

**CHAPEL HILL ACADEMY**  
**SCHOLAR/ FAMILY**  
**HANDBOOK 2021-2022**



4640 Sycamore School Rd.

Fort Worth, Texas

76133

817-289-0242

[ChapelHillAcademy.org](http://ChapelHillAcademy.org)



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# **THE SCHOOL ORGANIZATION STRUCTURE**

## **School Board**

Board of Trustees President

Erma Lee

Board of Trustees

Alex Armstrong

Joe Breedlove

Joni Thompson Horton

Belvia Moody

Pamela Pigman

Robin Reed

## **District Staff**

CEO/Superintendent

Ashley Elgin

Chief of Education Services

Victoria Sendejo

Admin. Assistant to Chief of Education Services

Jennifer Duran

## **Administration**

Principal

Paula Woods

Associate Principal

Amy Jo Miller

Campus Operations Manager

Jon McCracken

Campus & Climate Specialist

Trey Webster

Director of Scholar Nutrition

Margaret Simpson

## **School Services**

Coordinator of Federal and State Programs

Shay Kuehner

Main Office Receptionist

Jeremy Holiday

Administrative Assistant

Kaci Skipper

Nurse

Reynaldo Lazarin

Nurse Assistant

Ramona Villavicencio

ARD Facilitator

Rachel Olivarez

Speech Therapist

Kristin McCoy

Speech Therapist Assistant

Anna Lara



**Teaching Faculty**

Jennifer Baldwin  
Ben Broadwater  
Kaytlynn Butler  
Miranda Cole  
Lisa Blair-Cox  
Gina Ellis  
Camry Hampton  
Kaitlyn Koch  
Stephen Madrid  
Brittney Martinez-Gardner  
Roger Marshall  
Tomas Martinez  
Brian Myers  
Shawnte Mess  
Ricardo Palacios  
Kamille Pete  
Parker Robinson  
Jason Runnels  
Lana Runnels  
Ryan Shephard  
Rolando Sifuentes  
Lauri Smith  
Penny Stephens  
Cande Sumpter  
Lucy Suriyadi  
Karia Tucker  
Beth Waldrop

Andrea Williams  
Sarah Williams  
Courtney Wrobel  
Mason Wrobel

**Reading****Interventionists**

Hazel Banfield  
Morris Collins  
Danielle Iamarino  
Anngi McCoy  
Kaitlyn Townsley

**Specialists**

Kelly Gendreau  
Melanie Kingsbury  
Patricia Thomas

**Instructional Assistants/  
Behavior Interventionists**

Veronica Castillo  
Anthony Cathey  
Barbara Ramirez  
Regina Reardon  
Diana Rodriguez  
Estela Rodriguez  
Barbie St Pierre  
Ashley Turner

**Kitchen Staff**

Maricela Gonzalez  
Lisa Jordan  
Carolyn Nevels

# **SCHOLAR/FAMILY HANDBOOK**

On behalf of the Administration, teachers, and staff of Chapel Hill Academy and Phalen Leadership Academies (“CHA/PLA Network”), we welcome you to our network of schools. At the CHA/PLA Network, we believe that education is a partnership that thrives only with the support of every staff member, the involvement of every parent, and the commitment of every scholar.

We also understand that communication is of utmost importance in establishing a successful home-school partnership. In an effort to inform and educate our school community, we have created this handbook to inform you on important policies and practices of the CHA/PLA Network. Please take time to review and familiarize yourself with the information contained within the handbook, as it will serve as a valuable reference in seeking answers to commonly asked questions. Should you have a question or concern that is not addressed in this handbook, please contact the school Principal.

As the school year progresses, additional or updated information about school policies and procedures will be provided through e-newsletters and posted on the school website.

## **EEO Statement**

CHA/PLA Network does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability or national origin in any employment and/or educational opportunity. No person shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination in any program or activity for which the CHA/PLA Network Board is responsible or for which it receives financial assistance from the U.S Department of Education. The CHA/PLA Network values diversity and the benefits of different perspectives and backgrounds.

Complaints of Discrimination should be directed to [humanresources@phalenacademies.org](mailto:humanresources@phalenacademies.org)

## **Mission**

The mission of the CHA/PLA Network is to ensure that each of our scholars meet high academic and social standards, and thrive as leaders at home, in their communities, and in the world.

## **Guiding Principles Of The CHA/PLA Network**

- CHA/PLA has adopted a scholar-focused, learning-oriented environment.
- CHA/PLA will focus on the academic education of scholars within a safe environment.
- Our learning environment will be relevant and engaging. CHA/PLA will focus on assisting scholars in developing the following skills: cooperation, teamwork, research, problem solving, ability to work independently, and communication using technology effectively.

- CHA/PLA is committed to accountability and having meaningful metrics of success that demonstrate continuous improvement.
- CHA/PLA will provide Scholars with differentiated, personalized, rigorous opportunities for learning with an emphasis on developing 21<sup>st</sup> Century Skills.
- CHA/PLA will empower Scholars to shape and manage their future by encouraging prudent and intellectual risk-taking.
- CHA/PLA will work to develop processes to become knowledgeable of stakeholders' needs and expectations.
- CHA/PLA will support parents and the community in their roles in the character education, moral education, and social education of Scholars.
- CHA/PLA will provide a variety of experiences to aid in the development of a total person, including physical, recreational, civic, and social activities.

The CHA/PLA Network promotes integrity, truth, knowledge, trust, discipline, and respect in a safe learning and teaching environment. The Scholar/Family Handbook applies to all scholars and parents/guardians and will be followed by staff members to ensure a safe and productive environment. With this comes the individual responsibility and accountability for maintaining this environment.

The underlying goal of a Scholar/Family Handbook is that community members develop the skills and attitudes to become self-disciplined. At Chapel Hill Academy, we will endeavor to build an honor system, which will actively involve community members, and scholars, in the development and enforcement of discipline procedures.

Chapel Hill Academy policies will be disseminated to all scholars and parents/guardians regarding offenses that qualify for immediate expulsion. Due process requirements will be adhered to and parents/guardians concerned will be involved throughout the process. Those parents/guardians will be afforded opportunities for formal and informal appeals.

- All members of the Chapel Hill Academy school community – scholars, parents/guardians, volunteers, staff members, and administrators - must observe the Scholar/Family Handbook
- All members of the school community are to be treated with dignity and respect
- Responsible citizenship involves appropriate participation in the Chapel Hill Academy school community
- Each member accepts the responsibility to participate in a manner reflecting dignity and respect
- Positive reinforcement of good behavior and recognition of a job well done are the most effective means of promoting high standards of behavior and academic achievement
- Chapel Hill Academy does not employ corporal punishment and does not tolerate verbally abusive, disrespectful, or violent behavior
- Disruptions of class impede scholars' learning and teacher productivity
- All members of the school community are responsible for maintaining a positive

learning environment

- All scholars are expected to act with integrity regarding academic and non-academic contexts
- Chapel Hill Academy will not tolerate any form of plagiarism, including downloading and using information from the internet without quoting sources
- We expect all scholars to be on their honor and cheating will be dealt with severely

### **Roles and Responsibilities**

**School Board:** The School Board provides policy direction that ensures individual scholars opportunity, excellence, and accountability for the Chapel Hill Academy school community and is the ultimate board of appeal in the disciplinary process. The School Board will:

- Develop policies that communicate and uniformly enforce the Chapel Hill Academy Scholar/Family Handbook in a manner that ensures their commitment and support
- Seek input from scholars, parents/guardians, and staff and review their policies regularly
- Provide opportunities for staff to acquire the knowledge and skills necessary to maintain excellence

**Teachers and School Staff:** The Principal will maintain order in the school and is expected to hold everyone to the highest standard of respectful and responsible behavior. Staff upholds these high standards when they:

- Communicate regularly and meaningfully with parents/guardians as needed
- Maintain consistent standards of behavior for all scholars
- Demonstrate respect for all scholars, staff, and parents/guardians
- Prepare scholars for the full responsibilities of citizenship

**Scholars:** Scholars are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for their surrounding environment. Respect and responsibility are demonstrated when a scholar:

- Comes to school prepared, on time, and ready to learn
- Comes to school properly dressed in the prescribed school uniform
- Shows respect for their self, for others, and for those in authority by using respectful language and keeping their hands and feet to themselves always
- Refrains from bringing anything to school that may compromise the safety of others
- Follows the established rules and takes responsibility for their own actions
- Completes and submits assignments and projects on time

**Parents/Guardians:** Parents/Guardians play a vital role in the education of their scholars and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all scholars. Parents/Guardians fulfill this responsibility when they:

- Demonstrate an active interest in their scholar's schoolwork and progress
- Communicate regularly with the school, including notifying school personnel of significant changes in their scholar's home life this includes disclosing any pending litigation involving your scholar within five days of the incident
- Help their scholar be neat, appropriately dressed, and prepared for school and ensure that their scholar attends school daily and on time
- Promptly report to the school their scholar's absence or late arrival
- Encourage and assist their scholar in following the scholars' roles and responsibilities
- Model appropriate behavior, dress, and communication skills
- Comply with school rules and expectations and reiterate them to their scholars
- Support school staff in dealing with disciplinary issues
- Follow the complaint procedure in case of grievances

### **Enrollment Procedures**

Scholars enrolled at CHA are expected to be at school on the 1<sup>st</sup> or 2<sup>nd</sup> day of school. Scholars who are not in attendance by the 2<sup>nd</sup> day of school will be withdrawn, and the spot will be filled from the lottery or wait list.

### **Note: The McKinney-Vento Act**

The McKinney-Vento Act protects scholars from discrimination based on their lack of a permanent residence. Homeless Scholars are eligible to receive a variety of services including: transportation services, free meals under the school nutrition programs, limited English proficiency class, gifted and talented programs, and special education services based on a scholar's eligibility. **Homeless Scholars will not be denied enrollment based on lack of proof of residency. Please consult the McKinney-Vento Act Liaison if you need assistance.**

### **Assemblies and Events**

CHA/PLA scholars are expected to always be models of exemplary behavior, including during assemblies, performances, school visits, field trips, school family outings, and school events. Exemplary behavior includes:

- Transitioning from one place to another in a quiet and orderly manner
- Respectful, but active listening
- Remaining in place unless excused with an authorized pass

### **Restrooms**

Time in the restrooms should be limited to taking care of personal needs. All should maintain all areas of the restrooms. With respect to personal hygiene and property, the toilets/urinals are to be used in an appropriate manner by all scholars. Marking on restroom facilities is not

tolerated, nor is playing with restroom equipment. Keep all play equipment out of the restroom areas and notify staff if there is a problem in the restroom. Designated faculty restrooms are only for faculty use. Scholars are permitted restroom breaks at designated times to avoid disrupting instruction, at the teacher's discretion.

### **Cafeteria**

The cafeteria area is designed to provide a clean and friendly environment for our CHA/PLA Scholars. Scholars must observe the following cafeteria guidelines:

- It is important that scholars use a quiet voice, keep hands to themselves, and do not engage in horseplay or dangerous activities
- Scholars must be seated at their assigned class table when eating
- Table manners are always expected to be adhered to
- Scholars are to clean up after themselves and throw away trash
- Scholars are not to share, trade, or take another scholar's food
- Candy and carbonated sodas or energy beverages are not allowed
- We encourage healthy snacks and recommend parents/guardians to provide healthy food choices for breakfast and lunch

### **Playground Area**

The playground area is designed to provide CHA/PLA scholars with opportunities for recreation and enhanced physical fitness. Scholars must observe these safety guidelines:

- Play in assigned areas
- Use the play equipment properly
- Play fairly and obey the rules of the game
- Pushing, kicking, or any form of fighting will not be tolerated
- Line up promptly when notified by staff
- Maintain proper behavior including respectful language
- Do not kick or throw playground equipment over the fence
- Scholars may not retrieve equipment without permission and supervision
- In the interest of safety, the games of "tag," "chase," and "capture the flag" are not permitted
- Enter and exit through building lobby in complete silence to avoid disruptions

### **School and Personal Property**

CHA/PLA scholars are expected to demonstrate compliance and responsibility.

- Scholars may not bring toys on school property
- Skateboards are not allowed in school
- Gum is not allowed
- Scholars are prohibited from using telecommunication devices (i.e., cell phones,

smart watches) during school hours or during any sanctioned school activity

- If a scholar has a cell phone visible it will be confiscated, a \$15 cash fee must be paid to reclaim the cell phone from administration. Cell phone will be returned to parent/guardian.
- Scholars who destroy or vandalize school property will be required to pay for loss/ damage
- Textbooks are to be kept clean and handled carefully
- Scholars are required to pay for lost or damaged books
- Scholars are responsible for returning the specific books assigned to them
- Personal belongings should be clearly marked
- Lost books are to be turned in or claimed in the school office
- CHA/PLA scholars are not liable when a scholar gives another scholar money for goods (this includes school materials or personal belongings) and is not responsible for having the money returned
- Searches may be conducted when evidence indicates a scholars may possess items that are detrimental to the health, safety, and welfare of themselves or others; or are illegal, stolen, or disruptive to the educational process
- The administration reserves the right to bring drug-sniffing canines or local law enforcement into school at any time to check lockers/cubbies to help ensure a drug-free environment

## **ADDITIONAL INFORMATION**

### **Library and Media Center (All Grade Levels)**

The library media center provides scholars with opportunities and resources for research or recreational reading. Scholars are expected to conduct themselves in a manner that shows respect for one another and are obligated to abide by the established library rules as posted within the library area.

Scholars may work in the library during the specific hours posted outside of the library door. A teacher signed library pass must be presented at the circulation desk, unless the scholar is with a class accompanied by a teacher. Entrance and exit will be through the main door of the library. Scholars will be required to place backpacks and other bulky items in the designated area by the entrance door. The library should be used for reading, study, and research only. Scholars using library computers must comply with the Technology Policy as stated in this handbook.

