

# East Austin College Prep

**“Preparing and Inspiring All Students  
for College Graduation”**



## **PARENT/STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT**

**2013-2014 School Year**

**Southwest Key Campus**

6002 Jain Lane  
Austin, Texas 78721

**MLK Campus**

5800 East Martin Luther King Jr. Blvd  
Austin, Texas 78721

(512) 287-5000  
(512) 287-5090 (fax)

# East Austin College Prep

## 2013- 2014 School Calendar

### August 2013

12-15 Staff Development  
 16 Teacher Work Day  
 19 First Day of Classes

### September 2013

2 Student/Staff Holiday - Labor Day  
 11 Early Release

### October 2013

2, 30 Early Release  
 14 Student Holiday/Staff Development  
 Columbus Day

### November 2013

27-29 Thanksgiving Holiday

### December 2013

20 Early Release  
 23-Jan. 3 Winter Break

### January 2014

3 - Jan. 3 Winter Break cont.  
 20 Student Holiday/Staff Development  
 Martin Luther King Day

### February 2014

5 Early Release  
 17 Student Holiday/Staff Development  
 First Weather Make up Day

### March 2014

10 - 14 Spring Break  
 26 Early Release

### April 2014

18 Student/Staff Holiday - Easter

### May 2014

26 Student/Staff Holiday-Memorial Day

### June 2014

5 Last day of Classes  
 6 Staff Workday / 2nd Weather Make up Day

S	M	T	W	TH	F	S
July 2013						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

S	M	T	W	TH	F	S
January 2014						
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S	M	T	W	TH	F	S
August 2013						
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February 2014						
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September 2013						
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29	{30					

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March 2014						
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30	31					

S	M	T	W	TH	F	S
October 2013						
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27	28	29	30	31		

S	M	T	W	TH	F	S
April 2014						
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
S	M	T	W	TH	F	S
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S	M	T	W	TH	F	S
May 2014						
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24	25	26	27	28	29	30
31						

S	M	T	W	TH	F	S
December 2013						
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22	23	24	25	26	27	28
29	30	31				

S	M	T	W	TH	F	S
June 2014						
1	2	3	4	5	6+	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Legend

-  First / Last Day of Classes
-  Student Holiday / Staff Development
-  Staff / Student Holiday
-  Student Holiday/Staff Work Day
-  Early Release
-  Bad Weather Make Up Day

### East Austin College Prep

5800 E. MLK Jr. Blvd  
 Austin, TX 78721  
 Main Office 512-287-5000  
 Fax 512-287-5090  
[esprep.org](http://esprep.org)



## **2013-2014 School Administrators**

**Superintendent**

Dr. Joe E Gonzales

**Southwest Key Campus Principal**

Mr. Sal Vega

**MLK Campus Principal**

Ms. Mellissa M. Groetsch



**Parent/Student Handbook And  
Student Code of Conduct  
2013-2014 School Year**

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READY FOR COLLEGE.

READY FOR LIFE.

## Welcome to East Austin College Prep

*A special message to your family from Superintendent Dr. Joe E. Gonzales*

Dear Parents and Students,

Parents, the value you play in the lives of your children is immeasurable. To maximize your student's potential in academics, social, and physical growth; parents must work together in the home to develop a partnership of cooperation focused on achieving the student's potential. We at East Austin College Prep will become an integral part of the partnership committed to your child's excellence. The most valuable component of our school's partnership with your family is continual communication. Our partnership together will only be successful if you, the parent, faithfully participate in the schools activities and stay engaged with your child's educational experience. With your commitment to your student, and our school through constant communication, we intend to involve you with the academic portion of their life.

Students, you are the reason for this partnership. Without you none of us would be here. Every staff and faculty member at East Austin College Prep will value you as a person and work tirelessly to give you every opportunity to have success in your future. We also have a duty to you, your family, and the community to provide a safe and secure environment. In order to assure the safety of each student we have assembled a handbook to inform those involved in your education exactly what our environment expects from you and your fellow classmates. We operate our school on a relationship based model, and do not tolerate inappropriate behavior from one person to another.

You have been given an exceptional opportunity to be a student at East Austin College Prep. You should be proud of where you are now and where your future is taking you. We are fortunate to have two extremely competent Principals to lead us as we move forward. You have a staff entirely committed to helping you achieve your dreams. Further, you are now a member of an innovative, unique educational setting which was established with the idea of providing this community the highest level of educational opportunities. Everyone here, especially our founder, is dedicated and determined to make EAPrep the example of quality education in Austin.

I am proud to be a member of this team and it gives me great pleasure to be able to serve you as your Educational Leader.

Sincerely,

Dr. Joe E Gonzales

Superintendent/CAO

## INTRODUCTION

We recognize that for our students to be successful, our students, parents, teachers, and other staff members need to work together. To promote this team effort, we have created this handbook to describe the guidelines and procedures that affect our students and their parents. Whether you are new to the school, or a returning student/parent, this guidebook is written to help each student be successful. Please review this handbook and keep it handy for future reference. Please also be sure to complete the Acknowledgement page and return it to the Principal for inclusion in your student file.

Please note that whenever a specific position is mentioned, the EAPrep staff member in that position may be permitted to designate another employee to complete the task, duty, or responsibility. For example, the Superintendent might designate the Principal to complete certain tasks. Additionally, EAPrep shall adhere to any legal requirements to the extent any of the provisions in this handbook conflict with any law.

Please keep in mind that this handbook is not a contract and should serve as a guideline only. **Violation of any of the policies or procedures in this handbook is considered a violation of the Student Code of Conduct and may result in disciplinary action up to and including expulsion.** Also, because EAPrep is an organization striving to improve, we may examine and modify the procedures in this handbook at any time.

We wish each parent and student success and hope you will find EAPrep to provide a challenging and supportive learning environment. If you have any questions about this handbook, please contact the Principal or Superintendent. We hope each student has a successful school year!

## ***COMMITMENT TO EXCELLENCE***

EAPrep is not just a school. EAPrep is a way of life. Every minute of every day is designed to ensure every student completes college and is committed to improving disadvantaged communities. The Commitment to College Completion is shared by all of us...EAPrep staff, family members and students, and it defines the “whatever it takes spirit” that all of us are expected to demonstrate in the daily pursuit of this goal. Yearly we create a formal Home/School Compact as required by Title I, Part A which is created in cooperation with our parents and staff. This will be created at each campus and individualized to the needs of their students, parents and educators.

### **Student’s Commitments:**

I fully commit to EAPrep in the following ways:

- I will arrive at school on time and will remain for the entirety of the school day.
- I will attend EAPrep on appropriate Saturdays
- I will complete all of my homework every night. If there is something I do not understand, I will call my fellow classmates and teachers. I will raise my hand and ask appropriate questions in class.
- I will remain after school on any day that my homework is not neat, complete, accurate, or turned in on time.
- I will stay after school as required if I choose to disrespect the EAPrep team.
- I will always behave in a way that protects the safety, interest, and rights of all individuals in the classroom. This also means that I will always listen to my EAPrep teammates and respect everyone in the EAPrep family.
- I will adhere to the EAPrep dress code.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for my fellow students and me to learn.
- I will strive to make good choices.

- I commit to attend all field lessons and other trips I am eligible for the entire time I am a student at EAPrep, I commit to the work required of me in order to be accepted to and graduate from a 4 year college or university.

\*If I break one of the commitments above, I could lose EAPrep privileges and I could be removed from the EAPrep team.

\*\*All EAPrep students will be reevaluated at the end of the school year.

**Parents’/Guardians’ Commitments:**

We fully commit to EAPrep in the following ways:

- We will make sure our child arrives to EAPrep on time and remains for the entirety of the school day.
- We will make arrangements for our child to come to EAPrep on appropriate Saturdays and will provide transportation.
- We will send our child to school every day, excluding any serious illness. In the **rare** case that our child is absent, we will call the school that day to notify the school of the absence.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This means that we will do the following – provide a quiet place for him or her to study, review our child’s homework every night, sign the agenda, and let him/her contact the teacher if there is a question about the homework.
- We understand that our child must remain after school on any day he or she arrives with homework that is not neat, complete, accurate, and turned in on time. It is my responsibility to provide transportation home for my child.
- We understand that our child may also be required to remain after school if he/she has chosen to disrespect the EAPrep team. If this situation occurs, we commit to picking up our child from school on time.
- We will always make ourselves available to our child and to the school and we will address any concern(s) that arise.
- We will read all papers sent home carefully, sign them, and return within two (2) days. If we fail to return papers on time, we understand that our child will have to stay for detention.
- We will attend all required parent meetings, exhibitions, and conferences.
- We will allow our child to go on EAPrep field lessons, including out-of-town field lessons.
- We will make sure our child adheres to the EAPrep dress code.
- We understand that our child must follow all EAPrep rules in the handbook in order to protect the safety, interests, and rights of all individuals in the classroom.
- We, not the school, are responsible for the behavior and actions of our child.
- For the whole time my child is a student at EAPrep, I will do whatever it takes to support the work required of me and my child in order for him or her to be accepted to and graduate from a 4 year college or university.

\*Failure to adhere to these commitments can cause my child to lose various EAPrep privileges and can lead to his or her removal from the EAPrep team.

**Teachers’ Commitments:**

We fully commit to EAPrep in the following ways:

- We will arrive at EAPrep on time and will remain for the entirety of the school day.
- We will arrive at EAPrep on appropriate Saturdays.
- We will attend and participate in all staff meetings and professional development.



- We will teach EAPrep students in the best way we know how and we will do whatever it takes for our students to learn including providing students with our cell phone numbers for questions about homework after school.
- We will always make ourselves available to work with students and parents, and we will address any concern(s) they might have.
- We will be the first to both correct AND congratulate our students.
- We will follow the teachers' code of conduct and work to enforce it for both ourselves and our students.
- We will provide tutorials for our students to support their learning.
- We will respond to communication from students, parents, and fellow staff members within 24 hours.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- **We will provide a rigorous college prep curriculum along with necessary support in order to prepare our EAPrep students to be accepted to and graduate from a 4 year college or university.**

\*Failure to adhere to these commitments can lead to my removal from the EAPrep team.

### ***ABOUT EAST AUSTIN COLLEGE PREP***

East Austin College Prep (“EAPrep”) is an innovative, tuition-free charter school open to all students living in East Austin and the surrounding communities. The vision of EAPrep is to serve as a model school that successfully prepares all students, regardless of economic background, for a rigorous high school curriculum, graduation, and ultimately success in college and their chosen careers.

The mission of EAPrep is: (1) to inspire students to have clear college aspirations along with the academic skills and work ethic necessary to achieve their goals and be successful; (2) to afford students opportunities to develop strong leadership skills and exhibit a firm and continuing commitment to community service; and (3) to provide a rigorous college preparatory curriculum, including a strong foundation in math and science for students pursuing a science, technology, engineering, or mathematics field.

The key principles of EAPrep are: (1) all students will succeed; (2) more time for student learning is the key to success; and (3) results are the bottom line.

**All students will succeed.** EAPrep has set clearly defined and high expectations for the behavior and academic achievement of every student. These high expectations are attainable because of the high quality and dedication of the teaching and support staff serving the students, often beyond school hours. It is also attainable because every student and parent is committed to EAPrep and values learning. Each student will graduate from EAPrep with clear college aspirations and a specific plan for achieving his or her goal of attending a college or university.

**More time for student learning is the key to success.** All students will have a longer school day and a commitment of one Saturday per month for service learning. Students will be required to complete, on average, two hours of homework every night. This additional time will allow students to accelerate their learning and surpass other middle and high school students in academic capabilities and develop the work ethic required to master rigorous high school and college material.

