

Arlington Classic Academy



District Student Handbook 2023-2024



ARLINGTON CLASSICS ACADEMY does not discriminate in its admission decisions and no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination, harassment or retaliation in any **ARLINGTON CLASSICS ACADEMY** program on the basis of age; race, color, or national origin; sex, gender, or gender identity; or disability, or relationship or association with an individual with a disability; or any other basis protected by law in the educational program or activity which it operates. **ARLINGTON CLASSICS ACADEMY'S** Title IX Coordinator, Greyden Barnett, can be contacted at 817-987-1819 x 3000 or by emailing greyden.barnett@acaedu.net or by postal mail to 5206 S Bowen Rd, Arlington, TX 76016.

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Mission Statement

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

Vision Statement

The vision of Arlington Classics Academy is to be an educational institution of academic excellence that provides a college preparatory, liberal arts curriculum delivered through a classical style of instruction.

ACA Ends Policies

Student Outcomes

1. Students' lifelong learning skills measurably improve.
2. Students demonstrate high academic achievement.
3. Students possess and can demonstrate the skills and attributes of an effective leader.

Family Outcomes:

1. Parents are satisfied with the education of their ACA students.
2. Parents effectively function as co-educators for their ACA students with the help of a support system provided by ACA.
3. Parents are an integral part of the ACA community.
4. Parents financially support ACA.

Public Outcomes:

1. ACA publicly provides current practice and performance information.
2. ACA is perceived as an excellent school, a good neighbor, and a good citizen.
3. ACA receives financial support from sources beyond the ACA community.

ACA Enrollment Policy and Procedures

ACA operates as an open-enrollment public charter school and currently accommodates students in kindergarten through 8th grade who reside within the school's approved geographic boundaries (see website for details) and who are eligible for admission based on lawful criteria set in ACA's charter and in state law. Students wishing to attend ACA must complete the Texas Common Charter School Admission Application provided at the front desk of the school or available online. If fewer applications than spots available are received, students will be offered admission on a first come, first served basis.

An enrollment interview with an ACA 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 enrollment process is not finalized until all forms and required data are obtained. ACA will review the student's discipline history from the most recent school of enrollment and, as authorized by the ACA charter and TEC 12.111(a)(5)(a), may exclude from admission and enrollment a student with a documented history of a criminal offense, juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 27, subchapter A.. It is the responsibility of the parent to ensure that all forms as listed in the enrollment packet, such as report card and discipline records are submitted to the school in a timely manner to be considered for enrollment.

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

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 Charter School Admission Application 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 Charter School Admission Application 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 random lottery. Each applicant selected during the lottery (up until all open seats are filled) will be offered admission.

It is the responsibility of the parent to ensure receipt of the Charter School Admission 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 waiting list. Any Charter School Admission Application forms submitted after the last school day of February will automatically go to the bottom of the waiting list, should a waiting list exist for that grade. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

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 the defined geographic boundaries can attend ACA (children of staff are excluded from this restriction). If a student moves outside of the approved geographic boundaries, 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 waiting list procedures apply and the student will go to the bottom of the waiting list for the appropriate grade level.

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

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 50th percentile in both reading and math. The student will also be assessed on a different reading assessment 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.

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

Alcohol-Free School Notice

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

Accommodations for Children of Military Families

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

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

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

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, ACA hereby notifies all parties of the availability of the Asbestos Management Plan for ACA. 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 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 ACA administrative building. If any interested parties would like to view the plan, contact the principal, assistant principal, or the facility coordinator. Please refer to the management plan for specific details regarding whether or not this campus' building(s) has asbestos-containing building 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 ACA 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 Campus: 10:00 a.m. Intermediate Campus: 10:15 a.m. MS Campus: 10:10 a.m.

Compulsory Attendance *Kindergarten:* Students enrolled in kindergarten are required to attend school and are subject to compulsory attendance requirements as long as they remain enrolled.

Ages 6-18: State law requires that a student 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 who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session unless the student is otherwise excused from attendance or legally exempt.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Tracking Student Attendance

ACA staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. ACA may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

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

ACA shall notify a student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school; the student is subject to truancy prevention

measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.

***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.

Because excessive absences are considered truancy under state law, ACA reserves the right to take extreme absence cases to court. School non-attendance/truancy may also be addressed by campus administration and possibly result in adverse disciplinary actions through the progressive discipline plan as addressed in the Code of Conduct.

ACA recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school's expectations. Students and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

Excused Absences: State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. This includes absence for the following activities and events. A student absent from school on a day of instruction shall be excused for the following reasons:

1. Illness - An absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible if the student or the student's parent provided a certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.

2. Temporary absence resulting from appointments with healthcare professionals Documented healthcare appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders if the student comes to school or returns to school on the same day as the appointment. A note from the healthcare provider must be submitted upon the student's arrival or return to campus.

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.

6. Required court appearances

7. Activities related to obtaining United States citizenship.

For religious holy days, required court appearances, activities related to obtaining citizenship, and serving as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by ACA if travel time is merited.

Family Trips: Vacations 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 ACA.

Parental Consent Required: A parent (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.

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 7:40 a.m. - 3:05 p.m.	Intermediate 8:05 a.m. - 3:30 p.m.	Middle School 8:20 a.m. - 3:45 p.m.
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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 school day for each day absent, plus one additional school day, to complete make-up work (ie: if a student is absent three school days, the student has three school days upon return to school + one school day to complete and submit work). Homework assigned the day prior to the first day of absence shall be included in the time extension. Projects and presentations assigned three 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 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.

Students with Disabilities: If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Attendance for Credit or Final Grade:: 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 the 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 days of the meeting.

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.

Bacterial Meningitis Information

State law requires ACA to provide the following information about bacterial meningitis:

What is bacterial meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Meningitis caused by bacteria is the most likely form of the disease to cause serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death.

Bacterial meningitis can be caused by multiple organisms. Two common types are Streptococcus pneumonia, with over 80 serogroups that can cause illness, and Neisseria meningitis, with 5 serogroups that most commonly cause meningitis.

What are the symptoms?

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

Children (over 1 year old) and adults with bacterial meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

How serious is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. If left untreated or treatment is delayed, bacterial meningitis can be fatal, or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes) or when people cough or sneeze without covering their mouth and nose.

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

How can bacterial meningitis be prevented?

Vaccination: Bacterial meningitis caused by Streptococcus pneumonia and Neisseria meningitis may be prevented through vaccination. The vaccine which protects against Streptococcus pneumonia is called pneumococcal conjugate vaccine or PCV. This vaccine is recommended by the Advisory Council on Immunization Practices (ACIP) for children in the first year of life. Neisseria meningitis is prevented through two types of vaccines. The first is a meningococcal conjugate vaccine that protects against 4 serogroups A, C, W, and Y, and is referred to as MCV4. The second is a vaccine against Neisseria meningitis serogroup B which is referred to as MenB.

The ACIP recommends MCV4 for children at age 11-12 years, with a booster dose at 16-18 years. In Texas, one dose of MCV4 given at or after age 11 years is required for children in 7th-12th grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (16-23 years of age) may be vaccinated with MenB. This vaccine is not required for school or college enrollment in Texas.

Vaccines to protect against bacterial meningitis are safe and effective. Common side effects include redness and pain at the injection site lasting up to two days. Immunity develops about 1-2 weeks after the vaccines are given and lasts for 5 years to life depending on the vaccine.

Healthy Habits: Do not share food, drinks, utensils, toothbrushes, or cigarettes. Wash your hands. Limit the number of persons you kiss. Cover your mouth and nose when you sneeze or cough. Maintaining healthy habits, like getting plenty of rest and not having close contact with people who are sick, also helps.

Who is at risk for Bacterial Meningitis?

Certain groups are at increased risk for bacterial meningitis caused by *Neisseria meningitidis*. These risk factors include HIV infection, travel to places where meningococcal disease is common (such as certain countries in Africa and in Saudi Arabia), and college students living in a dormitory. Other risk factors include having a previous viral infection, living in a crowded household, or having an underlying chronic illness.

Children ages 11-15 years have the second highest rate of death from bacterial meningitis caused by *Neisseria meningitidis*. And children ages 16-23 years also have the second highest rates of disease caused by *Neisseria meningitidis*.

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

You should seek prompt medical attention.

For more information.

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or local health department office to ask about the meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention (CDC):

- <https://www.cdc.gov/meningitis/index.html>

and the Texas Department of State Health Services:

- <https://www.dshs.texas.gov/immunize/PreteenVaccines.aspx> or
- <https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx>.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education.

Bullying

ACA prohibits bullying as defined below, as well as retaliation against anyone who reports or is involved in an investigation of potential bullying.

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

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

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

ACA will also take steps to prevent and mediate bullying incidents between students that:

- Interfere with a student's educational opportunities; or
- Substantially disrupt the orderly operations of a classroom, school, or school-sponsored or school-related activity.

ACA's anti-bullying policy applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - Interferes with a student's educational opportunities; or
 - Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures

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, the Principal, or another school

employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. ACA will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. Reports of potential bullying may be submitted anonymously.

Investigation of Report

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

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

A student who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying within applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). ACA may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

The Principal or designee may make a report to local law enforcement authorities if, after an investigation is completed, the Principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

To the greatest extent possible, ACA will respect the privacy of the complainant and/or grievance, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. If a law enforcement or other regulatory agency notifies ACA that it is investigating the matter and requests that the school delay its investigation, ACA will resume the investigation at the conclusion of the agency's investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the ACA's student and parent complaint and/or grievance procedure.

Child Abuse Reporting and Programs

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

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the DFPS. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

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

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, ACA 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

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

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

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

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

Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)

ACA offers career and technical education programs in business, multidisciplinary, and fine arts. Admission to these programs is based on student schedule and classroom availability.

It is the policy of ACA not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of ACA not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

ACA will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator at greyden.barnett@acaedu.net or 817-987-1819 ext. 3000 and/or the Section 504 Coordinator at courtney.boswell@acaedu.net or 817-987-1819 ext. 3209.

Dating Violence, Discrimination, Harassment, and Retaliation

ACA 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.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

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

As required by Title IX, ACA does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with ACA. Inquiries into issues related to Title IX may be referred to ACA's Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

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

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender (including sexual harassment), is Greyden Barnett, 5206 S. Bowen Rd., Arlington, TX 76017, 817-987-1819 ext. 3000, greyden.barnett@acaedu.net
- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Courtney Boswell, 2912 W. Arkansas Ln., Dalworthington Gardens, TX 76016, 817-987-1819 ext. 3209, courtney.boswell@acaedu.net
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Greyden Barnett, 5206 S. Bowen Rd., Arlington, TX 76017, 817-987-1819 ext. 3000, greyden.barnett@acaedu.net
- All other concerns regarding discrimination may be directed Greyden Barnett, 5206 S. Bowen Rd., Arlington, TX 76017, 817-987-1819 ext. 3000, greyden.barnett@acaedu.net

ACA also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of ACA policy.

