

Crosstimbers Academy

Student Handbook

2025-2026

Mission Statement

At Crosstimbers Academy, our mission is to serve our students, helping them view education in a more positive way. We strive to teach and inspire every student who becomes part of the CTA family. We commit ourselves to providing students with the essential academic and social skills to embrace their potential and rise to meet challenges in creating the best possible future for themselves.

Chartered Schools

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

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

Non-Discrimination Statement

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

GENERAL INFORMATION

School Name - Crosstimbers Academy Charter School

School Mascot – Timberwolves

School Colors – Red and Black

School Address - 236 Harmony Road Weatherford, TX 76087

Telephone Number - (817) 594 - 6220

School Office Hours - Normal office hours are from 7:45 am – 4:15 pm (Monday – Friday).

Student Class Hours - Students are assigned to either a morning (AM) session or afternoon (PM) session and must remain in that session for an entire semester. Upon completion of the semester, a student may change their session if space allows.

AM session begins at 7:50 a.m. and ends at 12:00 p.m. Mondays through Friday; and PM Session begins at 11:50 a.m. and ends at 4:00 p.m. Mondays through Friday.

School Calendar - Crosstimbers Academy operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school's website.

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

Bad Weather Notification - In case of school closing because of bad weather look for communication on the parent/
student Remind messaging system, school website and/or NBC Channel 5. Also please check the Crosstimbers Academy Facebook page for closings or late starts due to weather.

Care of School Property - Students will be held responsible for the care of school property. Students not interested in protecting the property of others should not enroll at Crosstimbers Academy. Monetary reimbursement will be expected for any damage caused by student from disrespect, neglect and/or misuse.

Academic Policies: - Students enrolled in Crosstimbers Academy are expected to do their best. Students will be challenged to meet high academic standards. Students enrolled at CTA should be prepared to follow a rigorous course of study. Students should make use of every opportunity to meet with teachers during tutorials, work with peers in study groups, and work with parents in developing effective work skills and schedules. All students will be put onto the Foundation Graduation Plan with an Endorsement, from the state of Texas, upon enrollment.

ENROLLMENT

Application Procedure

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

Required Documentation

Crosstimbers Academy requires all new students to complete an enrollment application and provide all required documents before a student can be considered for enrollment. Required documents for enrollment are:

1. Most up to date transcript
2. Most up to date attendance records
3. Most up to date discipline records

Enrollment Testing

Students who are transferring from a non-public school or non-accredited program (home school, online school, out of state school etc) are required to complete enrollment testing to determine proper placement.

Exclusion from Admission

As authorized by the Crosstimbers Academy charter and Texas Education Code §12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 37, Subchapter A may be excluded from admission and enrollment in Crosstimbers Academy.

Lottery Procedure

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

Address Changes

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

Withdrawing From School

Voluntary Withdrawal

A student may be withdrawn from school only by a parent who enrolled them. Parents may obtain a withdrawal form from the school office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

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

Involuntary Withdrawal

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

- ☐ the student has been absent 10 consecutive school days, and
- ☐ repeated efforts by the school to locate the student have been unsuccessful
- ☐ a student who has accumulated 15 or more unexcused absences

ATTENDANCE

Consistent school attendance is an essential component of each student's education. Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and Crosstimbers Academy's school policy deals with attendance for course credit and a student's final grade. These laws are discussed below.

Texas Compulsory Attendance Law

The state compulsory attendance law requires that a student between ages of six and 18 must attend school, any applicable accelerated instruction programs, and school-required tutorial sessions unless the student is otherwise legally exempted or excused. Crosstimbers Academy's staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

The following is a list of reasons an absence shall be considered unexcused/absence
(This is not an exhaustive list)

- **Shopping**
- **Personal**
- **Vacation/Cruises/Snow skiing**
- **Non-CTA Holidays**
- **Car trouble**
- **Non-medical appointment**
- **Missed Ride, No Ride,**
- **Illness other than a serious illness of an immediate family member**
- **Dropping off or picking up siblings**

Note to Parents: *Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or part of days within a six-month period in the same school year, the student's parent is subject to prosecution under the Texas Family Code § 65.003 (a).*

Crosstimbers Academy shall notify a student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school; the student is subject to truancy prevention measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.