**Results are the bottom line.** EAPrep will continuously monitor the progress of students using national and state tests, diagnostic and benchmark assessments, and other objective measures. The results will guide all facets of school instruction, intervention, placement of students, budgets, and teacher and staff professional development. Results will also focus on qualitative achievements, such as student leadership, involvement in service to the community, and artistic expression.

## ***BOARD OF TRUSTEES***

EAPrep's board of trustees is appointed to be legally responsible for educating the students of EAPrep. The board is the policy-making body within the campus and has overall responsibility for curriculum, annual budget, employment of the Superintendent and other professional staff, facilities and expansions. The board has complete and final control over school matters within the limits established by law and State board of Education rules. The trustees serve three-year terms, without pay.

The board of trustees regularly meets once per month. School board meetings are generally held at 6002 Jain Lane, Austin, Texas 78721. Written notices of regular and special meetings are posted in accordance with state law. Generally notices of meetings are posted at least 72 hours before the scheduled meeting time, however, in emergencies, a meeting may be held with a two-hour notice. Although board meetings are generally open to the public, Texas law permits the board of trustees to convene in closed session for discussion of certain matters as permitted by law.

## **ACADEMICS**

### ***ACADEMIC HONOR CODE***

Philosophy: EAPrep believes that students can take responsibility for establishing and maintaining standards for their own behavior. Honesty, integrity, and respect for each other are expected at EAPrep. Actions or attempted actions that do not uphold these ideals violate the EAPrep Honor Code.

- A student's word is expected to be complete truth; therefore, lying and forgery are violations of the Honor Code.
- A student's work is expected to be entirely his/her own, unless properly credited; therefore, plagiarism and cheating are academic violations of the Honor Code.
- The property of others is to be respected; therefore, stealing – no matter how minor – is a violation of the Honor Code.

On all major assignments, students will include the following statement and then sign their name: "On my honor, as a student, I have neither given nor received aid on this assignment/exam."

Students who witness an Honor Code violation must report the action to administration. Working together, we can ALL create a community of learners that value hard work, creativity, and commitment to college success. It is crucial that every member of the EAPrep community – students, parents, staff, and trustees – understands the importance of the EAPrep Honor Code and strives to maintain its integrity.

### ***ACADEMIC PERFORMANCE***

At EAPrep, it is our vision to prepare all students for success in college. In order to achieve this vision, we recognize that it will be necessary to overcome educational gaps for many of our students. We believe it is imperative to do everything necessary for our students to reach levels that exceed the statistical averages. Our goal is for EAPrep students to be competitive as college applicants and successful as college students; and in order to do that, our rigor and expectations must be high.

The curricular program we follow has been designed to prepare students for the rigors of college-level work. Students can expect demanding classes, teachers who expect participation and engagement, opportunities to think about problems and issues in multiple frameworks, and an emphasis on clear, concise, and accurate

written and verbal communication. EAPrep will provide students with the support and appropriate interventions to make it possible for each of our students to succeed academically including group and individual tutorial and enrichment sessions; opportunities to contact the teacher for help after school; and frequent feedback to both students and parents about progress in class.

To be in “good academic standing” requires that a student is passing all of his or her classes in a given grading cycle. We realize that sometimes a student may need more than one grading cycle to reach good academic standing, but it is our goal that all students will achieve and maintain this status while at EAPrep. For those students who struggle to reach good academic standing, we have instituted some supports to help them reach that goal.

The promise of an EAPrep education, that each of our students will be successful in a four-year college, is realized when parents, school staff, and students work together. We recognize that the expectations put upon EAPrep students are significant. By reaching to meet these expectations, students demonstrate that they share this core value of college attendance and success, and that they are committed to creating powerful futures for themselves.

## ***ACADEMIC PROBATION***

**Overview.** Any EAPrep student who has failed two or more classes will be placed on Academic Probation. Academic Probation will last for a minimum of six weeks, or one grading cycle. During this time, students should focus their time and effort on making sure that they are earning passing grades (70 percent or above) in all classes. Students should make an extra effort to call all teachers with questions about homework or projects, and schedule lunch and/or after-school tutorials if necessary to bring up their grades. Academic Probation is not meant to be a punishment for struggling students; rather, it is a system that signifies to teachers and parents that a student needs extra support in the academic setting.

**Accountability while on Academic Probation.** Any student on Academic Probation will be required to submit an accountability document to his/her assigned Tiger Den Teacher. Students and parents are encouraged to use this document to reflect on the student’s performance and set goals. Students will work with a staff member to set and reach goals for academic, social and emotional success. Any student who fails to return the accountability document will be subject to appropriate disciplinary action as determined by the Principal.

**Returning to Good Academic Standing.** If, at the end of the next grading cycle, the student is passing all classes, he or she will be removed from Academic Probation and will become a student in good academic standing.

**Continuing on Academic Probation.** Any student on Academic Probation who is failing classes at the end of the next grading cycle will be reviewed by his/her teachers. The student’s teachers will then advise the Principal to make one of the following determinations:

- a. The student is not passing all classes but is making significant progress. This student will remain on Academic Probation for another grading cycle and his/her progress will be reviewed for the next grading cycle.
- b. The student is not passing all classes and has shown little or no improvement or effort toward improvement. This student will be in jeopardy of losing his/her status as an EAPrep student at the end of the academic year.

A teacher will meet with each student who continues to earn failing marks and, if necessary, his/her parent or guardian to discuss the student's academic status. The Principal may also choose to attend these meetings. At this time, parents will be presented with additional feedback and suggestions from the student's teachers.

After two grading cycles on Academic Probation, a parent conference is required. During the conference a growth plan will be developed and additional consequences will be determined. These consequences may include but are not limited to suspension from all school-sponsored activities.

### ***CREDIT ATTAINMENT***

Students at EAPrep will be placed on the Distinguished Achievement High School Program. Any change in the graduation program must be approved by the campus Principal prior to graduation. Students will only be eligible for an alternative graduation plan by direct request of the student's parent or guardian and recommendation of special programs support if applicable.

Alternative graduation programs will follow TEA guidance for the class each student qualifies for. Applicable high school graduation requirements will always follow the current TEA approved graduation plan at the highest level attainable.

Not all courses approved for graduation will be available every semester. Course selections forms that outline courses available each year will be provided as part of the enrollment process.

### **Distinguished Achievement High School Program--Advanced High School Program.**

(a) Credits. A student must earn at least 26 credits to complete the Distinguished Achievement High School Program.

(b) Core courses. A student must demonstrate proficiency in the following:

- (1) English language arts--four credits. The credits must consist of English I, II, III, and IV. (Students with limited English proficiency who are at the beginning or intermediate level of English language proficiency, as defined by §74.4(d) of this title (relating to English Language Proficiency Standards), may satisfy the English I and English II graduation requirements by successfully completing English I for Speakers of Other Languages and English II for Speakers of Other Languages.)
- (2) Mathematics--four credits. Three of the credits must consist of Algebra I, Algebra II, and Geometry.
  - (A) The fourth credit may be selected from the following courses after successful completion of Algebra I, Algebra II, and Geometry:
    - (i) Precalculus;
    - (ii) Independent Study in Mathematics;
    - (iii) Advanced Quantitative Reasoning;and
    - (xii) pursuant to the Texas Education Code (TEC), §28.025(b-5), a mathematics course endorsed by an institution of higher education as a course for which the institution would award course credit or as a prerequisite for a course for which the institution would award course credit. The Texas Education Agency (TEA) shall maintain a current list of courses approved under this clause.
  - (B) The additional credit may be selected from the following courses and may be taken after the successful completion of Algebra I and Geometry and either after the successful completion of or concurrently with Algebra II:

- (i) Engineering Mathematics; and
- (ii) Statistics and Risk Management.

(3) Science--four credits. Three of the credits must consist of a biology credit (Biology, AP Biology, or IB Biology), a chemistry credit (Chemistry, AP Chemistry, or IB Chemistry), and a physics credit (Physics, AP Physics, or IB Physics).

(A) The fourth credit may be selected from the following laboratory-based courses:

- (i) Aquatic Science;
- (ii) Astronomy;
- (iii) Earth and Space Science;
- (iv) Environmental Systems; and
- (xiv) pursuant to the TEC, §28.025(b-5), a science course endorsed by an institution of higher education as a course for which the institution would award course credit or as a prerequisite for a course for which the institution would award course credit. The TEA shall maintain a current list of courses approved under this clause.

(B) The additional credit may be selected from the following laboratory-based courses and may be taken after the successful completion of biology and chemistry and either after the successful completion of or concurrently with physics:

- (i) Scientific Research and Design;
- (ii) Anatomy and Physiology;
- (iii) Engineering Design and Problem Solving;
- (iv) Medical Microbiology;
- (v) Pathophysiology;
- (vi) Advanced Animal Science;
- (vii) Advanced Biotechnology;
- (viii) Advanced Plant and Soil Science;
- (ix) Food Science; and
- (x) Forensic Science.

(4) Social studies--four credits. The credits must consist of World History Studies (one credit), World Geography Studies (one credit), United States History Studies Since 1877 (one credit), United States Government (one-half credit), and Economics with Emphasis on the Free Enterprise System and Its Benefits (one-half credit).

(5) Languages other than English--three credits. The credits must consist of any three levels in the same language.

(6) Physical education--one credit.

(A) The required credit may be selected from any combination of the following one-half to one credit courses:

- (i) Foundations of Personal Fitness;
- (ii) Adventure/Outdoor Education;
- (iii) Aerobic Activities; and
- (iv) Team or Individual Sports.

(B) In accordance with local district policy, credit for any of the courses listed in subparagraph

(A) of this paragraph may be earned through participation in the following activities:

- (i) Athletics; and
- (iii) appropriate private or commercially sponsored physical activity programs conducted on or off campus. The district must apply to the commissioner of education for approval

of such programs, which may be substituted for state graduation credit in physical education. Such approval may be granted under the following conditions.

(C) In accordance with local district policy, up to one credit for any one of the courses listed in subparagraph (A) of this paragraph may be earned through participation in any of the following activities:

- (i) Drill Team;
- (ii) Marching Band; and
- (iii) Cheerleading.

(D) All substitution activities allowed in subparagraphs (B) and (C) of this paragraph must include at least 100 minutes per five-day school week of moderate to vigorous physical activity.

(E) Credit may not be earned for any course identified in subparagraph (A) of this paragraph more than once. No more than four substitution credits may be earned through any combination of substitutions allowed in subparagraphs (B) and (C) of this paragraph.

(F) If a student is unable to comply with all of the requirements for a physical education course due to a physical limitation certified by a licensed medical practitioner, a modification to a physical education course does not prohibit the student from earning a Distinguished Achievement Program diploma. A student with a physical limitation must still demonstrate proficiency in the relevant knowledge and skills in a physical education course that do not require physical activity.

(G) A student who is unable to participate in physical activity due to disability or illness may substitute an academic elective credit (English language arts, mathematics, science, or social studies) for the physical education credit requirement. The determination regarding a student's ability to participate in physical activity will be made by:

- (i) the student's admission, review, and dismissal (ARD) committee if the student receives special education services under the Texas Education Code (TEC), Chapter 29, Subchapter A;
- (ii) the committee established for the student under Section 504, Rehabilitation Act of 1973 (29 United States Code, §794) if the student does not receive special education services under the TEC, Chapter 29, Subchapter A, but is covered by the Rehabilitation Act of 1973; or
- (iii) a committee established by the school district of persons with appropriate knowledge regarding the student if each of the committees described by clauses (i) and (ii) of this subparagraph is inapplicable. This committee shall follow the same procedures required of an ARD or a Section 504 committee.

(7) Speech--one-half credit. The credit may be selected from the following courses:

- (A) Communication Applications; and
- (B) Professional Communications.

(8) Fine arts--one credit. The credit may be selected from the following courses:

- (A) Art, Level I, II, III, or IV;
- (B) Dance, Level I, II, III, or IV;
- (C) Music, Level I, II, III, or IV;
- (D) Theatre, Level I, II, III, or IV;
- (E) Principles and Elements of Floral Design;
- (F) Digital Art and Animation; and
- (G) 3-D Modeling and Animation.

