Internet, on CD ROMs, or on other online resources.
- I will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
- I should have no expectation of privacy when I use online resources since materials are owned by the site and can be redistributed without an author’s permission. I should check each site’s privacy and security policies carefully before posting or adding content I may not wished viewed by others presently or in the future.
- I will not repost a message sent to me privately without the permission of the person who sent the message.
- I will not post private or false information about another person.

Inappropriate Language and Harassment

- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on any and all uses of computers at ACA, whether in public or private messages.
- I will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

I understand the following:

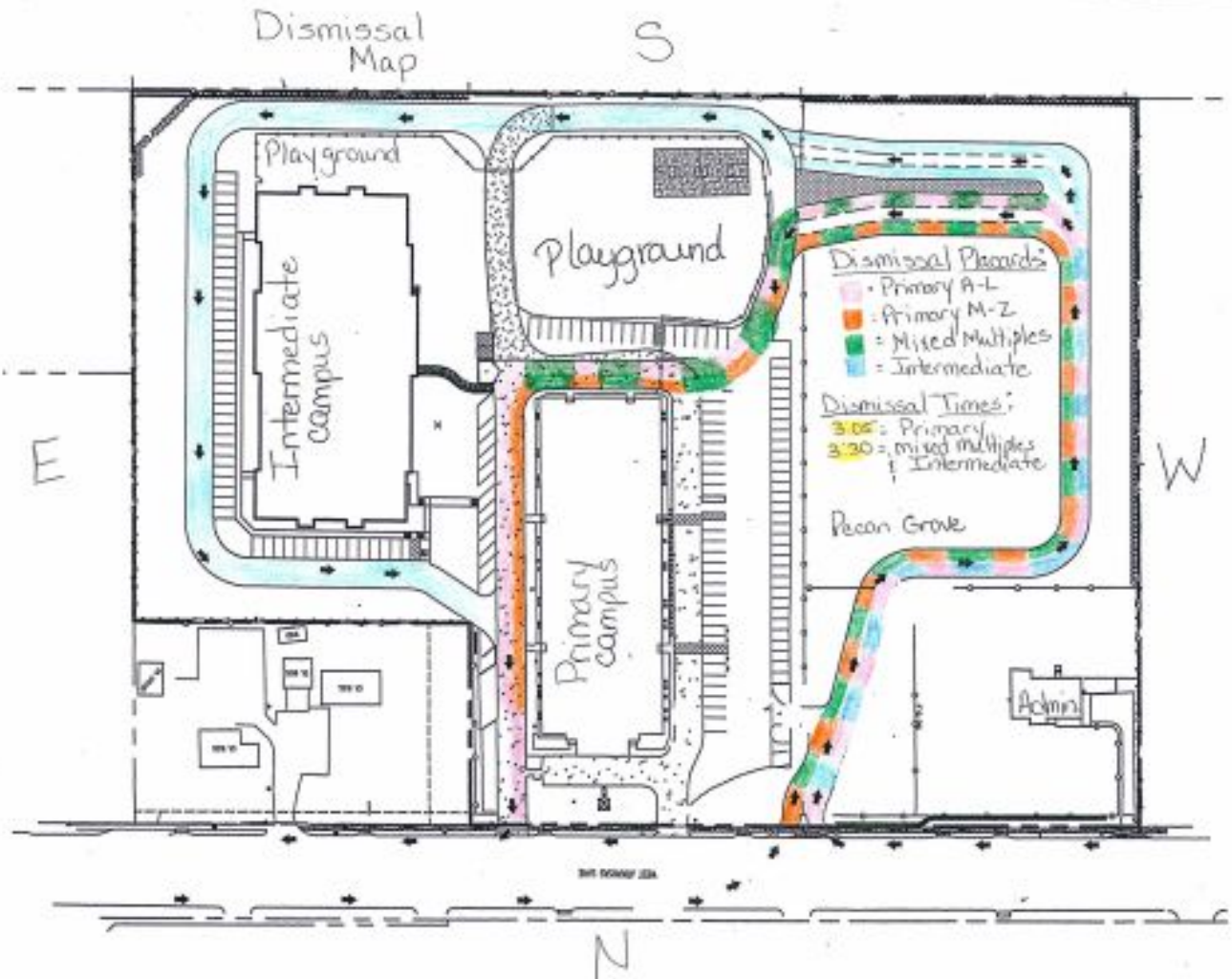
- I continuously represent ACA whenever and wherever I use school computing resources, even if I am using these resources away from or outside of the School’s network.
- I may be held responsible for any on-line behavior or content that connects me to the School or implicates the School in that behavior.
- If I knowingly enable others to violate these rules, I may lose my School network, email, or World Wide Web access.
- ACA has software and systems in place that monitors and records all activities and traffic on the School computing resources. I should expect only limited privacy in the contents of my personal files on the School network.
- Tampering with ACA technology tools or another person’s work is unacceptable, and I could lose all rights to use computers at the School, including my user account and network access.
- Violations of the ACA policy including social media policy and AUP are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion (or termination for employees).
- ACA makes no guarantee that the services provided will be error-free or without defect. The School will not be responsible for any damage suffered including, but not limited to, loss of data or disruption of service.