Discrimination and Harassment (Prohibited Conduct)

For purposes of ACA policy, the term "Prohibited Conduct" means discrimination or harassment against a student involving conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or that is so severe, persistent, or pervasive that the conduct:

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

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

ACA also considers gender-based harassment to be Prohibited Conduct. 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.

Prohibited Conduct may also include dating violence, which occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may

include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or 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, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with an ACA 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 Prohibited Conduct

****NOTE**** The following procedures apply to allegations of Prohibited Conduct other than allegations of harassment prohibited by Title IX. For allegations of sex-based harassment that, if proved, would meet the definition of a formal complaint of sexual harassment under Title IX, please see the procedures outlined in "Freedom from Sexual Harassment" in this Handbook.

Any student who believes that he or she has experienced Prohibited Conduct or retaliation, or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged acts to a teacher, counselor, the Principal, or other school employee. The report may also be made by the student's parent. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Investigation

To the extent possible, ACA 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 will be promptly investigated. The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by ACA, such as an attorney. When appropriate, the Principal or the student's teacher(s) will be involved in or informed of the investigation.

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

During the course of an investigation and when appropriate, ACA will take interim action to address the alleged Prohibited Conduct. If the school's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. ACA 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 investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the school's student and parent complaint process, beginning at Level Two (grievance policy).

Freedom from Sexual Harassment

ACA prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another student. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ACA's educational programs or activities;
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; sexually-motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact. Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

General Definitions

A "complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A "respondent" means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that ACA investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriately and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to ACA's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or ACA's educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

Reporting Sexual Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in the "Statement of Nondiscrimination" section of this handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.

ACA's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Notice of Allegations

Upon receipt of a formal complaint, ACA must provide the following written notice to the parties who are known:

- Notice of ACA's grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect and review evidence related to the complaint.
- Notice that ACA prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, ACA decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, ACA must provide notice of the additional allegations to the parties whose identities are known.

Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of ACA.

The following guidelines apply when ACA receives a formal complaint of sexual harassment. This process is designed to incorporate due process principles, treat all parties fairly, and to assist ACA reach reliable responsibility determinations.

- ACA will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by ACA as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or responsible. ACA will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and ACA's sexual harassment policy.
- ACA recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- ACA shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or 16 accommodation of disabilities.

- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- ACA shall employ the preponderance of the evidence standard to determine responsibility when reviewing formal complaints.
- ACA may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

Consolidating Formal Complaints

ACA may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arising out of the same facts or circumstances.

Dismissal of Formal Complaints

ACA must investigate the allegations in a formal complaint.

ACA must dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved;
- Did not occur in ACA's education program or activity; or
- Did not occur against a person in the United States.

ACA may dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by ACA; or
- Specific circumstances prevent ACA from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, ACA must promptly send a simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude ACA from taking appropriate action under the Student Code of Conduct or any other school policy that may apply to the alleged conduct.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- ACA will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on ACA and not on the parties.
- ACA cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless ACA receives that party's voluntary, written consent to do so.
- ACA will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- ACA will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- ACA will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the

advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. ACA may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

- ACA will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- ACA will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, ACA must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completing the investigative report.
- ACA must create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the preponderance of the evidence standard, regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding application of ACA's Code of Conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to ACA's education program or activities will be provided to the complainant; and
- ACA's procedures and permissible bases for the complainant and respondent to appeal.

ACA must provide the written determination to the parties simultaneously. The determination becomes final either on the date ACA provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

ACA will offer both parties an appeal from a determination regarding responsibility, and from ACA's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, ACA will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. ACA will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the preponderance of the evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal through the student and parent complaint process, beginning at Level Two.

Emergency Removals

ACA is able to remove a respondent from ACA's education program on an emergency basis, provided that ACA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. ACA's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution

At any time prior to reaching a determination regarding responsibility, ACA may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, ACA may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, ACA may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, ACA must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

- Obtain the parties' voluntary, written consent to the informal resolution process.

ACA may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

Neither ACA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy. Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination. Complaints alleging retaliation may be filed according to the grievance procedure described above.

Confidentiality

ACA must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

Non-Sexual Harassment Sex Discrimination

The formal complaint investigation and resolution process outlined above in "Freedom from Sexual Harassment" applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of nonsexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described in the "Freedom from Discrimination, Harassment, and Retaliation" section of this Handbook.

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.

Unsafe School Choice Option (USCO): ACA is a safe-choice school. In accordance with law, parents have choices when it comes to the safety of their children. In accordance with Title VIII, Section 8532, if another campus is not available within ACA, our policies provide for other types of services to ensure the safety of the student. These services are provided on a case-by-case basis, in the best interest of the student. ACA will use the Unsafe School Choice Option Guidance Handbook provided by the Texas Education Agency ([LINK](#)) to determine 1) if a student meets the definition of a victim of a violent crime and 2) what services should be offered in the best interest of the student if the student remains on campus. If a parent needs to invoke this option, the parent must complete an Unsafe School Choice Option request form and submit it to the principal of the current campus within 14 calendar days of the incident. If a transfer is requested and available with another local school, then transfers will be complete within 14 school days of when the form is received. The details of the transfer will be dependent on the student's needs but will be specified in writing to the parent, the administrator of the current school, and the administrator of the receiving school.

ACA will collect and maintain relevant data regarding the incident (including but not limited to victim data, incident date, incident number, and identity of the perpetrator) for a minimum of five years for auditing and validation monitoring purposes

ACA will collect and maintain documentation to show that the victim's parents were offered the USCO transfer option described in this policy. ACA will also collect and maintain documentation reflecting when services or a transfer was requested and/or completed.

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

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

Disruptions

To protect student safety and sustain an educational program free from disruption, state law permits ACA to act against any person—student or nonstudent who:

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

Distribution of Materials or Documents

School Materials

Publications prepared by and for ACA may be posted or distributed with prior approval by the Principal or designee. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Students must obtain express prior approval of the Superintendent or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on ACA property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which ACA does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with ACA or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal to the Superintendent or designee's decision in accordance with Board policy.

Dress Code/Uniforms

As authorized by state law and ACA's charter, ACA requires that all students wear only approved uniforms. All uniform articles must originate from the Dennis/Mills Uniform store; parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. A request for school assistance for purchasing or providing uniforms must be made in writing to the Principal or designee and include evidence of the inability to pay. A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform

if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students out of uniform will be issued a variance letter (policy violation) 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 with a religious doctrine or related to a medical device or need. Exceptions will also be made for masks as defined in ACA's COVID response plan. Decisions regarding dress and grooming are campus decisions. The decision of the Principal is considered final. Please see [the appendix](#) for details on uniforms and appropriate dress code including guidelines for free dress days.

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.

Before ACA may conduct an active threat exercise, including an active shooter simulation, ACA shall comply with the notice requirements of Education Code § 37.1141(a)(1)-(3), including adequate notice of the exercise to students, parents, school staff, and first responder organizations that would likely respond in the event of a false report or alarm. Note: This is not the same as a lock-down drill.

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.

Drug-Free School Notice

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

NOTICE TO PARENTS AND STUDENTS RE: FENTANYL

There is a growing threat to the health and safety of our youth that we want to bring to your attention. Fentanyl is a man-made, Schedule II narcotic. While ACA has not seen any issues regarding fentanyl, this drug has reached a growing number of communities of all sizes across Texas and has impacted so many lives. According to the Centers for Disease Control (CDC), within the last two years, teen overdose deaths

related to Fentanyl have tripled. Over half of all overdose deaths are related to Fentanyl use. Death from Fentanyl overdose happens when the respiratory system slows, or not enough oxygen gets to the brain.

Fentanyl is a manufactured opiate drug that is generally used in the medical field to treat severe pain. It is often used in emergency situations and given by paramedics and in emergency rooms. Sadly, an underground market has developed for this drug, and it is often marketed to youth. Fentanyl can come in many forms and even the smallest amount can be lethal. It is often mixed with other drugs such as cocaine and heroin. Prescription medications can also be laced with it. There have been some cases where the Fentanyl pills were made to look like candy. Oftentimes, the teen has no idea that what they are taking has Fentanyl in it.

What can you do as a parent to prevent your teen from falling prey to this deadly trend?

1. Talk to your teen. Talk about the dangers that they may face at parties and social events. Let them know that they can talk to you about things that are concerning them.
2. Monitor their social media and app usage. This is a common way that teens get access to this drug.
3. Encourage your teen to get involved with extracurricular activities, church, service projects, community, and school organizations. Keeping your teen involved can help battle loneliness, isolation, and hopelessness.
4. Know how to access the district's anonymous reporting tool. It can be found on the district's website. Report any suspicion that Fentanyl use may be occurring in the schools or that someone may be abusing it. Encourage your child to do the same. You could save a life.
5. Monitor your child's behavior. Has their behavior changed lately? Do they have a new set of "friends"? Are they keeping to themselves more often than usual?
6. Seek help if your child is facing a mental health challenge or if you suspect they are using any substance.

Together, we can help our youth make better choices to avoid this dangerous drug and to keep it out of our schools and communities.

Electronic Devices

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

ACA permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing. Students are not permitted to possess or use personal electronic devices (such as MP3 players, video or audio records, DVD players, cameras, games, smart watches, or similar electronic devices) at school unless prior permission has been obtained.

If a student has unauthorized personal electronic or telecommunication devices at school, school staff will collect the items and turn them into the Principal's office. The Principal will determine whether to return the item(s) to students at the end of the day or contact a parent to pick up the item(s).

The use of cell phones or any other device capable of capturing images is strictly prohibited in locker rooms, restroom areas, or other sensitive areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device (such as a cell phone) without authorization during the school day, the device will be confiscated. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, school officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. A confiscated device may be picked up from the Principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or a parent will be disposed of after notice as required by law.

Any disciplinary action will be in accordance with the Student Code of Conduct.

ACA will not be responsible for damage to or loss or theft of confiscated personal devices.

Acceptable Use of Technology Resources

School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include ACA's network systems and use of school equipment, is restricted to approved purposes only. Students and parents will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding the use of these school resources. Violations of the user agreement may result in the 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 the "[Before You Text: Sexting & Bullying Prevention, Education & Intervention Course](#)," 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 ACA'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.

Emerging Bilingual / ESL Program

Arlington Classics Academy serves students who qualify for the English as a Second Language program. When students enroll in a Texas public school, the parent indicates the home and student language. If any language other than English is listed, a student's language proficiency is assessed.

If a student qualifies for ESL services, they receive instruction from an ESL-certified teacher. At the Primary campus, the homeroom teacher is certified. At the Intermediate and Middle Schools, the English Language Arts teacher is ESL-certified.

If you have questions about ESL, contact Courtney Boswell, Coordinator of Special Programs and Assessment at courtney.boswell@acaedu.net or 817.987.1819.