(c) Elective courses--four and one-half credits. The credits may be selected from the list of courses specified in §74.71(h) of this title (relating to High School Graduation Requirements). All students who wish to complete

the Distinguished Achievement High School Program are encouraged to study each of the four foundation curriculum areas (English language arts, mathematics, science, and social studies) every year in high school. A student may not combine a half credit of a course for which there is an end-of-course assessment with another elective credit course to satisfy an elective credit requirement.

(d) Advanced measures. A student also must achieve any combination of four of the following advanced measures. Original research/projects may not be used for more than two of the four advanced measures. The measures must focus on demonstrated student performance at the college or professional level. Student performance on advanced measures must be assessed through an external review process. The student may choose from the following options:

- (1) original research/project that is:
  - (A) judged by a panel of professionals in the field that is the focus of the project; or
  - (B) conducted under the direction of mentor(s) and reported to an appropriate audience; and
  - (C) related to the required curriculum set forth in §74.1 of this title (relating to Essential Knowledge and Skills);
- (2) test data showing a student has earned:
  - (A) a score of three or above on the College Board advanced placement examination;
  - (B) a score of four or above on an International Baccalaureate examination; or
  - (C) a score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score shall count as only one advanced measure regardless of the number of honors received by the student; or
- (3) college academic courses, including those taken for dual credit, and advanced technical credit courses, including locally articulated courses, with a grade of 3.0 or higher.

### ***COURSE CREDIT***

A student in grades 9-12 will earn credit for a course only if the final grade is 70 or above. 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.

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school.

The principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

- Enrollment in a nonaccredited public, private, parochial school, or homeschooling program, as verified by an official school transcript/record; or as evidenced by a student work portfolio that may include: course syllabus, work samples, completed culminating exam, and list of resources (textbooks, web sites, etc.);
- For a semester course (18 weeks), proof of at least nine weeks of classroom instruction; or
- Proof of completion of half of the required lessons of a correspondence course.

Parents must pay for any costs associated with the administration of CBE tests for students required to validate credits from nonaccredited public, private, or homeschool programs. The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

### ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level.

A student will earn course credit with a passing score of at least 90 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the end of school. The student's parent will be responsible for the cost of the exam.

### ***With Prior Instruction in a Foreign Language [Language Other Than English (LOTE)]***

Students entering the District with prior instruction in a foreign language that is documented by a grade report or documentation from a school of record, but have not had the actual course, may take a CBE for that foreign language and pass with a score of 70 or higher if they desire high school credit for that course. The 70 percent passing standard would also still apply to those students missing a semester of a LOTE course in which they have had prior instruction. Eligibility to test for acceleration or with prior instruction must be verified by the campus registrar and indicated on the CBE registration form.

Students still have the option of testing if they desire to accelerate or to attain credits for skipped lower level LOTE course(s). As always, students are encouraged to continue their LOTE studies, and attain at least three LOTE credits thereby possibly qualifying for the Distinguished Achievement Plan (DAP).

## ***ENGLISH LANGUAGE LEARNERS***

EAPrep provides instructional and language support programs tailored to the needs of its students to ensure that all students enter college with the skill necessary to be successful. For English Language Learners (ELL), EAPrep provides a content based English-as-a-Second-Language program which focuses not only on developing a second language, but using that language as a medium to learn mathematics, science, social studies, or other academic subjects.

The goal of our program is to enable limited English proficient students to become competent in the comprehension, speaking, reading, and composition of the English language through the integrated use of second language method and to enable limited English proficient students to participate equitably in school.

In addition to providing a strong core instructional program, EAPrep provides support services, including various intervention opportunities such as tutorials and small group instructional support. These services are coordinated by the campus ELL staff with the collaboration of the Language Proficiency Assessment Committee (LPAC) which is responsible for recommendations regarding the identification, program placement, academic intervention and reclassification of limited English proficient (LEP) students.

The campus ELL staff is the designated person on each campus to contact regarding questions for an ELL student experiencing learning difficulties or to volunteer to serve on the LPAC.



## ***GRADE CLASSIFICATION***

Promotion, grade-level advancement, and course credit shall be based on mastery of the curriculum. Grade-level advancement for students in grades 9-12 shall be determined by course credits and the number of years completed in high school.

Students are classified according to the following criteria:

- 9<sup>th</sup> grade (Freshman) requires promotion and completion of 8<sup>th</sup> grade and 0 - 5.5 credits.
- 10<sup>th</sup> grade (Sophomore) requires completion of one year of high school and 6-11.5 credits.
- 11<sup>th</sup> grade (Junior) requires completion of two years of high school and 12-17.5 credits.
- 12<sup>th</sup> grade (Senior) requires completion of three years of high school and 18 and above credits.

Additionally, the following considerations are adhered to for determination of credit totals for promotion and grade-level placement.

- Denied credit(s) (due to excessive absences) are not included when factoring credit totals;
- Credit totals are based on all awarded credits, including local credits and repeated credits.

## ***HOMEWORK***

Homework is assigned to give students additional practice using skills learned in the classroom as well as to extend information taught during the school day. Research indicates that homework can make a positive difference in student success.

EAPrep students are expected to complete homework every night. Parents and guardians are encouraged to help their child by providing time, space, and materials to complete assignments. Homework provides parents and guardians with an opportunity to observe the concepts and skills their child is learning.

If a student experiences difficulty with homework, he or she is expected to contact the teacher by phone up until 9:00 pm for assistance. Parents and guardians are also encouraged to contact the teacher or Principal if their student is constantly having difficulty with their homework.

## ***PROGRESS REPORTS AND REPORT CARDS***

**Grading Policies.** EAPrep courses are generally organized on a yearly basis. Most core academic courses span the entire school year, while many elective courses are one semester long. Student grades for each semester are determined by averaging the grades from two nine-week grading cycles at the Southwest Key Campus (SWK Campus) and three six-week grading cycles at the MLK Campus. Student grades for yearlong classes are determined by averaging the grades from all grading cycles for the year.

**Progress Reports.** After three and a half weeks at the SWK campus and three weeks grading cycles at the MLK Campus, every student will receive a written progress report to notify parents/guardians of academic progress to date. Progress report envelopes must be signed and returned to school the following day. Students with grades below 70 in any class will be required to attend tutoring after school, in lieu of extracurricular club and athletic activities.

**Report Cards.** Report cards will be provided to parents/guardians at the end of two nine-week grading cycles at the SWK campus and three six-week grading cycles at the MLK Campus. Report cards should be signed by the student's parent or guardian and returned to the school within two days. Students will receive numerical grades that convert to letter grades in the following manner:

90 – 100	A
80 – 89	B
70 – 79	C
Below 70	F

Students with grades below 70 in any class will be required to attend tutoring after school, in lieu of extracurricular club and athletic activities, and on Saturday. Students will not receive credit for a class if the final grade for the year is below 70.

Campuses will have required report card conferences at the end of each reporting cycle. They will be announced prior to the end of each grading period.

**Grade Conferences and Questions.** Teachers follow grading guidelines that have been approved by the Principal and designed to reflect each student's academic achievement for the grading period, semester or class. A test or class grade issued by a teacher cannot be changed unless the Superintendent determines that the grade was arbitrary or contains an error, or that the teacher failed to follow EAPrep's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the Principal.

**Exams.** An exam may be given at the conclusion of each grading period. Final exams will be included in curricular areas as required by the classroom teacher. Teachers will communicate the inclusion of final exams clearly at the beginning of each semester. Parents and students are encouraged to communicate with teachers on a regular basis related to upcoming examinations and the various requirements.

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments as required by law. At grades 3–8, students will be tested in mathematics and reading. Students will also be tested in writing at grades 4 and 7, science at grades 5 and 8, and social studies at grade 8. STAAR EOC assessments will be available for Algebra I, English I (combined reading/writing), English II (combined reading/writing), biology, and U.S. history. All students identified as Limited English Proficient will participate in the Texas English Language Proficiency Assessment System (TELPAS).

**Awarding Credit from Other Schools.** EAPrep will award credit from classes earned at other public schools. Students seeking to have credit awarded from institutions other than Texas public schools must present a report card or transcript indicating the credits earned at the previous institution. When discussing promotion from another campus, it is possible that EAPrep may give a state assessment and will analyze student performance in combination with documented information to be considered when making placement decisions.

**Scholastic Honor Recognition.** EAPrep recognizes the academic achievements of its students. Each grading period, A Honor Roll and A/B Honor Roll students receive special recognition for their achievements. Students are eligible for the A Honor Roll if they receive a grade of 90 or above in all subject areas. Students shall be eligible for the A/B Honor Roll if they receive a grade of 80 or above in all subject areas.

## ***PROMOTION AND RETENTION***

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by EAPrep. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

## ***RETENTION/SUCCESS INITIATIVE (SSI)***

EAPrep will provide accelerated instruction to all students who do not demonstrate proficiency on STAAR or in a given academic core class. Students who do not meet the standard on STAAR must receive appropriate instructional intervention so that they will be able to make the academic progress necessary to do on-grade-level work at the next grade. Accelerated instruction may require participation by the student before or after normal school hours and may include participation at times of the year outside normal school operations. TEA is currently restructuring the SSI requirements for all grade levels. EAPrep will communicate all requirements to parents as they become available from TEA.

## ***TEXTBOOKS***

Textbooks are provided to students by the State of Texas free of charge, and students are encouraged to take good care of all books assigned to them. A student who is issued a damaged textbook should immediately report the damaged item to his or her teacher.

## **ATTENDANCE**

The academic day at EAPrep is dependent on the students enrolled grade level. Students involved in athletics and other after school activities may need to stay later than the times outlined below in order to participate in practices, performances and/or games. Attendance is taken during second period. Any student who arrives after this time will be marked absent.

### **SWK Campus**

2<sup>nd</sup> and 3<sup>rd</sup> grade begins at 7:30am and concludes at 3:15pm.

4<sup>th</sup> through 6<sup>th</sup> grade begins at 7:30am and concludes at 4:15pm.

### **MLK Campus**

7<sup>th</sup> through 10<sup>th</sup> grade begins at 8:00am and concludes at 4:30pm

**Absences.** On any day a student is absent, his or her parent or guardian must call EAPrep at 287-5000 before second period and report the absence. Upon returning to school following an absence, students must report to the front office and provide a written excuse signed by a parent/guardian in order to receive a pass to re-enter class. Failure to provide the written excuse may result in the student being held out of class until the appropriate documentation is received. Failure to bring this note will result in the absence being unexcused. These written notes become a part of the student's attendance record. Based on the documentation provided, the school will determine whether the absence is excused or unexcused. Absences of three days or more will require a doctor's note or other official documentation.

The final grade a student receives in any class may reflect absenteeism. All students are expected to maintain regular attendance. Excessive tardiness or a pattern of unwarranted absenteeism is considered a violation of the Parent/Student Handbook and Student Code of Conduct.

If a student is absent from school on ten or more full or partial days within a six-month period in the same school year or on three or more days or parts of days within a four week period, both the parent and the student are subject to prosecution. If it is believed that a student is not attending school as required by Texas law, the school will contact the appropriate constable precinct.

