



Crosstimbers Academy

T I M B E R W O L V E S

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The CTA Student Handbook has been explained and understood by both parent and student.

Parent

Date

Student

Date

This page is to be removed from packet and filed in the student's permanent folder.

Crosstimbers Academy Student Handbook 2011-2012

Mission Statement:

The Crosstimbers Academy Board of Directors, Faculty, and Staff will insure an environment of safety, respect, and accountability while students prepare to improve quality of life. The school provides an equitable opportunity for students to acquire a sound academic and career-focused education. Students receive a strong foundation in humanities, science, mathematics, and career technology. Interdisciplinary curriculum is presented in a way relevant to each student's world. Specialized support is provided for students preparing for careers that require post-secondary training. Graduates shall enter the global labor force with marketable skills, embracing a positive work ethic.

Chartered Schools:

In February of 1996, the Texas Legislature authorized the creation of state chartered schools. These are public schools required to meet state accreditation requirements. Charter schools are designed and managed by concerned teachers, parents, administrations, and community members. Once the charter is created, it is submitted to the State Board of Education for approval. The charter is granted to a 501 (c) (3) non-profit organization. The non-profit organization governing our school is called Brazos River School. The Board of Directors of CTA is the governing body of the charter school, which implements the policies and procedures of the charter school. The school must conduct itself in agreement with its charter. Charter schools are accountable to the State Board of Education and are monitored by the Texas Education Agency to insure that they meet both state and federal guidelines. Many rules and regulations that apply to public schools have been removed from charter schools, yet with this freedom there is a great deal of fiscal and student academic accountability.

For further information on Crosstimbers Academy or other Texas Charter Schools, go to www.charterstexas.org.

Crosstimbers Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Admission will not be based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend. Students may be denied admission or readmission based upon documented behavior problems. Pursuant to TEC 12.111(a)(6), the school may deny admission to students with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.

Application Procedure:

Individuals interested in attending Crosstimbers Academy, serving grades 9-12 only, will complete an application and submit it to Crosstimbers Academy. Applications will be accepted August 1st through August 8th annually.

Lottery Procedure:

If there are more eligible applicants than available spaces in class, then a lottery will be conducted on August 9th. A name is drawn for each vacancy that exists, and each applicant whose name is drawn is offered admission. The remaining names are then drawn and placed on a waiting list in the order they were drawn. If a vacancy arises before the commencement of the school year or during the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. If an application is received after the application period has passed, the applicant's name is added to the waiting list behind the names of the applications who timely applied.

Drug Free Campus:

Crosstimbers Academy is determined to foster a safe and caring learning environment for its students. All enrolled students are required to participate in a drug free curriculum. Help CTA faculty and staff to send a strong message to our students to avoid drugs. Support this and other drug prevention efforts on our campus. Any student attending a persistently dangerous public elementary school or secondary school, as determined by the Texas Education Agency, or who becomes a victim of a violent criminal offense while in or on school grounds that the student attends, will be allowed to attend a safe public elementary or secondary school within the local education agency, including a public charter school. (P.L. 107-110, Section 9532)

Parent-Teacher Communications and Conferences:

Parents are encouraged to actively participate in their children's educational programming. Parents are encouraged to regularly communicate with each of their children's teachers. This can be done through notes, phone calls, and face-to-face conferences. Teachers are expected to tell about positive work, as well as areas that need help. When a parent requests a conference with a teacher, an appointment should be scheduled through the office.

Attendance:

State law requires that students be in attendance at least 90% of the scheduled class time to receive credit for a course. We will not only follow this rule as mandated, but because we value the time spent in classrooms, we believe that students cannot be successful and receive the full benefits of school if they are not in attendance. Please encourage your child to attend classes regularly and make every effort possible to limit absences from class.

When a student is absent, we must have a note WITHIN THREE DAYS OF RETURNING from the parent concerning his/her absence(s). It must include the following:

- **Student Name**
- **Grade Level**
- **Dates Missed**
- **Reason**
- **Parent/Guardian Signature**
- **Parent/Guardian Home/Work Phone Number**

Excessive Absences:

Excessive absences will be allowed to be made up through community service with approval by the principal and/or attendance committee. Notification will be given to both parent and student prior to the end of the fall and spring semesters if credit is denied as a result of excessive absences.