Exams for Acceleration (Credit By Exam)

Parents of a student in grades K-7 may petition the campus principal for their students to take examinations for the purpose of advancing the student one grade level ahead. Parents 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 requests 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 campus 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, ACA 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, ACA will pay for the student to take an examination one time 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 May
- Third week of June
- 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, the 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

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

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
2. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
3. A security deposit for the return of materials, supplies or equipment;
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, graduation announcements, etc.;
6. A fee for voluntary student health and accident benefit plan;
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
9. A parking fee;
10. A fee for the replacement of a student identification card;
11. If offered, a fee for a driver training course, not to exceed the actual cost per student in the program for the current school year;
12. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
13. A fee for summer school courses that are offered tuition-free during the regular school year;
14. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program;
15. A fee for lost, damaged, or overdue library books; or

16. A fee specifically permitted by any other statute.

ACA may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Superintendent or , and include evidence of inability to pay. Details for the fee waiver are available in the campus office.

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

Field Trips

ACA periodically takes students on field trips for educational purposes. A parent must provide permission for a student to participate in a field trip. 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.

ACA may ask a parent to provide information about a student’s medical provider and insurance coverage, and may also ask a parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

ACA may (as allowed by law) require a fee for student participation in a field trip to cover expenses such as transportation, housing, admission, and meals; however, students will not be denied participation because of demonstrated financial need.

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 15 - September 15 or January 15 - February 15) (and receive approval to be a chaperone on a school sponsored field trip. Additional training may be required.

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 to 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 the 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 vehicles unless they are your own children.

Appropriate Presence while being a chaperone:

- Be present: refrain from being on a cell phone or tech device while monitoring students.
- 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 the 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

ACA participates in the National School Lunch and Breakfast Program and ACA offers breakfast and lunch food service at each of its campuses. 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.

Payments for a la carte items may be made directly to Arlington Classics Academy by cash or check. 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 on specific lunch serving times. All visitors must first check in at the 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. ACA 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 as appropriate for the grade level. 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

Health-Related Resources, Policies, and Procedures

Mental and Physical Health Resources

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The school nurse:
Primary Campus - McKayla Moore, mckayla.moore@acaedu.net;
Intermediate Campus - Emily Everett, emily.everett@acaedu.net;
MS Campus - Kim Simpson, kimberly.simpson@acaedu.net.
- The school counselor:
Primary Campus - Angie Marshall, angela.marshall@acaedu.net
Intermediate Campus - Jeanne Mowry, jmowry@acaedu.net
MS Campus - Amy Barrett, amy.barrett@acaedu.net
- The local public health authority, Tarrant County Public Health, which may be contacted at (817) 248-6299.

Policies and Procedures that Promote Student Physical and Mental Health

ACA has adopted Board policies that promote student physical and mental health, including:

- Food and nutrition management,
- Wellness and health services,
- Physical examinations,
- Immunizations,
- Medical treatment,
- Communicable diseases,
- Crisis intervention,
- Trauma-informed care,
- Student safety,
- Child abuse and neglect,
- Freedom from discrimination, harassment, and retaliation, and
- Freedom from bullying.

ACA has also developed administrative procedures as necessary to implement these policies. Please contact Grey Barnett, Director of HR and Student Services, at grey.barnett@acaedu.net for information on these policies and procedures.

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 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.

Part 2: School Programs/Celebrations

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 that 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. On the elementary level, natural opportunities arise for discussion of religious holidays while studying different cultures and communities.

Part 3: Individual or group student celebrations

ACA affirms the rights of parents to instruct their children in matters of religion. Therefore, ACA will not grant parent requests for student sharing of religious matters in the classroom outside of the scope and sequence of the curriculum. This would include but not be limited to giving lectures concerning religious topics, providing gifts of religious nature, passing out religious literature or materials, or any other practice that might infringe upon parental rights for religious instruction in the home.

Medication/Health & Wellness

Medication at school:

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

- 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 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, and both the parent 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 the recommended dosage.
- Medication must be in original, properly labeled containers. Prescription labels must clearly state the student's name, name of the medication, and directions for dispensation. No medication brought in unlabeled containers or bags will be given. In accordance with the Texas Board of Nursing Practice Act, ACA will not administer medications prescribed or fulfilled in Mexico.
- Sample containers of medications provided by a physician's office will require a physician's written order with the student's name, name of the 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 request from the student's physician or other licensed health care provider to indicate the student is capable of independently administering his or her own medication..
 - 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 an 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.
 - If the student fails to or does not comply with the physician's instructions, ACA may reconsider 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, the name of the 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 the administration of any medication.

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

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, ACA staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

Head Lice

Head lice (which is not an illness or disease) are common among children, and may spread easily through contact during play or when students share items such as headphones, brushes, combs, hats, or other items that come in contact with hair.

ACA does not require or recommend that students be removed from school because of lice or nits.

If ACA observes that a student may have head lice, an appropriate administrator will contact the student's parent to determine whether the student needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When an elementary student has head lice, ACA will also provide written notice to the student's parent and the parents of each child assigned to the same classroom as required by state law.

Immunizations

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 the Texas Department of State Health Services ([LINK](#)).

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the "2022–2023 Immunization Requirements for Schools" available on the Texas Department of State Health Services website at <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>.

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

Provisional Enrollment

A student may be provisionally admitted to or enrolled in ACA if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible, and complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible. The student and/or parent must also provide acceptable evidence of vaccination to ACA.

A nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and ACA shall exclude him or her from school attendance until the required dose is administered.

Homeless Students: A student who is homeless, as defined by federal law, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. ACA shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Children in Foster Care: A student who is a “child in foster care” as defined by 45 C.F.R. § 1355.20(a) shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. ACA shall promptly refer the student to an appropriate health provider to obtain the required vaccinations.

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

Military Dependents: A military dependent can be enrolled provisionally for no more than 30 days if the student transfers from one school to another and is awaiting the transfer of the immunization record. The collection and exchange of information pertaining to immunizations with respect to military dependents shall be subject to confidentiality provisions prescribed by federal law.

Exclusions from Immunization Requirements

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

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

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

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

If a parent seeks an exemption for more than one student, a separate form must be provided for each student.

Immunization Records Reporting

The school’s record of a student’s immunization history, while private in most instances, may be inspected by the Texas Education Agency (“TEA”), local health departments, and Texas Department of State Health Services and transferred to other schools associated with the transfer of the student to those schools.

Invasive examinations or screenings

ACA nurses or staff members designated by the school nurse 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.

Seizure Management Plan

The parent of a student with a seizure disorder may seek care for the student's seizures while the student is at school or participating in a school activity by submitting to ACA a copy of a seizure management and treatment plan developed by the parent and the physician responsible for the student's seizure treatment. The plan must be submitted to and reviewed by ACA:

1. Before or at the beginning of the school year;
2. On enrollment of the student if the student enrolls after the start of the school year; or
3. As soon as practicable following a diagnosis of a seizure disorder for the student.

A seizure management and treatment plan must:

1. Identify the health care services the student may receive at school or while participating in a school activity;
2. Evaluate the student's ability to manage and level of understanding of the student's seizures; and
3. Be signed by the student's parent and the physician for the student's seizure treatment.

Student Illness

When your child is ill, please contact ACA to let us know if he or she will not be attending that day.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent. Students may be sent home in the following circumstances:

Exclusion from school:

- Fever:
 - o Students with a fever \geq to 100.0° will be sent home.
 - o 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.
 - o 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:
 - o If vomiting is related to asthma/coughing, or if there is only one episode (without fever), the school nurse will monitor the situation and perform necessary interventions.
 - o If there is more than one episode, or if vomiting is accompanied by a fever, the student will be sent home.
 - o 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:
 - o If there is only one episode, the school nurse will monitor the situation and perform necessary interventions.
 - o If there is more than one episode, or if it is associated with a fever, the student will be sent home.
 - o Students sent home for diarrhea will not be permitted to return to class until 24 hours have passed since the last episode of diarrhea.*
 - Signs of Conjunctivitis (Pink Eye):
 - o 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):
 - o Students diagnosed should not return to school until completion of five days of appropriate antibiotic therapy, or
 - o until 21 days have passed since cough onset, whichever is earlier.
 - Any student presenting with a rash with the 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.

Mental Health Promotion and Intervention

ACA has developed protocols for providing a parent-recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention. Also included is any student who has been identified as at risk of attempting suicide. Campus counselors will notify a parent within a reasonable amount of time after learning that a student has early warning signs and the possible need for intervention, and will also provide additional information on available counseling options.

ACA has also developed protocols for staff members to notify the campus counselor and to identify a student who may need intervention.

The campus counselor can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

Mental Health Support (All Grade Levels)

ACA has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;

- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, ACA has procedures to support the student's return to school. Please contact the campus counselor for additional information.

Teachers and other school employees may discuss a student's behavior or academic progress with the student's parent or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Information on Student ID Cards

Each student ID card issued to a student in grade six or higher will have printed on the card the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line.

Parent Involvement

Parent Contact Information

Parents are required to provide, in writing, the parent's address, phone number, and email address upon a student's enrollment within the first two weeks of the start of each school year. If a parent's contact information changes during the school year, the parent must notify ACA no later than two weeks after the effective date of the change.

Parent Involvement Opportunities

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 the 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 the 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, volunteers, 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:
 - Academic reports (including assessment reports).
 - Progress/Report cards.
 - Permission slips.
 - Expectations and Agreements.
 - Enrollment/registration documents.

Parent Rights

Consent to Human Sexuality Instruction

As part of ACA's curriculum, students in certain grade levels receive instruction related to human sexuality. In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use ACA's grievance procedure concerning a complaint.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relation to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;

- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Before a student receives human sexuality instruction, ACA must obtain written consent from the student's parent.

Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Students in middle school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in the instruction will be posted on the district's website.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use ACA's grievance procedure concerning a complaint.

Consent to Provide a Mental-Health Care Service

ACA will not provide a mental health care service to a student or conduct a medical screening of a student as part of the school's intervention procedures except as permitted by law.

ACA has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The campus counselor will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

ACA has also established procedures for staff to notify the campus counselor regarding a student who may need intervention.

The campus counselor can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

Notice of Teacher Qualifications

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

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

Phone Calls/Cell Phones/Texts

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

ACA permits students to possess personal cell phones for safety purposes; however, these devices **must remain turned off during the instructional day, including during all testing**, and stored in a locker, cubby and/or backpack.

If a student uses a cell phone without authorization during the school day, the device will be confiscated. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, school officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. A confiscated device may be picked up from the Principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or parent will be disposed of after the notice required by law.

The use of cell phones or any other device capable of capturing images is strictly prohibited in locker rooms, restroom areas, or other sensitive areas while at school or at a school-related or school-sponsored event.

Any disciplinary action related to improper use of a cell phone will be in accordance with the Student Code of Conduct.

ACA is not responsible for lost or stolen cell phones.

***Parents are prohibited 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, parents will be informed 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.

Acanthosis Screening for Diabetes

Children in certain grades identified by the state must be screened for warning signs of diabetes.

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

Athletics Participation

For certain extracurricular activities, a student must submit to certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- An athletics program;
- Marching band; or
- Any extracurricular programs identified by the Superintendent.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder.