**Excused Absences.** EAPrep defines an EXCUSED ABSENCE as an absence due to one or more of the following:

- Illness

- Health care appointments if a note from the health care provider is provided
- School-sanctioned activities
- Absences related to the legal system
- Family emergency
- Bereavement/Funeral for immediate family members, which includes the student's parents, siblings, and grandparents
- Religious observances
- Short-term suspensions or other disciplinary actions resulting in an absence

**All of these listed absences require written documentation signed by the parent/guardian upon student's return to school.**

**Unexcused Absences/Truancy.** EAPrep defines an UNEXCUSED ABSENCE as an absence that does not meet the criteria categorized as an excused absence, an absence of three days or longer and a doctor's note or other official documentation is not provided, or if a signed note is not submitted by the parent/guardian **within 3 days of returning to school.** This type of absence is also defined as truancy. Unexcused Absence/Truancy is considered a major violation of the Student Code of Conduct. In an effort to deter students from missing school, all unexcused absences/truancy violations are CUMULATIVE for one school year. The school will take into account extenuating circumstances before applying any disciplinary action.

The parent/guardian will be notified in writing or by phone if a student receives an unexcused absence. The parent/guardian may be required to have a conference with the school administrator.

### **Opportunities for Make-up Work.**

Excused Absence: A student will be given the opportunity to make up work missed due to an excused absence. However, it is the responsibility of the student, immediately upon his or her return to class from an absence, to request and complete an absence form with any assignments or tests missed because of the absence. Teachers will have policies already in place, and students should be aware of those requirements. Remember that make-up work is the responsibility of the student. It is not the teacher's responsibility to track down students to administer make-up tests and collect homework.

Unexcused Absence: A student whose absence is unexcused will not be allowed make up work for the days missed. All graded activities, including tests and quizzes, shall be treated as if the student has chosen not to participate in them and the student will receive a zero on all assignments given that day.

**Attendance Committee.** An attendance committee composed of teachers, an administrator, and other campus staff will convene to consider student appeals for students with excessive absences.

**Pre-Arranged Absences.** If a student anticipates an absence of three days or more, the student must complete an absentee form. This form is available from the registrar. A written note signed by the parent/guardian indicating the dates the student will be absent must accompany the request. Please note that absences have a detrimental effect on a student's accomplishments and progress, and this should be considered prior to requesting an absentee form. These absences could result in loss of credit for the class if student exceeds the number of days allowed and/or student fails to pass the course.

**Tardy to School.** The only excuse accepted for tardiness to school is late buses.

1. After three (3) tardies within a six-week cycle, notice will be given to the student and parent/guardian by the registrar.

2. Starting with the third tardy within a grading cycle, each tardy may result in the student receiving detention at the discretion of the teacher and/or school administration.
3. After the sixth (6) tardy during a grading cycle, a parent/guardian conference may be held.
4. After nine (9) or more tardies in a grading cycle, a parent/guardian conference will be held. Disciplinary action will be discussed and may result in suspension from school.
5. All tardies are cumulative over a grading cycle.

**Tardy to Class.** A student is considered tardy to class if he/she arrives to class after the bell has rung without a note from a teacher or administrator. Being more than ten minutes late to class without a pass will result in an unexcused absence, and the student will be referred to the school administrator.

**After School.** Students are not allowed to stay after school unless they have teacher approval or are staying for a school-sponsored activity. All students must be off campus an hour after the end of the academic day unless prior permission to remain on campus after this time has been granted by an EAPrep staff member who will remain with the student until they are picked up. Students who remain after school for study hall, tutorials or other meetings are required to be in a supervised area at all times. If a student is waiting for a ride, they need to remain in the space designated by EAPrep staff until their ride arrives. Students staying after school with the Boys & Girls Club must have the appropriate bracelet and be with Boys & Girls Club staff at all times. Students are absolutely prohibited from wandering the campus or being in a classroom unsupervised.

**Closed Campus Policy and Early Dismissal.** Providing a safe and orderly campus environment is important. Therefore all students are required to stay on campus upon arrival. Early dismissals for appointments or illness must be arranged prior to departure. All students leaving school early for such appointments must be signed out in the front office prior to departing campus. Also, the adult picking up the student must show proper identification to front office staff and must appear on the student's emergency contact card authorized by the student's legal guardian.

**Homebound Students.** If a student has a medical or psychological condition that necessitates being absent for a total of four weeks, not necessarily consecutively, a homebound referral will be initiated. Once the school receives confirmation from a physician that there is a medical necessity for the student to receive homebound services, a committee will meet to determine an educational program to meet the individual student's needs. The school will develop a quarterly curricular calendar with any needed adaptations. A case manager will be assigned, and a weekly schedule developed for in-home instruction. Students are responsible for meeting the requirements of grade-level curriculum and will be required to take all standardized tests when possible. These assessments may be taken in the home environment or in a specially designed school environmental.

**Failure to Comply with Compulsory Attendance.** School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

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

## **CAMPUS CULTURE INFORMATION**

Since its beginning, EAPrep has embraced a culture of support and a "whatever it takes" attitude. At EAPrep, whatever it takes means working as hard as necessary to achieve the goal of college success. This includes long hours, Saturday school, service learning, homework each night, and much more. Reaching for such high expectations is not easy for anyone, and so we endeavor for EAPrep to feel like a family-oriented school. EAPrep teachers, staff members, and administrators are all dedicated to caring for a student during all the years he or she attends EAPrep, and even afterward. The rules and policies that we enforce are often stricter than at other schools, but it is because we believe our students can and should be held to a higher standard. We are what we do every day, and excellence is a habit.

### ***CELL PHONES & PORTABLE ELECTRONIC DEVICES***

During school hours, all student cell phones must be turned off and put away. If at any time during the school day a cell phone is out or in use, the cell phone will be confiscated. The first incident will result in the parent/guardian picking up the cell phone and paying EAPrep \$5 in order for the phone to be returned. The second incident will result in the parent/guardian picking up the cell phone and paying EAPrep \$10 in order for the phone to be returned. With a third incident, parent/guardian must pick up cell phone and pay EAPrep \$25. In the event this becomes excessive, further disciplinary action may occur. All funds collected through this policy will be deposited in EAPrep's activity fund. Parents/guardians are encouraged to call the school's office number if an emergency arises.

### ***CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN***

EAPrep has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. 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. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include 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. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse 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 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.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or Principal will provide information regarding counseling options for you and your child available in your area. The Texas

Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

Reports may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## ***DISCRIMINATION & HARASSMENT***

**Notice of Non-Discrimination.** EAPrep does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation or disability in providing education services, activities and programs. EAPrep does not discriminate on the basis of disability by denying access to the benefits of EAPrep services, programs or activities. Questions or concerns about EAPrep's policy of non-discrimination should be directed to the Principal or Superintendent.

**Prohibition of Discrimination and Harassment.** EAPrep does not allow harassment of any student on the basis of race, color, religion, national origin, gender or disability. It is EAPrep's expectation that all members of the EAPrep family feel welcomed and appreciated. No person or group has the right to engage in an activity that can be defined as discrimination or harassment. This holds true for all students who are participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance procedures may be directed to the Principal.

**Discrimination.** Discrimination is any conduct that negatively affects a student on the basis of race, color, religion, national origin, gender or disability.

**Harassment.** Harassment is conduct that: (1) affects the ability of a student to participate in or benefit from a program or activity; (2) creates an intimidating, hostile or offensive environment; or (3) substantially interferes with a student's performance.

A substantiated complaint against a student will result in appropriate disciplinary action. Questions or concerns about the discrimination or harassment of students on any basis of should be directed to the Principal or Superintendent.

## ***DRESS CODE***

In support of promoting a safe and professional college preparatory environment, a uniform has been adopted for all EAPrep students. The uniform promotes the concept of teamwork on campus, reduces competition based on current styles, and ingrains the habits of appropriate dress in all EAPrep students. Students should maintain a neat, clean appearance throughout the school day. Do not purchase or expect to wear clothing that is ill fitted or extremely tight. A professional appearance is expected at all times.

Faculty and staff strictly enforce the dress code. The dress code is in effect anytime students are on school grounds, and at most school functions. Campus administration reserves the right to appraise any fashion, hair, make-up, or accessory article as inappropriate for school wear or disruptive to the learning environment. All dress may not be distracting, interfere with the educational process or raise a health/safety concern. A professional appearance is expected at all times. Random, unannounced dress code checks will be done throughout the day/year. Students out of dress code will be assigned discipline by campus administration as appropriate for the infraction.

## **I. Monday through Friday Dress**

### **(1) Shirts and Outwear**

- (a) Students must wear an appropriately fitting, unaltered school shirt each day. The school shirt is available for purchase from EAPrep.
- (b) Students may not wear anything underneath the school shirt except one plain, white, short sleeve T-shirt, and nothing over the school shirt except school jackets and sweatshirts with the school logo. T-shirt sleeves may not be visible at any time. If sweatshirts are worn over the top of the school shirt, the collar of the school shirt must be completely visible.
- b) All outerwear must be in solid school colors only (grey, navy blue, orange, black and white as appropriate to your campus). Hoodies may be worn but hoods must be down.
- c) During cold weather days, coats, non-school sweatshirts, or any other outerwear are not permitted to be worn in school or during school related activities anywhere in the building after the first period bell. They may place outerwear in their backpack during the day. All outerwear must be in solid school colors only (grey, navy blue, orange, black and white as appropriate to your campus). Hoodies may be worn but hoods must be down. School appropriate outerwear is available for purchase from EAPrep.
- (a) Shirts must always be tucked when on school grounds. A professional appearance is expected at all times.

### **(2) Pants and Skirts**

- (a) Boys may wear pants or shorts. Girls may wear pants, skirts, shorts, or Capri pants. Legging type pants may not be worn. Denim material is not permitted.
- (b) All pants, shorts, Capri pants, and skirts must be khaki or black in color.
- (c) Pants and shorts must be worn at waist level.
- (d) Pants must not be too baggy or too tight, nor torn or frayed. Other clothing must not be visible under pants.
- (e) Skirts must be knee length or longer and no slit may come above the knee. Shorts must be knee length.
- (f) Sagging pants will not be tolerated. Pants must be at the waste. A professional appearance is expected at all times.
- (g) Pants must be well fitted and students must be able to pull them up to the waist. Do not purchase or expect to wear clothing that is ill fitted or extremely tight. Campus administration will make all final determinations.

### **(3) Shoes**

- (a) Dress shoes or tennis shoes are allowed.
- (b) Girls' dress shoes are acceptable only if they cover more than half of the foot and do not have more than a 3" inch heel (as measured from the back).
- (c) Flip-flops, stilettos, stacks, platform shoes, and thin sandals are not permitted.
- (d) All shoes must be close toed.
- (e) All shoes must be in solid school colors only (grey, navy blue, orange, black and white as appropriate to your campus). Shoe laces must be black, white or grey. Trademarks may deviate based on purchased color without alterations after purchasing. All other portions of the shoes must

### **(4) Belts**

- (a) Belts must be worn and visible at all times.
- (b) Belts may not hang down. They must be at waist height.
- (c) Pants must allow for belts.
- (d) Belts must be in solid school colors only (grey, navy blue, orange, black and white as appropriate to your campus).
- (e) Sagging pants will not be tolerated. Belts must be at the waist. A professional appearance is expected at all times.

### **(5) Head Coverings**

- (a) No hats or other head coverings are permitted inside school buildings at any time except when mandated by legitimate religious requirements. This includes scarves, hairnets, athletic sweatbands, and bandanas.



(b) When wearing a hooded sweatshirt, the hood may not be worn during school hours, activities or on site.

**(6) Hair**

- (a) No haircuts that are distracting as determined by administration are permitted. Hair must conform to the following standards:
  - (i) Hair can be colored or highlighted only in natural human hair colors.
  - (ii) Both boys and girls must come with hair well groomed and away from the face.
  - (iii) No designs or patterns are permitted to be cut or shaved in the hair.
  - (iv) Facial hair must be minimal and well groomed in a professional manner.

**(7) Tattoos**

- (a) Visible permanent or non-permanent tattoos or body markings are not encouraged. Campus administration will make final determination.

**(8) Make-up**

- (a) Students are permitted to wear light/modest make-up that looks natural.