Communicating an Absence

New for 2025-2026, Crosstimbers online absence reporting form. All student absences should be reported through this form. The form can be found at www.ctacharter.com.

Parents are welcome to call the school to report an absence, but a note from the parent will be required, **WITHIN THREE DAYS OF RETURNING TO SCHOOL.**

The note must include the following:

- **Student Name**
- **Grade Level**
- **Date(s) Missed**
- **Reason For Absence**
- **Parent/Guardian Signature**
- **Parent/Guardian Home/Work Phone Number**

Notes from medical visits, court ordered appointments, Texas driver's license appointments, etc. should be submitted to the front office within 3 days of return to school

All above documentation will be kept on file for audit purposes.

Although every effort should be made to schedule appointments with healthcare professionals at times other than school hours, if a student returns to school the same day or attends part of the day prior to the doctor's appointment and presents a doctor's note verifying the appointment, the absence is excused and the student is counted present. In order for a student to be released for a medical appointment, the student must be picked up by the parent at the front office or the parent must send a note to have the student released to go to the medical appointment. The school may call to verify the appointment. Students found guilty of forgery or other falsification of parent notes, health care professional notes, or other documents will be disciplined and the absence classified as unexcused.

Absence and Tardiness

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

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

1. Religious holy days;
2. Required court appearances;
3. Activities related to obtaining United States citizenship;
4. Service as an election clerk;
5. Sounding "TAPS" at a military honors funeral; and

6. Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note provided by the health-care professional must be submitted upon the student's return to campus.
7. For students in the conservatorship (custody) of the state who need to attend:
 - ☐ An activity required under a court-ordered service plan; or
 - ☐ Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

A junior or senior student's absences of up to two days per school year (one per semester) related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus Principal or designee, follows the school's procedures to verify such a visit with proper documentation, and makes up any work due to the absence.

Students may also be excused for their appointment at the Department of Motor Vehicles to take the driving test, as long as documentation is provided.

Absences of up to five days will be excused for a student visiting with his or her parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. The district will permit no more than three excused absences per year for this purpose.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by Crosstimbers Academy.

The only additional excused absences are for death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by the School Principal or designee due to extenuating circumstances.

Because excessive absences are considered truancy under state law. Crosstimbers Academy reserves the right to take extreme absence cases to court.

Unexcused Absences

Any absence not listed above or approved in advance by the Principal due to extenuating circumstances will be considered an unexcused absence.

Tardiness and Late Arrival

Students are responsible for getting to school and to class on time. Students will sign the tardy book whenever they are tardy for class. The school day begins at 7:50 a.m. A student is tardy if they arrive after 8:00 a.m. Three tardies equal one absence. A student will be counted tardy each class period if they are not in the classroom when the tardy bell rings. Parents will be contacted and/or a meeting will be scheduled due to excessive tardies. Teachers are responsible for marking students tardy on the attendance system, and the school office references this information to maintain records of the number of times a student is late for class. A student is considered absent if they are 10 minutes late for class.

Any error in marked absences or tardies must be reported to the front office. Parents should maintain accurate records of the date and reason for each absence of the student.

Excessive absences

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

Texas Education Code, Chapter 25, Section 25.095

WARNING NOTICES

(a) A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:

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

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

The notice must:

(1) inform the parent that:

(a) it is the parent's duty to monitor the student's school attendance and require the student to

attend school; and

(a) the parent is subject to prosecution under Section 25.093; and

(2) request a conference between school officials and the parent to discuss the absences.

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

Notification of Unexcused Absences

Parents will be notified when their student reaches one of the levels below

3 unexcused absences = first written warning mailed to parent(s)

8 unexcused absences = second written warning mailed to parent(s)

11 unexcused absences - students will be placed on an attendance contract. Campus attendance officer will file truancy.