Scholars who keep items beyond the due date will incur fines. Fines and fees are detailed in the Scholar Service section. Scholars must assume responsibility for any materials checked out from the library, and those who lose library books must pay for their replacement along with any fines, fees, or other costs.

### **Textbooks/Library Books/Technological Equipment**

Technological equipment and library books are issued by the district at no cost to the scholar.

They are the property of CHA/PLA, and it is the responsibility of each scholar to protect all school equipment, always keep it clean and in good condition. Scholars are responsible for replacing all books lost, stolen, or otherwise rendered useless, regardless of the reason for loss or damage. At the time any book is issued, the scholar should check the book for damage. If pages are missing or the book is otherwise damaged, the scholar should discuss this with their teacher so that he/she will not be charged with the damage.

### **Payment for Lost/Damaged Books and Equipment**

The payment for lost books must be made to CHA/PLA and submitted to the front office. In case a book is lost during the semester, it must be paid for before another book can be issued to the scholar. Contract or replacement prices shall be charged for all books sold, lost, or for which proper accounting has not been made, regardless of the length of time the books have been in use in the local school system. This means that the s will have to pay the full contract or replacement price of the book, regardless of the age of the book.

Damage is defined as any alteration made to a book or any technological device by accident or purpose.

Payment rates for damaged textbooks, library books, and technological equipment:

- For lost or damaged library books \$20
- For lost or damaged textbooks \$75-\$100
- For lost or damaged technological equipment- cost of replacement for identical or similar item
- For water damage: full price
- For other damages: price determined by amount of damage cost to repair, or other applicable factors
- There are no late fees at CHA/PLA. If it becomes habitual though, a scholar may lose their right to check out books. This will be determined by administration.

### **Class Celebrations - Pre-K- 4th grade only**

Parents/Guardians may volunteer to assist teachers on scheduled holidays or specific events in pre-arrangement with the teachers and school staff. CHA/PLA has two classroom parties per year. The two events are scheduled to take place the day prior to winter break and on Valentine's Day. Birthday parties or other celebrations are not permitted at school. To maximize instructional time, individual birthdays may be recognized on Fridays during the last 10 minutes of the day in the classroom, with store bought cookies and whenever possible healthier, less sugary snacks, such as pretzels, Chex mix, fruit, etc. If scholars wish to pass out invitations to private parties in class, they may do so only if the entire class receives an invitation.

### **Lost Property / Lost and Found**

The CHA/PLA Network will not be responsible for the loss of scholar's personal property; however, every effort will be made to return found property to the rightful owner and to locate reported missing items. To assure that lost items are returned promptly, make certain to label



all clothing and personal items with the scholar's name.

It is the scholars' responsibility to reclaim personal items. Scholars may claim these items before and after school and during lunch. At the mid-year break and at the end of the school year all items remaining in the lost and found will be donated to a local charity. Unclaimed uniform items will be donated to the CHA/PLA Network for scholars in need of uniforms.

### **Volunteers**

Volunteers are an essential part of the school program. Background checks are conducted and require a copy of two valid forms of identification; additional testing may be required before volunteering in certain capacities. Volunteer applications are available in the school office.

All parents/guardians are encouraged to become a volunteer at Chapel Hill Academy.

Participation is wide and varied, including:

- Joining the PTA
- Listening to individuals or small groups of scholars as they read
- Helping scholars work through math problems
- Monitoring scholars on the playground and/or in the cafeteria
- Preparing special materials for scholars and teachers
- Volunteering in the library, computer lab, or science lab
- Chaperoning field trips
- Serving as a guest speaker
- Participating in extra-curricular events (i.e., coaching, enrichment classes)
- Participating in school and community events
- Being room parents

Approved parent/guardian volunteers are welcome in the classroom if they have previously received a specific request from the teacher or administrative staff. Classroom volunteers will be under the guidance of the teacher. Even if a permanent badge has been issued, all volunteers must also sign in at the school office upon arrival. Approved volunteers will sign in using the volunteer log. Volunteer hours are scheduled between 8:30 am to 2:00 pm unless they are scheduled to sponsor before school clubs and after school clubs.

### **Visitors**

Immediately upon arriving on campus, all guests must present a state issued driver's license or state ID card, or other form of government issued ID with photo, and sign in at the school office to receive a visitor badge. There are no exceptions! This policy helps ensure knowledge of who is on campus at all times. Parents/Guardians and other guests who enter the campus without signing in are inviting others to do the same, including those who might not have the scholars' best interests in mind. Visitor passes must always be visible. For our scholar's safety, CHA/PLA uses the Raptor System, a web-based software program that instantly screens for registered sex offenders, domestic dispute offenders, etc. by scanning their driver's license. When cleared, a badge or nametag is printed for the visitor. Any visitors who are not

cleared will be prohibited from entering the scholar area.

### **Communication**

At CHA/PLA, establishing and maintaining fluid communications with the home enhances a scholar's success at school. To foster communication, Chapel Hill Academy will post current events and other important school related information on the website at [www.ChapelHillAcademy.org](http://www.ChapelHillAcademy.org). In addition, newsletters and flyers will periodically be sent via email as reminders of important activities, dates, and events. Please make certain to update changes of phone numbers, as we will notify you of events via automated phone recording service. Current phone numbers are also pertinent in the event of an emergency with your scholar.

### **Telephone/Email Communication**

Classroom instruction is our priority; therefore, disruptions of any kind to the learning environment are not tolerated. Teachers and staff will not be called out of classes during school hours to answer telephone calls. Should you desire to speak to a teacher or staff member, please leave a voicemail message and/or utilize email. Your call or email will be returned at the first opportune time. Ss may not receive or make telephone calls unless the school office has granted permission.

### **STAAR Testing Procedures**

The school will be closed to all visitors on STAAR Testing days. To create an atmosphere of testing integrity, please note the following information that will affect all scholars on our campus.

- No campus visitations or guests on STAAR testing days
- Specials will not take place on STAAR testing days
- Lunch deliveries at the front office will not be accepted on STAAR testing days
- A snack will be provided for scholars who are testing

According to TEA, scholars are not permitted to have cell phones, smart watches, or other electronic devices on their person or within reach during STAAR testing. If the scholar has a cell phone or smart watch it must be turned off and turned in to the teacher. All cellphones will be collected by the Assessment Administrator and returned at the end of the testing session. Possession of a cellphone during testing is considered a testing violation and disciplinary action will be taken.

### **Every Scholar Succeeds Act- ESSA**

Chapel Hill Academy participates in and receives funding under specific titles of the Every Scholar Succeeds Act (ESSA), signed in 2015, replacing the previous No Scholar Left Behind Act of 2002 (NCLB). The focus of this act is to ensure accountability for scholar achievement, improvement of reading and math test scores, education reform, and focus on the clear goal of fully preparing all scholars for success in college and careers.

Through an annual application and compliance process, Chapel Hill Academy receives funding from Title IA, Title IIA, and Title IV of the ESSA. The purpose of Title IA funding is to provide opportunities for scholars served to acquire the knowledge and skills contained in the state content standards (TEKS) and to meet the state performance standards (TAKS). Chapel Hill Academy is a school-wide Title I campus, ensuring that all funds received are utilized to meet the needs of the entire campus. Title IIA funding helps provide professional development for teachers and staff, and for parental involvement; and Title IV funding is available to provide scholars with equal access to educational opportunities. Each Title grant has specific provisions and accountability measures that are monitored and reported to the Texas Education Agency by the Chapel Hill Academy State and Federal Programs Coordinator.

Parental rights and involvement are an instrumental part of Chapel Hill Academy and ESSA funding requirements. As parents of CHA scholars, you have the right to participate in the grant process and request information on the professional qualifications of your scholar's teacher and to receive documentation on the level of achievement of your scholar in each state academic assessment. All teachers at Chapel Hill Academy currently meet the qualifications for Highly Qualified (HQ) status and these credentials are documented in their file. Should the situation arise where your scholar is taught by a teacher who is not HQ for four or more consecutive weeks, you will receive written notice.

We encourage all parents to participate in the coordination of services, professional development, and policies toward improving the academy quality of our campus and building partnerships and utilization of the ESSA Funding. Our Parent Advisory Council will discuss and review the ESSA grants annually; your input and feedback are encouraged.

As a parent, you have the right to request information regarding the professional qualifications of your scholar's teachers, including whether the 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 provisional status for which the state requirements have been waived; and undergraduate or 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 scholar.

In addition, and as a condition to receiving these funds, the following policy is implemented:

- A scholar attending a Persistently Dangerous Public Elementary or Secondary School (as determined by the Texas Education Agency) OR
- A scholar who becomes a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the scholar attends will be offered and allowed to attend a safe public elementary or secondary school within the LEA including a public charter school

Since Chapel Hill Academy is the LEA and one-campus, we will make every effort to transition your scholar meeting the above criteria to a safe public elementary or secondary

school at your request.

Should Chapel Hill Academy be determined by the Texas Education Agency to be a Persistently Dangerous Public Elementary or Secondary School we will notify all households immediately of the determination and any corrective action plan taken by the school administration and Board of Trustees.

## **ACADEMICS**

### **Grade Verification**

Scholar records from previous schools will be examined to ensure proper placement in special programs. If records indicate that a scholar is not enrolled in the proper grade level, parents/guardians will be contacted immediately. If space permits, the scholar will be placed in the correct grade level. If space in the correct grade is not available, the scholar will be placed on the waiting list.

### **Assessment**

State mandated testing will be administered during the school year. The test results of the individual scholars are made available soon after the results are received. Reading assessments will be administered on a regular basis. Scholars in grades 3<sup>rd</sup>-7<sup>th</sup> will take the State of Texas Assessment for Academic Readiness (STAAR) in the spring semester.

### **Academic Compliance**

All scholars are expected to complete 100% of their class work, homework, and special projects. Failure to do so is a violation of the Scholar/Family Handbook and the Agreement of Support. In these circumstances, a referral will be made to the administrative office. Your scholar is expected to show immediate and sustained improvement in their academic performance; failure to do so will result in progressive disciplinary actions.

### **Scholar Passes**

No scholar may leave a classroom without the authorization of their teacher. Passes will be issued for visits to the office, library, restrooms, etc.

### **Grading Policy**

To meet Chapel Hill Academy's mission of college and career readiness, grading practices are in accordance with Chapel Hill Academy's philosophy that expects and supports all scholars learning at high, rigorous levels. Therefore, grading practices focus on scholar growth and mastery of the learning standards identified in the Chapel Hill Academy curriculum, which includes, but is not limited to, the Texas Essential Knowledge and Skills.

### **Academic Dishonesty**

A scholar who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of the scholar's level of performance. Any scholar who commits an act of academic dishonesty is subject to disciplinary action. In instances where a scholar has clearly been identified as having committed an academic act of dishonesty, the teacher may take appropriate punitive action including a grade of "F" or ZERO for an assignment, examination, or project. Repeated offenses can lead to disciplinary referral.

### **Promotion/Retention**

In accordance with Texas Senate Bill 4 (elimination of social promotion), standards for promotion on every grade level shall be primarily based upon mastery of the Texas Essential Knowledge and Skills (TEKS) in basic subject areas. The following indicators may be used (as appropriate) to verify that the scholar has mastered the necessary TEKS in subject areas:

- Course assignments and unit evaluation shall be given to determine scholar grades in a subject. An average of 70 or above is considered a passing grade
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit, grading period, and final exams, or may be administered separately. Mastery of at least 70% of the objectives shall be required
- If a scholar has a 69 or below YEARLY AVERAGE in Reading/English Language Arts, or Math, they are subject to be retained
- If they score a 69 or below in **any 2 six-week reporting periods** in the same subject (Reading/English Language Arts, or Math), they may be considered for retention
- Assessment results
- See page 31 Excessive Absenteeism

All necessary interventions will be provided by school staff to help ensure scholar success.

### **Appeal of Retention**

Parents/Guardians have the right to appeal retentions by submitting a written letter to the Principal. The deadline to write an appeal is 5 business days after the notification of retention. Appeals not received by the 5<sup>th</sup> business day after the notification of the retention will not be considered. The appeal will be reviewed by an academic committee (made up of CHA faculty) for further consideration within 10 days of receipt. The committee's decision shall be final and submitted in writing to the parent/guardian within 3 days of the meeting.

Once final decisions are made by the committee, no further meetings or deliberating will take place. Written appeals should be addressed to:

Chapel Hill Academy  
c/o Principal  
4640 Sycamore School Road  
Fort Worth, Texas 76133

Scholar Success Initiative - The Scholar Success Initiative (SSI) grade advancement requirements apply to scholars who are enrolled in grades 5 and 8 who take the STAAR reading and mathematics tests at grades 5 and 8. It was enacted by the 77<sup>th</sup> Texas Legislature in 1999 and modified by the 81<sup>st</sup> Texas Legislature in 2009.

As specified by these requirements, a scholar may advance to the next grade level only by

passing these tests or by unanimous decision of their grade placement committee that the scholar is likely to perform at grade level after additional instruction. Chapel Hill Academy follows all procedures outlined in TEA’s annual Scholar Success Initiative Manual.

### **Explanation of Grades**

#### **Pre-Kindergarten and Kindergarten**

Achievement or progress shall be reported as:

**D-** Developed Skill (scholar is developed in skill at the expected level)

**S-** Still Developing (scholar is making progress with skill, not yet developed)

**N-** Needs more time and practice with skill (scholar is experiencing difficulty with learning skill)

#### **Grades 1-8 Academics/Subjects**

Defining progress as movement toward mastery of the TEKS as required by the laws of the State of Texas, the following grading scale applies:

90-100	Outstanding Progress
80-89	Good Progress
70-79	Satisfactory Progress
0-69	Unsatisfactory (scholar is failing to meet grade level expectations)

Mastery of the skills necessary for success at the next level shall be validated by assessments that may be incorporated either into units or into final exams or may be administered separately. Mastery of at least 70% of the objectives shall be required. In grades 1-8, achievement shall be reported to parents/guardians as numerical grades for Reading/English/Language Arts, Math, Science, and Social Studies.