**(9) Jewelry and Accessories**

- (a) Earrings may not hang longer than 2 inches from the ear lobe. Gauges are not allowed.
- (b) Visible body piercings and tongue piercings, or band-aids covering piercings are not permitted.
- (c) Mouth grills, spiked collars and wrist bands, linked chains (for wallets), studded belts, and oversized accessories are not permitted.
- (d) Jewelry and accessories may not be distracting, interfere with the educational process or raise a health/safety concern.

**(10) Hygiene**

- (a) All students are expected to maintain a neat and clean person.
- (b) Cologne, perfume, and scented lotions are allowed, but may only be applied in bathrooms.

**(11) Distracting Clothing**

- (a) No clothing or jewelry that is determined by campus administration to distract from the learning process is permitted.
- (b) Nothing worn may be distracting, interfere with the educational process or raise a health/safety concern.

**(12) Backpacks**

- (a) Backpacks may not be distracting, interfere with the educational process or raise a health/safety concern.
- (b) A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized items.

**(13) Gym Clothes**

**(a) SWK Campus**

- (i) No gym clothes are required for PE.
- (ii) Students enrolled in athletics will dress appropriate for the sports as assigned by the sports coach/campus administration.

**(b) MLK Campus**

- (i) All students are required to wear the appropriate attire in gym class each day. Failure to dress out will result in a zero for the day and students will not be allowed to participate in class.
- (ii) Black shorts, tennis shoes with socks and any EAPrep shirt make up the gym class uniform. Shirts and shorts are available for purchase at EAPrep.
- (iii) A black sweatshirt and black sweatpants are allowed to be worn over the uniform when there is inclement weather. No other outerwear is permitted during gym class.

**(14) ID Badges.**

- (a) MLK Campus students will be required to wear ID badges at all times. The first ID badge will be issued to the student at no charge. There will be a \$5.00 fee charged for each lost or damaged ID badge. A temporary badge will be provided until the replacement badge is issued. Lanyards will be available for students to purchase. Badges are considered a part of the student dress code.

**II. Spirit Days (Typically Fridays)**

**1) Shirts and Outwear**

- a) As approved by campus administration, students may wear an EAPrep T-shirt or a college T-shirt.
- b) Shirts may be untucked and belts do not have to show.

**2) Pants and Skirts**

- a) Jeans that fit at the waist, are not too baggy or too tight, and are not frayed or torn may be worn.

**ALL OTHER DRESS CODE RULES ARE STILL IN EFFECT ON FRIDAYS!**

**IV. Alternative Dress Code Days**

**1) Dress Down Days**

- a) Dress down days may be approved throughout the school year by permission of the district/campus administration only.
- b) Students with excessive absences and/or discipline issues may not qualify for dress down days at the stipulation of the district/campus administration.

**2) Winter month**

- a) Coats, non-school sweatshirts, or any other outerwear are not permitted to be worn in school or during school related activities anywhere in the building after the first period bell. All outerwear must be in solid school colors only. School appropriate outerwear is available for purchase from EAPrep.

**3) Athletic Teams/Orchestra/ Special School Organizations**

- a) By assignment of the organization lead, students in the approved athletic team may wear buttoned shirt and ties and/or uniforms as approved by the campus administration.

**4) Service Learning and Field Trips**

- a) Students must come in dress code unless approved by campus administration prior to the event.

**III. Saturday and Special Event Dress**

- 1) Some events will not require students to be in uniform. Dress requirements will be given prior to the event on those occasions.
- 2) Students will always be expected to be in clothes appropriate for the situation, and those clothes should fit properly

***EXTRACURRICULAR ACTIVITIES***

EAPrep offers a variety of extracurricular activities to eligible students. However, if a student receives a grade below 70 in any academic class for an evaluation period, the student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by EAPrep or the University Athletic League. The suspension will continue for 3 weeks and will not be removed during the school year until the student's grade in each class is equal to or greater than 70. A suspension will not last beyond the end of the school year.

All students participating in extra-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of EAPrep or be subject to suspension or expulsion from school and/or the activity involved. Coaches or advisors may apply additional, reasonable, and necessary rules unique to the particular activity for which they have responsibility and which have been approved by the school administration in advance. All competition activities will follow the eligibility rules outlined by the sponsoring entity.

Participation in extracurricular activities is a privilege. Students must have appropriate behavior as well as passing grades prior to any event/activity. Grades, behavior and discipline will be taken into consideration prior to every event/activity and may result in ineligibility to participate.

***GUM/CANDY***

Students are not allowed to chew gum or candy at any time while on campus or any school-sponsored activity. Chewing gum will result in a track. Excessive incident of gum chewing will result in further disciplinary action.

## ***ID BADGES***

MLK Campus students will be required to wear ID badges at all times. The first ID badge will be issued to the student at no charge. There will be a \$5.00 fee charged for each lost or damaged ID badge. A temporary badge will be provided until the replacement badge is issued. Lanyards will be available for students to purchase. Badges are considered a part of the student dress code. Consequently, failure to wear a badge is a Level I Offense.

## ***OUTSIDE FOOD/DRINKS***

The school must be in compliance with the USDA national school lunch program policies. Outside food isn't allowed to be dropped off at the school for your child for lunch. If your child would like to carry his/her lunch, this is allowed. If you would like to bring outside food for your child, you must make plans to eat lunch with your child in our cafeteria. You cannot give outside food to other students. We will provide an area for you and your child to have lunch at in our cafeteria.

Non-school sponsored food sales are not allowed unless approved by the administration in writing. The school will from time to time offer food sales in conjunction with a school supported and approved fundraiser only with written consent of the administration.

Food items in the classroom may only be used in conjunction with an educational objective or award with the prior written approval of the campus administration. Parents who wish to provide a light snack item to celebrate their child's birthday must gain prior approval from the campus administration at least three days prior to the event. It may not be served or interfere with the school lunch time. These opportunities may be limited based on other ongoing activities on the campus which might be impacted based on the Principal's decision.

## ***PARENT INVOLVEMENT***

EAPrep encourages parents to become knowledgeable about and involved in their child's education through EAPrep's volunteer programs and the Parental Involvement program. Please contact the Parental Involvement Coordinator for more information.

The Parental Involvement program at EAPrep was developed to promote a learning environment for parents so they can have a greater impact on their child's education. This program includes developing a coordinated parent network that empowers parents through personal growth and development. The Parental Involvement program also provides parents with information about available resources, such as support groups and other community programs. A yearlong curriculum based upon critical topics including child development, joyfulness, educational advocacy and parenting skills is being used.

EAPrep has both a Parental Involvement Policy and a Home-School Compact which is created in cooperation with our parents. It outlines various expectations of the home and school aligned to No Child Left Behind and Title I, Part A requirements. Parents are encouraged to participate in the education of their child to maximize the services they receive.

## ***PARENT/TEACHER CONFERENCES***

Communication between parents and teachers is essential for each student's progress. Parent/teacher conferences are scheduled as needed, and parents are encouraged to schedule parent/teacher conferences when desired. At conferences, teachers and parents discuss a child's strengths and areas of need and teachers review class work, school-based assessments, and teacher observations. Together, parents and teachers develop action plans for the child and record the plans on a conference summary sheet. In the event that a parent is unable to attend a conference, the parent may request a telephone conference at a mutually agreeable time. If you have

any concerns or questions regarding your student's performance, please contact your child's teacher to schedule additional conferences.

## **DISCIPLINARY PROCEDURES**

Each student is expected to behave in a manner that exemplifies dedication, discipline, desire, honesty, loyalty and respect. Students will be held responsible and accountable for behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the EAPrep standards of conduct and behavior may be expelled.

Students must follow the campus level tiered discipline program that allows for both positive and negative reinforcers along a continuum appropriate for each infraction. Parents will receive training/information during orientations and upon enrollment for students beginning after the start of the school year.

### **Discipline Authority**

School rules and the authority of EAPrep to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities. EAPrep has disciplinary authority over a student:

- During the regular school day, when the student is within 1000 feet of the school's real property boundary line, and while the student is going to and from school on EAPrep transportation.
- During lunch periods in which a student is allowed to leave campus.
- While the student is in attendance at any school-related activity, including summer school, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When criminal mischief is committed on or off school property or at a school-related event.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When the student commits a felony offense in the community, as provided by the Texas Education Code.
- Pursuant to any code of conduct adopted at the campus level relating to participation in a student club, organization, or extracurricular activity.
- For discretionary expulsion offenses, within 1000 feet of school property as measured from any point on the school's real property boundary line.
- For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas.

Note: In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus will be reported to and handled by the appropriate law enforcement agency.

**General Guidelines for Student Conduct.** Students are prohibited from engaging in conduct that violates the Parent/Student Handbook and Student Code of Conduct while at school or at EAPrep sponsored activities, whether on or off-campus. Examples of such violations include:

- 1) damaging or vandalizing property;
- 2) stealing;
- 3) using profanity, vulgar language or obscene gestures;
- 4) name calling;
- 5) insubordination;
- 6) behaving in any way that disrupts the school environment or educational process;

- 7) leaving school grounds without permission;
- 8) inappropriate touching;
- 9) violating the dress code;
- 10) wearing or possessing clothing, jewelry, shoes, bandanas, or other items associated with gang activity;
- 11) being late to school/class;
- 12) fighting or attempting to instigate a fight;
- 13) bullying;
- 14) threatening other students, teachers, or staff members;
- 15) inappropriate internet use;
- 16) inappropriate use of any school electronic system, including thermostats and fire alarms;
- 17) possessing or using alcohol, drugs, or tobacco;
- 18) selling alcohol, drugs, or tobacco;
- 19) cheating or allowing others to cheat;
- 20) copying work or allowing others to copy work;
- 21) plagiarism;
- 22) lying to teachers, administrators, or staff members;
- 23) forging signatures or other documents;
- 24) being in a gang or participating in gang activity; and
- 25) possessing a weapon.

The above list of prohibited behaviors is offered by way of example only. Disciplinary action may result for other types of school-related misconduct or violations of the Parent/Student Handbook and Student Code of Conduct.

**Firearm Violations.** Federal law mandates that a student be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm<sup>1</sup> to school. However, the Superintendent or designee may modify the length of the expulsion or assess another comparable penalty that results in the student's exclusion from the regular school program on a case-by-case basis.

**Serious Offenses.** A student may be disciplined and / or expelled for committing a serious offense listed in § 37.007 of the Texas Education Code.

### **Consequences.**

Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include:

- The seriousness of the offense;
- The student's age;
- The frequency of misconduct;
- The student's attitude;
- The potential effect of the misconduct on the school environment; and
- The Student Code of Conduct adopted by the board of trustees.

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<sup>1</sup> Firearm, as defined by 18 U.S.C. § 921, means:

- A. Any weapon (including starter gun) which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive;
- B. The frame or receiver of any such weapon;
- C. Any firearm muffler or firearm silencer;
- D. Any destructive device, as defined by 18 U.S.C. § 921.

Teachers initially handle all discipline issues within their classrooms and administer consequences ranging from a simple warning to removal from the classroom. For those violations of the Student Code of Conduct that can be handled by the teacher, the following discipline management techniques may be used alone or in combination. More serious violations will be subject to suspension or expulsion.

- 1) Oral correction;
- 2) Cooling off or time-out;
- 3) Phone calls to parents/guardians;
- 4) Parent-teacher conferences;
- 5) Confiscation of items that disrupt the educational process;
- 6) Grade reductions for academic violations such as cheating, copying, allowing others to copy work, or plagiarism;
- 7) Sending the student to the office or other assigned area;
- 8) Saturday detention; and
- 9) Detention.

**Suspension and Expulsion as Consequences for Serious and/or Persistent Misbehaviors.** A student may be suspended and/or expelled for serious infractions. Misbehaviors in violation of the Student Code of Conduct not otherwise constituting an expellable offense may become a serious infraction subject to expulsion and/or suspension when the misbehavior is so persistent that, in cumulative effect, it is significantly disruptive of the educational process. The decision to expel shall be based on an assessment of the facts and circumstances of each case.