15. unexcused absences - a student will be withdrawn and returned to their home campus. Students will not be allowed to re-enroll at Crosstimbers Academy without showing an attendance improvement, for a time designated by the Principle, from their home campus. Notification will be given to both parent and student prior to the end of the fall and spring semesters if credit is denied because of excessive absences.

Absences

In Texas, a child between the ages of 6 and 18, is required to attend school unless otherwise exempted by law. School officials must investigate and report violations of the state compulsory attendance law. This law requires that a student be in attendance for at least 90% of class time before receiving credit for a class. If a student falls under 90%, he/she will begin to accumulate “make up” hours for class periods missed. Make up hours can be attained through on campus or off campus community service with approval by the principal and/or other designee

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least 90% of the days the class is offered. Both excused and unexcused absences will both count against the 90% daily attendance rate requirement. A student who attends fewer than 90% of the days the class is offered may be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade. This could include make-up hours. The student’s parent(s)/guardian(s) will be notified by an Attendance Review Committee Representative.

The Attendance Review Committee will consider the following factors when determining whether there are extenuating circumstances for the absence:

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into Crosstimbers Academy after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching consensus about a student’s absences, the Attendance Review Committee will attempt to ensure that its decision is in the best interest of the student.
4. The Attendance Review Committee will consider whether the absences were for reasons over which the student or parent could exercise control.

5. The Attendance Review Committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
6. The Attendance Review Committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student or parent will be given an opportunity to present any information to the Attendance Review Committee about the absences and to discuss ways to earn or regain credit.

Make Up Work

If a student misses a class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the student to master the essential knowledge and skills necessary to meet subject or course requirements. **Students are responsible for obtaining and completing the make-up work within 1 day of returning to school. Any make-up assignments not completed within 1 day of returning to school, the student will be given a 50 on the assignments.**

Example: If a student is absent on Tuesday and returns to school on Wednesday, their make-up work would be due by the end of school day on Thursday.

Parents wishing to request make-up assignments due to a student's absence should contact the attendance officer on the second day of the absence. Teachers are allowed 24 hours after the request to provide this make-up work.

RULES & REGULATIONS

Telecommunication Devices

House Bill 1481 prohibits students from using personal electronic communication devices during the school day.

Devices include (but are not limited to):

- Cell phones
- Smartwatches
- Tablets
- Bluetooth earbuds or headphones
- Any device used to call, text, or message

Use of these devices will not be allowed during instruction time. Students will be required to power devices off and place them in a secure location as designated by their teacher.

Any student who refuses to turn in their phone or is found in possession of their phone during instructional time will result in the following consequences:

- **1st time offense:** warning and corrective action will take place. Cell phone will be turned off and placed in the teacher designated location. Parents will be notified of the violation.
- **2nd offense:** cell phone will be collected and returned to the student at the end of the school day. Parents will be notified of the violation.
- **3rd offense:** cell phone will be collected and will require a parent(s) to pick up the phone from school personnel. Parents will be notified of the violation.
- **4th offense:** student will turn in cell phone upon arrival to school for 3 weeks. Parents will be notified of the violation.
- **5th offense:** student will be withdrawn from Crosstimbers Academy for insubordination.

Cell phone offenses will not accumulate from one semester to the next. Teachers will use their discretion when allowing students to retrieve their cell phones

Release of Students from School

State rules require that parental consent be obtained before a student may leave campus at any point in the school day. Additionally, Crosstimbers Academy shall not release a student from school at times other than regular dismissal hours except with proper permission. Parents signing a student out early from school must provide a reason and official identification. The administration may verify any note that the student brings signed by their parent/guardian giving the student permission to leave the school. A student will only be released to the parent(s)/guardian(s) who enrolled them. The parent/guardian must notify the office if the student will need to leave early with someone other than the parent.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, if possible.

Student Drivers and Parking

All student drivers must hold a valid driver's license. Students driving to school must park in the designated lot. Students may not go to their cars during the school day. *Students must also drive in a manner that is safe and does not disrupt the learning environment or school community in any way. Students who fail to follow these guidelines will have their driving privileges suspended or revoked and may be subject to discipline under the Student Code of Conduct.*

Students are not allowed to stay in a parked vehicle once they have arrived at school. Students need to come into the school building upon arrival due to safety concerns.