E, S, N, and U will be used for Art, Performance Studies, Spanish, Physical Education, and Conduct. The following scale will be used:

**E** = Excellent Progress

**N** = Needs Improvement

**S** = Satisfactory Progress

**U** = Unsatisfactory

### **Report Cards**

Chapel Hill Academy will publish report cards for grades 1-8 in Ascender Parent Portal. Report cards will be issued at the end of each six weeks reporting period. A progress report is available at any time in Ascender Parent Portal.

Report cards are the official notification of scholar progress and the basis of promotion / retention decisions. It is the responsibility of the parents/guardians to closely monitor their scholar’s grades. Teachers will notify the parents/guardians when a concern arises.

Any parent/guardian concerns should be addressed with the scholar's teacher upon the first failing grade so that a collaborative plan may be implemented.

### **Honor Roll**

"A" Honor Roll – The following criteria must be met on semester report cards:

- Scholars must have a grade average of 90 or above in each class.
- Scholars must have satisfactory or above in conduct grades

### **Make-Up Work Related to an Absence**

For make-up work related to an absence, scholars will be given one day for every day absent to make up assignments missed. Teachers may determine if additional time should be allotted in consideration of the age of the scholar and/or difficulty of the missed assignments. If the work is not made up during the allotted time, a failing grade may be recorded for the assignment.

### **Late Work Not Related to an Absence**

For late work not related to an absence, teachers will identify the time allocation and grade penalties for submission of late work as part of their grade level/department grading procedures.

### **Homework Policy**

Homework is a regular part of the academic program. Teachers will assign daily homework each Monday which will be due to be turned in to the classroom teacher the following Monday. It serves three purposes:

- Provides additional drill, practice, and study
- Teaching and developing personal responsibility
- Helps parents/guardians know what their scholar is learning in school

Parents/Guardians are encouraged to support the school's instruction program by providing the scholar an appropriate time and place in which to complete homework. Doing so will help the scholar take responsibility for their own learning.

### **Scholar Records and Parental Rights/Annual Disclosure**

Both federal and state law safeguards scholar records from unauthorized inspection or use and provides parents/guardians certain rights. By law, both parents/guardians, whether married, separated, or divorced, have access to the records of the scholar who is under 18 or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

All information pertaining to scholar performance, including grades, test results, and disciplinary records, is considered confidential educational records and may be released to the following:



- Parents/Guardians – married, separated, or divorced unless parental rights have been legally terminated
- School staff members who have a legitimate educational interest
- Various governmental agencies or in response to a subpoena or court order
- A school to which a scholar transfers.

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Non-custodial and divorced parents/guardians have equal rights relating to scholar records unless the school has been provided a court order to the contrary. Parents/Guardians and scholars 18 years of age or older, have the following rights in connection with educational records:

- To inspect and review the scholar’s educational records
- To request amendment of the scholar’s educational records, ensure that the records are not inaccurate, misleading, or in violation of scholar rights, including the right to a hearing, if necessary
- To consent to disclose personally identifiable information contained in the scholar’s educational records. Information deemed “directory information” may be disclosed without consent unless the parent/guardian, or eligible scholar directs in writing that this information is not made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA
- To file complaints refer to the Complaint Section

### **Statement of Intent to Comply**

Chapel Hill Academy affirms its intent to comply with all Federal and State laws relating to the prevention of discrimination based upon race, color, creed, national origin, age, sex, or handicap. This compliance is to include, but not be limited to, the regulations of the Title IX Act which prohibits discrimination on the basis of sex in educational programs or activities which receive Federal funds, extending to employment in and admission to such programs and activities; and will comply with the Education of all Handicapped Scholars Act, Public Law 94-142, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. This compliance also includes but is not limited to the regulations of the Title VI of the Civil Rights Act of 1974 which prohibits discrimination on the basis of race, color, creed, national origin, age, sex, or handicap.

### **Parent/Guardian/Teacher Meetings**

There are two parent/teacher conferences per year, one during the fall and one during the spring. Parents/Guardians will meet with teachers at designated appointment times to discuss their scholar’s progress. Parents/Guardians needing a longer conference time will be asked to make an appointment with teachers at another date. Administration may request a conference with the parent/guardian regarding the scholar’s academic or behavior progress during the school year.

Failure or refusal to meet with the teacher or administration staff may jeopardize your scholar's ability to return to Chapel Hill Academy. Administration reserves the right to refuse to meet with any other individual other than the parent/guardian who is legally responsible for the scholar.

### **Credit by Exam**

If a parent/guardian desires for their scholar to be tested for the purpose of grade acceleration, a letter must be submitted to the Associate Principal requesting the testing. Testing is provided free of charge. The scholar will be tested and scored in the four designated core areas mandated by the state: mathematics, language arts, science, and social studies. The scholar must score at least 90% on each of the four tests and have written consent by a parent/guardian before acceleration will be granted. Parents/guardians will be notified of the scholar's acceptance or denial for acceleration of credit.

## **GIFTED AND TALENTED ADVANCED ACADEMICS**

The Gifted and Talented Advanced Academics Program (GTAAP) at Chapel Hill Academy provides identified gifted and talented scholars with an accelerated program to meet specific needs in a selected academic curriculum. GTAAP focuses on providing opportunities for rigorous instruction, relevant and appropriately challenging curriculum that includes the four foundational core subjects of Math, Science, English Language Arts and Reading as well as enrichment subjects and interdisciplinary areas. Activities are designed to address the unique learning styles and social emotional needs of gifted scholars.

### **The State of Texas Goal for Services for Gifted and Talented Scholars states:**

Scholars who participate in services designed for gifted/talented scholars will demonstrate skills in self-directed learning, thinking, research, and communication as evidenced by the development of innovative products and performances that reflect individuality and creativity and in area of advancement in relation to scholars of similar age, experience, or environment. In order to comply with the Texas State Plan for the Gifted and Talented, scholars will be identified for participation in the CHA GTAAP through the use of multiple criteria that are both quantitative (cognitive skill test, intelligent measures, etc.) and qualitative (professional recommendations and classroom performance data). The state plan requires at least three criteria be used to identify scholars. In accordance with state guidelines and in striving to be an exemplary gifted program, Chapel Hill Academy identifies scholars based on criterion and norm referenced testing, intelligence measures, teacher, and parent/guardian recommendations, as well as scholar work samples.

### **Chapel Hill Academy Program Goals:**

- Development of problem-solving skills as well as higher level, critical, creative, and complex thinking skills

- Independent, self-directed learning which results in advanced-level products
- Involvement with community members and professionals
- Development of leadership abilities
- Opportunities for parent/guardian involvement

### **Nomination Process**

Parents/Guardians, teachers, certified staff members, and community members may nominate scholars who they believe exhibit characteristics of giftedness. Nominations should be made by an individual familiar with the scholar's abilities, past records, and potential future performance by completing a nomination form within the designated nomination window.

### **Timeframe**

The timeframe for nominating a scholar currently enrolled at CHA is from the beginning of the school year until mid-April. Nomination forms can be requested by emailing the Gifted and Talented Specialist directly during the nomination window. All nomination forms should be returned to the GT Specialist.

### **Screening/Assessment Process**

A scholar profile is used to identify those scholars who perform, or show the potential for performing, at remarkably high levels of accomplishment relative to their age, peers, experience, or environment. The profile will reflect a minimum of three (3) criteria used in the assessment. The criteria used, will be a combination of qualitative and quantitative instruments and may include, but is not limited to:

- Parent/Guardian rating forms
- Teacher rating forms
- Scholar products
- Achievement scores
- Aptitude scores
- Reasoning scores
- Creativity scores

### **Selection and Placement**

The scholar profile identifies the scholar's strengths and weaknesses. Each scholar's profile is individually evaluated by the Gifted and Talented Committee who have met and reviewed the individual scholar data. A scholar clearly qualifies for Gifted and Talented services if most the evidence on the profile falls within the Above Average, Superior and/or Exceptional ranges on their profile.

The Gifted and Talented committee consists of at least three campus educators. All committee members have been trained on nature and needs of gifted scholars. The Gifted and Talented Committee makes a professional judgment based on the recorded scholar profile data. As the committee evaluates the data on the scholars who are nominated, the committee has three options to consider:

- The preponderance of evidence indicates the scholar exhibits an educational need and would benefit from Gifted and Talented services.
- The preponderance of evidence indicates the scholar's educational needs would best be served through the general education classroom.
- Further information is requested for the committee to make a qualification decision.

Once the identification process is complete, parents/guardians are notified of the Gifted and Talented Committee's decision in writing within four to six weeks of the testing date. Parents/Guardians of all assessed scholars may request a conference to examine their scholar's assessment results. Requests should be made in writing and addressed to the GT Specialist.

### **Appeals Process**

Parents/Guardians, and scholars may appeal the placement decision of the Gifted and Talented Committee by submitting a written request to the Gifted and Talented Specialist within ten business days of receiving the committee's decision. The request must include detailed reasons for the appeal. Upon receipt of the written request, the committee has ten business days to respond in writing. If the appeals request is not resolved by the committee, the parent/guardian, and scholar have the right to request a meeting with the Principal and Associate Principal. Appeals not received within ten business days will not be considered for review. Once final decisions are made no further meetings or deliberation will take place. The scholar may re-apply in the following new school year

### **Furloughs**

A furlough is a temporary leave of absence from receiving Gifted and Talented services for a specific reason, specific period, and without being exited from the program completely. A furlough is intended to help scholars who need a temporary break from the program to be successful and to provide the scholar an opportunity to attain performance goals established by the Gifted and Talented Committee. Additional reasons a furlough may be requested by the scholar, parent/guardian, teacher, or school administrator are:

- Increased demand on time caused by scheduling or outside obligations
- Concern about emotional stress from other factors
- Extenuating circumstances

A furlough may not exceed one academic year. If the committee grants a furlough, a Change of Placement Form must be completed to include the date of re-entry and placed in the scholar's GT folder. If the scholar elects to exit the program after the furlough, exit procedures should be followed.

### **Exit Procedures**

Scholar performance in GTAAP will be monitored. Occasionally there may be a scholar who is identified for GTAAP that does not perform at expected standards in the program. A scholar shall be considered for exit from the program at any time the Gifted and Talented Committee

determines it is in the scholar's best interest and a furlough has been ineffective. If a parent/guardian or scholar requests exiting the program, the Gifted and Talented Committee will meet with the parent/guardian and scholar before honoring the request. Scholars removed from the program must remain out of the program for one school year and must be screened, tested, and re-qualified before re-entry into the program. State guidelines specify that no single criterion can be used to determine whether a scholar may exit the program. Documentation from teachers, administration and anyone involved with the scholar must be provided to support exiting the program. Guidelines for exiting a scholar from the GTAAP program:

- Repeated failure to complete assigned work in class
- Substantial difficulty in understanding work that other scholars do independently without assistance
- Consistent pattern of low grades in homeroom class
- Behavioral concerns

After meeting with the parent/guardian, teachers, administration, and the scholar, the Gifted and Talented Committee makes the final decision concerning exiting the program. When a decision is reached for the scholar to exit GTAAP, a Change of Placement Form will be placed in the scholar's GTAAP folder.

### **Placement of Gifted and Talented Transfer Scholars**

When a scholar identified as gifted and talented by a previous school district enrolls or transfers into Chapel Hill Academy, the Gifted and Talented Committee shall review the scholar's records to determine if placement in the GTAAP program is appropriate. The committee has six weeks to decide if test scores are comparable or if the scholar will need to be tested with the campus assessments. If further testing is required, the scholar will be assessed within six weeks. Previous identification for Gifted and Talented services does not guarantee identification for Gifted and Talented services at Chapel Hill Academy.

### **Program Evaluation**

The effectiveness of the GTAAP program services are evaluated annually and the data is used to modify and update district and campus improvement plans. Parents/Guardians are included in the evaluation process by surveying the program. The Gifted and Talented Specialist will send an evaluation survey to families and current GTAAP scholars in May and results will be taken into consideration to improve the program for the upcoming school year given availability of resources.

According to Section 29.123 of the Texas Education Code, the Texas State Plan forms the basis of G/T services and accountability. The plan offers an outline for services without prohibitive regulation. Districts are accountable for services as described in the "in compliance" column of the State Plan where performance measures are included for five aspects of G/T service design. These standards reflect actions required in state law and/or SBOE rule.

Parents/Guardians who have questions concerning the identification process for gifted scholars should direct all inquiries to their scholar's classroom teacher, who in turn will consult with the Gifted and Talented Specialist.

## **TECHNOLOGY POLICY**

### **Chromebooks**

**All CHA scholars are issued a Chromebook/tablet for classroom instruction.**

### **Acceptable Use of CHA Technology Resources**

To prepare scholars for an increasingly technological society, Chapel Hill Academy has made an investment in the use of campus owned technology resources for instructional purposes; specific resources may be issued individually to scholars. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Scholars, at the discretion of Chapel Hill Academy, may be issued a 1:1 device. A standalone agreement for these devices will be distributed to those scholars.

### **Unacceptable and Inappropriate Use of Technology Resources**

Scholars are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, regardless of whether the equipment used to send such messages is school owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Scholar/Family Handbook and, in certain circumstances, may be reported to law enforcement. Engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors as a scholar; we encourage you to review with your scholar <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any scholar who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Scholar/Family Handbook, and, in some cases, the consequence may rise to the level of expulsion.