If you, the parent, call and notify us that the student is absent, an excused note must also be provided. We keep a file of all notes received for audit purposes.

Absences:

In Texas, a child between the ages of 6 and 17, depending on the specific birth date, is required to attend school unless otherwise exempted by law. School officials must investigate and report violations of the state compulsory attendance law. This law requires that a student be in attendance for at least 90% of class time before receiving credit for a class.

Texas Education Code, Chapter 25, Section 25.095 **WARNING NOTICES**

(a) A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on **10 or more days or parts of 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:**

- (1) the student's parent is subject to prosecution under Section 25.093; and
- (2) the student is subject to prosecution under Section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

(b) A school district shall notify a student's parent if the student has been absent from school, **without excuse** under Section 25.087, on three days or parts of days within a four-week period.

The notice must

- (1) inform the parent that
 - (A) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and
 - (B) the parent is subject to prosecution under Section 25.093; and
- (2) request a conference between school officials and the parent to discuss the absences.

(c) The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense to prosecution under Section 25.093 or 25.094.

(d) In this section, "parent" includes a person standing in parental relation.

Dismissal From School:

Upon arrival on school grounds, students may not leave the campus at any time for any reason, without checking out in the office. Students requesting to leave school during the day must either bring a note from his/her parents, have his/her parents call or be checked out by his/her parent or guardian in the office. The CEO or appointee may also determine if a student should be sent home and will notify the student's parent or guardian.

Withdrawal:

Parents must inform the school of their intent to withdraw their child from school at least 24 hours before their last day in school so that records can be cleared, withdrawal form issued, and teachers contacted. Parents must see that all textbooks and other state property are returned to the office to withdraw a student.

Dress Code:

Students may dress comfortably, but must be covered. Clothing deemed inappropriate or in poor taste by the CEO or appointee will not be allowed. Clothing worn that includes, but is not limited to, the advertisement of alcoholic beverages, drugs, or sex will not be allowed. Shirts and/or pants that expose the midriff, belly button, or undergarments will not be allowed.

Special Needs:

Special needs students, as identified through school board policy, will be served in the classroom through differentiated curriculum, modifications as identified in individual education plans, and accelerated learning strategies, will be made when appropriate. These special populations include LEP, gifted and talented, special education, and section 504 students.

OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district'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 support services that are available to all students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. The written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: **Contact: Randy Mayfield Contact Phone: 817-594-6220.**

Academic Grades:

Evaluation of student work shall be by numerical grades. The numerical grades are as follows:

<u>Quality of work</u>	<u>Numerical Grade</u>
Excellent progress	90-100
Above average progress	80-89
Average progress	70-79
Unsatisfactory progress/failing	50-67*

*A grade of 68 or 69 shall not be given a student for a six weeks average, semester average, or a year average. A grade below 50 shall not be given without the Principal's permission.

Exemption Policy:

Students can earn exemptions on semester exams if they meet the following criteria:

1. 80 or above average in the subject area and has 0 or 1 absence for the semester in that class.
2. 85 or above average in the subject area and has 2 or 3 absences for the semester in that class.
3. 90 or above average in the subject area and has 4 or 5 absences for the semester in that class.

Or passes their respective TAKS test (subject area) and has 5 or less absences in their respective class for the semester.

These exemptions are for math, science, social studies, and ELA classes only.

Concurrent Enrollment:

A student desiring to earn college credit while in high school may do so both during the summer and during the regular school year.

College courses taken during the regular school year for both college and high school credit must be approved by the principal, the parents, as well as the college or university prior to the student's enrollment in the course. Please see the school counselor for details.

Correspondence Courses:

Students may earn a maximum of two (2) credits required by the state for graduation through correspondence courses. Courses must be approved by the state and be offered by approved colleges or universities. Students must be granted approval from the principal to enroll in a correspondence course. Courses must be completed and grade(s) submitted for recording at least 30 days prior to graduation in order to be used for graduation credit.