Once a student arrives on campus, they are forbidden to leave campus without being signed out in the front office or their school day is over.

Crosstimbers Academy is NOT responsible for any damage or loss of contents incurred to a vehicle on school grounds.

Snacks and Drinks – Bringing in Outside Food and Drinks

Students are permitted to bring outside snacks and drinks to school. Snacks should be in a package, container with lid, or zip lock bag. Drinks must be in sealed bottles/cans or cups with lids. **A student's food and drink privileges may be revoked if a student does not clean up after themselves.**

Deliveries to Students:

All deliveries to students must be received at the front office. No deliveries are to be made directly to classrooms. Deliveries made to students will be held in the office and delivered to students by the school personnel. **Food deliveries from Uber Eats, Door Dash, Grub Hub, or similar delivery services are NOT allowed at CTA. Any deliveries of this kind will be held in the office until the end of school.**

Dress Code and Grooming

Crosstimbers Academy recognizes the individual strengths and intrinsic worth of all students. It is our primary purpose to attract and motivate students to attend school regularly, graduate from high school, become responsible community members and achieve employment success in the 21st century. We believe students will be more conducive to learning if they are placed in an environment where they are accepted for “who they are on the inside” and not “how they look on the outside.” Therefore, we will begin our school year with a very general dress code. If problems arise as a result of the present general dress code; teachers and administrators will meet and design a more stringent dress code.

The Dress Code is as follows:

- ☐ Students must wear shoes,
- ☐ Abbreviated clothing, such as midriff shirts, spaghetti straps, strapless, or backless tops or dresses, transparent clothing, is not permitted.
- ☐ Hair shall be kept clean and well-groomed.
- ☐ (Fingertip Rule/Length Standard) Shorts and skirts must meet the tips of the fingers with the arm extended to the student's side. Skirts featuring high slashes or slits are not appropriate for school. The length standard will be applied to the top of the slash/slit. Due to growth and development of students, fingertip length may be deemed inappropriate at the administrator's discretion.
- ☐ Students that wear leggings, yoga pants, spandex or sports bras must also wear a shirt or other clothing over the top of them which covers the buttocks of the individual.
- ☐ No sunglasses are to be worn in school unless medically prescribed.
- ☐ No cleavage or midriffs, or undergarments exposed.
- ☐ No jewelry with spikes and/or anything that could be considered a weapon.
- ☐ Slogans, pictures, and advertisements which promote alcohol, tobacco, drugs, acts of violence, guns, weapons, death, dismemberment, disfigurement, or other lewd, offensive, vulgar items are prohibited.
- ☐ The school administration has the final decision-making authority of any issue which relates to the dress and grooming policy.

STUDENT SAFETY & SECURITY

Student Safety

Student safety on campus or at school-related events is a high priority of Crosstimbers Academy. With safety in mind, Crosstimbers Academy has implemented safety procedures. However, Crosstimbers Academy can address only part of the challenge; the essential remaining part is the cooperation of students, including:

1. Avoiding conduct that is likely to put the student or other students at risk.
2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the administration or teachers.
3. Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
4. Knowing emergency evacuation routes and signals.
5. Following immediately the instructions of teachers, and other district employees overseeing the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety rules. Please contact the school administrator to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention. Should it become necessary to call EMS, the expense will be incurred by the parent, guardian or managing conservator.

Backpacks & Purses

Backpacks or bags are strictly prohibited in the back hall at CTA. If a student needs to bring a backpack or bag to school, it will be locked in the front office closet and returned to the student after school.

Purses (9.5 L x 5.5 W x 4.5 D) are allowed in the back hall at CTA. All other purses/bags will be placed in the front office closet and returned to the student after school.