In accordance with the Scholars' Internet Protection Act, Chapel Hill Academy educates staff and scholars regarding appropriate online behavior to ensure Internet Safety, including the use of email, websites, and apps. While the District uses filtering technology and protection

measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each scholar's responsibility to follow the rules for appropriate and responsible use. Access to the Chapel Hill Academy network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

### **User responsibilities:**

- Chapel Hill Academy may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- School staff members may make general inspections of school computers and Internet accounts. They may make more specific searches of computers or accounts in cases when they have reason to suspect content that either (a) is illegal or (b) may provide evidence of activities that are illegal or violate school rules.
- Chapel Hill Academy is providing internet resources for educational purposes only.
- The use of Chapel Hill Academy internet and computer network must be in support of educational goals, research, and class assignments and consistent with the educational objectives of the district.
- The system may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by policy.
- Scholar users shall not download or copy any data, including music and video, to removable media or hard drives without prior teacher approval.
- Scholars must not alter computers, networks, printers, or other equipment except as directed by a staff member. Scholars will refrain from attempting to bypass, hack, or circumvent security settings or internet filters or interfere with the operation of the network by installing software or web-based services.
- Participation in internet chat rooms, instant messaging services, and internet newsgroups is prohibited for all users.
- Scholars must not release personal information on the Internet or electronic communications.
- If a scholar finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Chromebooks will be assigned on a household basis. This means scholars will not share devices with anyone who is not a CHA scholar in the household.
- Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
- Individual accounts may be used only by the owner of the account except where specifically authorized by Chapel Hill Academy administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher.
- No Loaning or Borrowing mobile devices:
  - Do NOT loan mobile devices or other equipment to other scholars.
  - Do NOT borrow a mobile device from another scholar.
  - Do NOT share passwords or usernames with others.

- Vandalism is prohibited and will result in cancellation of privileges. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions will be viewed as violations of district policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of school policy and may constitute criminal activity under applicable state and federal laws.
- Scholars must not decorate or change the external face of the device in any way. This includes, but is not limited to, adding stickers, painting, engraving, drawing, etcetera to any part of the device.
- Scholars and parents assume the responsibility for paying for the replacement of school issued devices or parts that are lost, stolen, or damaged. Parts are defined as, but not limited to the charger, storage bag or case, i.e., Chromebook, Chrome Tablet, stylus, or any other part issued with the device that may not be listed.
- CHA will take responsibility for any manufacturing defects or malfunction of any part of the device as long as it is not the result of negligent damage. The school will determine whether the reported problem is a malfunction, or if it should be considered negligent damage.
- **Chromebook usage can be suspended at administration discretion.**

**Parent/guardian responsibility:**

- The technology device, power supply, and carrying case are the sole property of CHA. The device will be loaned to the scholar for a length of time as determined by CHA.
- Should a scholar withdraw from CHA, the scholar must return the device by the date of withdrawal.
- Should a scholar neglect to return the device by the date determined by CHA, the full value of the device will be charged to the parent(s)/guardian(s).
- Damaged screens, lost chargers, and stylists must be repaired/replaced at family/scholar expense.
- There will be a \$20 charge for any lost chargers or bags.
- If the reimbursement of the technology device creates a financial hardship on you or your parent(s) in obtaining a mobile device, please contact campus administration about payment options.
- Indemnity Provision: You shall defend, exempt, indemnify and hold harmless Chapel Hill Academy, its officers, agents, servants, representatives and/or employees of and from any and all claims, suits, actions, legal proceedings, demands, damages or judgments, including all expenses, attorney fees, witness fees, costs, and costs and expenses of appeals therefrom, arising out of your use of the mobile device including, but not limited to, your intentional or negligent acts and/or omissions. This paragraph shall survive termination of this Agreement. Acknowledgement of this



handbook as a parent or legal guardian represents your digital signature that you have reviewed the above information with your scholar and both you and your scholar acknowledge that you both understand the above information.

### **Consequences**

The following consequences will apply to all internet users. Violation of policies and procedures concerning the use of the computer on the network will result in disciplinary action. Any or all of the following consequences may be enforced:

1. Loss of computer privileges/internet access, with length of time to be determined by the campus administration.
2. Any campus-based disciplinary consequence, including suspension as deemed appropriate by the administration.
3. Expulsion may be considered in flagrant violations or violations that corrupt the educational value of the computers or the internet. Additionally, expulsion may be considered in instances where scholars have used the Chapel Hill Academy internet access to engage in conduct that constitutes felony criminal mischief.
4. Violations of law may result in criminal prosecution and disciplinary action.

### **Term of Agreement**

The scholar's right to use and possess the technology device terminates the last day you are enrolled in CHA unless otherwise terminated earlier by CHA. You must immediately return the mobile device upon leaving or withdrawal from CHA or upon request by CHA. All technology devices will be returned to CHA prior to summer break.

## **UNIFORM POLICY**

Appropriate dress and grooming contribute to a productive academic environment in which scholars can focus on learning, develop an awareness of others, develop character and good citizenship skills, and instill respect and self-discipline. Uniform standards also promote a positive image of the school within the community and encourage scholars to uphold and enhance that image. All scholars must always wear a prescribed uniform as designated below while on campus.

- Red, white, or navy-blue polo style shirt with a woven bottom; all shirts must be tucked in. Low cut shirts are not allowed.
- Undershirts must be solid navy blue, red, or white.
- Uniform pants and shorts must be navy blue or khaki flat front or pleated. Cargo style and yoga pants are not permitted. Leggings are not to be worn as pants.
- Belts are required for grades K-8<sup>th</sup>.
- Only solid red, white, or navy-blue pullovers and sweaters may be worn in the classroom.
- Girls may wear skorts, skirts, dresses, and/or jumpers in solid navy blue, red, or khaki (no plaids), the length of which must be no shorter than the end of her fingertips when her arms are at her side.

- Girls must wear shorts or leggings in solid red, navy or white underneath skirts, dresses, and jumpers.
- Clothing with visible tears may not be worn. Clothing must fit appropriately; form fitting/skintight clothing is not permitted.
- Two-tone shirts, pants, skorts, belts, jackets, pullovers, or sweaters are not allowed.
- Cutting/removal of the belt loops is unacceptable and are considered out of dress code.
- Pants and shorts must always be worn at the waist.
- Leggings, tights, and socks must be solid red/white/navy to complement the uniform. Socks may be black.
- Hair accessories must be white, red, beige, black or navy and may be solid, striped, or polka dot. Hair accessories may not be worn on the forehead and bandanas are not permitted.
- Closed toe shoes must always be worn. Tennis shoes are required to be worn in P.E.
- Flip-flops, Heelys, Crocs, knee-high sneakers, LED light up shoes, or slippers are not permitted.

Scholars are to be physically neat and groomed. Hair must be neat, clean, well groomed, and non-distractive, not obstructing the scholars' vision, and worn in a manner that does not endanger the scholar. Hair color must be non-distractive. Good hygiene skills should be enforced at home. If assistance or guidance is needed in this area, please contact the school nurse.

Earrings may be worn in the ears. Body piercing rings, studs, etc. may not be worn on other areas of the face or body. Unauthorized visible piercings may not be maintained by spacers or covered with bandages or coverings. Teeth grills, ear gauges, nose rings, or jewelry with sharp points are not be allowed. Any items worn that cause a distraction or safety hazard is not be allowed. Administration will determine acceptable dress and grooming standards.

Parents/Guardians are welcome to purchase uniforms at any local business. The PTA sells shirts with the school logo imprinted. Please contact the school if you are financially unable to purchase uniforms for your scholar. **Pre-K and Kindergarten scholars are required to have an extra set of clothing at school, including pants/skirt, underwear, socks, and shoes to change into. This extra set of clothing must be in the scholar's backpack every day.** If the scholar does not have a clean set of clothing or is too soiled, parents/guardians will be contacted to immediately pick up the scholar to bathe and/or change into a clean uniform. School staff is not permitted to change or clean a scholar who has soiled themselves.

### **Spirit Day**

On designated spirit days, the scholars may wear jeans with their Chapel Hill Academy uniform shirt or school spirit shirt. Please refer to the Uniform Policy for any clarification.

## **Uniform Violations**

For a first-time uniform violation, the parents/guardians will receive a call from their scholar's teacher and a written notice of the violation. Parents/Guardians are expected to sign and return the uniform violation notice the following day.

If the scholar breaks the same uniform rule again, they will receive a discipline referral. Parents/Guardians of scholars not wearing the required uniform will be contacted and required to bring the correct uniform to school immediately.

## **Appropriate Attire for Parents/Guardians**

As adult staff and parents/guardians, it is our shared responsibility to serve as role models for our scholars in our actions, words, and attire. Parents/Guardians and school visitors are expected to exercise good judgment in their clothing attire before coming to the school. Refrain from wearing clothing or accessories that may be considered offensive to others. As we are teaching our scholars to read, we do not want them to be reading inappropriate words, etc., on articles of clothing or other accessories.

Make certain that clothing is not transparent and that appropriate undergarments are always worn. Pants and shorts must be worn at the waist and may not ride below the waist area exposing undergarments. Tattoos that are inappropriate must be covered. Chapel Hill Academy is an elementary school, we ask that you keep that in mind and be respectful of our learning environment. Failure to adhere to this request will be addressed by school administration and may prevent access to scholar areas inside or outside the school property.

## **ARRIVING AND LEAVING SCHOOL**

**Parents who are in car pick up line are required to stay in their vehicle at all times when picking up/dropping of their scholars.\*\***

WALK-UPS are not permitted due to safety concerns.

Chapel Hill Academy does not provide transportation to or from school. To ensure safety, all scholars, staff, and visitors are to follow the designated traffic flow patterns and speed. **Please be extra cautious when dropping off or picking up scholars and be patient and courteous, remembering to model appropriate behaviors for the scholars.** Pull all the way forward and pay close attention to the staff monitoring the carpool line. Parents/Guardians should remain in their car when dropping off and picking up their scholars; a teacher will bring your scholar to your car. Scholars are not permitted to cross in front of traffic without adult supervision.

If a meeting with the teacher is necessary, please park in a designated spot and use the crosswalk to enter the building. Parking in the fire lane near the building or in designated

handicapped spots without official permit is never permissible. All passengers must be buckled safely while vehicles are in motion.

### **Cell Phone Usage**

Once inside the school gates, Chapel Hill Academy is considered a no cell phone zone. Cell phones may not be used while driving and/or waiting in the carpool lanes. Refrain from texting and/or talking on cell phones or other hand-held devices in these areas for scholar safety. As a courtesy, parents/guardians and visitors are expected to finish all phone conversations before entering the building. Staff and/or front office volunteers will be unable to assist visitors who are on their phones. Turn cell phones off while in the building to avoid disruptions and to maintain privacy.

Please be courteous and mindful of noise levels in the lobby, as the front office staff members are often assisting others on the phone or in person. Maintaining a quiet lobby is conducive to allowing office staff to be productive and efficient, thus allowing them to assist with visitors.

### **Arrival and Dismissal Process**

#### **School Hours: Pre-Kindergarten - 8<sup>th</sup> Grade: 8:00 a.m. – 3:30 p.m.**

Pre-Kindergarten - 8<sup>th</sup> grade scholars are welcome on campus at or after 7:30 a.m.  
All Pre- Kindergarten - 8<sup>th</sup> grade scholars should be picked up no later than 3:45 p.m.

Direct adult supervision is not available prior to 7:30 a.m. and after 4:00 p.m. Tardies are marked after 8:00 a.m. Scholars planning to eat breakfast in the school cafeteria should arrive no later than 7:50 a.m. in order to have a sufficient amount of time to eat breakfast in the cafeteria.

Scholars should plan to leave the school building and grounds promptly at dismissal time. Scholars must be picked at the designated time for paid after-school clubs. It is your responsibility to contact the club sponsor if you will be late. Repeated late pickups are considered a violation of the Agreement of Support. Staff cannot remain after hours to supervise your scholar. The Clayton after-school program requires a signed and paid contract from each scholar's family before they can supervise any scholar left after school. If you are running late, plan for your scholar to be picked up by a designee and notify the office of the situation immediately.

Scholars who ride their bike to school may do so at their parent's/guardian's discretion. Chapel Hill Academy does not have a crossing guard. It is the scholar's responsibility to secure their bicycle as Chapel Hill Academy does not assume responsibility for lost, damaged, or stolen property. Please review bike safety laws and rules with your scholars.

Two or more late pick-ups may require an administrative parent/guardian conference to address and resolve the issue. Failure to correct this issue may jeopardize your scholar's eligibility to attend Chapel Hill Academy.

## **Early Dismissals**

Scholars will not be released early from school unless a parent/guardian comes personally to the school office to sign them out. Identification will be required to sign a scholar out of school. Scholars will not be released to anyone who is not listed as an emergency contact. Remember that early dismissals not only mean lost instructional time for scholars, but it is also disruptive to the teaching and learning activities being conducted in the classroom. Signing a scholar out early to avoid dismissal traffic is not allowed.

Scholars in Pre-K through 8th grade will be released at 3:30 p.m. Early dismissals between 2:45 – 3:30 p.m. will not be allowed. Staff is unable to make any accommodations for early dismissals occurring during this time frame. Once the scholar's approved ride arrives and checks in at the front office, staff will call for the scholar to be released from class. Please plan accordingly and arrive a few minutes early to allow for any possible delays. Your patience is appreciated. Early dismissals will not be allowed after 11:20 a.m. on parent/teacher conference days.

Only early dismissals for a doctor or dentist appointment will be considered excused. Proof of appointment must be submitted to the office the day after the appointment. Scholars with excessive early dismissals shall be referred to administration.