Dyslexia and Related Disorders

From time to time, students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the State of Texas. The program approved by the state must include screening at the end of the school year of each student in kindergarten

and each student in the first grade. Parents will be notified should ACA determine a need to identify or assess their student for dyslexia and related disorders.

Fitness Testing

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

Spinal Screening

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

A parent who declines participation in the spinal screening provided by ACA must submit to the Principal or designee documentation of a professional examination, which includes the results of a forward-bend test. This documentation must be submitted to ACA during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

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

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. A student may be screened using photoscreening to detect vision disorders.

Screening records for individual students may be inspected by the Texas Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

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

Plan for Addressing Sexual Abuse, Trafficking, and Other Maltreatment of Children

ACA has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children. For purposes of this plan, trafficking includes both sex and labor trafficking. This plan (detailed below) may also be accessed by contacting the Principal.

What is Sexual Abuse of a Child?

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

What is Trafficking?

Child trafficking in any form is prohibited by the Texas Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers may be trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

What is Other Maltreatment of a Child?

Other maltreatment of a child under the Texas Family Code includes "abuse" or "neglect" of a child.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the DFPS.

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or Principal will provide information regarding counseling options for you and your child that are available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to:

- Texas Abuse Hotline: 1-800-252-5400;

- In non-emergency situations, the [Texas Abuse Hotline Website](#);
- Your local police department; or
- Call 911 for emergency situations.

Methods for Increasing Awareness Regarding Sexual Abuse, Trafficking, or Other Maltreatment

For Staff: ACA trains staff in all content areas addressed in the Plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration. The training includes prevention techniques for and recognition of sexual abuse, trafficking, and all other maltreatment of children, including sexual abuse, trafficking, and other maltreatment of children with significant cognitive disabilities.

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

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused, trafficked, or otherwise maltreated.

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

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

These websites are also helpful:

- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [Child Welfare Information Gateway Factsheet](#)
- [Human Trafficking of School-aged Children](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [National Center on Safe Supportive Learning Environments: Child Labor Trafficking](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)

Likely Warning Signs of Sexual Abuse, Trafficking, or Other Maltreatment

Possible warning signs of sexual abuse or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Fear of being alone with adults.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Using new or adult words for body parts.

- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.
- Older boyfriends or girlfriends.
- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).
- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

- A desire to quit a job but not being allowed to do so.
- Being employed and having a work permit but clearly working outside the permitted hours for students.
- Being employed but not having a school-authorized work permit.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Being unpaid, paid very little, or paid only through tips.
- Living with an employer or having an employer listed as a student's caregiver.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Not being in control of his or her own money.
- Owing a large debt and being unable to pay it off.

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

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

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

Available Counseling Options

A list of counseling providers can be found through the [Texas Department of Family and Protective Services, Programs Available in Your County](#) website.

Notice of Penalties for Trafficking of Persons and Online Solicitation of a Minor

Under Penal Code 20A.02(b-1), an offense related to human trafficking is a first-degree felony if the offense is committed in a location that was on the premises of or within 1,000 feet of the premises of a school, or on premises or within 1,000 feet of premises where an official school function was taking place or an event sponsored or sanctioned by the University Interscholastic League was taking place.

Additionally, under Penal Code 33.021(f-1), there are enhanced penalties for the offense of online solicitation of a minor if the actor committed the offense during regular school hours and the actor knew or reasonably should have known that the minor was enrolled in a public or private school at the time of the offense.

Planners

All students generally need some assistance in regard to being organized and responsible. In response to that need, each ACA student in grades 1-5 will be provided a student planner to aid them in the organization of their assignments. Students in grades 6-8 will be provided a planner if requested by the parent or student. Students are expected to record information provided by the teacher in their planner each day. 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 and Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. A parent 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 the 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.

Prayer and Meditation

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

Preparedness Training

ACA will annually offer instruction in CPR at least once to students in grades 7-8. The instruction may be provided as part of any course and is not required to result in CPR certification.

ACA will annually offer students in grades 7–8 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, please see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

Promotion/Retention

In General

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.

A student may be considered for retention if they have met any of the following criteria:

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

ACA is not obligated to give passing grades to students who do not perform adequately or allow students to proceed to their next grade when students do not possess mastery and show that mastery by performing adequately during relevant tests.

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 unless otherwise prohibited by law.

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 unless otherwise prohibited by law.

Grades 6-8

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 unless otherwise prohibited by law.

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.

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.

Special Education Students: A student's IEP can modify the school's promotion criteria in whole or in part. Any modified promotion standards shall be determined by the student's ARD committee and documented in the IEP. A student's ARD committee will also make determinations on whether a student will be promoted or retained.

Parent Options for Students to Repeat Grades or Courses

In certain circumstances, a parent may elect for a student to repeat a grade or retake a high school course. Subject to certain restrictions, a parent may elect for a student to:

1. Repeat kindergarten;
2. Enroll in kindergarten if the child would have enrolled in kindergarten in the previous school year and has not yet enrolled in first grade;
3. For grades one through three, repeat the grade the student was enrolled in the previous school year;
4. For grades four through eight, repeat the grade the student was enrolled in the previous school year; and/or
5. For courses taken for high school credit, repeat any course in which the student was enrolled during the previous school year.

A parent may not elect for a student to repeat a course identified in item 5 above if ACA determines the student has met all of the requirements for graduation.

An election for a student to repeat a grade or retake a high school course must be made in writing. If ACA disagrees with a parent election for a student to repeat a grade or retake a high school course, the school must convene a retention committee and meet with the parent to discuss retention. The meeting must be conducted in person unless the parent agrees to alternative means. A student may not be retained for a grade or repeat a course if the parent does not meet with the retention committee.

The retention committee will be composed of the Principal or designee, the student's parent, the teacher who taught the grade or course for which the parent wants the student retained or repeated, and additional teachers at the discretion of the Principal, if the student will potentially repeat multiple courses. During the retention meeting, ACA and the parent will discuss the merits of and concerns with advancement and retention, and review and consider the student's grade in each subject or course, the results of any formative or summative assessments administered to the student, and any other available academic information to determine the student's academic readiness for the next grade or a given course. After the parent has participated in a retention committee meeting, the parent shall decide whether the student should be retained or retake a grade or course. ACA must abide by the parent's decision.

Publications/Parent Communications

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

Student Planner/Calendar: The student planner is a wealth of information for parents to understand what is expected of students. The planner is a communication tool where parents can see if the student struggled with behavior (in certain grade levels) or if the student is practicing good academic habits through documenting their learning objectives and goals as provided by the teacher.

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

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

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.

*Please note that social media is not an official communication tool. While ACA will work to provide important and productive updates to our social media platforms, Remind is the essential communication tool for operational information, including safety. ACA cannot qualify or substantiate information provided on unofficial social media pages or platforms.

Recitation of the Declaration of Independence

Part of ACA's mission is for students to understand the origins of their liberty. We strive to do this by exposing students to education around civics as grade level appropriate. For all public schools in Texas, the week of September 17 is designated as "Celebrate Freedom Week." During that time, social studies classes will provide instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and students in grades 3 and above will recite a portion of the text of the Declaration of Independence. A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, ACA determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

Recognition

At the end of the school year ACA 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.

Required Curriculum

ACA offers instruction in the Texas Essential Knowledge and Skills of the appropriate grade levels in the foundation and enrichment curriculum. ACA also incorporates learning objectives from Core Knowledge (not to be confused with Common Core).

For any social studies course in the required curriculum, ACA may not require, make part of a course, or award a grade or course credit (including extra credit) for a student’s:

1. Work for, affiliation with, or service learning in an association with any organization engaged in (i) lobbying for legislation at the federal, state, or local level, if the student’s duties involve directly or indirectly attempting to influence social or public policy or the outcome of legislation, or (ii) social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts by direct communication to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or
3. Participation in any internship, practicum, or similar activity involving social or public policy advocacy.

Additionally, ACA may not implement or enforce any rules of student conduct in a manner that would result in a student’s punishment for discussing, or have a chilling effect on reasonable student discussions involving those concepts described in Education Code § 28.002(a)(4) in school or during a school-sponsored activity.

Standardized Testing

State of Texas Assessments of Academic Readiness

In addition to routine tests and other measures of achievement, students in grades 3–8 will take the state assessment, the STAAR exam, in the following subjects:

- Mathematics, annually in grades 3–8;
- Reading, annually in grades 3–8;
- Writing, including spelling and grammar, in grades 4 and 7; (no longer a separate assessment)
- Science in grades 5 and 8; and
- Social Studies in grade 8.

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student's admission, review, and dismissal committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Accelerated Instruction: Grades 3–8

ACA will provide accelerated instruction to each student who fails to perform satisfactorily on the STAAR exam in the third, fourth, fifth, sixth, seventh, or eighth grade. This accelerated instruction will be provided either during the subsequent summer or school year, and consist of instruction meeting the requirements of Education Code § 28.0211(a-1) and 28.0211(a-4), as applicable.

Accelerated instruction provided during the following school year may require participation of the student before or after normal school hours.

In providing this accelerated instruction, ACA may not remove a student, except under circumstances for which a student enrolled in the same grade level who is not receiving accelerated instruction would be removed, from: (1) instruction in the foundation and enrichment curriculum for the grade level in which the student is enrolled, or (2) recess or other physical activity that is available to other students enrolled in the same grade level.

Accelerated Learning Committees

Accelerated Learning Committees were amended during the 88th legislative session. ACA is awaiting the release of rules and guidance regarding these committees before publishing more information.

A parent of a student who fails to perform satisfactorily on one of the STAAR exams mentioned above may submit a written request to the Principal for ACA to consider the student's assignment to a particular classroom teacher in the applicable subject area for the subsequent school year, if more than one classroom teacher is available. ACA retains discretion to make classroom assignments based on campus needs and classroom capacity.

During the school year, the student's progress will be monitored to ensure that the student is progressing in accordance with the plan. ACA will also administer to the student the assessment instrument for the

grade level in which the student is placed at the same time as the assessment is taken by other students in the same grade level.

The student's parent may contest the content or implementation of an educational plan by submitting a written complaint to the Principal within (1) seven calendar days of the parent's receipt of the educational plan or (2) within seven calendar days of the parent's concern that the educational plan is not being properly implemented. The Principal will conduct a conference with the parent within five school days of the Principal's receipt of the written complaint and issue a written decision within five school days of the conference. A parent who is dissatisfied with the Principal's decision may appeal through ACA's student and parent complaint process, beginning at Level Two.

Special Education Students: The ARD Committee of a student who participates in the school's special education program and who does not perform satisfactorily on the math or reading portions of the third, fifth, or eighth grade STAAR assessment must meet to determine the manner in which the student will participate in an accelerated instruction program.

Texas English Language Proficiency Assessment System

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

Steroid Notice

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

ACA does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

Student or Parent Complaints and Concerns

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

The Board of Directors encourages parents and the public to discuss their complaints and grievances through informal meetings with the Principal or designee. Complaints and grievances should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Neither the Board of Directors nor any ACA employee shall unlawfully retaliate against a parent or student for voicing a complaint and/or grievance.