Alcohol –Free School Notice

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

Tobacco-Free School Notice

Crosstimbers Academy strictly enforces prohibitions against the use of all tobacco products, e-cigarettes, Juuls, vapes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. Smoking and/or the use of tobacco products in any form is prohibited within 1000-feet radius from Crosstimbers Academy and within all enclosed facilities of the school including a vehicle used to transport students to school related activities. Students shall not possess or use tobacco products including, but not limited to, cigarettes,

cigars, pipes, snuff, or chewing tobacco, on school premises or at school –related functions. It is prohibited by law, in the state of Texas, for a minor (anyone under the age of 18) to possess, purchase, or consume tobacco products. Any student found to be in possession on school property or at a school function will be referred to the school administration/and or referred to local law enforcement as a discipline measure.

Drug-Free School Notice

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

Should a Crosstimbers Academy teacher, administrator or staff person have reasonable suspicion that a student might be under the influence of an illegal drug, local law enforcement officials may be called.

Emergency Medical Treatment

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

Student Illness

When a student is ill, please contact Crosstimbers Academy by phone or through the absent form on the CTA website. Students must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school. If a student becomes ill during the school day, he/she must come to the office for evaluation (i.e.: temperature checked, oxygen level checked, blood pressure checked). If Crosstimbers Academy determines that the child should go home, the Principal or designee will contact the parent.

Administration of Medication

All Medications

Medication should be administered at home whenever possible. All medicine must be presented in an original container, properly labeled and checked into the school office upon arrival on campus.

Students are not allowed to be in possession of any over-the-counter medication or prescription medication while on school property. All medication needs to be turned into the front office by the parent/guardian. (This includes aspirin, Tylenol, allergy medicine, etc.)

Prescription Medication

Prescription medication administered during school hours must be prescribed by a physician or advanced nurse practitioner (“ANP”) and filled by a pharmacist licensed in the State of Texas.

Prescription medication labels must include the student’s name and instructions and be clearly legible.

Written instructions from a physician or ANP are required and must include the following information:

1. Name of the student
2. Name of the medication
3. Specific amount to be given
4. Time the medication is to be given, and
5. The method used to administer the medication.

Changes to daily medications require written instruction from the physician or a NP and written permission from the parent. Parents/legal guardians are responsible for advising the school office that a medication has been discontinued.

Acetaminophen/Ibuprofen/Antacid

On some occasions, students may develop headache, menstrual cramps, stomach ache or other ailments which can be treated by Acetaminophen (Tylenol), Ibuprofen (Advil) or Antacids (Tums). Crosstimbers Academy keeps all 3 of these medications in the office and will administer them with parent/guardian permission. The maximum amount a student can take per day at CTA is:

Tylenol 500 mg (2 tablets)

Advil 200 mg (2 tablets)

Tums 1000 mg (2 tablets)

Students can not take Tylenol and Advil on the same day.

Parent permission can be given when a student needs these medications via phone or in writing.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life threatening conditions, and students with these conditions may be allowed to possess and self-administer prescription medications for those conditions during the school day or at school-related events. Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his/her ability to self-administer the medication for the physician or licensed health care provider and the school administrator. Requirements also include written authorization from the student’s parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his/her own asthma or emergency anaphylaxis medication. With these safeguards in place, the student may possess and self-administer his/her prescribed medication at his/her discretion during school hours or at school related events.

Written authorization to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the physician.

Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Visitor and Volunteer Policy

Parents/legal guardians and others are welcome to visit Crosstimbers Academy. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office. Students are not to bring friends/visitors to school with them without special permission from the School administration.

No visitors will be allowed in any part of the building without first obtaining approval from the school office. The school will take the following actions when there is a visitor at the school:

1. The visitor must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID.
2. A visitor sticker will be issued to the visitor and must be visible at all times.

Visits to individual classrooms during instructional time are permitted only with approval of the Principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Drills: Fire, Tornado, and Other Emergencies

Students, teachers, and other staff will participate in drills of emergency procedures. When an emergency notification is announced from the school PA system, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and students should familiarize themselves with these instructions.