If your scholar is picked up by after-school daycare, please call your scholar's daycare and inform the daycare director that your scholar will not be attending daycare due to an early dismissal. Inform the main office so they may inform the staff that your scholar will not attend daycare.

## **Security**

If a parent/guardian needs to pick up a scholar from school prior to dismissal time, office staff will call for the scholar once the parent/guardian has arrived. Parent/guardians will be required to sign out the scholar on the scholar check in/out kiosk in the lobby. Scholars will only be released to individuals authorized by parents/guardians. Those individuals will be required to show identification.

Scholars are required to leave the campus immediately upon dismissal unless enrolled in a paid on-campus after-school program or asked to remain by a teacher. Scholars may not return to the campus unless accompanied by a parent/guardian.

As an extra measure of security, all scholars will only be released to parents/guardians who have a school issued ID sign at the end of the school day. If you lose your sign, you must request a replacement in the school office. If you do not have an ID sign, you must check in at the front office and the school personnel will verify that you are on the Emergency Contact list to pick up the scholar from school. Note that this procedure is in effect every day of the school year and full cooperation is expected. This measure of security is for the protection of every scholar. Thank you for your understanding and cooperation.

## **Inclement Weather**

In the event of inclement weather leading to delay or closure, Chapel Hill Academy will make every effort to contact affected scholars via the call out system and via announcement on NBC News 5 and WFAA News 8. Be aware that Chapel Hill Academy does not follow any other school district or charter school decisions, and makes its own decisions based on the safety and best interests of its scholars and families.

## **ATTENDANCE**

During the 2021-22 school year, we will continue to emphasize using instructional time productively. Our intent is to clearly establish teaching and learning tasks as a priority. This emphasis will mean that classroom interruptions must be limited only to emergencies. For scholars to benefit from this strong emphasis on instruction, they must attend school regularly and be on time.

**Texas Education Code §25.085** requires compulsory attendance for all scholars enrolled in public schools, including pre-kindergarten and kindergarten. Developing a habit of regular and punctual attendance will help a scholar throughout their educational experience. Poor attendance is a leading cause of poor grades, grade level retention and other problems as well as resulting in additional work for both the scholar and the teacher. Chapel Hill Academy requires cooperation from parents/guardians in the matter of school attendance and punctuality.

### **Parents/Guardians should:**

- Schedule routine medical and dental appointments after school hours when possible
- Schedule family vacations during the school's vacation days and notify the school prior to any planned absence
- Inform the office before 10:00 a.m. of any absences
- Ensure all emergency contacts and phone numbers are updated and correct in Parent Portal
- Provide documentation describing the reason for the absence on the following day the scholar returns to school

### **Absences**

Scholars are required to be in school except in cases of emergency, illness, or other absences as noted in the Texas Scholar and Accounting Handbook, including but not limited to the following:

- Personal illness
- Religious holiday
- Emergency doctor or dental appointments which cannot be made after school
- A death of in the family up to two days

- Other necessary and justifiable reasons as excused by school

It is the parent's/guardian's responsibility to notify the school if their scholar is going to be absent from school. Parents/Guardians are requested to call the attendance line at 817-289-0242 any time prior to 8:00 a.m. if their scholar is going to be absent from school. Voicemail is in operation, so please leave a detailed message with your scholar's name, teacher, and reason for absence.

If you know in advance that your scholar is going to be absent, please notify the scholar's teacher. Parents/Guardians must send a written note within three business days of their scholar's absence or the absence will be recorded as unexcused. Medical excuses on official letterhead are required to excuse two or more consecutive absences. Failure to provide medical documentation will result in unexcused absences and may result in a truancy violation. An absence is excused under the following conditions:

- Your scholar is being seen in a medical/dental office; an excuse from the medical professional on clinic letterhead will suffice as documentation for an excused absence. Please be sure to send this note with your scholar on the first day they return to school.

If your scholar is going to be absent for 5 consecutive days or more, it is your responsibility to inform an administrator and provide documentation that will satisfy the conditions noted above. Personal family vacations will be considered unexcused and may affect your scholar's eligibility to return to Chapel Hill Academy.

If you elect not to send your scholar to school for any period of time, without medical documentation during the last two weeks of the school year, you are clearly indicating that you are automatically withdrawing your scholar from Chapel Hill Academy. If your scholar has any siblings that are attending or will be attending CHA, they will not be eligible and may be placed on the waiting list.

### **Excessive Absences**

To receive credit in a class, a scholar must attend at least 90% of the days class is offered (TEC code Section 25.092[41]). The 90% attendance rule applies during virtual instruction, as well. The actual number of days a scholar must attend to receive credit will vary, depending on the number of school days. A scholar who attends fewer than 90% of the days class is offered cannot receive credit for the class unless the attendance committee (made up of CHA faculty) finds the absences are the result of extenuating circumstances.

If a petition for credit is denied, the scholar or parent/guardian may appeal the decision by completing a written request to the Principal. Written appeals should be addressed to:

Chapel Hill Academy  
c/o Principal  
4640 Sycamore School Road  
Fort Worth, Texas 76133

### **Perfect Attendance**

Perfect attendance is defined as being at school every day and not having any tardies.

### **Truancy Notification**

If a scholar has three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period, a letter will be sent home to parents/guardians indicating that continued absences may materially affect the scholar's progress and will put the parents/guardians in jeopardy of committing an offense as designed in TEC 25.094. In addition, a referral will be made to administration.

Unexcused absences are any absences that have not been excused as defined above and outlined by the Texas Education Agency. Scholars will be required to complete make-up work. Chronic absence is when a scholar misses 10 percent or more of instructional time while school has been in session, at any point of the school year.

Excessive absences and tardies will lead to administrative attendance meetings with the Administration of Safety and Security to discuss a plan to correct the issue. Failure to correct this issue may jeopardize your scholar's ability to attend Chapel Hill Academy.

### **Administrative Attendance Meetings**

Attendance meetings are held to identify possible solutions to improve scholar attendance. Our goal is early intervention to stop, prevent and intervene. A serious attendance problem often begins with a series of tardiness or a few unexcused absences. Chapel Hill Academy will make every effort to intervene before the problem becomes severe. When the school has exhausted all resources and a scholar's attendance has not improved, then the parent/guardian(s) will be referred to an executive meeting.

During an executive meeting, the parent/guardian(s) will meet with the Associate Superintendent and/or Chief Executive Officer/Superintendent to discuss their scholar's eligibility to continue to attend Chapel Hill Academy.

The meetings are mandatory and a parent's refusal to comply with attendance guidelines or to meet with administration regarding attendance offenses clearly indicate that the parent is planning for their scholar to attend another school before the beginning of the new six-week grading period.

### **Religious Holidays**

Scholars shall be excused for a religious holiday, subject to the following guidelines:

- When the scholar observes religious holy days, it is recommended that the parent/guardian submit a letter of request prior to the excused absence. Travel days to and from the site should be included in the request



- Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the scholar will observe the religious holy days
- A scholar whose absence is excused for observing religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance

### **Tardies**

Tardiness is disruptive to the learning process. Parents/Guardians and scholars share responsibility for being on time to school. Scholars with excessive tardies shall be referred to the Administration of Safety and Security. Excessive tardies are defined by 5 or more tardies within a consecutive 30 school day period, regardless of the calendar month. Scholars are expected to be in their classroom ready for the instructional day by 8:00 a.m. and remain in school all day. Scholars are asked to be in their seats and prepared at their scheduled start time and remain in school until dismissal. After five (5) tardies, a formal letter will be sent home to the parent/guardian regarding this issue.

In the event that your scholar is tardy, it is required that a parent/guardian accompany him/her into the building to sign the scholar(s) in at the front lobby, provide a reason for the tardy, and obtain a pass to class for the scholar.

Daily attendance is taken at 10:00 a.m. If a scholar is not in attendance at 10:00 a.m., he/she is counted absent.

### **HEALTH AND SAFETY**

Health and safety are issues addressed throughout the school. Scholars are taught safety measures in all practical activities such as Science and Physical Education. The Science and Physical Education programs regularly focus on issues such as health, hygiene, and nutrition. Assemblies can provide a forum for emphasizing health and safety issues important to the school community.

It is necessary to keep school staff well informed about any health problems your scholar has, however slight they may seem. In addition to physical health, emotional health can affect a scholar's behavior or performance at this age, and it is helpful for us to be aware of any background information which may assist us in helping your scholar.

### **COVID-19 Protocol**

- Individuals with COVID-19 symptoms or lab confirmed COVID-19 are not eligible to enter the school under any circumstances.
- All individuals entering the building are strongly encouraged to wear face masks.
- Observe social distancing protocols.

## **Physical Education**

All Kindergarten through 7th grade scholars will receive 225 minutes of physical activity every two weeks. In addition to the regularly scheduled physical education class, scholars may be asked to participate in other physical activities. Tennis shoes are required to be worn during P.E. class. A doctor's note is required if your scholar must not participate in P.E. for more than one day.

Middle school scholars will dress out for P.E. daily. All scholars must wear appropriate fitting crew neck T-Shirts, athletic shorts, and athletic shoes. All scholars are expected to dress out on their scheduled P.E. days unless otherwise directed by their coach. Crew neck T-Shirts must be a solid color except white. Athletic shorts must be past fingertips and solid in color.

Failure to dress out will negatively impact report card grades. Wearing any part of your school uniform will not count as dressing out for P.E.

## **Medical and Medication Issues**

Parents/Guardians must keep the school staff fully informed of significant changes to their scholar's health. When scholars must take prescribed medication at school, a physician's order is required. Medication is any prescribed or over the counter substance, which may be natural or synthetic, that has a medical or pharmacologic effect to treat, cure, prevent, or relieve a disease or condition. Some examples considered to be medication are, but not limited to, Tylenol, Excedrin, Aleve, Tums, Roloids, herbal supplements, vitamins, cough drops, eye drops, nasal spray, or any other substance in liquid, tablet, capsule, or patch form.

Any medication that is to be dispensed at Chapel Hill Academy must be prescribed by a licensed Medical Doctor or Doctor of Osteopathic Medicine.

The following procedures must be observed:

- Medication must be brought to the school by the parent/guardian. Medicines brought to the school and not meeting necessary requirements will not be dispensed by any school employee and will be kept in the office.
- A medication consent form provided by Chapel Hill Academy must be completed and signed by the parent/guardian **prior** to dispensing the prescription. A new form is required each year. No medication will be dispensed without parent/guardian's written consent.
- Should dosages change while the scholar is on the prescription medication, those changes must be provided to the office in writing from the doctor and/or a new prescription bottle must be provided with the changes listed. A new consent form must be completed prior to the new dose being administered. Changes will only be made with a doctor's authorization.
- Medication must be delivered to the office in the original prescription bottle or

container clearly labeled with the scholar's name, current date, name of medication, dosage, and how/when to administer the dosage.

- Scholars are not allowed to keep any medication on their person at school or at any school event, unless specifically prescribed by a doctor. Parents/Guardians must notify the school nurse and provide the original prescription.
- CHA staff may administer anaphylactic medication, such as epinephrine, if a scholar has a sudden, severe, and potentially life-threatening allergic reaction that occurs when exposed to an allergen (SB 77).
- In the event of a field trip or other outing, only school staff may keep and administer medication.
- Only medication prescribed by a doctor will be administered at school; this includes prescription and over the counter medications.
- Hydrocortisone cream and Triple antibiotic cream will be administered as needed and per manufacturer instructions to all scholars unless he/ she is allergic to the medications or parents/guardians does not consent. The parent must inform the nurse if the scholar should not be administered this medication. By signing the handbook, the parent is opting in to have the medication applied as needed.
- All scholars requesting restrictions from any physical activity (PE) including recess or short-term accommodations (such as frequent bathroom breaks, frequent water intake, snacks) must have a doctor's note to be excused or honored. Physician note must state how long restrictions/ accommodations will be needed with a precise end of time frame.
- Vision, hearing, and scoliosis screening will be conducted throughout the school year. These are mandated screenings. Any parent/ guardian not willing to consent to these screenings must speak to the school nurse. By signing the handbook, you are agreeing that your scholar can be screened.

Scholars are not allowed to self-medicate or have any medication of any kind in their possession. It is the parent's/guardian's responsibility to report to the school and administer any non-prescribed medication to their scholar. Parents/Guardians must pick up all medications at the end of the school year or it will be discarded. Parents/Guardians must initial the consent form when picking up medication.

### **Immunizations**

All scholars must comply with the Texas Department of Health and Human Services Guidelines. A scholar must submit proof of a complete immunization record prior to entering Texas public schools. Failure to comply with state requirements may result in delayed enrollment or withdrawal from school until immunizations are current.

### **Asthma 411 Project**

Asthma is one of the leading causes of scholar absenteeism. Each absence is associated with a 3- 5% increase in risk of failing math and reading. Each day missed compounds the risk. To address these issues, a collaboration between JPS, Cook Scholars' Hospital and University North Texas Health Science Center (UNTHSC) was developed. The collaboration has

implemented a program called Asthma 411. This program ensures that scholars who are experiencing respiratory distress due to asthma or asthma-like symptoms will receive immediate treatment. This immediate treatment does not depend on the parents/guardians providing medication or the scholar having a formal diagnosis of asthma (pending passing of TXHB 2243 school nurses may only administer prescription asthma medication to a scholar **only with written notification from a parent or guardian** of the scholar that has been diagnosed as having asthma).