Progress Reports:

Progress Reports will be issued as needed after the third week following the end of each grading period. Course completion forms will be issued to students upon the completion of the requirements set forth by the state.

Tutorials:

The overriding philosophy of tutorials is that they give teachers the opportunity to re-teach certain objectives and concepts to students, thus increasing the change of students' attainment of mastery of these objectives and improving the success level of students by remediation in their specific areas of difficulty. All full time teachers shall provide tutorials before and/or after school at the student's request. Teacher's tutorial sessions should be posted in classroom, in a clear view for students.

TAKS:

All students, unless otherwise exempt, are required by Texas Law to pass the Texas Assessment of Knowledge and Skills (TAKS) in order to receive a high school diploma. This series of tests include testing in Reading, Math, Writing, Science, and Social Studies. You must pass the exit level TAKS test to get your diploma.

Address Changes:

Students must report any change of address or phone number to the school office via a "Student Update Form" immediately so that records may reflect accurate information.

Visitors:

Any person visiting the school must go to the office before entering the classroom areas and obtain a visitor's pass, to be worn while on campus. Students from other schools are not allowed to visit, unless pre-approved tour.

Deliveries to Students:

All deliveries to students must be received at the front office. No deliveries are to be made directly to classrooms. Deliveries made to students will be held in the office and delivered to students by the school personnel.

Care of School Property:

Students will be held responsible for the care of school property. Students not interested in protecting the property of others should not enroll at Crosstimbers Academy. Remuneration will be expected for any damage caused by student neglect and/or misuse. *Food and drink will not be allowed in any rooms, with the exception of areas designated by the CEO.*

Lost and Found:

Articles found on school grounds should be taken to the front office and placed in the lost and found container. Articles not claimed at the end of each semester will be disposed through appropriate channels.

Electronic Devices:

Personal electronic devices including pagers, cellular phones, radios, CD, I-Pod and tape players will be confiscated by school administration and staff if found to be "on" (activated) on school property. There will be a \$10.00 fine levied for each incident. Electronic devices will be kept in a safe place until the fine is paid. A receipt will be issued and given to the student. These devices have emerged into an extreme disruption in the educational process.

Telephones:

Students may use the telephone in the school office only in extreme emergencies.

Academic Policies:

Students enrolled in Crosstimbers Academy are expected to do their best. Students will be challenged to meet high academic standards. Students enrolled at CTA should be prepared to follow a rigorous course of study. Students should make use of every opportunity to meet with teachers during tutorials, work with peers in study groups, and work with parents in developing effective work skills and schedules.

Classification of Credits:

Students enrolled in Crosstimbers Academy will be classified by credits within the following framework:

<u>GRADE YEAR</u>	<u>REQUIREMENTS</u>
9 th Grade	Passed eighth grade
10 th Grade	5 or more credits including Algebra I and English I
11 th Grade	11 Credits
12 th Grade	16 Credits

Bad Weather Notification:

In case of school closing as a result of bad weather tune to WBAP 820 AM radio and/or NBC Channel 5.

STUDENT CODE OF CONDUCT

This document may be modified as directed by the Board of Trustees

Article I: Philosophy

All students will be expected to possess and display ethical and appropriate social behaviors. Students will demonstrate respect for others, be held accountable for their actions, seek excellence in performance, and practice integrity.

Article II: Student Responsibilities

- A. Students are expected to read and discuss this document with their parents and indicate both understanding and acceptance of such by returning a completed and signed copy of an acknowledgement form.
- B. Students are to be courteous to others.
- C. Students are expected to encourage and assist others.
- D. Students are to respect the authority of the school by:
 - Attending school daily, except when ill or otherwise excused, according to school policy
 - Being on time to all classes and school functions where attendance is mandatory
 - Cooperating with all directives issued by school personnel
 - Seeking changes in school policies and regulations through approved channels in an orderly and responsible manner
- E. Students are to cooperate with their teachers by:
 - Following directions the first time given
 - Being truthful and honest in responses
 - Being prepared for class with assigned work and appropriate material

- Completing homework, class assignments and projects on time
- F. Students are to develop themselves by:
- Establishing an effective working relationship with parents, peers, and adults
 - Meeting the challenges presented during the educational experience
 - Striving to reach the fullest potential
 - Setting individual goals
 - Improving work and study habits

Article III: Discipline Action Plan

Section 1: DISCIPLINE SYSTEM

If at any time the student's disciplinary record includes five documented disciplinary actions or if serious or unacceptable behavior occurs; the student may be removed from school (see section 2). The following code of conduct applies to behaviors both at school and school sponsored activities.