Questioning and Searches

In the interest of promoting student safety and attempting to ensure that Crosstimbers Academy is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is

reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

Desk, Locker and Personal Item(s) Searches

Students should have no expectation of privacy in the contents of their lockers, desks, or other school property. Lockers and desks assigned to students always remain under the control and jurisdiction of Crosstimbers Academy. Crosstimbers Academy will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of the Crosstimbers Academy and may be searched any time there is reasonable cause to do so, with or without the presence of the student. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, Crosstimbers Academy may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Suspicion less Searches – Use of Metal Detector Wands

Crosstimbers Academy policy allows for the use of metal detector wands to protect and maintain the safety and security of students, staff, visitors, and the educational environment by preventing and deterring the presence of weapons, contraband, and other prohibited items. The metal detector searches may include the individual and the individual's personal items (backpacks, purses, etc.).

ACADEMICS

Academic Policies: Students enrolled in Crosstimbers Academy are expected to do their best. Students will be challenged to meet high academic standards. Students enrolled at CTA should be prepared to follow a rigorous course of study. Students should make use of every opportunity to meet with teachers during tutorials, work with peers in study groups, and work with parents in developing effective work skills and schedules. All students will be put onto the Foundation Graduation Plan with an Endorsement, from the state of Texas, upon enrollment.

Classification of Credits:

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

GRADE YEAR	REQUIREMENTS
9 th Grade	Can show completion of 8th grade & promotion to 9th Grade
10th Grade	6 or more credits including Algebra I and English I
11th Grade	12 Credits
12th Grade	18 Credits

Grades

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

Quality of work Numerical Grade

Excellent progress 90-100
Above average progress 80-89
Average progress 70-79
Unsatisfactory progress/failing 50-69

Exemption Policy:

Students can earn exemptions on semester exams if they meet the following criteria during the Fall and/or Spring Semester:

1. 90 or above semester average in the subject area and has 3 or less absences (excused and unexcused) for the semester in that class.
2. 80 or above semester average in the subject area and has 2 or less absences (excused and unexcused) for the semester in that class.
3. 75 or above semester average in the subject area and has 1 or less absences (excused and unexcused) for the semester in that class.

Any student who receives a written referral or serves time in ISS or OSS loses the opportunity to be exempt.

Concurrent Enrollment:

A student desiring to earn college credit while in high school may do so both during the summer and during the regular school year through Dual Credit classes with Weatherford College.

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

Correspondence Courses:

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

Progress Reports:

Progress Reports will be issued after the end of each three week grading period.

Course completion forms for courses completed through the state-approved computer modules program will be issued to students upon the completion of the requirements set forth by the state.

Tutorials:

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

EOC:

All students, unless otherwise exempt, are required by Texas Law to pass End of Course STAAR Exams to receive a high school diploma. This series of tests include testing in English 1, English 2, Algebra 1, Biology, and US History.

Academic Integrity

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism is also a form of cheating. Plagiarism is defined as using another person's original ideas of writing, without giving credit to the true author, as use of one's own work, including using any form of Artificial Intelligence (AI). Students guilty of cheating, plagiarism or other forms of academic dishonesty will be subject to academic and/or administrative disciplinary action that may include loss of credit for the work in question and/or loss of honor graduate status including valedictorian and salutatorian. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Parent-Teacher Communications and Conferences

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

Aiding Students Who Have Learning Difficulties

or

Who Need Special Education or Section 504 Services

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

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

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

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

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

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

evaluation report at no cost.

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

Contact Person for Special Education Referrals

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

Contact Person: Amanda Griffin or Stacey Fade Phone Number: 817-594-6220

Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals

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

Contact Person: Geoff Hetherington Phone Number: 817-594-6220

Additional Information

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

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

Special Needs:

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

STUDENT CODE OF CONDUCT

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

Article I: Philosophy

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

Article II: Student Responsibilities

A. Students are expected to read and discuss this document with their parents and indicate both understanding and acceptance of such by returning a completed and signed copy of an acknowledgement form.