To ensure the health and safety of all scholars, to promote learning, and decrease scholar absences, Chapel Hill Academy School board has approved participation in the Asthma 411 project. **Due to COVID-19 -all CHA families will be required to opt-in to the Asthma 411 project upon returning to the building.**

### **Aerosol-Generating Treatment Protocol**

- **Purpose:** During the COVID-19 Pandemic, safety and mitigation strategies are the focus. Infection prevention are at the center of decisions impacting the health and safety of all scholars, staff, and stakeholders.
- **Background:** Guidelines suggest removing aerosol-generating treatments from routine care. Therefore, Chapel Hill Academy nurses will no longer administer nebulizer treatments on a routine basis in the clinic. Single patient rooms and negative pressure rooms are unavailable in the school as in most outpatient settings and following this protocol is recommended by the CDC, The Asthma and Allergy Network, The American Academy of Allergy, Asthma and Immunology and is supported by the Chapel Hill Academy Superintendent.
- **General Policy**
  - All parents of scholars requiring nebulizer treatments will be encouraged to work with their primary care physician to switch to an inhaler or an inhaler with a chamber attachment when appropriate. Scholars will not be denied necessary medications.
  - All scholars presenting to the nurse with breathing concerns will receive an immediate evaluation that includes lung sounds, O2 saturation/Pulse Ox, and physical assessment.
  - Inhalers will be administered as ordered.
  - Any scholar displaying any shortness of breath after the administration of inhalers will initiate the following:
    - Scholar will remain under the care of the nurse
    - Parent will be notified immediately
    - Principal will be notified
    - EMS will be notified according to the nurse assessment
- **Application**
  - Nurses will contact each parent of a scholar with nebulizer treatments and notify them of the change in process.

## **Stop the Bleed**

Uncontrolled bleeding is the number one cause of preventable death from trauma. The greater the number of people who know how to control bleeding in an injured person, the greater the chances of surviving that injury. You can help save a life by knowing how to stop bleeding if someone, including yourself, is injured. Chapel Hill Academy staff complete Stop the Bleed training on an annual basis.

## **Illness**

To protect our school community, scholars with known contagious diseases are excluded from attending school until they provide a doctor's release. Symptoms that warrant exclusion from school are a temperature over 100.4 degrees, vomiting, diarrhea, an undiagnosed rash, discoloration of the eyes and/or suspected bacterial meningitis. Parents/Guardians must keep the scholar at home for the duration of the illness. Scholars must be fever-free without medicine for 24 hours before returning to school. If a scholar develops these symptoms while at school, parents/guardians will be contacted and expected to have the scholar picked up promptly.

The school will contact parents/guardians directly in the event of any medical emergencies. Please ensure that the school is kept informed, via the Parent Portal, of any changes to contact information/telephone numbers so that we are able reach you when needed. In case of an emergency medical situation, the school will call 911. All teaching and administrative staff will have records of emergency medical conditions for scholars when provided by parents/guardians.

## **School Meals**

We will be implementing the Community Eligibility Provision (CEP) under the National School Lunch and School Breakfast Programs for the 2021-2022 school year. Under these programs, all CHA scholars are eligible to receive one reimbursable (no charge) breakfast and one reimbursable (no charge) lunch each day.

A reimbursable breakfast consists of 3-4 components: grain, meat/meat alternative (protein), fruit and milk. For a breakfast to be reimbursable, 1 of the components must be a fruit. A reimbursable lunch consists of 3 to 5 components: grain, meat/meat alternative (protein), vegetable, fruit, milk. For a lunch to be reimbursable, 1 of the 3 components must be a fruit or vegetable. A scholar may take ALL components offered.

If a scholar chooses to not take the minimum required components, accounts will be charged for the items individually at the a la carte price and parents/guardians are required to pay these charges. Scholars are not allowed to charge a la carte items or come through the line for extras if they have a zero or negative balance more than \$5.00. These scholars shall only be offered full reimbursable meals until their balance is made current. Payments may be made by check

or money order in the office or electronically at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents/Guardians are responsible for paying the debt of their scholar.

It is the parent/guardian's responsibility to notify the Scholar Nutrition Services Coordinator if their scholar has any food allergies. A Dietary Request Form will need to be completed to plan meals accordingly for your scholar's food allergies.

Office staff will not accept any drop off lunches for your scholar. If your scholar is not eating the meals that are being offered, it is the parent's/guardian's sole responsibility to ensure that your scholar has their lunch when they are being dropped off each morning in the carpool lane. If your scholar forgets their lunch, they may eat a healthy nutritious reimbursable meal that is offered through our Scholar Nutrition Program.

### **Parent/Guardian Visits During Lunch**

Due to limited space and social distancing protocols, we are unable to accommodate visitors in the cafeteria for student lunch times.

### **Food Allergies**

FOOD ALLERGY INFORMATION IS REQUESTED UPON ENROLLMENT. "Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Upon enrollment, CHA staff requires that the parents/guardians: 1) disclose whether the scholar has a food allergy or a severe food allergy that, in the judgment of the parent/guardian or other person with legal control, should be disclosed to the appropriate CHA personnel to enable the CHA staff to take any necessary precautions regarding the scholar's safety, and 2) specify the food to which the scholar is allergic and the nature of the allergic reaction.

CHA will maintain the confidentiality of the information provided under this section and may disclose the information to the appropriate school personnel only to the extent consistent with CHA policy and permissible under the Family Educational Rights and Privacy Act of 1974

(20 U.S.C. Section 1232g). If the school receives documentation of a food allergy from a physician, that documentation shall be placed in the health record maintained for the scholar by CHA.

### **Pets/Animals**

Pets or animals are not allowed at Chapel Hill Academy for the safety of the scholars and for the safety of your pet.

## **Emergency Drills**

Emergency drills may include Lockout, Lock Down, Evacuate, Shelter, and Hold.

When drills are held, it is important for all scholars, staff, and visitors to:

- Remain quiet.
- Check the directions posted near each room's exit.
- Follow instructions.
- Move quickly and quietly to the designated area.
- Await further directions from staff to resume activities/re-enter building, etc.

**Lockout** - utilized when there is a threat or hazard **outside** of the school building. Whether it is due to violence or criminal activity in the immediate neighborhood, or a presenting danger, Lockout uses security of the physical facility to act as protection. No visitors, scholars, or staff will be allowed in or out of the building during a Lockout.

**Lockdown** - utilized when there is a threat or hazard **inside** the school building. From parental custody disputes, to intruders, to an active shooter, Lockdown uses classroom and school security actions to protect scholars and staff from threat. No visitors, scholars, or staff will be allowed in or out of the building during a Lockout.

**Evacuate** - utilized when there is a need to move scholars from one location to another.

**Shelter** - utilized when specific protective actions are needed based on a threat or hazard (severe weather, hazmat incident, etc.)

**Hold** - utilized when a situation requires that scholars remain in their classrooms or in another area, to keep hallways clear and away from an incident or situation.

## **Crisis Intervention**

A crisis is defined as a critical situation that occurs in the school setting where scholars' actions or threatened actions affect the safety and welfare of any member of the school community. A crisis could include suicidal ideation, homicidal ideation and/or threats of serious harm, and self-injurious behavior.

In the case of a crisis, referral is made by the person who first becomes aware of the statement or behavior. Referral is made to a campus administrator; campus administrators are Principal, Administration of Safety and Security, Associate Principal, Social Worker, Administration of Elementary Scholars, Administration of Middle School Scholars, and Administration of Instruction. The administrator will then assess the scholar to determine the level of risk. After level of risk is determined, the administrator will contact parent/guardian. If no immediate action needs to be taken, the administrator will inform parent/guardian that an interview with scholar has been conducted. In the case of more serious situations, the parent/guardian will be called into school. Parent/guardian will be informed of situation and will be provided with referrals for outpatient or inpatient treatment depending on level of risk.

Chapel Hill Academy has a Licensed Master’s Social Worker. Your scholar may visit with the social worker for crisis intervention, for help solving conflict with other scholars, for help utilizing social emotional learning, for help with self-management or calm-down strategies, or for a variety of other reasons. If it is determined that your scholar is in crisis and is a danger to self or others, you will be contacted, and community resources will be provided. If it is recommended that your scholar participate in ongoing counseling, you will be contacted.

Current law (Texas Family Code, Chapter 271.101) requires that anyone who suspects scholar abuse or neglect must report it immediately. The report may be made to any local or state law enforcement agency or the Department of Family and Protective Services. Individuals such as teachers, nurses, doctors, and daycare employees must report the abuse or neglect within 48 hours.

## **Wellness Policy**

Chapel Hill Academy (CHA) will support and promote the general wellness of all scholars by applying measurable goals to promote sound nutrition, scholar health, and maximize efforts to reduce scholarhood obesity.

The local School Health Advisory Council (SHAC), on behalf of the school board, shall review and consider evidence-based strategies and techniques, and shall develop nutrition guidelines for wellness goals, as required by law. In the development, implementation, and review of these guidelines, and goals, the SHAC shall encourage participation by parents/guardians, the school lunch program management, physical education teachers, health care professionals, and school administrators.

### **Wellness Plan**

The SHAC provides a wellness plan to implement the school’s nutrition guidelines and wellness goals. The wellness plan, at a minimum, will address:

- Strategies for requesting involvement and input from individuals expressing interest in the wellness plan and policy
- Targets, appraisals, and actions for achieving the wellness goals
- Systems for evaluating the implementation of the wellness goals
- The method of communicating with the public relevant information about Chapel Hill Academy’s wellness policy and plan.

### **Nutrition Guidelines**

Chapel Hill Academy’s nutrition guidelines for reimbursable school meals, all other foods made available, or marketed to scholars throughout the school day shall be intended to support scholar health and decrease scholarhood obesity. The guidelines shall be in compliance with federal regulations, except when the school allows an exemption for fundraising activities as permitted by state and federal rules.



### **Wellness Goals: Nutrition Promotion and Education**

Chapel Hill Academy will implement, in accordance with law, a coordinated school health program with a nutrition education component. Chapel Hill Academy's school's nutrition promotion activities shall encourage scholar participation in the National School Lunch Program, the School Breakfast Program, the Farm Fresh Program and any other supplemental food and nutrition programs offered by the school.

Chapel Hill Academy establishes the following goals for nutrition promotion.

- All food service staff, teachers, and other school personnel shall consistently promote healthy nutrition messages within the school cafeterias, classrooms, and other appropriate settings
- Chapel Hill Academy will share educational nutrition information with families and the community to promote healthy nutrition choices and to positively influence the health of scholars
- Chapel Hill Academy will ensure that food and beverage advertisements accessible to scholars during the school day contain only products that meet the federal guidelines for meals and competitive foods

The school established the following goals for nutrition education:

- Chapel Hill Academy will deliver nutrition education which fosters the adoption and support of healthy eating behaviors
- Chapel Hill Academy will provide nutrition education a school-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate
- Chapel Hill Academy shall provide professional development so that staff responsible for the nutrition education program are prepared to effectively deliver the program.

### **Wellness Goals: Physical Activity**

Chapel Hill Academy will implement a coordinated health program with physical education and activity components that will offer the required amount of physical activity for all grades. Chapel Hill Academy has established the following goals to promote physical activity:

- Chapel Hill Academy will provide an environment that promotes safe, enjoyable, and developmentally appropriate fitness activities for all scholars
- Chapel Hill Academy will provide professional development that encourage teachers to integrate physical activity into the curriculum when deemed appropriate
- Chapel Hill Academy participates in wellness education activities and where school employees actively learn about lifelong, and lifestyle changes to improve health
- Chapel Hill Academy encourages parental involvement by continuous support and active participation in their scholar's lives. Staff will seek out more opportunities that focus on family wellness

### **School-Based Activities**

Chapel Hill Academy promotes the following goals to create an environment that is instrumental to healthy eating, promotes physical activity, and declares a continuous wellness message through other school-based activities:

- Chapel Hill Academy allows sufficient time for scholars to eat their meals in the cafeteria facilities which are clean, safe, comfortable, and monitored
- Chapel Hill Academy promotes wellness for scholars and their families at suitable school and campus activities
- Chapel Hill Academy promotes employee wellness activities and involvement through an agency-based wellness program and other agency events

### **Implementation**

The Scholar Nutrition Coordinator or Designee shall oversee the implementation of this policy and the development and implementation of the wellness plan including appropriate administrative procedures.

### **Evaluation**

Chapel Hill Academy will comply with all federal requirements for evaluating the wellness policy and the wellness plan, including the school's level of compliance with the policy and plan. On an annual basis, the SHAC will assess and prepare a report of the school's progress toward meeting the goals listed within this wellness policy and within the wellness plan, including a summary of the school's major activities and events that are tied into the wellness program.

## **SAFETY PLAN AND DISCIPLINE PROCEDURES**

A scholar's attitude toward school will play a significant role in determining how well he or she does in school. The primary purpose for coming to school should be to grow through classroom and extracurricular activities. Scholars must remember that they are responsible for their own actions. If any actions are in violation of school guidelines, consequences will be issued and must be accepted. Scholars are expected to be accountable for their behavior at school and during any school-sponsored activity such as, but not limited to, field trips, intercultural exchanges, and extracurricular activities.

Parents/Guardians are also expected to hold their scholars responsible for their actions and not minimize their behavior, nor make excuses for it. This reinforces to scholars that they are accountable for their actions and should think about consequences they will have to adhere to based on their decisions. This protocol will help us all work together in raising more independent decision makers who are aware of their environment and the impact they have on it.

We believe that scholars who take responsibility for their actions will develop the self-discipline necessary for positive citizenship. Scholars who can reflect on their strengths and weaknesses are better able to develop a solid understanding of the principles of moral reasoning. To that effect, scholars at every stage of disciplinary action will reflect on their actions and suggest ways to improve and to repair the situation.

School personnel may counsel scholars at any time regarding their behavior with the intent and purpose of assisting the scholar. The following is a description of Chapel Hill Academy's Safety Plan, including guidelines for scholar behavior and discipline procedures.