The Executive Director of Schools or designee shall ensure that the school's complaint and grievance procedures are provided to all parents and students. The formal complaint and grievance procedure shall provide for any complaint and grievance to ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

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

Informal Conferences

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

Formal Grievance Process

The formal complaint process provides all persons with an opportunity to be heard up to the Board of Directors if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a parent and/or student can bring complaints to the Board of Directors, as outlined below.

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

Level One Complaint –Principal Review

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

The Principal or designee will meet with the complaining parent and issue a written Level One Decision within ten days of the Principal or designee's receipt of the complaint.

Note: A complaint and/or grievance against the Superintendent shall begin at Level Three.

Level Two Complaint – Superintendent Review

If the parent or student is not satisfied with the Level One Decision, or if no Level One Decision is provided, the parent or student may file a written appeal to the Superintendent or designee. The appeal

must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written Level One complaint and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the Level One complaint. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Level One Decision is made. The Superintendent or designee will meet with the complaining parent or student and issue a written Level Two Decision within fifteen school days of receiving the written appeal.

Level Three – Board of Directors Review

If the student or parent is not satisfied with the Level Two Decision, or if no Level Two Decision is provided, the parent or student may submit to the Superintendent a written appeal to the Board of Directors. The request must be filed within ten school days of the Level Two Decision or the response deadline if no Level Two Decision is made. The Superintendent or designee will inform the student or parent of the date, time, and place of the Board of Directors meeting at which the appeal will be placed on the agenda for consideration by the Board.

The Board of Directors will consider the appeal and may allow a presentation by the parent or student and the school administration. The appeal will be limited to the issues and documents considered at Level Two, except that if the administration intends to rely on evidence not included in the complaint record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the Board of Directors' meeting. ACA will determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for any presentation of evidence, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board of Directors. The Board of Directors shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

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

Additional Complaint Procedures

This Parent and Student Complaints and Grievance process does not apply to all complaints and/or grievances:

1. Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation” in this Handbook.
2. Complaints concerning decisions of an accelerated learning committee and/or ACA’s implementation of a student’s accelerated learning plan shall be submitted as described in “Accelerated Learning Committee,” in this Handbook.
3. Formal complaints alleging sexual harassment shall be submitted as described in “Freedom from Sexual Harassment” in this Handbook.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying” in this Handbook.

5. Complaints and grievances concerning loss of credit on the basis of attendance shall be submitted as described in “Attendance for Credit or Final Grade” in this Handbook.
6. Complaints and grievances concerning disciplinary long-term suspensions and/or expulsions shall be submitted as described in the Student Code of Conduct.
7. Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” in this Handbook, except that the deadline for filing an initial Level One complaint and/or grievance shall be 30 calendar days and the procedural safeguards handbook.
8. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.

Complaints regarding the Free and Reduced Price Meal Program.

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

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's 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 Records

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

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

ACA will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents' consent. 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 requests within 48 hours. All records requests 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 to the school principal, clearly identify the part of the record they want to be 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 or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of 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

Notice of Directory Information

FERPA, a federal law, requires that ACA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ACA may disclose appropriately designated "directory information" without written consent, unless you have advised ACA to the contrary in accordance with ACA's procedures.

ACA has designated the following categories of information as 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,

Unless a parent directs otherwise on a form provided by ACA, the school shall release designated directory information. However, ACA shall only release directory information:

1. For school-sponsored purposes, as described below; and
2. In response to record requests by law enforcement officials.

For all other purposes, including third-party requestors, ACA will not release student directory information.

Directory Information for School-Related Purposes

For purposes of this policy, school-related purposes shall include all logical ACA and campus publications, including yearbooks, newsletters, directories, and graduation-related documents, as well as announcements related to district/campus activities, honors, and awards.

Directory Information Requests by Law Enforcement Officials

ACA has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities: students name, address, and telephone number.

IF YOU DO NOT WANT ACA TO DISCLOSE ANY OR ALL OF THE TYPES OF INFORMATION DESIGNATED ABOVE AS DIRECTORY INFORMATION FROM YOUR CHILD'S EDUCATION RECORDS WITHOUT YOUR PRIOR WRITTEN CONSENT, YOU MUST NOTIFY ACA IN WRITING WITHIN 10 DAYS AFTER RECEIVING THIS ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA.

Disclosure of PII Without Consent

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 the 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 41 regarding a referral for evaluation for special education services is:

District	Primary Campus	Intermediate Campus	Middle School Campus
Regina Davis	Melissa Fambrough	Teri Rodgers	Yolonda Dawson
817-987-1819	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 charter school's Section 504 program. 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:

District	Primary Campus	Intermediate Campus	Middle School Campus
Courtney Boswell	Angelica Jenson	Jenna Thrift	Amy Barrett
817-987-1819	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](#)

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Students

ACA will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

Services for Title I Participants

Information regarding ACA's Title I program may be obtained from Melissa Fambrough at (817) 274-2008.

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing regular class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee ("LPAC") will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Teacher Requests

Unless required by applicable law, teacher requests and/or classroom change requests will not be accepted. Placement of students in a classroom is at the sole discretion of campus administration, including but not limited to placement of siblings or placement to resolve disciplinary or other issues. A parent of a student who fails to perform satisfactorily on state-mandated assessments may request for consideration that the student be assigned to a particular classroom teacher in the applicable subject area for the subsequent school year, if more than one classroom teacher is available, by submitting that request in writing to the campus principal.

Text/Library Books/School Technology Devices

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

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

A parent is entitled to request that ACA allow a student to take home any instructional materials used by the student. ACA will honor the request, subject to availability of the instructional materials. A student who takes home instructional materials must return the materials to school at the beginning of the next school day if requested to do so by the student's teacher. ACA must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student's home. ACA also is not required to purchase printed copies of instructional materials that the school would otherwise not purchase; ACA may provide the student with relevant electronic instructional materials.

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

- Books slightly damaged or containing writing or highlighting \$2.00.
- Damaged devices Cost of Repair.
- Books/devices that are not returned or badly damaged (ie water damage or missing pages/cover) Full price.

Tobacco and E-Cigarettes Prohibited

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vaporizing product while on school property or while attending an off-campus school-related activity. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

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 machines) 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's 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's license.

Videotaping of Students

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

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 lunchtime.
- 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 designated time periods (see Volunteer Application). 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 due 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, each employee has responsibilities that preclude them from being able to “chat” during work hours.

Withdrawals

Voluntary Withdrawal

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

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

Withdrawing students and parents are expected to:

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

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

Involuntary Withdrawal

ACA may initiate withdrawal of a student under the age of 19 for non-attendance if:

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

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

Appendices

- Uniform Dress
- Technology Acceptable Use Policy
- Traffic Flow Maps
- FERPA Directory Information Opt-Out Form
- Medication Consent Form
- Parent/School Compact

Uniform Dress Expectations






A committee of parents, teachers, and administrators worked together to create the uniform expectations and select the vendor to provide those uniforms for ACA families. The expectations described below summarize their work as amended over time and approved by the Board of Directors.

Note: Dennis Uniforms and Mills Uniforms have merged. The ACA uniform expectations refer to Mills but ACA recognizes that Dennis may be the label used on some products. Parents should expect Mills and Dennis to be used interchangeably throughout this document.










All students must wear uniform articles from designated vendors as indicated in the following charts.







ACA MS: Lanyards with IDs must be worn at all times.











Exception: ACA Parker plaid skirts, skorts, shorts, jumpers, polos, cap-sleeve shirt, green nylon jackets, pleated pants, and walking shorts (shorter length) are allowed for the life of the garment. Parents can request exceptions due to religious needs through the campus principal.

Allowable Uniform Articles: Shirts				
Item Description	Allowable Colors	Grade Span	Source	Note
 <p>Unisex Cotton/poly Pique Short-sleeve Polo with Arlington Classics Academy logo</p>  <p>Unisex Cotton/poly Pique Long-sleeve Polo with Arlington Classics Academy logo</p>	Dark green Navy White	Boys and Girls K-8	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Only ACA logo is acceptable.</p> <p>Shirts may not be monogrammed with anything else.</p> <p>Polo shirts purchased from any other vendor are not allowed.</p> <p>For girls in grades K-5, white polo can be worn under Jumper.</p>
 <p>Unisex Poly-wicking Short-sleeve Polo with Arlington Classics Academy logo</p>	Dark green Navy	Boys and Girls K-8	<p>Must be purchased from Mills.</p> <p>www.millswear.com</p> 	<p>Only ACA logo is acceptable.</p> <p>Shirts may not be monogrammed with anything else.</p> <p>Polo shirts purchased from any other vendor are not allowed.</p>

 <p>Girls' Poly/Cotton-poplin Cap-sleeve Blouse with Arlington Classics Academy</p>	White	Girls 6-8	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Only ACA logo is acceptable.</p> <p>Shirts may not be monogrammed with anything else.</p> <p>Cap sleeve blouses purchased from any other vendor are not allowed.</p> <p>*While this item is allowed for the life of the garment, it is no longer available for purchase by the vendor.</p>
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Allowable Uniform Articles: Pants, Shorts				
Item Description	Allowable Colors	Grade Span	Source	Note
 <p>Girls' Stretch-twill Flat-front Pants</p>  <p>Women's Stretch-twill Flat-front Pants</p>  <p>Girls' Cotton/poly Flat-front Pants</p>	Navy Khaki	Girls K-8	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Pants purchased from any other vendor are not allowed.</p> <p>Pants must be worn at waistline and should be appropriately sized.</p>
 <p>Boys' Cotton/poly Twill Pleated Pants</p>  <p>Men's Cotton/poly Twill Pleated Pants - Medium Inseam</p>  <p>Boys' Cotton/poly Twill Flat-front Pants</p>  <p>Men's Cotton/poly Twill Flat-front Pants - Medium Inseam</p>	Navy Khaki	Boys K-8	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Pants purchased from any other vendor are not allowed.</p> <p>Mens' Pants with Short/Long Inseam also available.</p> <p>Pants must be worn at waistline and must be appropriately sized.</p> <p>*While all items listed are allowed for the life of the garment, the pleated pant is no longer available for purchase by the vendor.</p>



 <p>Girls' Cotton/poly Flat-front Shorts</p>  <p>Girls' Stretch-twill City Shorts</p>	<p>Navy Khaki</p>	<p>Girls K-8</p>	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Shorts purchased from any other vendor are not allowed.</p> <p>Shorts must be worn at waistline and must be appropriately sized.</p>
 <p>Unisex Cotton/poly Twill Pull-on Shorts (Grade K Only)</p>  <p>Unisex Cotton/poly Twill Pull-on Pants (Grade K Only)</p>	<p>Navy Khaki</p>	<p>Girls and Boys Kinder Only</p>	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Pull-on Shorts or Pants purchased from any other vendor are not allowed.</p> <p>Shorts must be worn at waistline and must be appropriately sized.</p>
<p>Allowable Uniform Articles: Shorts, Skirts, Skorts</p>				
<p>Item Description</p>	<p>Allowable Colors</p>	<p>Grade Span</p>	<p>Source</p>	<p>Notes</p>