B. Students are to be courteous to others.

C. Students are expected to encourage and assist others.

D. Students are to respect the authority of the school by:

- Attending school daily, except when ill or otherwise excused, according to school policy
- Being on time to all classes and school functions where attendance is mandatory
- Cooperating with all directives issued by school personnel
- Seeking changes in school policies and regulations through approved channels in an orderly and responsible manner

E. Students are to cooperate with their teachers by:

- Following directions the first time given
- Being truthful and honest in responses
- Being prepared for class with assigned work and appropriate material
- Completing homework, class assignments and projects on time

F. Students are to develop themselves by:

- Establishing an effective working relationship with parents, peers, and adults
- Meeting the challenges presented during the educational experience

- Striving to reach the fullest potential • Setting individual goals • Improving work and study habits

Article III: Discipline Action Plan

Section 1: DISCIPLINE SYSTEM

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

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

Section 2: CLASSIFICATION OF SPECIFIC MISBEHAVIORS

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

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

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

-In the case of expulsion, due process as outlined in Section 37 of the Texas Education Code will be followed.

-Any criminal activity, including but not limited to possession or use of weapons or controlled substances, aggravated assault, terrorist threats, arson, sexual assault, retaliation.

-Any activity that is dangerous or potentially dangerous to other people conducted in a premeditated way.

-Any felony criminal conviction reported to the school by official authorities.

Section 3: DRESS CODE VIOLATIONS AND UNEXCUSED TARDIES

A. The first two unexcused tardies to school or in a particular class will result in a warning. The teacher/staff member that a warning(s) has been given will make a written record.

B. The third and subsequent tardies will result in appropriate level of discipline in accordance with Art.III, Sec.2 and/or stated attendance policy. ***Three tardies will constitute one unexcused absence. (this will be reflected for exemption purposes)***

C. Dress code violations will be handled with equal severity as any other disciplinary violation. Students/parents not willing to abide by the dress code throughout the day should rethink their enrollment in CTA. Dress code violations are not to become disruptive behavior.

Section 4: EXPULSION POLICY

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

Notice of Expellable Offenses:

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

1. Stealing from students, staff, campus visitors, or theft or misuse of school property
2. Committing extortion, coercion, or blackmail including obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force
3. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.

4. Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence
5. Insubordination
6. Directing disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees or students
7. Fighting, committing physical abuse, or threatening physical abuse
8. Hazing
9. Engaging in offensive conduct that constitutes sexual harassment or sexual abuse, whether verbal or physical, that may include requests for sexual favors or intimidating sexual conduct directed toward other students or school employees
10. Possession of, or conspiracy to possess, any explosive or explosive device, or explosive-appearing device
11. Falsification of records, passes, or other school-related documents
12. Making or assisting in making threats, including threats against individuals and bomb threats
13. Refusing to accept discipline management techniques proposed by a teacher or administrator
14. Any conduct that materially disrupts the school environment or educational process
15. Selling or trading on campus, any item not authorized by the principal
16. Placing a prohibited substance in another person's food, drink, and/or possessions
17. Participating in gang-related activities
18. Using any electronic equipment (i.e. paging devices or cellular phones) in a manner that disrupts the peace or provokes hostility
19. Possessing, exhibiting or using a pellet gun, air-powered rifle, paintball gun, BB gun, sling-shot, or other devices which propels a projectile by compressed air or gas, springs or elastic material
20. Possessing, exhibiting or using devices that produce loud noises (cap guns, firework noise devices, etc.)
21. Violating any rule set forth in this code pertaining to computers and the Internet
22. Possessing or using a firearm or explosive device
23. Possessing a firearm or explosive device look-alikes (toy guns, fake guns, fake explosive devices)
24. Possessing or using unloaded firearm accessories or parts (such as a gun barrel or gun clip)
25. Possessing, exhibiting, or using weapons including, but not limited to, knives (regardless of design or length); machetes; spears; and martial arts objects such as shurikan (throwing stars), nunchakus (nun-chucks), tonfa (wooden weapons), staff, baton, and bolo (long cord with weights at each end)
26. Possessing, exhibiting, or using any of the following: tobacco, alcohol products, matches, lighters, prescription drugs not belonging to the person, unlawful drugs or controlled substances, any drug look-alike product, e-cigarettes
27. Pulling a fire alarm as a prank, in a building owned or operated by the school where there is no smoke, fire, or danger that requires evacuation
28. Repeatedly violating classroom standards of behavior or repeatedly creating classroom disturbances
29. Displaying or using mace or pepper spray
30. Possessing or using fireworks or stink bombs
31. Acts of discrimination relating to race, ethnic, or national origin
32. Sexual harassment, sexual acts
33. Possession of noxious chemicals or toxins