**In-School Suspension (ISS).** In-school suspension involves the assignment of a student to a specific room on campus for a period of time to be determined by campus administration. The school shall notify the parent/guardian when a student is assigned to ISS. A student assigned to ISS will receive assignments from each classroom teacher and will be expected to complete all work assigned. Students assigned to ISS will not be eligible to participate in extracurricular activities until the ISS assignment has been completed. The student cannot be assigned for more than 30 cumulative days in one school year.

**Suspension Process.** In addition to the above list of serious violations, the Principal or designee has the authority to suspend a student for a period of up to three (3) school days for any of the following additional reasons:

- 1) If there is need to further investigate an incident;
- 2) After a recommendation to expel the student;
- 3) Severe or persistent violations of the Student Code of Conduct; or
- 4) In the event there is an emergency constituting endangerment to health or safety.

A. Prerequisites to Suspension. Prior to suspending a student, the Principal or designee must hold an informal conference with the student to:

- 1) Notify the student of the accusations against him/her;
- 2) Allow the student to relate his/her version of the incident; and
- 3) Determine whether the student's conduct warrants suspension.

B. Notification to Parents/Guardians. If the Principal or designee determines the student's conduct warrants suspension during the school day, the Principal or designee must notify the student's parents/guardians that the student has been suspended before the student is sent home on the day the suspension occurs. The Principal or designee will notify a suspended student's parents/guardians of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

- C. **Credit during Suspension.** A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.
- D. **Emergency Actions.** In an emergency, the principal or designee may order the immediate suspension of a student for up to three days if the student's presence threatens the health, safety, or welfare of himself/herself or other students or faculty.

If a student is suspended in an "emergency" situation without the opportunity for notice of the allegations against him/her, the Principal must notify the student of the allegations and provide the student with an opportunity to present his/her version of the incident within a reasonable period of time, not to exceed three days.

**Expulsion Process.** Only the Superintendent has the authority to expel a student, for any period up to one calendar year. The Principal may recommend expulsion of a student to the Superintendent. The Principal's recommendation must specify the reasons, identified in the Student Code of Conduct, for a particular student's expulsion.

- A. **Due Process.** When the Superintendent determines that a student's conduct warrants expulsion, but prior to taking any expulsion action, the Superintendent will provide the student's parents/guardians written notice of:
  - a. The reasons for the proposed expulsion, and
  - b. The date and location for a hearing before the Superintendent, within three days after the date of the notice, unless the parents/guardians and the Superintendent agree in writing to an alternate time.

The notice shall further state that the student may:

- i. Be present at the hearing;
- ii. Have an opportunity to present evidence;
- iii. Have an opportunity examine/question the school's evidence and witnesses;
- iv. Be accompanied by his/her parents/guardians; and
- v. Be represented by an attorney.

- B. **Hearing Before Superintendent.** The school will make a good faith effort to provide the student and the student's parents/guardians with written notice, as described above, and the school will hold the hearing regardless of whether the student, the student's parents/guardians, or another adult representing the student attends.

At the hearing, the Superintendent will determine whether the student's conduct warrants expulsion. The student will be given the opportunity to present evidence and witnesses. The student may be given the opportunity to question witnesses presented by the school, as required by law.

Immediately following the hearing on expulsion, the Superintendent will notify the student and student's parents/guardians in writing of his/her decision. The decision will specify:

- a. The length of the expulsion, if any;
- b. The procedures for re-admittance at the end of the expulsion period; and
- c. The right to appeal the Superintendent's decision to the board of trustees.

**C. Appeal to the Board of Trustees**

- a. The student or his/her parents/guardians may appeal the Superintendent's decision to the board of trustees by notifying the Superintendent within seven days of receipt of the Superintendent's

decision. The board will review the audio or transcribed record from the hearing before the Superintendent at the next regularly scheduled board meeting, or at the discretion of the board, at a specially called meeting. The board will notify the student and his/her parents/guardians of its decision in writing within five calendar days of the hearing.

- b. Consequences will not be deferred pending the outcome of an appeal of an expulsion by the board. Except when required by law, students will not earn academic credit during a period of expulsion.

**Suspension and Expulsion of Disabled Students.** A disabled student may be suspended and/or expelled for any acts of misconduct that would warrant suspension and/or expulsion of a non-disabled student. Once the administration determines that a student served in Special Education has committed an act that will result in suspension and/or expulsion, they will notify the Special Education Coordinator. The school will hold a Manifest Determination meeting in conjunction with an ARD meeting as outlined by IDEA Reauthorization 2004 and Special Education Policy and Procedures. The Manifest Determination committee/ARD committee will determine as subscribed by law if the behavior/action is a direct result of the disability or the lack of Special Education programming and complete a Functional Behavioral Assessment and Behavior Intervention Plan. If the behavior/action or lack of programming is deemed the result of the behavior/action, the ARD will consider this in designing a new IEP to address this issue. If the behavior/action is not deemed the result of the behavior/action, students with disabilities may be suspended and/or expelled in the same manner as regular education students.

Procedures regarding expulsion and the appeal of an expulsion shall be the same as those for regular education students. The ARD/IEP Committee will determine the instructional and related services necessary to ensure continued progress related to the students IEP during the expulsion. All decisions of the ARD/IEP Committee can be appealed through the Special Education due process procedures. The disabled student's placement during such appeal is governed by IDEA Reauthorization 2004, which maintains the disciplinary placement during the appeal, unless the parties agree otherwise. Students who are being expelled for any offense related to drugs, weapons, or serious bodily injury offense result in 45 day expulsion even if the determination is made that the behavior/action was a manifestation of the behavior or the programming.

**Expulsion of Students served under section 504.** A student served under section 504 may be expelled for any acts of misconduct that would warrant expulsion of a non-504 student.

## **HEALTH AND SAFETY**

### ***BULLYING, SEXUAL HARRASSMENT, AND DATING VIOLENCE***

No one should be subjected to harassment or bullying on campus for any reason. Therefore, it is the policy of EAPrep that all employees, volunteers, parents and students deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, sexual orientation, family situation, religion or political affiliation. Acts of harassment, bullying, hostility or defamation, whether verbal, written, or physical will not be tolerated.

**Bullying.** Bullying of students is prohibited. Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or to the student's property, places a student in fear of harm to the student or the student's property, or is so severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment.



Bullying can include, but is not limited to, physical (hitting, kicking, pushing, choking), verbal (threatening, taunting, teasing, starting rumors, hate speech), electronic (e-mail, text messaging, blogging, chat rooms, social networking pages, etc.) or written threats.

Additionally, EAPrep recognizes that bullying can take the form of social or relational aggression. Relational aggression is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others through direct and indirect methods which include but are not limited to social isolation and/or excluding, blatant acts of aggression that can be physical and verbal and harm through damage or threat of damage to another's physical wellbeing. Students who engage in this behavior toward another EAPrep student will be subject to the same disciplinary actions outlined for other forms of bullying.

If an incident of bullying is confirmed, the Principal or designee shall promptly notify the parents of the victim and the student who engaged in bullying. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

**Sexual harassment.** Sexual harassment of students, teachers and staff is prohibited. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by a school employee, another student, or by a third party. All students are expected to treat other students and EAPrep employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

Examples of sexual harassment may include, but are not limited to:

- Physical contact that is sexual in nature;
- Sexual advances;
- Jokes or conversations of a sexual nature;
- Romantic or inappropriate relationships between students and EAPrep employees or volunteers, even if consensual (which does not include necessary or permissible physical contact not reasonably construed as sexual in nature);
- Any other sexually-motivated conduct, contact or communication.

Questions, concerns or complaints of sexual harassment should be made to the principal or superintendent.

**Dating violence.** Acts of dating violence are prohibited. Dating violence includes the intentional use of physical, sexual, verbal or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. It is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control. Dating violence can include but is not limited to:

1. Physical abuse (hitting, kicking, pushing, choking, etc.)
2. Control of daily activities, choices, and access to resources
3. Isolation from family, friends, religious activities, school, community, etc.
4. Emotional Abuse (put-downs, public humiliation, etc.)
5. Sabotage
6. Technological abuse and stalking
7. Sexual coercion
8. Suicide or homicide threats, attempts or completions

**Retaliation.** EAPrep prohibits retaliation by a student or school employee against any person who in good faith makes a report of bullying, sexual harassment, or dating violence, serves as a witness, or participates in an investigation.

**Timely Reporting.** Reports of bullying, sexual harassment, and dating violence shall be made immediately after the alleged act or knowledge of the alleged act. Failure to make a report may impair EAPrep’s ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying, sexual harassment, dating violence, or believes that another student has experienced bullying, sexual harassment, or dating violence should immediately report the alleged acts to a teacher, counselor, Principal, or other EAPrep employee.

### ***EMERGENCY SCHOOL CLOSING***

**Bad Weather/Emergency Closing.** The closing of EAPrep may occur when bad weather or emergency conditions exist. EAPrep may close for a full day or part of a day during inclement weather. In the event of inclement weather, EAPrep will follow the “closing schedule” of the Austin Independent School District (AISD). School closures or late starts will be reported on the major local news and radio.

**Evacuations.** If public safety officials require that an EAPrep building be evacuated, students and staff members will be safely transported to a designated parent-student reunification center. Parents will be informed of the reunification location via the local media. At the reunification center, employees may release students to their parents upon presentation of proper identification. Employees may only release children to individuals who are authorized on the student's emergency contact form or who have written parent authorization. All employees must make every effort to ensure the safety of students and assist them in returning to their homes.

### ***Fitnessgram Assessments***

EAPrep will conduct a physical fitness assessment of all students. Students will be assessed on their body compositions, aerobic endurance, muscular strength and endurance and their flexibility. Modifications will be provided for students with various restrictions. Students shall not be graded on their fitness assessments. At the end of the school year, a parent may submit a written request to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

### ***HEALTH INFORMATION***

**Illness.** Students should not report to school if they are experiencing the following:

- Fever above 100.4° F
- Vomiting
- Diarrhea
- Irritating or frequent cough
- Chickenpox
- Conjunctivitis (pink eye)
- Any other contagious illness

Additionally, if a parent or guardian suspects that his or her child may have a contagious illness, the parent should contact the Principal so that other students and staff who may have been exposed to the illness can be alerted. A student who is ill should be kept home until the student is without fever or other symptoms (vomiting, diarrhea, cough, etc.), without the use of medications, for 24 hours. If a student has been hospitalized, a note from the student’s physician stating the date the student is allowed to return to school will be required.

**Illness or injury at EAPrep.** Students who become ill or are injured at school will report to EAPrep’s front office. If the student is too ill or injured to remain in school, a parent or guardian will be contacted to pick up the student. Parents/guardians must keep emergency contact information updated. EAPrep will only release students to individuals listed as an emergency contact. Parents/guardians are responsible for providing care

and paying all costs associated with any illness or injury to their student. Families are encouraged to seek medical insurance to cover potential illness or injury.

**Medication.** Students requiring medication (prescription or over-the-counter) during school hours must have the medication brought to the front office by a parent or guardian. The parent or guardian must also sign a medication consent form and provide instructions for administration of the medication. Any medication to be dispensed must be in its original container and properly labeled. EAPrep will not accept prescription medication dispensed outside the State of Texas or nonprescription medications dispensed outside the United States.

Students are generally forbidden from administering their own medication at EAPrep during school hours or at an EAPrep-sponsored event. Students should not be given medication to self-administer. Self-administered medicine is not allowed and may result in a suspension or expulsion. All medication must be declared at the front office. However, a student with asthma or severe allergies may be permitted to possess and use prescribed asthma and/or severe allergic reaction (anaphylaxis) medication at school or school-related events only if he or she has written authorization from his or her parent or guardian and a physician or other licensed health-care provider. Campus administration will make the determination of who will be responsible for the administration of medication on an individual basis. We encourage families to administer medication at home as much as possible. Questions about medication may be direct to the Principal.