 <p>Boys' Cotton/poly Twill Flat-front Shorts</p>  <p>Boys' Cotton/poly Twill Pleated Shorts</p>  <p>Men's Cotton/poly Twill Flat-front Shorts</p>  <p>Men's Cotton/poly Twill Pleated Shorts</p>	<p>Navy Khaki</p>	<p>K-8</p>	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Shorts purchased from any other vendor are not allowed.</p> <p>Shorts must be worn at waistline and must be appropriately sized.</p> <p>*While all items listed are allowed for the life of the garment, the pleated short is no longer available for purchase by the vendor.</p>
 <p>Girls' 2-in-1 Skort</p>  <p>Girls' Poly Performance Double Wrap Skort</p>	<p>Plaid Navy Khaki (Navy and Khaki in limited supply)</p> <p>Khaki and Navy</p>	<p>Girls K-8</p>	<p>Must be purchased from Dennis/Mills</p> <p>www.millswear.com</p> 	<p>Skorts from any other vendor are not allowed.</p> <p>Skorts must be worn at waistline and must be appropriately sized.</p>
 <p>Girls' Box-Pleat (reg) Skirt</p>	<p>Navy Khaki</p>	<p>Girls K-8</p>	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Skirts from any other vendor are not allowed.</p> <p>Skirts must be worn at waistline and must be appropriately sized.</p>






 <p>Girls' Six-pleat with yoke Skirt</p>	Plaid	Girls K-8	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Skirts from any other vendor are not allowed.</p> <p>Skirts must be worn at waistline and must be appropriately sized.</p>
IMAGE NOT AVAILABLE	Green Plaid	Girls Grades K to 3 only	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Skirts from any other vendor are not allowed.</p> <p>Skirts must be worn at waistline and must be appropriately sized.</p>

Allowable Uniform Articles: Jumpers, Accessories

Item Description	Allowable Colors	Grade Span	Source	Notes
 <p>Girls' Front-zip Jumper - Child Size (Grades K to 5 Only)</p>  <p>Girls' Broadcloth SS Peter-Pan Blouse (Grades K to 5 Only)</p>  <p>Girls' Broadcloth LS Peter-Pan Blouse (Grades K to 5 Only)</p>	<p>Jumper-plaid</p> <p>Peter Pan blouse-white</p>	Girls K-5	<p>Must be purchased from Dennis/Mills.</p> <p>www.millswear.com</p> 	<p>Peter Pan blouse may not be worn by itself.</p> <p>Peter Pan blouse must be worn under Jumper.</p> <p>White ACA logo polo may also be worn under Jumper.</p>
 <p>Unisex Leather Belt</p>  <p>Unisex Leather Braided Belt</p>	Brown Black	Boys and Girls 1-8	May be purchased at Dennis/Mills or at vendor of parents' choice.	<p>For Girls, belts are not required if the pants/shorts do not have belt loops.</p> <p>Belts must be solid color.</p>
 <p>Unisex Three-Pack Crew Socks</p>  <p>Girls' Flat Knee-Hi Socks</p>	Solid white Solid black Solid gray Solid navy	Boys and Girls K-8	May be purchased at Dennis/Mills or at vendor of parents' choice.	No patterns, logos or designs allowed on socks.

 Girls' Tights	Solid white Solid black Solid gray Solid navy	Girls K-8	May be purchased at Dennis/Mills or at vendor of parents' choice.	No patterns or designs allowed on tights.
 ¾ or Full length leggings	Solid white Solid black Solid gray Solid navy	Boys and Girls K-8	May be purchased from vendor of parents' choice.	Leggings may not be worn as pants. Leggings may be worn under shorts, skirts, or jumpers. No patterns, logos, or designs allowed.

Allowable Uniform Articles: Outerwear OPTIONS				
Item and Description	Allowable Colors	Grade Span	Source	Notes
 Unisex Acrylic V-neck Cardigan Sweater with Arlington Classics Academy logo	Allowable Navy	Girls and Boys K-8	Must be purchased from Dennis/Mills. www.millswear.com 	Cardigans from other vendors are not allowed.
 Unisex Fleece Front-zip Jacket with Arlington Classics Academy logo	Navy	Girls and Boys K-8	Must be purchased from Dennis/Mills. www.millswear.com 	
ACA PTO Spirit Shop Zip Jacket	Navy Dark Green	Girls and Boys K-8	May be purchased from ACA PTO Spirit Shop.	Navy ACA logo zip hoodies purchased in previous years are allowed.

 <p>Plain, zip or button front jacket with NO LOGO</p>	<p>Solid black Solid gray Solid navy Solid dark green (like the polo shirt dark green)</p>	<p>Girls and Boys K-8</p>	<p>May be purchased from vendor of parents' choice.</p>	<p>Jackets must zip or button in the front.</p> <p>Jackets may NOT have a logo or embroidery other than the approved ACA logo</p>
 <p>Unisex Nylon Front-zip Jacket with Arlington Classics Academy logo</p>	<p>Dark green</p>	<p>K-8</p>	<p>Must be purchased from Dennis/Mills.</p> <p>www.millsweat.com</p> 	<p>*While all items listed are allowed for the life of the garment, the item is no longer available for purchase by the vendor.</p>
 <p>Plain zip or button front coat</p>	<p>Solid black Solid gray Solid navy Solid dark green (like the polo shirt dark green)</p>	<p>K-8</p>	<p>May be purchased from vendor of parents' choice.</p>	<p>Coats may have a hood, but students may only wear hoods outside.</p> <p>Coats may not have logos or embroidery.</p>
<p>Allowable Uniform Articles: Discontinued Items</p>				
<p>Item and Description</p>	<p>Allowable Colors</p>	<p>Grade Span</p>	<p>Source</p>	<p>Notes</p>
<p>Monogrammed oxford with ACA logo</p> 	<p>White</p>	<p>Boys 6-8</p>	<p>Dennis/Mills</p>	<p>This item has been discontinued. Oxfords with ACA logos may be worn for the life of the garment.</p>
<p>ACA Parker jumpers, skorts, skirts, shorts, polos, and Peter Pan shirts</p>			<p>Parker</p>	<p>No longer available for purchase. These items may be worn for the life of the garment.</p>

Students should dress neatly with shirts tucked in and approved belts (Grades 1-8). ACA issued t-shirts (campus incentive shirts like multiplication, reading, geography, or club shirts that are approved by ACA) are designed to reward the student that earned the shirt for the time that student is on campus. These shirts should not be shared. Shirts that specify a campus can only be worn on the campus specified as a spirit shirt.

For female students, belts need not be worn if the uniform article does not have belt loops.

- Hooded sweatshirts/athletic shirts are not allowed except for approved college shirts on college shirt days only
- Extremely baggy clothing is not allowed.
- Torn, cut, or ripped clothing is not allowed.

Footwear:

- Shoes must be appropriate for P.E.
- Shoes should have a closed toe and closed heel.
- Shoes may NOT have wheels, lights, sounds or any other accessory with the potential to distract students from learning.

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.

Personal Grooming:

- Hair
 - ACA will not discriminate against natural hairstyles based on race as defined in HB567 of the 88th Texas Legislature session.
 - Hair should be clean and well-groomed.
 - Un-natural hair coloring or excessive fad hairstyles that may include designs, feathers, or decorative headbands (i.e. kitty cat ears, unicorn horns, etc.) are prohibited.
 - Hair accessories such as ponytail holders, clips, headbands, and barrettes may be used. Students are encouraged to wear navy, dark green, white, gray, black, brown, or clear hair accessories. Dennis/Mills hair accessories are allowed. (www.millswear.com)
 - Bandanas are not allowed.
 - It is at the Principal's discretion to determine if the hair style is of a distracting nature..
- Face
 - No designs in eyebrows allowed.
 - Tongue rings, gauges in place of earrings and visible body piercings other than earrings are not allowed.
 - Makeup fashions for girls should be minimal and not cause a disruption to the learning environment.
 - Grills or temporary decorations on teeth are not to be worn.
- Body
 - Inappropriate tattoos and body art are not allowed.
- 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 adverse action according to the Student Code of Conduct 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.

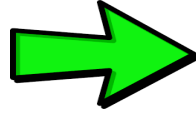
This Uniform Dress Code is not comprehensive; therefore, decisions regarding dress and grooming are campus decisions. The decision of the Principal is considered final.

Non-Uniform Day Expectations			
Lucky Buck Day		Theme Day	Free Dress Day/ 8th Grade Fundraiser Day
<p><i>Occurs Every Friday</i></p> <p><i>Students must pay \$1 for this privilege.</i></p> <p><i>Parents may pay weekly, by 9-week period, or for the year.</i></p> <p>**Funds directly support campuses**</p>		<p><u><i>Examples include, but are not limited to:</i></u></p> <p><i>Storybook Character Day</i></p> <p><i>Red Ribbon Week</i></p> <p><i>Field Day</i></p> <p><i>World Culture Day</i></p> <p><i>College Shirt Day (college hoodies allowed only on this day)</i></p> <p><i>Theme Days are announced by individual campuses.</i></p>	<p><i>Designated at Beginning of Year for 8th Grade Fundraiser (students must pay for this privilege)</i></p> <p><i>Other Free Dress Days will be announced by individual campuses.</i></p>
Students May Wear	Students May NOT Wear	Students May NOT Wear	Students May NOT Wear
<p>Blue denim jeans with no rips, tears, writing, embroidery, bejeweled or otherwise embellished</p> <p>Blue denim shorts with no rips, tears, writing, embroidery, bejeweled or otherwise embellished</p> <p>ACA-approved Spirit Shirt</p> <p>ACA uniform shirt</p>	<p>Colored jeans</p> <p>Leggings (athletic, cotton, denim or other) as pants</p> <p>Shirts that are not ACA-approved Spirit Shirts</p>	<p>Jeans with rips, tears, writing, embroidery, bejeweled or otherwise embellished unless approved by administration to meet the spirit of the theme</p> <p>Leggings/jeggings as pants</p>	<p>Jeans with rips, tears, writing, embroidery, bejeweled or otherwise embellished</p> <p>Costumes</p> <p>Leggings/jeggings as pants</p>
<p>Students must meet expectations for Shoes, Hair, Face and Body as on Uniform Dress Days.</p>			

Students may NOT wear the following at ANY time (Uniform or Non-Uniform Days):

- Sweat pants

- Tops with large armholes and/or that are low cut in front or back.
- Tops that reveal the middle section of the body.
- Non-ACA-sanctioned hooded sweatshirts.
- Designs in eyebrows.
- Tongue rings, gauges in place of earrings and visible body piercings other than earrings.
- Grills or temporary decorations on teeth.
- Inappropriate tattoos.
- Shorts/skirts/dresses shorter than fingertip-length.