Parent Permission Form and User Agreement	
I have read, understood, explained, and discussed the Acceptable Use Policy to my child.	
Student Name:	Date:
Name of Parent/Guardian:	
I have ready the Acceptable Use Policy and discussed it with my parent(s) / guardian(s).	

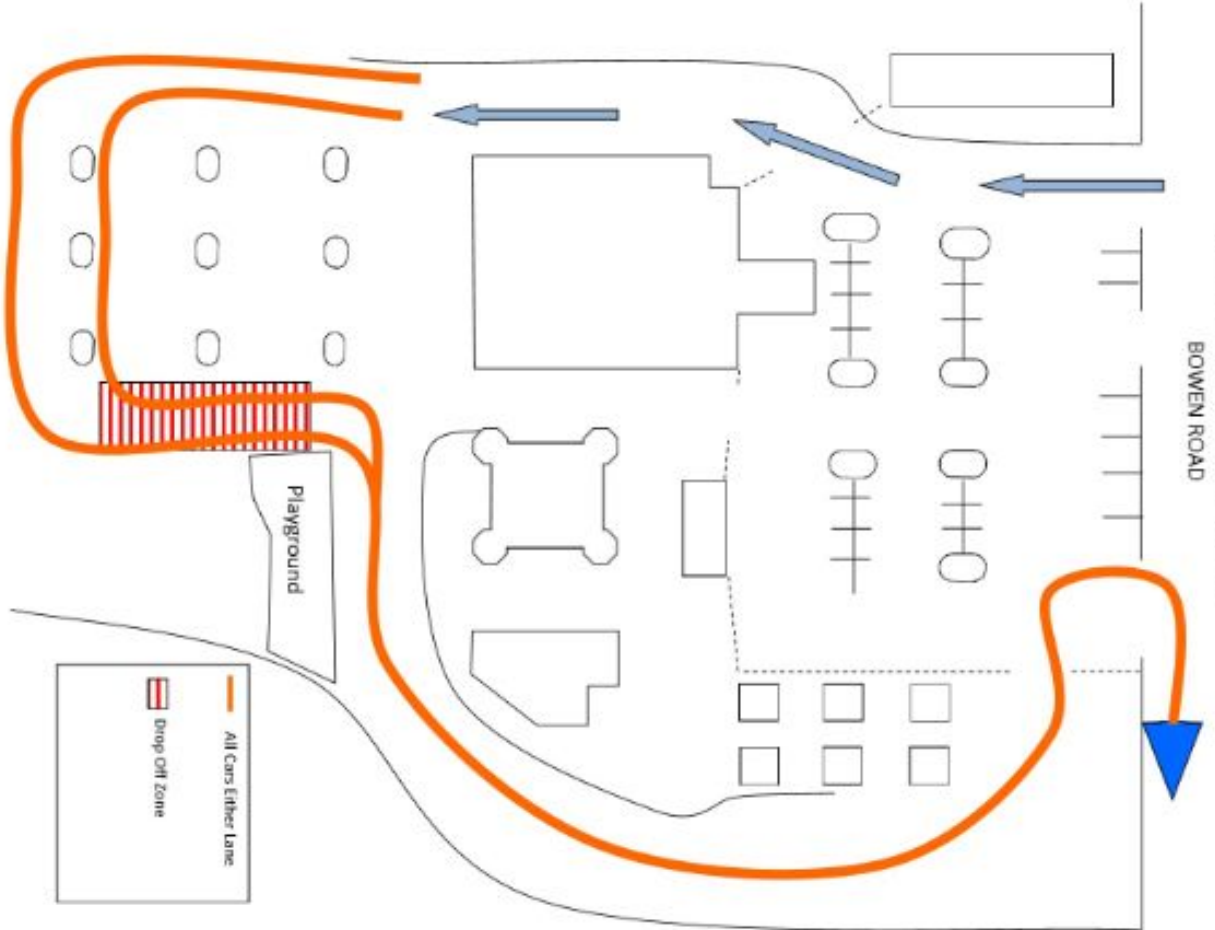
Student's Full Name:

Date:

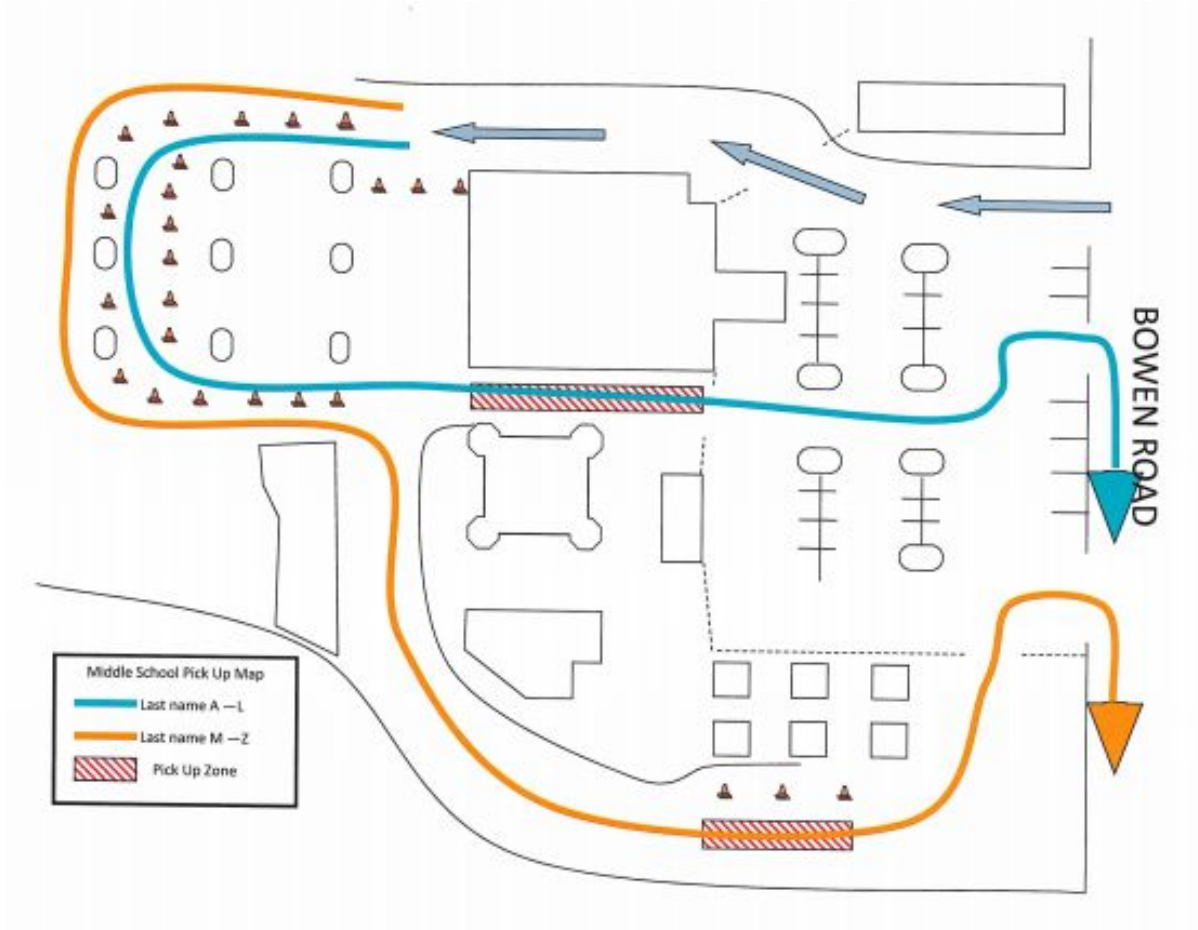
Traffic Flow Map for Dismissal Primary and Intermediate Campus



Drop-Off Map for Middle School (Bowen campus)



Pick-Up Map for Middle School (Bowen Campus)