### **Guiding Beliefs and Expectations**

The primary belief of Chapel Hill Academy is that all scholars enrolled at CHA deserve a positive, supportive learning environment. No scholar or member of the school community has the right to impede the education of another scholar and disruptive behavior will not be tolerated. In support of this belief, Chapel Hill Academy will:

- Promote integrity, truth, knowledge, trust, discipline, and respect in a safe learning and teaching environment.
- Endeavor to build an honor system, which actively involves community members, scholars, guardian, and school staff in the development and enforcement of discipline procedures.
- Disseminate policies to all scholars and guardians regarding infractions that qualify for immediate expulsion.
- Adhere to due process requirements with the expectation that guardians concerned will be involved throughout the process. Guardians will be afforded opportunities for formal and informal appeals.
- Hold scholars accountable for their actions whether on campus, online, or at any school- sponsored or related activity. Actions which violate school guidelines will result in consequences which must be accepted.
- Expect guardian(s) to hold their scholar(ren) responsible for their actions.

## **COVID-19 DISCIPLINE PROTOCOL**

Any scholar that intentionally coughs, sneezes, or spits on any CHA scholar, teacher, or Lena Pope staff member with the intention of infecting that person with COVID-19 while in the classroom, at a CHA event, or on Chapel Hill Academy property is considered in violation of the CHA Scholar/Family Handbook per Texas Penal Code 22.1(a)(3), (Assault with bodily injury is defined by Texas Penal Code 22.1 (a)(1). A person commits an assault if the person intentionally, knowingly, or recklessly causes bodily injury to another.)

In the event this occurs:

- School administration or designated staff member will be notified immediately.
- The scholar's guardian will be notified.
- School administration will take the necessary disciplinary action as proscribed in the Scholar/Family Handbook.

**Remote Learning Scholar and Guardian Expectations**

We appreciate high involvement from CHA guardians and know it is essential for scholar academic and behavioral success. Guardians are reminded that email and phone are the appropriate channels for communicating with teachers. Guardians are NOT to interrupt or attempt to engage with teachers or scholars during any online class sessions. Likewise, inappropriate language used by either the scholar or guardian is never acceptable. Failure to adhere to these expectations may result in disciplinary action, including but not limited to, the loss of live classroom accessibility.

**Minor Infractions and Major Infractions**

To ensure the safety of all scholars, progressive disciplinary measures are not required, and disciplinary consequences may not be followed in order. Behavioral improvement timeline will be determined by frequency and intensity of behaviors. Behavior infractions are documented in writing by CHA staff and copied to guardian and scholar record.

Scholars in PK–2nd grade who commit Level 1 infractions, the lowest-level infractions such as classroom disruption, will not receive out-of-school suspensions. Level II and III infractions, such as fighting and bullying, may result in out-of-school suspensions.

**Minor Infractions:** Behaviors managed “on the spot”, occurring in classroom, common areas, etc.

**Major Infractions:** Code of Conduct infractions which require the immediate attention of school administration.

Minor Infractions include, but are not limited to:	Major Infractions include, but are not limited to:
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<ul style="list-style-type: none"> <li>• Disruption</li> <li>• Defiance</li> <li>• Non-compliance</li> <li>• Property misuse</li> <li>• Dress code</li> <li>• Mild physical contact</li> <li>• Inappropriate language</li> <li>• Tardy</li> <li>• Lying</li> <li>• Cheating</li> <li>• Cellphone usage</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Weapon possession (firearm/knife/imitation)</li> <li>• Controlled substance possession/use/sale</li> <li>• Drug paraphernalia possession/sale</li> <li>• Robbery/extortion</li> <li>• Stealing</li> <li>• Receiving stolen property</li> <li>• Sexual harassment</li> <li>• Sexual assault</li> <li>• Harassing/threatening/intimidating an individual, group or staff</li> <li>• Harassing/threatening/intimidating a witness</li> <li>• Hate violence</li> <li>• Terrorist threat</li> <li>• Aiding/abetting physical injury</li> <li>• Hazing</li> <li>• Bullying (cyber, sexual orientation, race/ethnicity, physical/mental disability)</li> <li>• Damaging property</li> <li>• Tobacco/vaping possession/use</li> <li>• Obscene acts/vulgarity</li> <li>• Disruption/defiance</li> </ul>
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## Levels of Misconduct

Levels of misconduct include, but are not limited to, the infractions listed below. This is not an exhaustive list.

Level I	Level II	Level III
1. Cheating / Copying Work	1. Assault	1. Arson
2. Destruction of Classroom Property	2. Bullying	2. Felony Conduct
3. Leaving Classroom without Permission	3. Cyberbullying	3. Frequent Infractions of the Code (Levels I, II and/or III)
4. Insubordination	4. Destruction of School Property	4. Indecent Exposure
5. Minor Classroom Disruption	5. Fighting	5. Possession / Transmission of Intimate Visual Material
6. Minor Inappropriate Technology Use	6. Truancy, i.e. Excessive Tardies or Unexcused Absences	6. Possession / Distribution of Alcohol
7. Minor Physical or Verbal Aggression	7. Disruption of School Activities and Operations	7. Possession / Distribution of Other Drugs or Illegal Substances
8. Profanity, Vulgar Language or Obscene Gesture	8. Persistent Minor Infractions, i.e. Dress Code	8. Prohibited Weapons
9. Minor Theft	9. Gambling	9. Public Lewdness
	10. Gang Activity	10. Security Breach
	11. Harassment	11. Serious Bodily Injury
	12. Hazing	12. Sexual Harassment
	13. Inappropriate Technology Use	13. Inciting Group Violence
	14. Making False Report	14. Encouraging Self-Harm or Suicide
	15. Major Classroom Disruption	15. Terroristic Threat
	16. Major Theft	16. Violent / Deadly Conduct
	17. Profanity Towards School Personnel	17. Severe Plagiarism / Academic Dishonesty
	18. Prohibited Items	18. Making False Alarm, i.e. 911, Fire, EMS
	19. Unauthorized Soliciting	
	20. Trespassing	

# **INTERVENTIONS FOR MINOR INFRACTIONS**

## **Classroom Managed Level Infractions**

Classroom teachers will utilize a variety of classroom management techniques including, but not limited to, the following:

- Clearly define / post the behavioral expectations
- Cue / prompt / remind scholars of expected behaviors
- Provide warnings
- Utilize Social Emotional Learning strategies (cool down periods, STEP, positive self-talk, etc.)
- One on one conference with scholar
- Provide structured choices to scholars
- Alternative seating
- Loss of privileges / activity restriction
- Document behaviors for tracking purposes
- Verbal / written apologies
- Scholar self-report (phone call to guardian)
- Teacher phone call / email to guardian
- Conference with guardian
- Conference with school behavior interventionist
- Consequences, reinforcements, penalties, and/or punishments
- Evaluate the effectiveness of consequences/reinforcements

**Response to Code of Conduct Infractions - Level I**

Level I infractions are handled by classroom teacher/staff. Chronic infractions are referred to administration.

1st Infraction	2nd Infraction	3rd Infraction
Administrative Action (PK-4) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> </ul>	Administrative Action (PK-4) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-day suspension</li> </ul>	Administrative Action (PK-4)* <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-3-day suspension</li> </ul>
Administrative Action (5-8) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-day suspension</li> </ul>	Administrative Action (5-8) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-3-day suspension</li> </ul>	Administrative Action (5-8) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-3-day suspension</li> <li>• Possible recommendation for expulsion hearing</li> </ul>
Interventions (PK-8) <ul style="list-style-type: none"> <li>• Meet with behavior interventionist or school administrator to identify contributing Functional and Environmental Factors</li> <li>• Guardian / administrator conference</li> </ul>	Interventions (PK-8) <ul style="list-style-type: none"> <li>• Provide intervention with behavior interventionist or school administrator</li> <li>• Social Emotional Learning targeted skill development</li> <li>• Guardian shall be referred to wrap-around / community resources</li> <li>• Evaluate consequences and intervention effectiveness</li> <li>• Create behavior contract</li> <li>• Guardian / administrator conference</li> </ul>	Interventions (PK-8) <ul style="list-style-type: none"> <li>• Provide intervention with behavior interventionist or school administrator</li> <li>• Guardian shall be referred to wrap-around / community resources</li> <li>• Guardian / administrator conference</li> <li>• Re-evaluate behavior contract</li> </ul>

\*Scholars in PK–2nd grade who commit Level 1 infractions, the lowest-level infractions such as classroom disruption, will not receive out-of-school suspensions. Level II and III infractions, such as fighting and bullying, may result in out-of-school suspensions.



**Response to Code of Conduct Infractions - Level II**

Level II infractions are handled by administration. Persistent infractions of Level I and Level II infractions will be escalated to Level III.

1st Infraction	2nd Infraction	3rd Infraction
Administrative Action (PK-4) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-3-day suspension</li> </ul>	Administrative Action (PK-4) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-3-day suspension</li> </ul>	Administrative Action (PK-4)* <ul style="list-style-type: none"> <li>• 3-day suspension</li> <li>• Possible recommendation for expulsion hearing</li> </ul>
Administrative Action (5-8) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-3-day suspension</li> </ul>	Administrative Action (5-8) <ul style="list-style-type: none"> <li>• Restrict activity</li> <li>• Assign detention</li> <li>• 1-3-day suspension</li> <li>• Possible recommendation for expulsion hearing</li> </ul>	Administrative Action (5-8) <ul style="list-style-type: none"> <li>• 3-day suspension</li> <li>• Recommendation for expulsion hearing</li> </ul>
Interventions (PK-8) <ul style="list-style-type: none"> <li>• Provide intervention with behavior interventionist or school administrator</li> <li>• Social Emotional Learning targeted skill development</li> <li>• Guardian shall be referred to wrap-around / community resources</li> <li>• Evaluate consequences and intervention effectiveness</li> <li>• Create behavior contract</li> <li>• Guardian / administrator conference</li> </ul>	Interventions (PK-8) <ul style="list-style-type: none"> <li>• Provide intervention with behavior interventionist or school administrator</li> <li>• Guardian / administrator conference</li> <li>• Guardian shall be referred to wrap-around / community resources</li> <li>• Re-evaluate behavior contract</li> </ul>	Interventions (PK-8) <ul style="list-style-type: none"> <li>• Provide intervention with behavior interventionist or school administrator</li> <li>• Guardian / administrator conference</li> <li>• Guardian shall be referred to wrap-around / community resources</li> <li>• Re-evaluate behavior contract</li> </ul>

\*Scholars in PK–2nd grade who commit Level 1 infractions, the lowest-level infractions such as classroom disruption, will not receive out-of-school suspensions. Level II and III infractions, such as fighting and bullying, may result in out-of-school suspensions.

## **Response to Code of Conduct Infractions - Level III**

Level III infractions are handled by campus and/or district administration.

<b>1st Infraction</b>
Administrative Action (PK-4)* <ul style="list-style-type: none"><li>• 3-day suspension</li><li>• Possible recommendation for expulsion hearing</li></ul>
Administrative Action (5-8) <ul style="list-style-type: none"><li>• 3-day suspension</li><li>• Recommendation for expulsion hearing</li></ul>
Interventions (PK-8) <ul style="list-style-type: none"><li>• Provide intervention with behavior interventionist or school administrator</li><li>• Guardian / administrator conference</li><li>• Guardian shall be referred to wrap-around / community resources</li><li>• Re-evaluate behavior contract</li></ul>

\*Scholars in PK–2nd grade who commit Level 1 infractions, the lowest-level infractions such as classroom disruption, will not receive out-of-school suspensions. Level II and III infractions, such as fighting and bullying, may result in out-of-school suspensions.

### **Room Clear Safety**

In the event a classroom must be cleared for scholar safety, Chapel Hill Academy teachers and staff will utilize specific procedures to ensure the safety of all scholars. In extreme circumstances, school administration will utilize School Messenger to notify guardians of room clear instances.

## **SPECIAL EDUCATION GUIDELINES**

The following guidelines must be met to substantiate an expulsion recommendation.

Scholars receiving Special Education services are entitled to a Manifestation Determination Meeting during Pre-Expulsion IEP under law. This meeting is to be conducted within 10 days after the recommendation for expulsion.

The Pre-Expulsion IEP Team has the right to stop all expulsion proceedings if they find the misconduct was a manifestation of the scholar's disability.

Scholars who fall under the 504 educational umbrella have the right to a Pre-Expulsion 504 Meeting prior to a recommendation for expulsion. The district 504 coordinator should conduct this meeting on-site.

Guardians must be told of the date and time of the Pre-Expulsion IEP/504 Meeting. Their presence, although needed, is not mandatory for the Manifestation Determination IEP/504 Meeting to proceed on the scheduled date and time.

## **DISCIPLINARY ACTIONS**

### **Office Referrals**

Office referrals are used as a system of:

- Administrative documentation of inappropriate behaviors
- Informing guardian of Scholar/Family Handbook infractions

An office referral will be completed for a scholar exhibiting behavior that is an infraction of the Scholar/Family Handbook. The referral is documentation that the incident was submitted to an administrator. When a scholar is referred to the office for behavior issues, guardian will be contacted by an administrator.

### **Lunch Detention**

A scholar may be assigned lunch detention for a period ranging from one to three days with no limit on occurrences. Lunch detention will take place in the office of a behavior interventionist or administrator and last the duration of the scholar's lunch period.

### **Before / After School Detention**

A scholar may be assigned detention, before or after school, for a period ranging from one to three days with no limit on occurrences. Before and/or after school detention will take place in the office of a behavior interventionist or administrator and last no longer than one hour.

### **Saturday School**

A scholar may be assigned Saturday school for a period ranging from one to six hours with no limit on occurrences. Saturday school will take place in the community room and will be supervised by an administrator. Failure to report to Saturday school will result in an expulsion hearing recommendation. Repeated Saturday school occurrences may result in expulsion.