Technology Acceptable Use Policy (AUP)

Student Edition

Statement of Purpose

In partnership with parents, ACA believes that all students should have access to technology tools, resources, communication systems and services that support learning and preparation for our modern world. ACA and parents of ACA students partner together to ensure that students act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. We educate students about appropriate online behavior including awareness and response to cyber-bullying and interacting with others on social media/networking sites. In addition, we take steps to monitor and block access to inappropriate content, monitor safety and security when students use electronic communications, prevent unauthorized access including “hacking,” and prevent unauthorized disclosure, use and dissemination of students’ personal information. All school Internet use including student school accounts are filtered and monitored.

This Student Acceptable Use Policy (“Policy”) sets forth the guidelines governing the use of all ACA technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all ACA technology resources via off-campus remote access.

ACA will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

ACA will hold ALL students responsible for their use of technology, whether school-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, ACA policy and procedures, and legal requirements. This applies to the use of all ACA technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on-or off-campus, as well as the use of all ACA's technology resources via off-campus remote access.

This Policy shall be used in conjunction with the Student Code of Conduct.

ACA reserves the right to modify the terms and conditions of this Policy at any time.

Using the Internet and Communications Systems

ACA provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any ACA computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by ACA, and any personal technology used in an educational setting. Access to ACA's technology is a privilege, not a right. Students must comply with all standards set forth in this Policy at all times in order to maintain the privilege of using its technology resources.

Students and their parents are advised that any information stored on and/or sent through ACA's technology resources is the property of ACA. Accordingly, in connection with ensuring student safety, ACA network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on ACA technology resources to maintain system integrity and ensure that students are complying with this Policy and using technology in a responsible and appropriate manner. Such reviews will include students' use of school-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with ACA's expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on ACA technology or on school issued accounts.

ACA may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones, smart watches, etc) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the Acceptable Use Policy and/or the Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this Policy and/or the Student Code of Conduct.

ACA remains committed to integrating technology to enhance its curriculum for students, which it believes increases students' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases and websites selected by ACA for use in instruction.

Although ACA strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. ACA does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. ACA takes steps to minimize students' opportunities to access such content, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. Each ACA device

with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act ("CIPA") and/or as determined by the school administration. This software is not fail-safe, however, and while at school, ACA strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this Policy is strictly enforced, and students who misuse any ACA technology outside its intended purpose, including the use of school-recommended websites for purposes outside the educational intent, will be in violation of this Policy, which may lead to disciplinary consequences for the student.

With this in mind, ACA still believes that the benefits of allowing student access to the Internet to enhance the educational experience outweighs any potential harm to students.

Proper and Acceptable Use of All Technology Resources

ACA requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. ACA will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this Policy. When using ACA technology systems outside the school, parents should strive to ensure that students do so in compliance with the rules set forth in this Policy, as ACA is unable to supervise students' technology use at home. Generally speaking, ACA's content-filtering software is limited to student's use of school technology on the school network, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home.

Students, who unintentionally access inappropriate material in connection with their use of any ACA issued account or technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. ACA shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All ACA technology resources, including but not limited to school computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this Policy.

Activities that are permitted and encouraged include the following:

- School work and assignments;
- Original creation and presentation of academic work;
- Research on topics being discussed in classes at school;
- Research for opportunities outside of school related to community service, employment or further education;
- Reporting inappropriate content or harassing conduct to an adult.

Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on a school-provided or personal electronic device, include the following:

- Attempting unauthorized access, or "hacking," of ACA computers or networks, or any attempts to bypass Internet content-filtering software used by ACA.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or

account that the student is not expressly authorized to access. For purposes of the section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student’s host.

- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another’s reputation while using any ACA technology resource, to include the use of any website or software used by the school.
- Engaging in any conduct potentially constituting “cyberbullying,” which means bullying done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Examples of cyberbullying include, but are not limited to:
 - Creating a social networking site or web page that masquerades as another person’s personal site and using it to embarrass the other person.
 - Making it appear that a person is posting malicious comments about a friend to isolate the person from his or her friends.
 - Posting a person’s personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.
 - Posting abusive comments on someone’s social networking site.
 - Recording and distributing media with the intent to manipulate or embarrass others.
 - Sending abusive comments while playing interactive games.
 - Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
 - Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
 - Sending, posting, or sharing statements encouraging another person to commit self-harm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any ACA equipment, network, stored computer file, or software, to include any conduct that results in a person’s time to take any corrective action.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control logs.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto ACA equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other use or than the student’s host (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use Policy and the Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting.”

- Tampering with, removing components from, or otherwise deliberately interfering with the operation of ACA computers, networks, printers, user files, or other associated peripherals.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which ACA or the end user does not have an active license.
- Using a website or software program implemented by ACA in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.
- Using any programs/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet.
- Using any ACA technology for games, role-playing, multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator.
- Using any ACA technology resource to engage in any activity that violates any Board policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any ACA technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any ACA technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using obscene or profane language on any ACA technology resource, to include posting such language on any website or software used by ACA.
- Using ACA or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
- Using technology for plagiarism or otherwise representing the work of others as the student's own.
- Using USB, bootable CD's, or other devices to alter the function of any ACA technology equipment, network or software.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of "pirated" or other software products.

Students shall immediately report any violations of this Policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this Policy, they should ask a classroom teacher or the Principal or designee.

Personal Electronic Devices

Personal wireless and mobile devices, in general, are not allowed. However, if a campus makes an exception for an academic or other reason specific to a student's need, the device may be provided filtered access to the Internet as well as access to any web-based student applications (e.g., Discovery Education Streaming, Moodle) that would normally be accessible to students from home. ACA is not responsible for the loss or theft of any personal electronic devices, or for damage, or unauthorized access to the device nor the data that resides therein. Students and parents assume any and all risks associated with bringing a personal electronic device to a campus or school-related event. In addition:

- All students with personal electronic devices being used for instructional or other school business must use ACA's wireless network, which is filtered according to federal guidelines for Internet access in public schools.
- If a student uses a personal electronic device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Policy and the Student Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.

- Personal electronic communications such as e-mail, instant messaging, chat, blogs, etc., are prohibited at school unless the teacher and/or administrator has approved the use of an application for educational purposes.
- Personal electronic devices are never to be plugged into the wired network (i.e., computers, wall jacks, other school equipment, etc.).
- School officials may power on and search a student's device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation and if a student and parent have signed a form authorizing the student to possess the device at school.
- Sound on personal wireless and mobile devices must be turned off when it is being used as part of a class.
- Student selection of appropriate, tasteful screensavers and wallpaper is expected.
- Teachers will establish standards for personal electronic devices used in their respective classrooms; however, it is ACA's policy that students are not allowed to access the Internet unless supervised by a teacher or staff member.
- The student must take full responsibility for configuring and maintaining their personal electronic devices. ACA will not provide technical support for these devices.
- When personal electronic devices are not in the student's possession, the student must secure them. ACA will not store, nor will it accept responsibility for storing, any student's personal electronic device on school grounds. Personal electronic devices must go home with students daily.

Privacy and Security

Students are expected to use ACA's technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using a school-issued or personal electronic device. Students shall not share their individual logins, passwords, or access to ACA's technology with others without the prior approval of a classroom teacher or administrator. Students shall sign off or log off all ACA equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

Consequences

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

1. Any disciplinary consequence, including suspension or expulsion, allowed under the Student Code of Conduct and deemed appropriate by ACA.
2. Denial, revocation, or suspension of a user's access to ACA's technology resources, with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary action against the user.
3. Referral to law enforcement authorities.
4. Termination of a system user account.

Violations of law may also result in criminal prosecution as well as disciplinary action by ACA. ACA will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

Limitations of Liability

ACA makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through ACA provided and/or a student's personal electronic device. ACA is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as ACA makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use ACA's technology resources, students and their parents hereby release ACA, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of ACA's technology resources by the student.

Technology Acceptable Use Agreement

Student Edition

Acknowledgement Form

I have read, understood, explained, and discussed the Technology Acceptable Use Policy Student Edition with my child. ACA has taken precautions to eliminate controversial material. However, I also recognize it is impossible for ACA to restrict access to all controversial materials and I will not hold ACA responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Student Name:

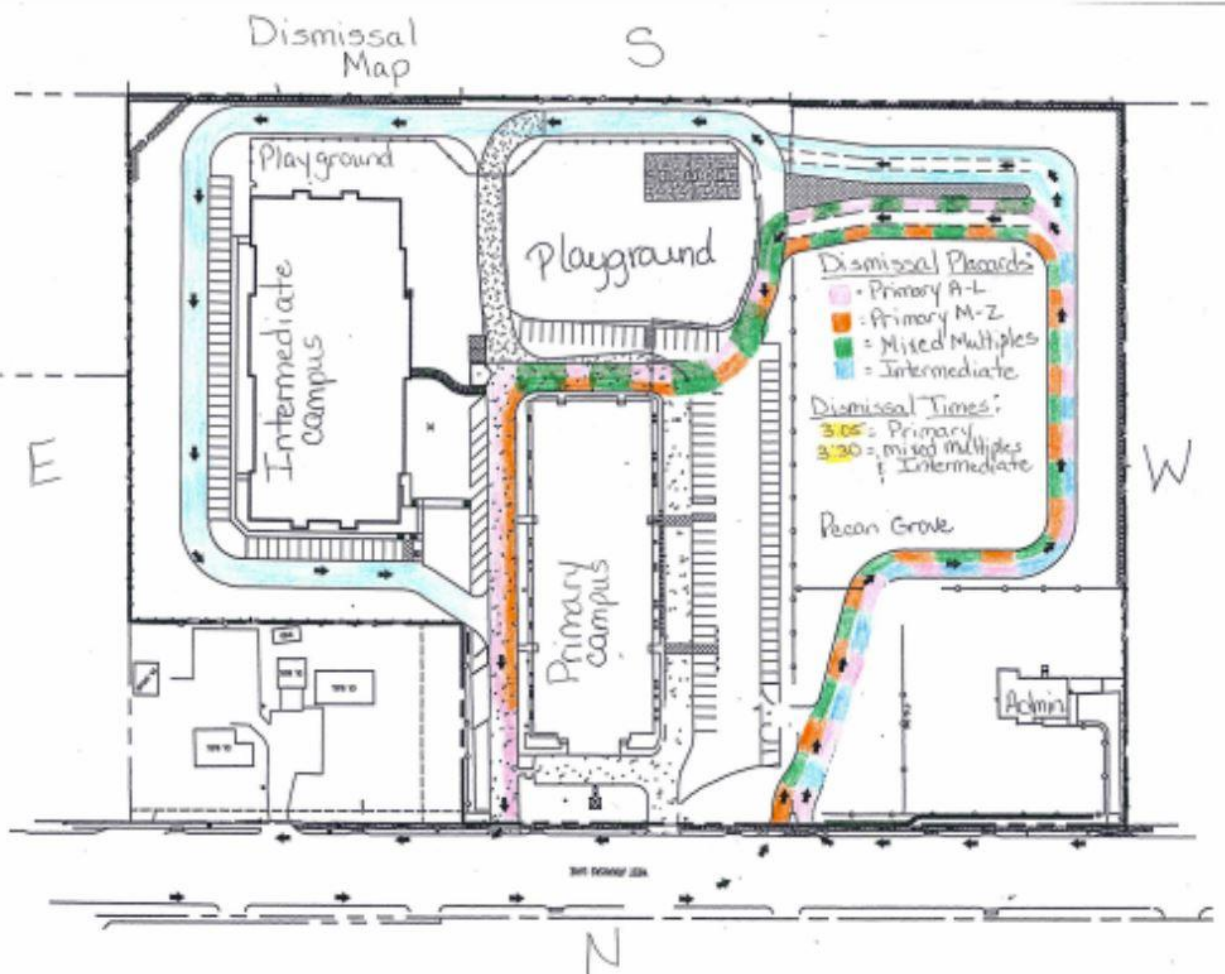
Name of Parent/Guardian:

Date:

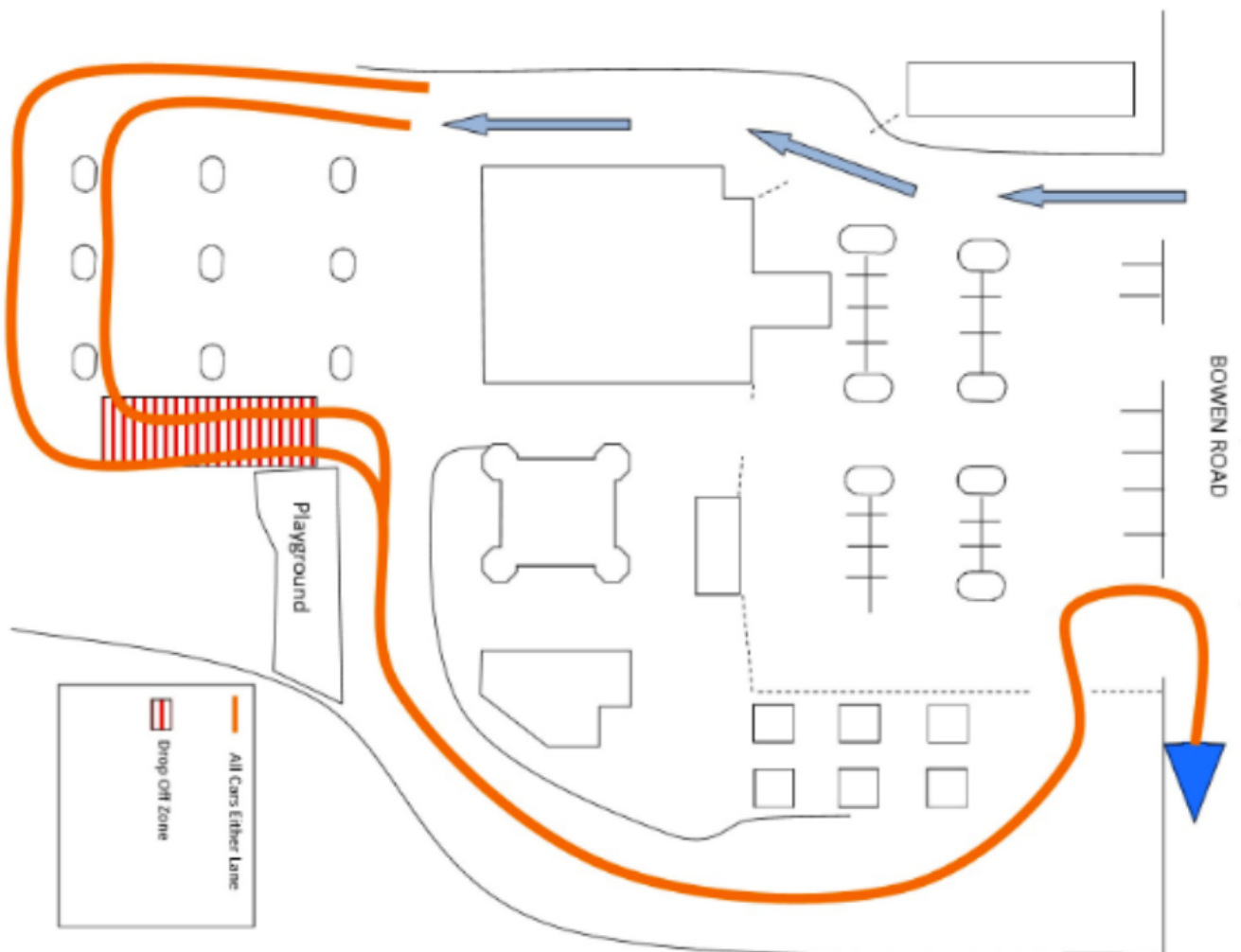
I have read the Acceptable Use Policy and discussed it with my parent(s)/guardian(s).

Student's Full Name:

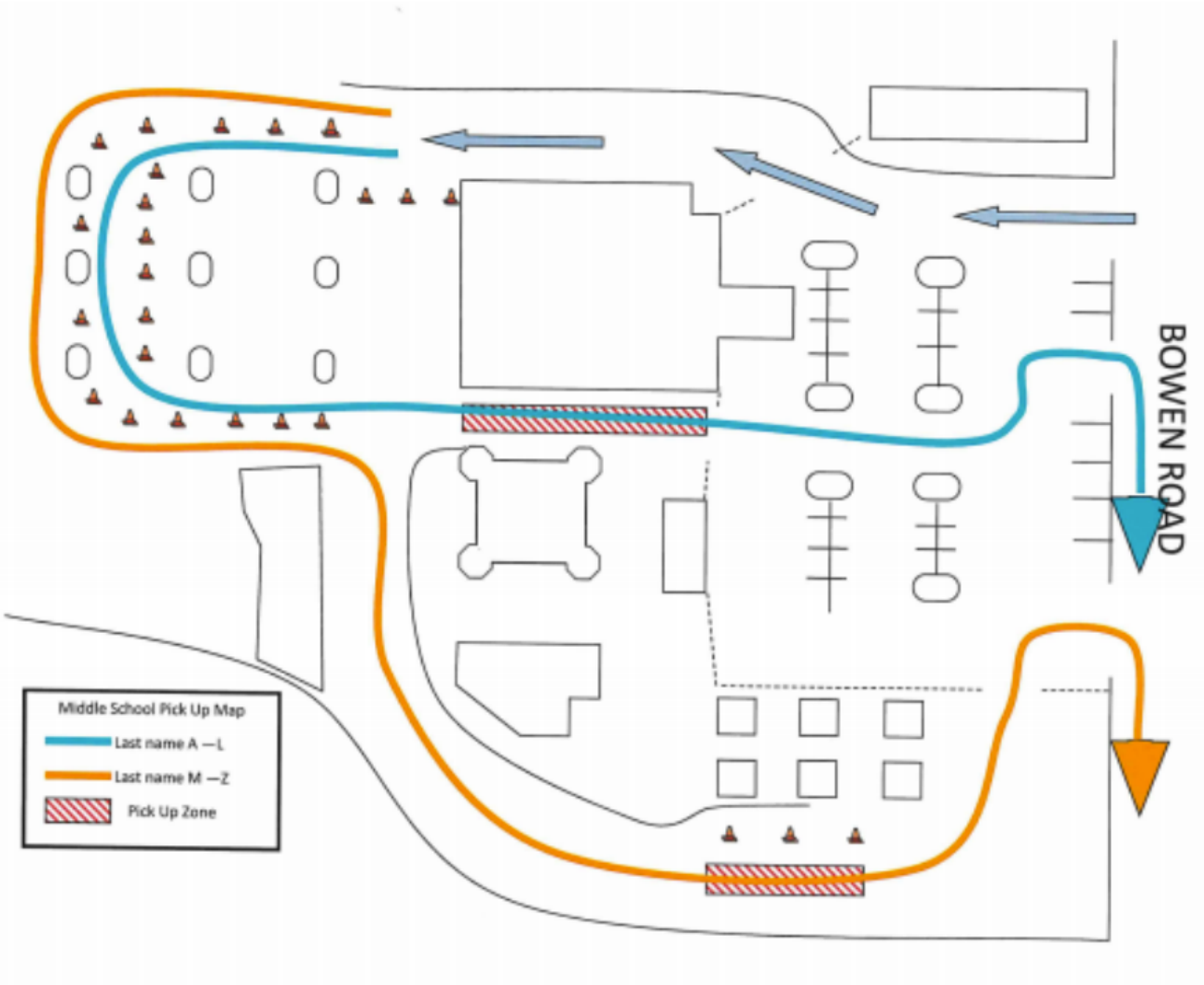
Traffic Flow Map for Dismissal Primary and Intermediate Campus



Drop-Off Map for Middle School (Bowen campus)



Pick-Up Map for Middle School (Bowen Campus)



FERPA Directory Information Opt-Out Form

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

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

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

PLEASE CIRCLE YES OR NO

Y E S	N O	I give permission for my student’s directory information to be used for school-related purposes.
Y E S	N O	I give permission for my student’s name, address, and telephone number to be provided upon request by law enforcement officials and authorities.

*This form is completed with online registration.

ACA Medication Consent Form for 2023-2024

- 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 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, and both the parent 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 the recommended dosage.
- Medication must be in **ORIGINAL, PROPERLY LABELED CONTAINERS**. The prescription label must clearly state the student’s name, name of the 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 the student’s name, name of the 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 reactions.
- 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 ACA policy.
- Parents may refer to Student Policy, Student Handbook, and Student Code of Conduct for more information.
- **As a parent you may access information concerning “Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis” on our school website under the Student Services Tab.**

Medical Consent Form	
We, parent and child, have together read, understood, and discussed the medical consent form.	
Student Printed Name:	Student Signature:
Parent Printed Name:	Parent Signature:

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 Kim Neill, Director of Academic Services, at (817) 987-1819.

Parent Involvement Policy

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

- Parents will annually receive information concerning the implementation of 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 an evaluation of the Title I, Part A program, and parent's involvement.
- Parents will annually review/revise this policy. (ACA Student Policy PG2.29)

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 needs.
- Provide an environment that allows for a communication loop 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 classwork on time and to the best of my ability.
- Share three 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 arrives at school prior to the bell and prepared to learn unless he/she is ill.
- Encourage my child to have a positive attitude toward learning.
- Be familiar with school traffic procedures and follow directions from volunteers, staff members, and officers.
- Maintain positive, routine communication with my child's teacher regarding my child's progress.
- Attend Curriculum Night, conferences, and parent meetings in order to be better informed about my child's behavior and academic progress.
- Subscribe to and read school communication to stay informed.
- Frequently and routinely check the parent portal for updates on my child.
- Establish a place and time to study, review my child's assignments, and encourage daily reading (15-30 min) away from distractions.
- Make sure my child gets enough sleep each night and eats breakfast each morning.