**Arlington Classics Academy
Medication Consent Form
2018-2019**

- All prescription and over the counter (OTC) medication must be accompanied by a completed medication consent form, and turned in to the school nurse.
- A parent/guardian must deliver and pick up medication from the nurse’s office. **MEDICATION DELIVERED BY A STUDENT WILL NOT BE GIVEN.**
- For controlled substances (ADD/ADHD medication, prescription pain medication, etc.), medication will be counted in the presence of a parent/guardian, and both the parent/guardian and school employee will sign for the medication. **IF THE MEDICATION IS BROUGHT TO SCHOOL AND HAS NOT GONE THROUGH THIS PROCESS, IT WILL NOT BE GIVEN.**
- The Texas Nurse Practice Act requires clarification of any medication order that the school nurse has reason to believe is inaccurate, non-efficacious, or contraindicated, by consulting with the appropriate licensed practitioner.
- ACA employees will not administer expired medications, nor will they be required to administer any medication that exceeds recommended dosage.
- Medication must be in ORIGINAL, PROPERLY LABELED CONTAINERS. Prescription label must clearly state the student’s name, name of medication, and directions for dispensation. **NO MEDICATION BROUGHT IN UNLABELED CONTAINERS OR BAGGIES WILL BE GIVEN.**
- Sample containers of medications provided by a physician’s office, will require a physician’s written order with student’s name, name of medication, and directions for dispensation in order to be administered at school.
- ACA employees will not administer any substance not approved by the FDA, including, but not limited to: home remedies, essential oils, plants, herbs, and vitamins.
- A new prescription label will be required for any permanent medication changes.
- The first dose of medication must be given at home in case of unexpected adverse reaction.
- Medication MAY be given by non-licensed, trained personnel.
- Medication must remain in the nurse’s office in a locked cabinet (with the exception of epi-pens, asthma inhalers, and diabetic medication and supplies).
- **NO STUDENT** may carry ANY medication on their person unless a completed Self-Administration Packet is on file with the nurse. This paperwork can be obtained on the ACA Website, or from your student’s school nurse.
- An adult must pick up the medication by the last day of school, or it will be destroyed according to district policy.
- Parents may refer to Student Policy, Student Handbook, and Student Code of Conduct for more information.

Student Name:	Grade/Pod:	Teacher:
Name of Medication:		
Dose:	Time(s) to be given:	
Additional information regarding medication:		

By signing below, I attest that I have read, understand, and agree to all of the above conditions. I also attest that I understand that, should I disregard any of the above conditions, ACA may not administer my child's medication.

Parent/Guardian Signature:

Date:

Arlington Classics Academy - Parent-School Compact

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every child attains high standards and a quality education. To comply with Federal law, we are asking you to read and support the ACA Parent/School Compact. If you have any questions, contact Janna Allen, Director of Academic Services, at (817)987-1819.

Parent Involvement Policy

Acknowledging that parents/guardians are a student's first teacher and that this continuing support is essential for academic success, the Arlington Classics Academy is committed to the following parent involvement policy:

- ❖ Parents will annually receive information concerning the implementation of the Title I, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.
- ❖ Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
- ❖ Parents will be given timely information concerning campus/state assessment instruments: local assessments, MAP, STAAR, EOC, etc.
- ❖ Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).
- ❖ Parent representatives (including parents of Title I, Part A students) will be involved in the development, review and evaluation of the campus improvement plan.
- ❖ Parents will be involved annually in the review/revision of this Compact.
- ❖ Parents will be asked to complete surveys seeking evaluation of the Title I, Part A program and parent's involvement.
- ❖ Parents will annually review/revise this policy (ACA Student Policy 400.160, Sec 3)

Home and School Compact

Operating under the premise that the home and school must work together to achieve the best education possible for a child, the parent(s), teacher/principal and student agree to accomplish the activities described in order to enhance the individual student's educational progress:

Teacher/Principal:

- Communicate routinely with parents on student progress and behavior.
- Share both positive and negative school experiences with parents.
- Provide high quality curriculum and instruction in a supportive environment and encourage the practice of academics at home.
- Be aware of the needs of each child and honor the diversity of students in our school.
- Offer an "open door" policy and let parents know they are always welcome. Appointments may be necessary in order to give proper undivided attention to a student's need.
- Provide an environment that allows for positive communication between the teacher, parent, and student.

Student:

- Be in class on time and prepared to learn.
- Be responsible for and take ownership of my own work and behavior.
- Show homework, corrected work, and school communications to my parent(s).
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.
- Share three (3) important things happening at school each day with my family.
- Respect myself and others, even if they are different than I am.
- Review the parent portal with my parents.

Parent:

- See that my child is at school in a timely manner.
- See that my child attends school daily unless he/she is ill.
- Be familiar with and follow school traffic procedures and abide by volunteer, staff, and officer requests.
- Set appointments with teachers to discuss my child's progress.
- Frequently and routinely check the parent portal for updates on my child.
- Go over my child's assignments with him/her and read school communications.
- Access teacher websites & subscribe to the page to remain informed.
- Establish with my child a place and time to study away from distractions.
- Establish a daily reading time of 15 to 30 minutes away from distractions.
- Make sure my child gets enough sleep each night and eats breakfast each morning.

- Attend Curriculum Night, conferences, and parent meetings in order to be better informed about my child's behavior and academic progress.
- Maintain positive, routine communication with my child's teacher regarding my child's progress.
- Encourage my child to have a positive attitude toward learning.