**Immunizations.** All students must be current on the immunizations, or provide written documentation that, for medical reasons or reasons of conscience, the student will not be immunized. Parents seeking an exemption for immunization requirements should contact the principal. You can find a list of all immunizations needed for school by logging onto [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize) or by contacting the principal.

Acceptable evidence of immunizations includes:

- Documentation of vaccines administered that include the signature or stamp of a physician or his or her designee, or public health personnel.
- An official immunization record generated from a state or local health authority.
- An official record received from school officials.

**Lice.** Lice infestations are common occurrence among school children and are not reflective of the hygiene standards of students or their families. To prevent the spread of lice, a parent should contact the principal if they suspect their child has lice or has been exposed to lice. Any student found with head lice will be sent home for treatment. Students will not be allowed to return to classes until they no longer have lice.

**Emergency Medical Treatment.** If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, EAPrep needs to have a written parental consent to obtain emergency medical treatment as well as other emergency care information. Parents should make sure that a student's emergency contact form is updated as needed.

**Food Allergies.** EAPrep requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### **Bacterial Meningitis.**

**What is meningitis?** Meningitis is an inflammation of the membranes that cover the brain and spinal cord. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection.

Viral meningitis is generally less severe and clears up without specific treatment. But bacterial meningitis can be quite severe with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

***What are the signs and symptoms of meningitis?*** Someone with meningitis will become very ill. High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. As the disease progresses, patients of any age may have seizures.

***How is bacterial meningitis spread?*** The bacteria can mainly be spread from person to person through the exchange of respiratory and throat secretions. This can occur through coughing, kissing, and sneezing. Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu. Also, the bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

***How can bacterial meningitis be prevented?*** Do not share food, drinks, utensils, toothbrushes or cigarettes. Limit the number of persons you kiss. The Advisory Committee on Immunization Practices (ACIP) recommends routine vaccination of all persons 11-18 years of age with 1 dose of meningococcal conjugate vaccine at the earliest opportunity. Pre-teens who are 11-12 years old should be routinely vaccinated at the 11-12 year old check-up as recommended by ACIP.

**If you suspect someone may have bacterial meningitis seek immediate medical attention.**

For more information, contact your doctor, local or regional department of health offices. Additional information may also be found at the websites for **Center of Disease Control and Prevention** ([www.cdc.gov](http://www.cdc.gov)) and **Texas Department of State Health Services** ([www.tdh.state.tx.us](http://www.tdh.state.tx.us)).

## ***SAFETY***

**Student expectations.** Safety at EAPrep and at EAPrep events is a top priority of EAPrep, and requires the cooperation of all students. Students are expected to:

- Avoid behavior that is likely to put the student or others at risk of injury.
- Follow all rules of this handbook as well as any rules or instructions given by the principal, teachers or other staff.
- Remain alert and report to a teacher or the principal any safety dangers, including intruders at EAPrep or threats made by any person.
- Know emergency evacuation routes and signals.

## ***TOBACCO, DRUG AND ALCOHOL-FREE SCHOOL***

EAPrep's goal is to have a tobacco, drug, and alcohol-free school population. Students are prohibited from possessing or using tobacco, drugs, or alcohol at school related or school sanctioned activities, whether on or off school property.

## ***TRANSFER OF VICTIMS***

On the request of a parent or other person with authority to act on behalf of a student who is a victim of a violent crime, EAPrep shall provide an opportunity for the transfer of the victim to another safe public school. Student victims are not required to transfer, but will be offered the opportunity to do so.

## OPERATIONS

### ***CHANGE OF ADDRESS***

Parents/guardians must give the registrar written notification of a student's change of address or phone number with five days of the change. Failure to notify may result in the student's ineligibility to attend EAPrep.

### ***COMPLAINTS AND CONCERNS***

EAPrep strives to provide superior service to all students and parents. Usually student or parent complaints or concerns can be resolved through a phone call or a meeting with the teacher. However, EAPrep recognizes that at times a parent or student may find it necessary to lodge a complaint with EAPrep and has created the following complaint procedure for parents and students.

**Step 1 – Raise Concern with the Teacher.** If you have a complaint about EAPrep, you should bring the complaint to the student's teacher via phone call, email, or conference, as soon as possible. The longer you wait to make a complaint, the harder it will be for the school to address your complaint or concern.

**Step 2 - Raise Concern or Complaint with Principal.** If your complaint or concern is not resolved by the teacher, you may bring your complaint to the Principal. The Principal will take the steps he or she finds necessary to timely and adequately address your complaint.

**Step 2 – File Formal, Written Complaint with Superintendent.** If your complaint is not resolved by the Principal, you may file a formal, written complaint with EAPrep's Superintendent. The complaint must be filed within ten school days of your most recent contact with EAPrep's Principal about the issue. Written complaints must be specific and, if possible, suggest a resolution. EAPrep's Superintendent will attempt to respond, in writing, within 15 school days of receipt of a written complaint.

**Step 3 – File Formal, Written Complaint with EAPrep's Board Chair.** If your complaint is not resolved by the Superintendent, you may file a written complaint to the Chair of EAPrep's board of trustees. The complaint must be filed within ten school days of the Superintendent's decision or within 30 days of the date you filed the complaint with the Superintendent, whichever is earlier.

The Chair of EAPrep's board of trustees will provide a copy of the complaint record to all members of the board as well as the Superintendent at the next regular meeting of the board of trustees. Any action of the board of trustees regarding the complaint shall be taken in compliance with the Open Meetings Act. The failure of the board of trustees to act on a complaint has the effect of upholding the Superintendent's decision.

### ***LIBRARY RESOURCES***

EAPrep is fortunate to have a library available for use by its students. Use of all EAPrep library materials is limited to students working under staff supervision for approved purposes. Various library materials are allowed to be checked out; however, students are responsible to return them by the due date in good condition or they will be liable for full replacement cost. Final decisions related to library materials are at the discretion of the library staff and administration.

Inappropriate use of EAPrep's library may result in appropriate action against the student. Students are expected to comply with all EAPrep rules and policies regarding library use by EAPrep students. Any inappropriate actions involving library resources including vandalism, breakage, misuse, unauthorized use and neglectful behavior may result in a disciplinary consequence including financial compensation for said actions.

## ***TECHNOLOGY RESOURCES***

EAPrep is fortunate to have Technology Centers available for use by its students. Use of the all EAPrep computers, iPads, and other technology is limited to students working under staff supervision for approved purposes.

Inappropriate use of EAPrep's technology resources may result in appropriate action against the student. Students are expected to comply with all EAPrep rules and policies regarding technology use by EAPrep students. Any use of an EAPrep technology, including any e-mail sent or received, chatting, or online social media use on an EAPrep technology is not private and may be monitored by EAPrep staff. Any inappropriate actions involving technology resources including vandalism, breakage, misuse, unauthorized use and neglectful behavior may result in a disciplinary consequence including financial compensation for said actions.

Disclaimer of Liability: EAPrep is not be liable for the users' inappropriate use of EAPrep's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. EAPrep shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

## ***TITLE I PARENTAL NOTICE***

As a parent of a student in a Title I school, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and the Federal law requires EAPrep to provide you with this information in a timely manner if you request it. Specifically, you have a right to request the following information about your child's classroom teachers:

- 1) Whether the teacher meets the state qualifications and licensing criteria for the grades and subject he or she teaches.
- 2) Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- 3) The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- 4) Whether paraprofessionals provide services to your child, and, if so, their qualifications.
- 5) If you would like to receive any of this information, please contact the Principal.

As a parent of an EAPrep student, you have the right to participate in the education of your child. As EAPrep receives Title I funds, the school is required by statute to yearly create and update their Parental Involvement Policy and Home/School Compact with input from all stakeholders. Parents are encouraged to actively participate in this process. For more information, please contact your campus principal.

## ***HOMELESS STUDENTS***

EAPrep surveys students and parents annually through the Student Residency Questionnaire to determine if their living situation is transitional as defined by the McKinney-Vento Homeless Assistance Act. Children and youth who lack a fixed, regular and adequate nighttime residence are considered homeless and may be eligible for services. Families will be contacted by EAPrep to determine the type of services the student may be eligible for during the school year. If during the year, a family's living situation changes due to economic hardship, the family should contact the campus to update their Student Residency Questionnaire to determine if they are eligible for services. Questions concerning services to homeless students should be directed to the campus Principal.

## ***MEALS AND CAFETERIA***

EAPrep offers students nutritionally balanced breakfasts and lunches daily. The full price cost of breakfast and lunch per child each day is \$4.80\*, as follows:

Breakfast:	\$1.60*
Lunch:	\$2.60*

\* *NOTE: Cost for meals are currently being negotiated.  
New prices are being negotiated and prices will be adjusted accordingly.*

Parents can pay for their child's meals in advance; EAPrep accepts cash, credit cards and checks. Additionally, EAPrep participates in the National School Lunch Program, which provides for free and reduced-price lunches based on financial need. Students may also bring their own meals from home. Please contact the Principal if you have any questions about the meals provided by EAPrep or the National School Lunch Program.

To keep the school clean and neat, certain rules are established. Food and drink will be allowed only in the cafeteria area, and not in any academic area without the consent of the Principal. Students should dispose of all trash in the appropriate place.

### ***PHYSICAL RESTRAINT***

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
5. Restrain an irrational student.

### ***PLEDGE OF ALLEGIANCE AND A MINUTE OF SILENCE***

Each school day, students will recite the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the Texas Flag. Parents may submit a written request to the Principal to excuse their child from reciting a pledge. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, mediate or engage in other silent activity during the minute so long as the silent activity does not interfere with or distract others.

### ***PROPERTY GUIDELINES***

**School Property.** All students are expected to respect and care for all property of EAPrep including building facilities, desks, dry erase boards, books, restroom facilities, lockers, etc. Any student damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is prohibited.

At the end of each school year, all students are required to return all school-issued materials (textbooks, novels, athletics uniforms, calculators, etc.) in good condition. Students who fail to do so will have to reimburse the school the replacement cost of these items.

**Student Property.** EAPrep assumes no responsibility for any loss to students' personal property or for items such as (but not limited to) MP3 players, radios, cameras, cellular phones, CD players, iPods, camcorders, hand held game systems, toys and cards.

Parents and students are advised that it is prohibited to use portable communication devices (such as, but not limited to, cellular phones) during school hours. Items will be confiscated and appropriate disciplinary action will be taken. All items that are prohibited and/or deemed unacceptable for the school environment will be

confiscated and stored in the appropriate administrator's office until a parent retrieves those items after speaking with the school administrator. The school is not responsible at any point for items that are prohibited on campus. This includes cell phones.

The following items will be immediately confiscated if brought to campus: skateboards, skates, roller blades, televisions, personal electronic game systems, flat irons, curling irons, or aerosol cans (hair spray, deodorant, etc.) This is not an exhaustive list. Inappropriate items will be returned to parents at the discretion of the Principal.

Student property that is traditionally considered confidential (journals, purses) will be turned over to the school administrator if it is found to pose a risk to its owner or anyone else. Willful destruction or defacement of student or teacher property at any time is prohibited.

**Theft.** Committing an act of theft is prohibited. The student will also be required to pay for or replace the item(s) stolen. Proper outside authorities may be contacted.