- A. The first disciplinary referral in a student's record will be a warning. The teacher/staff member notes that a verbal warning has been given and will make a written record.
- B. The second disciplinary warning given to a student by a teacher/staff member will result in a phone call by a teacher/staff member to the student's parent/guardian to explain behavior(s) and give warning to possible future disciplinary actions. The teacher/staff member notes that the phone call was made and that such warning has been given will make a written record.
- C. Three or more disciplinary warnings in a student's record will result in a parent meeting with the student's teacher and CEO to discuss the student's behavior, gather information and discover patterns and circumstances surrounding the student's behavior. The purpose of the conference will be primarily to develop a plan that will help the student to control misbehaviors and effectively participate in the school's educational process. This may include disciplinary actions, such as, but not limited to, alternative classroom placement and/or suspension from school. The conference will also set the guidelines for which the student will abide in order to remain in school.
- D. Note: Serious misbehaving or those that do not occur in or relate to a particular classroom experience are handled at the discretion of the administration. Lack of participation of the student and/or parent in that process does not preclude action to be taken by the administration.

Section 2: CLASSIFICATION OF SPECIFIC MISBEHAVIORS

- A. The following list includes examples of behavioral actions that will receive no warning and will be assigned the appropriate level of disciplinary action, as deemed appropriate by the administration. These are to include, but are not limited to:

- | | |
|--|---|
| -Vile, abuse or vulgar language | -Defacing school property |
| -Deceitful or dishonest activities | -Fighting |
| -Gambling | -Obscene gestures or actions |
| -Theft | -Defiance to or refusing to follow directions of adults |
| -Injury to any person, intentional or not, caused by horseplay, malice and/or disobedience to rules or standards of good conduct | -Unexcused absences |

- B. The following list includes examples of behavioral actions that will receive no warning and will result in the student being immediately removed from school.

- In the case of expulsion, due process as outlined in Section 37 of the Texas Education Code will be followed.
- Any criminal activity, including but not limited to possession or use of weapons or controlled substances, aggravated assault, terrorist threats, arson, sexual assault, retaliation.
- Any activity that is dangerous or potentially dangerous to other people conducted in a premeditated way.
- Any felony criminal conviction reported to the school by official authorities.

Section 3: DRESS CODE VIOLATIONS AND UNEXCUSED TARDIES

- A. The first two unexcused tardiness to school or in a particular class will result in a warning. The teacher/staff member that a warning(s) has been given will make a written record.
- B. The third and subsequent tardiness will result in appropriate level of discipline in accordance with Art.III, Sec.2 and/or stated attendance policy. Three tardies will constitute one unexcused absences and will have to be made up in summer school under the same guidelines as excessive absences.
- C. Dress code violations will be handled with equal severity as any other disciplinary violation. Students/parents not willing to abide by the dress code throughout the day should rethink their enrollment in CTA. Dress code violations are not to become disruptive behavior.

Section 4: EXPULSION POLICY

Comment: 12.131(b) provides that an open-enrollment charter school may not expel a student for a reason that is not authorized by section 37 or specified in the student code of conduct. The charter may expel a student for a reason authorized by 37 whether or not it is listed in the student code. But for non-chapter 37 offenses, failure to give notice in the student code that an offense is expellable, bars the school from applying that discipline measure. The following list gives the charter an option to expel, but does not require expulsion for the listed offenses. A student may be expelled for one of these offenses only when committed on a campus, a school bus, or at a school-sponsored or school-related event or activity. Be aware that chapter 37 permits expulsions in the case of some non-school related criminal acts. The object of this section is to be as inclusive as possible regarding offenses for which the school may want to expel a student.