### **In School Suspension (ISS)**

A scholar may be assigned in-school suspension for a time ranging from one hour to three consecutive days with no limit on occurrences if the Principal or designee determines: (1) the scholar's presence in the classroom hinders the learning process of others, (2) an isolated environment is deemed most appropriate for the scholar during the designated time frame. Guardians shall be notified of a scholar's ISS assignment. Repeated ISS occurrences may result in expulsion.

### **Out-of-School Suspension (OSS)**

A scholar may be suspended from school for a period not to exceed three consecutive school days with no limit on occurrences if the Principal or designee determines: (1) the scholar's presence in the classroom presents a danger of physical harm to the scholar or others, and/or, (2) the scholar has engaged in serious/persistent infractions or has violated other policies/rules as outlined in the Scholar/Family Handbook. Repeated OSS occurrences may result in recommendation for an expulsion hearing.

Before suspending a scholar, the Principal or designee shall conduct an informal conference and advise the scholar of the infraction with which he/she is charged. The scholar will be provided an opportunity to respond to the charges.

A scholar's guardian shall be notified of the suspension by telephone or other reasonable means as soon as possible as well as their responsibility to provide adequate supervision for the scholar during the period of suspension.

### **Expulsion**

Acts of misconduct include serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Under the state law, scholars may be expelled for any infraction listed in the Level III: Infractions section. Expulsion may occur if the act of misconduct occurred on school property or at a school-sponsored or school-related activity on or off school property. Expulsion means removal of a scholar from school for more than three consecutive school days but not longer than one calendar year.

#### *Order of Expulsion*

After an Order of Expulsion is documented and before a scholar is expelled, the scholar will be eligible for a due process hearing before the Superintendent or designee. The Superintendent or designee reserves the right to assign the scholar's eligibility to return to Chapel Hill Academy pending the outcome of the hearing and may modify the dates of suspension. The

due process hearing will occur within three consecutive school days and include:

- Written notice to guardian of the charges and proposed sanctions to afford a reasonable opportunity for preparation, including a written invitation to the scholar's guardian to attend the expulsion hearing. This notice will include the date, time, and location of the hearing and may be delivered electronically or in a hard copy form
- An opportunity for the scholar to testify in their defense during the expulsion hearing

### *Representation*

The scholar is entitled to an adult guardian who can provide guidance to the scholar and who is not an employee of Chapel Hill Academy or Lena Pope Home. Chapel Hill Academy has the right to hold the hearing regardless of whether the scholar and the guardian representing the scholar attends, provided a good faith effort has been made to inform the scholar and the scholar's guardian of the time and place of the hearing.

### *Evidence*

In an expulsion hearing, the Superintendent or designee may rely on the testimony of school administrators who investigated the disciplinary infractions. This means that the school administration may present evidence, or the statements taken from the scholar(s) without revealing the identity of the scholar. This decision will be based exclusively on the evidence presented at the hearing. The scholar may be expelled based on the Superintendent or designee's reasonable belief that the evidence shows it is more likely than not that the scholar engaged in conduct with which he or she was charged.

### *Guidelines for the Term of Expulsion*

An expulsion may result in the scholar's permanent removal from Chapel Hill Academy. The Superintendent or designee issuing the expulsion order will use their best professional judgment, considering the factors in all disciplinary actions. There may be conditions upon the decision made by the Superintendent or designee for a scholar to return to Chapel Hill Academy. These conditions must be fulfilled by both the guardian and scholar to continue to attend Chapel Hill Academy.

### **Effect of Withdrawal**

For non-chapter 37 offenses that have led to a discretionary expulsion, the parent/guardian has the right to voluntarily withdraw their scholar to their home school prior to the expulsion hearing. In the event of this, the Order of Expulsion will be dropped.

### **Appeal of Expulsion to the School Board**

A decision by the administration to expel a scholar may be appealed to the School Board by filing a written appeal within five days of the date of the expulsion order. The written appeal must state all the bases for appeal. At the next regular meeting after the appeal is received and for which proper notice can be given, the School Board will review the complete record of the expulsion, including all written appeals. The School Board may choose to take no action after

reviewing the record and appeal, which has the effect of sustaining the expulsion. The School Board may also choose to schedule an appeal at a future meeting at which the parents/guardians may make oral presentation of the appeal. The School Board's decision regarding an oral appeal is final and may not be appealed.

If the School Board permits an oral presentation, the administration may also be asked to speak. No new evidence or information, including witnesses or documents, will be considered. The School Board may set time limits for the presentations. During the period after the expulsion has been ordered, but before an appeal has been heard by the School Board, the scholar in question must have been enrolled at another school.

### **Reasonable Restraint**

Corporal punishment is not allowed at Chapel Hill Academy. While acting within the scope of their duties and responsibilities, employees may exercise the amount of physical restraint reasonable and necessary to protect the safety of scholars and/or themselves. Parents will be notified in person, phone, or in writing if a restraint was necessary for scholar/staff safety.

### **Informal Resolution**

Scholars and parents/guardians are encouraged to discuss concerns and complaints through informal conferences with the appropriate teacher or administrator. It is the policy of Chapel Hill Academy Board to encourage early resolution of concerns at the lowest possible staff level or, if necessary, administrative level. Concerns should be expressed informally and immediately following the incident. In that regard, Chapel Hill academy teachers can be contacted via the scholar folder, email, or telephoning and leaving a voicemail. Teachers may request assistance from an administrator.

If the informal process does not resolve the complaint, the complainant may initiate the formal complaint process. Notwithstanding any attempt to informally resolve a complaint, a formal complaint must be initiated within 20 days of the date the complainant first knew, or with reasonable diligence should have known, of the existence of the complaint.

### **Formal Complaint Process**

Within 20 days of the date a scholar or parent/guardian first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance, an original complaint, in writing and dated, describing the matter complained of and the date of the occurrence or occurrences, must be presented to the lowest level administrator whom the scholar or parent/guardian perceives to have authority to remedy the concern.

If that administrator is unable to resolve the complaint, the administrator shall direct the complainant, in writing, to the next level administrator who shall either resolve the complaint or direct the complainant in writing to the next level, continuing until the complaint reaches the supervisor. A complaint reaching the administrator must be in writing, setting out all prior attempts to resolve the complaint and the remedy requested. The administrator may schedule a

conference with the complainant and within ten business days of receipt of the written complaint, shall issue a written decision.

If the decision is unsatisfactory to the complainant, or if the administrator or designee fails to respond timely, the complainant may, within 15 days of submission of the written complaint to the supervisor, submit a written request to the Principal to have the complaint considered by the Board of Trustees. If Board review is requested, the Principal shall submit the entire written record of the complaint, and any further response, to the President of the Board of Trustees who shall create an agenda item for consideration of the complaint at the next available regular meeting, or the next appropriate meeting thereafter. At that meeting, the Board shall, at a minimum, stop, look, and listen to or consider the written complaint, and any response thereto and may, or may not, issue a decision. Failure of the Board to issue a decision at or before the next regular Board meeting following the meeting at which the complaint was presented to the Board will uphold the decision of the administration.

### **Parent/Guardian Compliance**

Chapel Hill Academy is a school of choice. By enrolling a scholar in Chapel Hill Academy, parents/guardians agree to the Mission Statement, policies, and curricular program as defined by Chapel Hill Academy. No parent/guardian has the right to impede the education and/or educational program of Chapel Hill Academy. A scholar's eligibility to attend Chapel Hill Academy may be jeopardized by any inappropriate behavior aimed at scholars, teachers, staff, or other parents/guardians, including but not limited to the following:

- Disruptions to the normal running of the school
- False accusations against any member of the Chapel Hill Academy community
- Distribution of material (audio, printed, video) not previously approved by the school authorities
- Forming groups/committees/associations without approval of the school authorities
- Undermining the performance of duty and authority of teachers
- Discussing confidential scholar, parent/guardians, or family information
- Threatening scholars, staff members, or other parents/guardians
- Other offense(s) may result in a parent losing their privilege to visit the school campus.

## **BULLYING POLICY**

Bullying of any kind is totally unacceptable and will not be tolerated.

### **Definition**

Bullying can take many forms but is primarily physical, verbal, or emotional. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying can be direct or indirect and typically involves aggressive behavior, a pattern over time, and an imbalance of power or strength.

Bullying can take place on or off the campus and may include, but is not limited to, name calling, teasing, physical abuse (e.g., hitting, pushing, pinching, kicking), threats, taking of personal possessions, sending abusive text messages, instant messages, internet emails and phone messages, forcing others to hand over money, forcing others to do things against one's will, ignoring or leaving others out, attacking others in any way, hiding personal property, insulting, spreading rumors, isolating others, and includes harassment of a racist or sexual nature.

### **Providing a Safe Environment**

All members of the Chapel Hill Academy community, including staff, scholars, or parents/guardians wish to develop and maintain an effective learning and friendly social environment. This should be characterized by tolerant and friendly contact both across and within year groups and with a positive involvement from adults. Independence of thought and action should be respected, allowing individuals to flourish without any fear. Every scholar has the right to be safe and happy in the school and to be protected from feeling vulnerable.

### **Possible Signs**

Scholars who are being bullied may show changes in behavior, such as becoming shy, nervous, or feigning illness. There may also be changes in their work patterns. Their concentration may fall off, while they do anything to avoid prominence in class. They might try to avoid certain places or activities in school. Finally, they may try to stop coming to school.

### **Encouragement to Tell**

It is vital that there is an atmosphere in the school whereby any scholars who are being bullied, or others who know about it, feel confident that they will be listened to and believed, and that swift, effective, and sensitive action will be taken.

### **Active and Passive Bullying**

Since bystander support of harassment or bullying can support these behaviors, the school prohibits both active and passive support for acts of harassment or bullying. The staff should encourage scholars to support scholars who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority. Keeping quiet protects the bully and implies that the bullying can continue.

### **False Accusations**

Chapel Hill Academy prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension.

### **Prevention**

Chapel Hill Academy will prevent bullying by:

- Education: an effective and sensitive educational program on bullying, involving role-play where appropriate, should be presented to all scholars. This work will be



coordinated by the teachers and Principal and could be taught through school or class assemblies, or related subject classes.

- Supporting actual or potential victims: It is often all too easy to spot an actual or potential victim. The staff should adopt an approach seeking to involve them in group activities, while teachers can help to make them aware of tactics to avoid becoming or continuing as a victim, and how to avoid potential bullying situations. It must be made clear to the victim that revenge is not appropriate.
- Dealing with the bully: The bully or bullies must be made aware that their behavior is unacceptable, has caused distress, and must stop immediately. This will involve informing their parents/guardians, and punishment will be carried out as stated in the Scholar/Family Handbook. Counseling will be available and may be required. Repeated offenses considered as bullying may result in expulsion from Chapel Hill Academy.
- Sharing all-school concerns: It is vital that the whole school community should tackle bullying. Such behavior is unacceptable to everybody including staff, scholars, and parents/guardians. Scholars should know that they can turn to anybody within that community, be it teachers, fellow scholars, or the counselors knowing that their complaints will be taken seriously and sympathetically, and that the community will take active steps to support the victim or victims. Those who receive such messages of concern or observe bullying must accept that a failure to act appropriately will be seen as a serious misdemeanor.

## **SPECIAL EDUCATION**

Special Education at Chapel Hill Academy is built on the belief that all scholars can and will learn. It is the school's responsibility to provide appropriate learning experiences for all scholars, to recognize and understand the unique nature of each scholar, to promote the worth and dignity of each scholar, and to strive for the educational success of every scholar. To the extent appropriate, instruction for Special Education scholars will be provided in the classroom setting.

Chapel Hill Academy shall provide special education services to eligible scholars in accordance with all applicable federal law and regulations, state statutes, rules of the State Board of Education (SBOE) and commissioner of education, and the State Plan under Part B of the Individuals with Disabilities Education Act (IDEA).

To be eligible to receive Special Education services, a scholar must be a scholar with a disability as defined in the federal regulations implementing IDEA and the Texas Education Code. Eligibility categories, as defined in Title 19 of the Texas Administrative Code, Section 89.1040, include the following: autism, deaf-blindness, auditory impairment, emotional disturbance, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, learning disability, speech impairment, traumatic brain injury, and visual impairment. *34 CFR § 300.7(a); TEC § 29.003; 19 TAC § 89.1040*

The goals of Special Education at Chapel Hill Academy are to:

- Ensure that all scholars receive a free, appropriate public education which may include Special Education and related services to meet their unique needs and provide a full range of educational opportunities in the least restrictive environment for each scholar
- Ensure that the rights of Special Education scholars and their parents/guardians are protected and
- Assess and ensure the effectiveness of efforts to provide an appropriate educational program for all Special Education scholars.

Parents/Guardians who have questions regarding Special Education eligibility requirements should direct all questions to their scholar's classroom teacher, who will in turn consult with on-campus Special Education staff.

# AGREEMENT OF SUPPORT

## Parent/Guardian

As a parent/guardian of a scholar attending Chapel Hill Academy, I have read and agree to comply with and lend support to the published rules and procedures outlined in the Scholar / Family Handbook. I recognize that Chapel Hill Academy is an open enrollment public charter school of choice and I have voluntarily chosen to enroll. I understand that failure to comply with the rules and procedures outlined in the Scholar/Family Handbook may jeopardize my scholar's eligibility to attend Chapel Hill Academy.

In return for supporting the school policies and procedures, I expect the faculty and staff of Chapel Hill Academy to provide my scholar with the type of education stated and implied in the Scholar / Family Handbook.

Scholar's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Relationship to Scholar: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date:

## **Scholar**

I understand that Chapel Hill Academy is a school of choice. My parents/guardians and I have chosen for me to attend Chapel Hill Academy.

As a scholar at Chapel Hill Academy, I understand that I must follow the policies and procedures as described in the Scholar / Family Handbook.

Scholar's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return this form to your scholar's teacher.