**Search and Seizure.** School authorities may seize any contraband, substance, material, or object, the possession of which is illegal, violates a school rule, or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

- 1) Authority to Conduct a Search – EAPrep officials may search students, their lockers, their motor vehicles and their personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by law or EAPrep policy.
- 2) General Inspection – School authorities reserve the right to make general inspections of lockers for purposes including but not limited to safety, cleanliness, retrieval of school material and maintenance. Such general inspections shall not include searching personal items stored in lockers, clothing, bags or purses unless reasonable and specific suspicion exists.
- 3) Locker/Desk/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school and are subject to inspection access for maintenance and search. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.
- 4) Personal Searches – A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized items. Prior to conducting a personal search of a student, other than to obtain possession of a weapon, dangerous object, or other contraband such as illegal drugs or alcohol, a reasonable effort shall be made to inform the student's parent/guardian. When practical, the parent/guardian shall be given an opportunity to be present during the search if the parent/guardian can arrive within a short period of time.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate. The student's parent/guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

**Selling Items at School.** Conducting private business or selling unauthorized items is prohibited. Items will be confiscated from the student(s), and disciplinary action will be taken. School clubs and organizations may sell items before, after, and during school hours only after they have received permission from the Principal.



**Distributing Literature.** Students must receive approval from the Principal prior to distributing any flyers, literature, etc. for non-school sponsored activities. For school sponsored activities, such as pep rallies, dances, student government campaigns, etc., students who wish to post advertising materials for these events must have prior approval.

### ***PUBLIC DISPLAYS OF AFFECTION***

The inappropriate public display of affection is embarrassing to the staff, visitors and students of EAPrep. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing, handholding, and other inappropriate displays of affection are violations of the Student Code of Conduct.

### ***REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF***

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### ***SCHOOL-SPONSORED ACTIVITIES***

EAPrep holds dances and other school-sponsored activities for the enjoyment of EAPrep students. There are parameters for school-sponsored activities.

1. Rules: All campus rules are in effect at all school-sponsored activities (on or off-campus).
2. Re-entering the Activity: Students leaving prior to the end of the activity for any reason may not re-enter the activity.
3. Conduct: EAPrep students and their guests may be forced to leave an activity if they conduct themselves in an inappropriate manner or violate the Handbook. No money will be refunded.
4. Dress code: The dress code for each event will be determined by the school administration. Students and guests who do not meet the dress code expectations will not be allowed to attend the event.
5. Same-day absences: Students who are absent from school are not allowed to attend or participate in any school-sponsored events (athletics competitions, school dances, theater performances, etc.) held on the day they were absent.

**School Trips.** Each school trip is privilege for EAPrep students, not a right. Trip sponsors have the discretion to determine eligibility criteria for trips.

### ***STUDENT RECORDS & NOTICE OF PARENT AND STUDENT RIGHTS***

A record on each student is maintained by EAPrep. The record includes factual information about the student, report cards, attendance records, achievement test results and health records.

Federal and state laws protect student records from unauthorized review or use and provide certain privacy rights to parents and eligible students. For purposes of student records, an "eligible student" is one who is 18 or older or who is attending an institution of postsecondary education. EAPrep will verify the identity of any requestor before releasing personally identifiable information from a student's record. EAPrep will adhere to all laws regarding the confidentiality of student records.

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, safeguards student records from unauthorized inspection or use and provides parents and eligible students certain rights. Certain information about EAPrep students is considered directory information and will be released to anyone who follows the

procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. **If you do not want EAPrep to disclose directory information from your child's education records without your prior written consent, you must notify EAPrep in writing within the first 30 calendar days of the school year.** EAPrep has designated the following information as directory information: student's name, photograph, dates of attendance, grade level, student academic standing and participation in officially recognized activities and sports.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential education records. Release is restricted to:

- The parents, whether married, separated, or divorced, unless the school is given a copy of a court order terminating parental rights or the right to access student's educational records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- EAPrep school officials who have a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student, considering disciplinary or academic actions, compiling statistical data, or investigating or evaluating programs. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personally Identifiable Information 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.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Releases to any other person or agency, such as a prospective employer or for a scholarship application, will occur only with parental or eligible student permission.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe EAPrep is not in compliance with the law regarding student records.

## ***TELEPHONES***

All office and classroom telephones are reserved for school business purposes. Students will not be called out of class to receive telephone calls or messages. Students will only be allowed to use the phone in the office

during school hours if given permission from a staff member. Please do not encourage your student to use their personal cell phones during the day by texting or calling them.

## ***TRANSPORTATION/BUS INFORMATION***

Students are encouraged to appreciate and take full advantage of the free transportation provided by EAPrep. Free transportation is a privilege and NOT a right. It is important for all bus riders to accept and acknowledge that this privilege will only continue if their behavior on the bus is reasonable and safe. Students who choose to engage in unacceptable behaviors on a school bus create a risk for themselves as well as other students, the bus driver, the motoring public and pedestrians. In addition to the consequences listed below, students who violate any of the policies included in the Parent/Student Handbook and Student Code of Conduct while on school buses may be subject to discipline.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problem is not a valid excuse for an absence. Punctual transportation to and from school are both a student's and a parent's responsibility.

Students living more than two miles from EAPrep are eligible for free bus service. Students riding the bus must adhere to the student code of conduct and follow these rules:

- Enter and leave the bus in an orderly manner.
- Stay in your seat while the vehicle is moving.
- Keep your head, hands and feet inside the bus.
- Do not throw objects inside the bus or out of the window.
- Do not deface the bus or its equipment.
- Observe all usual classroom rules.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Be courteous.
- Cooperate with the bus driver.

## **SCHOOL BUS OFFENSES**

### Level I Offenses

1. Spitting
2. Excessive Noise or Loud Music
3. Horseplay/Mischief
4. Eating/Drinking/Chewing Gum
5. Littering on bus
6. Leaving seat/standing without permission
7. Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials
8. Riding an unassigned bus or using an unassigned stop
9. Refusing to properly identify yourself to bus driver
10. Disobedience to bus driver

### Level II Offenses

1. Hanging out the windows with any part of the body
2. Throwing or shooting an object in or out of bus
3. Bullying, threatening, or harassment of anyone on bus
4. Profanity or threat toward bus driver
5. Possession or use of any controlled substance

6. Vandalism to bus
7. Pushing, shoving or rushing the bus at a stop
8. Unauthorized entering/leaving the bus through emergency exit
9. Possession or threats of possession of a weapon
10. Other offenses that would seriously jeopardize the safety of the bus community

**CONSEQUENCES FOR SCHOOL BUS OFFENSES**

Offense Level	1st Offense	2nd Offense	3rd Offense	4th Offense
Level 1	warning	1-5 day bus suspension	5-10 day bus suspension, parent conf	loss of bus privilege
Level 2	1-5 day bus suspension	5-10 day bus suspension, parent conf	10-15 day bus suspension, parent conf	loss of bus privilege

***VISITORS***

Parents and other visitors are welcome to visit EAPrep. For the safety of our students and staff and to minimize disruption, all visitors, including parents, are required to register at the school office and wear nametags during school visits.

Visits to classrooms during instructional time are only allowed if approved by the Principal and teacher and only so long as the visit is not disruptive.

***WITHDRAWAL FROM SCHOOL***

A student withdrawing from school must be accompanied by a parent/guardian; the family must meet with a school administrator prior to withdrawing. Parents/guardians must give the registrar 24 hours to complete all necessary withdrawal paper work.

**SPECIAL EDUCATION AND STUDENTS WITH DISABILITIES**

***DYSLEXIA SERVICES***

EAPrep strives to identify and provide required services to all students with dyslexia. The procedures EAPrep will follow include:

- a. EAPrep will notify parents or guardians of any proposal to assess student for dyslexia as required;
- b. EAPrep will inform parents or guardians of their rights under the applicable law;
- c. EAPrep will obtain parent permission to assess the student for dyslexia; and
- d. EAPrep will administer measures only by individuals/professionals who are trained in assessments to evaluate students for dyslexia and related disorders (19 TAC §74.28).

A team or committee of persons will determine if the student has dyslexia. If the student has dyslexia, the committee will also determine whether the student has a disability under the Rehabilitation Act of 1973, §504. Students with additional factors that complicate their dyslexia may require additional support or referral to special education.

### ***SECTION 504/CHILD FIND NOTICE***

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability in any program receiving federal financial assistance. EAPrep has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to all students with disabilities. Students who qualify to receive services under Section 504 will receive accommodations based on their Individual Accommodation Plan (IAP) that will provide them with accommodations deemed necessary for them to be successful in the classroom. Students receiving services under Section 504 are responsible for all content standards for their enrolled grade level and must meet all promotion standards in order to be promoted to the next grade level.

It is the intention of EAPrep to eliminate discrimination on the basis of disability in any program or activity. Section 504 support focuses on support in three areas: academics, facilities, and employment. Additional information may be found in EAPrep's Section 504 policies and procedures manual available upon request.

**Academics.** EAPrep will provide a free appropriate education (regular or special education and related aids and services) to students who qualify under Section 504. Instruction will be individually designed to meet the student's needs as adequately as the needs of non-disabled students.

Before the child can be placed and receive special services, the parents will be notified and the student will be evaluated using validated tests by trained personnel. While parental notice is required before a child is tested and/or placed, their consent is not required under Section 504. Only if the child is suspected of having a disabling condition under IDEA would parental consent be necessary. Placement decisions must be made by a group of persons knowledgeable about the child, the evaluation dates, and placement options, and the child must be placed in the least restrictive environment appropriate.

Periodic reevaluations will be conducted, including before any significant change in placement. No qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity EAPrep. Referrals for services are made through the Student Support Team process.

EAPrep Section 504 Coordinator for Academics Issues: Campus Counselor and/or Campus Administration

**Facilities.** No qualified disabled person shall, because facilities are inaccessible to or unusable by disabled persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to, discrimination under any program or activity to which this part applies. Request for support should be made directly to the appropriate Section 504 Coordinator.

EAPrep Section 504 Coordinator for Facilities Issues: Campus Counselor and/or Campus Administration

### ***SPECIAL EDUCATION***

EAPrep has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to all students with disabilities. It is the policy of EAPrep to ensure that all eligible children with disabilities who are within EAPrep's jurisdiction have a free and appropriate public education (FAPE) available in accordance with

its procedures as reflected in the Legal Framework Child Centered Special Education Process located at: <http://framework.esc18.net/>

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

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact the campus Principal at 512-287-5000.

### ***SPECIALIZED STUDENT SUPPORT***

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about EAPrep's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of EAPrep to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, EAPrep must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. EAPrep must complete the evaluation and the report within 60 calendar days of the date EAPrep receives the written consent. EAPrep must give a copy of the evaluation report to the parent.

If EAPrep determines that the evaluation is not needed, EAPrep will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with EAPrep. EAPrep is required to give parents the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities. Additional information regarding the IDEA is available from EAPrep in a companion document A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First
- Partners Resource Network

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

Contact Person: Campus Principal  
Phone Number: 287-5000

## ***NOTES***

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**2013-2014**  
**Acknowledgment Form for the**  
**Parent/Student Handbook and Code of Conduct**

I hereby acknowledge that I have received a copy of the 2013-2014 EAPrep Student/Parent Handbook and Student Code of Conduct and understand that it describes the terms and conditions of being a parent/student at EAPrep. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in the document.

I understand that the information in the EAPrep Student/Parent Handbook and Student Code of Conduct is subject to change without prior notice. I understand that changes in EAPrep policies may modify or eliminate information summarized in the handbook. As EAPrep provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that the Handbook is intended only to provide EAPrep's guidelines and that it is neither a contract nor a promise.

I understand that I have an obligation to inform EAPrep of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my student's teacher or campus principal if I have any questions, concerns, or need further explanation.

The student and parent should each sign this page in the space provided below and then return the page to the student's school during their first period class. Failure to sign and return this receipt **does not** take away the responsibility to abide by the contents of the Parent/Student Handbook and Code of Conduct.

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Name(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please sign and date this page, remove it from the handbook, and return it to your child's school.***  
***Thank you.***