34. Assaults that cause or threaten bodily injury to another
35. Academic dishonesty such as cheating or plagiarism
36. Computer misuse
37. Bullying
38. Conduct punishable as a felony
39. Repeated minor offenses (including, but not limited to, repeated violations of the dress code)

Gun Free Schools Act: In accordance with the Gun Free Schools Act, the school shall expel from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to the campus. The school may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program, on a case-by-case basis. For the purposes of this law, "firearm" means: (1) any weapons including a starter gun which will or is designed to or which may readily be converted to expel a projectile by (2) the frame or receiver of any such weapons; (3) any firearm muffler or firearm silencer; (4) any

destructive device. "Destructive device" means any explosive, incendiary, or poison gas bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive preceding described device. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described and from which a destructive device may be readily assembled.

Procedures for Suspensions and Expulsions:

Suspension: The school may suspend a student for up to five (5) school days for student code of conduct violations. Suspension may be in-school or out-of-school in the discretion of the suspending administrator. Prior to the suspension, the principal or other designated administrator will hold an informal conference with the student. The purpose is to notify the student of the violations charged, the factual basis for the charges, and to permit the student to present his/her version of the incident.

Parents or guardians will be notified of the suspension as soon as practically possible. The parents or guardians will be informed of the violations charged, and the factual basis for the charges. The administrator may offer, and the parents /guardians may request, a further conference with the principal or designee. The decision of the administration is final and may not be appealed to the Board.

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

Emergency Suspensions: In an emergency, the administration may order the immediate suspension of a student for up to five (5) school days if the student's presence at school or school-sponsored or school-related activities, threatens the health, safety, or welfare of himself/herself or others. Parents

may attend this conference. The purpose is to notify the student of the violations charged, the factual basis for the charges, and to permit the student to present his or her version of the incident.

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

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

Prior to a decision to expel, the student is entitled to have an informal conference with the administration. The parents or guardians must be provided with at least 24 hours written notice prior to the conference. The notice must include a statement of the offense or offenses with which the student is charged, notice that the student is potentially subject to discipline consequences including expulsion, and the time and place for the conference. The conference normally occurs within three (3) school days of the date of written notice. The purpose is to notify the student of the violations charged, the factual basis for the

charges, and to allow the student to present his/her version of the incident. Parents or guardians may attend and participate in the conference. The parents or guardians may present evidence on the student's behalf, hear the school's evidence and witnesses, and be represented by an attorney if they wish.

The conference shall go forward as noticed even in the event the student and his/her parents or guardians fail to attend.

The conference will be audio recorded. The appropriate Order in writing will be issued. In the event of a decision to expel, the Order will specify the length of the expulsion, the procedures for re-admittance (if any) at the end of the expulsion period, and the right to appeal the Order to the Board.

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

Article IV: School Staff Responsibility

Section 1: CLASSROOM TEACHER RESPONSIBILITY

- A. First Disciplinary Warning issued by a particular teacher/staff member: Teacher staff member is to give verbal warning and document that the warning has been given. A copy of the warning is retained by the teacher and a copy given to the PRINCIPAL.
- B. Secondary Disciplinary Warning issued by a particular teacher/staff member: Teacher/staff member is to call a parent/guardian and explain behaviors and possible future disciplinary actions and document the warning indicating that the phone call has been made. A copy is retained by the teacher and a copy given to the PRINCIPAL.

- C. Third and subsequent disciplinary referrals by a particular teacher/staff member: Teachers/staff members are to document the behavior, retain a copy and forward a copy to the PRINCIPAL. At this point, the student will be handled by the PRINCIPAL and a parent/guardian conference will be requested.

Section 2: ADMINISTRATION'S RESPONSIBILITY

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