Notice of Expellable Offenses:

A student committing one of the following offenses whether on campus, on a school bus, or at school-sponsored or school-related event or activity is subject to expulsion:

1. Stealing from students, staff, campus visitors, or theft or misuse of school property
2. Committing extortion, coercion, or blackmail including obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
3. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities
4. Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence
5. Insubordination
6. Directing disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees or students
7. Fighting, committing physical abuse, or threatening physical abuse
8. Hazing
9. Engaging in offensive conduct that constitutes sexual harassment or sexual abuse, whether verbal or physical, that may include requests for sexual favors or intimidating sexual conduct directed toward other students or school employees
10. Possession of, or conspiracy to possess, any explosive or explosive device, or explosive-appearing device
11. Falsification of records, passes, or other school-related documents
12. Making or assisting in making threats, including threats against individuals and bomb threats
13. Refusing to accept discipline management techniques proposed by a teacher or administrator
14. Any conduct that materially disrupts the school environment or educational process
15. Selling or trading on campus, any item not authorized by the principal
16. Placing a prohibited substance in another person's food, drink, and/or possessions

17. Participating in gang-related activities
18. Using any electronic equipment (i.e. paging devices or cellular phones) in a manner that disrupts the peace or provokes hostility
19. Possessing, exhibiting or using a pellet gun, air-powered rifle, paintball gun, BB gun, sling-shot, or other devices which propels a projectile by compressed air or gas, springs or elastic material
20. Possessing, exhibiting or using devices that produce loud noises (cap guns, firework noise devices, etc.)
21. Violating any rule set forth in this code pertaining to computers and the Internet
22. Possessing or using a firearm or explosive device
23. Possessing a firearm or explosive device look-alikes (toy guns, fake guns, fake explosive devices)
24. Possessing or using unloaded firearm accessories or parts (such as a gun barrel or gun clip)
25. Possessing, exhibiting, or using weapons including, but not limited to, knives (regardless of design or length); machetes; spears; and martial arts objects such as shurikan (throwing stars), nunchakus (nun-chucks), tonfa (wooden weapons), staff, baton, and bolo (long cord with weights at each end)
26. Possessing, exhibiting, or using any of the following: tobacco, alcohol products, matches, lighters, prescription drugs not belonging to the person, unlawful drugs or controlled substances, any drug look-alike product
27. Pulling a fire alarm as a prank, in a building owned or operated by the school where there is no smoke, fire, or danger that requires evacuation
28. Repeatedly violating classroom standards of behavior or repeatedly creating classroom disturbances
29. Displaying or using mace or pepper spray
30. Possessing or using fireworks or stink bombs
31. Acts of discrimination relating to race, ethnic, or national origin
32. Sexual harassment, sexual acts
33. Possession of noxious chemicals or toxins
34. Assaults that cause or threaten bodily injury to another
35. Academic dishonesty such as cheating or plagiarism
36. Computer misuse
37. Bullying
38. Conduct punishable as a felony
39. Repeated minor offenses (including, but not limited to, repeated violations of the dress code)

Gun Free Schools Act: In accordance with the Gun Free Schools Act, the school shall expel from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to the campus. The school may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program, on a case-by-case basis. For the purposes of this law, "firearm" means: (1) any weapons including a starter gun which will or is designed to or which may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapons; (3) any firearm muffler or firearm silencer; (4) any destructive device. "Destructive device" means any explosive, incendiary, or poison gas bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described and from which a destructive device may be readily assembled.

Procedures for Suspensions and Expulsions:

Suspension: The school may suspend a student for up to five (5) school days for student code of conduct violations. Suspension may be in-school or out-of-school in the discretion of the suspending

administrator. Prior to the suspension, the principal or other designated administrator will hold an informal conference with the student. The purpose is to notify the student of the violations charged, the factual basis for the charges, and to permit the student to present his/her version of the incident. Parents or guardians will be notified of the suspension as soon as practically possible. The parents or guardians will be informed of the violations charged, and the factual basis for the charges. The administrator may offer, and the parents / guardians may request, a further conference with the principal or designee. The decision of the administration is final and may not be appealed to the Board.

The conditions of the suspension will be decided in the sole discretion of the administration. These conditions will address the number of days the suspension, on-campus or off-campus, exclusion from extra-curricular activities, the opportunity to receive credit for missed class work, and other conditions. A suspension may be combined with other discipline consequences in the sole discretion of the administration.

Emergency Suspensions: In an emergency, the administration may order the immediate suspension of a student for up to five (5) school days if the student's presence at school or school-sponsored or school-related activities, threatens the health, safety, or welfare of himself/herself or others. Parents may attend this conference. The purpose is to notify the student of the violations charged, the factual basis for the charges, and to permit the student to present his or her version of the incident.

Expulsions: Expulsions may be imposed for more serious infractions of the Student Code of Conduct. The decision to suspend or expel will rely on an assessment of the facts and circumstances of each case.

An expulsion effects, for the period of the expulsion, a general severance of the student from the right to attend the school and to receive educational services from the school. Expulsions can be permanent or for a period of time. The length of the expulsion, the opportunity, if any, to return to the educational program, the conditions of return, and other conditions of the expulsion will be decided by the administration. An expulsion may be preceded by a suspension.

Prior to a decision to expel, the student is entitled to have an informal conference with the administration. The parents or guardians must be provided with at least 24 hours written notice prior to the conference. The notice must include a statement of the offense or offenses with which the student is charged, notice that the student is potentially subject to discipline consequences including expulsion, and the time and place for the conference. The conference normally occurs within three (3) school days of the date of written notice. The purpose is to notify the student of the violations charged, the factual basis for the charges, and to allow the student to present his/her version of the incident. Parents or guardians may attend and participate in the conference. The parents or guardians may present evidence on the student's behalf, hear the school's evidence and witnesses, and be represented by an attorney if they wish.

The conference shall go forward as noticed even in the event the student and his/her parents or guardians fail to attend. The conference will be audio recorded. The appropriate Order in writing will be issued. In the event of a decision to expel, the Order will specify the length of the expulsion, the procedures for re-admittance (if any) at the end of the expulsion period, and the right to appeal the Order to the Board.

To affect an appeal, the parents or guardians must notify Mike Thames, CEO of the appeal in writing within seven (7) calendar days of notice of the Order. The Board will listen to the audio tape of the conference or review a conference transcript or take any other appropriate action in reaching decisions at the next regularly scheduled Board meeting for which the matter may be legally noticed or, in the description of the Board, at a specially called meeting. The Board will notify the parents or guardians of its decision in writing within five (5) calendar days of the decision.

Article IV: School Staff Responsibility

Section 1: CLASSROOM TEACHER RESPONSIBILITY

- A. First Disciplinary Warning issued by a particular teacher/staff member:
Teacher staff member is to give verbal warning and document that the warning has been given. A copy of the warning is retained by the teacher and a copy given to the PRINCIPAL.
- B. Secondary Disciplinary Warning issued by a particular teacher/staff member:
Teacher/staff member is to call a parent/guardian and explain behaviors and possible future disciplinary actions and document the warning indicating that the phone call has been made. A copy is retained by the teacher and a copy given to the PRINCIPAL.
- C. Third and subsequent disciplinary referrals by a particular teacher/staff member:
Teachers/staff members are to document the behavior, retain a copy and forward a copy to the PRINCIPAL. At this point, the student will be handled by the PRINCIPAL and a parent/guardian conference will be requested.

Section 2: ADMINISTRATION'S RESPONSIBILITY

- A. Student's whose disciplinary files have been forwarded to the PRINCIPAL because of excessive referrals, or serious misbehaviors will receive disciplinary actions as deemed appropriate by the principal. This will include, but not be limited to, alternative classroom placement or suspension from school. A conference will be arranged between the student, parent/guardian, and PRINCIPAL to develop a plan to control the student's misbehaviors and set the guidelines for which the student must achieve to remain in school.
- B. If the student receives additional referrals, after a conference is held with a corrective plan in place and/or disciplinary actions are taken, the student will be expelled from school.
- C. In the case of expulsion, due process as outlined in the Section 37.009 of the Texas Education Code will be followed.