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Dear IDEA Students & Families,

Our faculty welcomes you to the 2019–20 school year. We look forward to working with you to help your child be a successful college-bound student. At IDEA Public Schools, we strive to provide a safe learning environment for all children. We have high expectations of ourselves. To effectively meet our high expectations, we expect students and their families to take an active role in education by reading and following the requirements of the Student & Family Handbook.

This Handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what you can expect from us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Handbook includes general information regarding school policy and procedures, important health and safety information, information about academics and grading, information regarding parental rights, and important notices regarding student information, computer resources, and electronic communication devices. The Student Code of Conduct is also included in the Handbook. The Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the Principal’s office at each campus, and is posted on IDEA’s website.

This Handbook is designed to be in harmony with IDEA Board Policy. Please be aware that the Handbook and Student Code of Conduct may be amended or revised throughout the year. Changes in policy and procedure will be made available to parents and students online, through newsletters, or through other communications. In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.

Finally, you must complete and return the last page of the Handbook – “Acknowledgment and Approval of Student Handbook” – to the school office at your campus. Questions about the material in this Handbook can be directed to the Principal.

On behalf of the entire IDEA Public Schools staff and community, best wishes for a great 2019–20 school year!
Sincerely,

JoAnn Gama

President & Superintendent
ABOUT IDEA PUBLIC SCHOOLS

Mission
IDEA Public Schools prepares students from underserved communities for success in college and citizenship.

Vision
To ensure the state of Texas reaches its fullest potential, IDEA Public Schools will become the region’s largest creator of college graduates.

History
From the very beginning, IDEA Public Schools has focused on raising the achievement levels and expectations of students who are underserved so they have an opportunity to attend and succeed in college.

In 1998, Teach For America recruits Tom Torkelson and JoAnn Gama were working with the Donna Independent School District when they realized and became concerned about a lack of resources present in their community compared to schools in more affluent communities. Working alongside families and students, they created a framework for student success built on discipline, hard work, and a commitment to excellence; the IDEA Academy after-school program was born.

Initially serving only 75 students in fourth and fifth grade, the program was immediately successful. This led the Texas Education Agency to grant a charter in the spring of 2000 to the IDEA Academy to help establish the program as an independent, state-sponsored public school. The IDEA Academy has since grown into the IDEA Public Schools system, which operates primary and secondary campuses in multiple locations around the Rio Grande Valley, El Paso, San Antonio, Austin and Southern Louisiana. IDEA Public Schools is fully committed to graduating 100% of its students and matriculating 100% of its students into a four-year college or university.

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

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

- The Title VI/Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is Tricia Lopez, whose office is located at 2115 W. Pike Blvd, Weslaco, Texas, 78596. She can also be reached by calling (956) 377-8000.

- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Tricia Lopez, whose office is located at 2115 W. Pike Blvd, Weslaco, Texas, 78596. She can also be reached by calling (956) 377-8000.

- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Tricia Lopez, whose office is located at 2115 W. Pike Blvd, Weslaco, Texas, 78596. She can also be reached by
calling (956) 377-8000.

- All other concerns regarding discrimination may be directed to Tricia Lopez, whose office is located 2115 W. Pike Blvd, Weslaco, Texas, 78596. She can also be reached by calling (956) 377-8000.

**Homeless Liaison and Title I Participants**

Homeless children and youth are ensured specific educational rights and protections under the McKinney-Vento Homeless Education Assistance Act of 2001. “Children and youth who are homeless,” as defined by this federal law:

- **Means** individuals who lack a fixed, regular, and adequate nighttime residence.
- **Includes** children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- **Are living in** motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- **Are living in** emergency or transitional shelters.
- **Are abandoned in** hospitals, or are awaiting foster care placement.
- **Children and youth who have a primary nighttime residence** that is a public or private place not designed as a regular sleeping accommodation for human beings.
- **Children and youth who are living** in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; graduation requirements; continuing enrollment in the “school of origin” or enrollment in a new school in the attendance area where the student is currently residing; and other related matters.

You are encouraged to inform IDEA if you or your child are experiencing homelessness. School staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, please contact Tricia Lopez at (956)377-8000.

Phillip Garza is our Parent Involvement Coordinator, who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact him at (956) 377-8000.

**Teacher Qualifications**

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

1. Whether your child’s teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas;
2. Whether your child’s teacher(s) are serving under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.
Special Programs

Students Who Speak a Primary Language Other than English
A student whose primary language is not English may be eligible to receive specialized support if the student has difficulty performing regular class work in English. A Language Proficiency Assessment Committee (“LPAC”) will determine if specialized support is needed and, if so, the accommodations or modifications the student will receive for classroom instruction, local assessments, and state-required testing, as appropriate.

Students Who Have Learning Difficulties or Who Need Special Education or Section504 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: Tricia Lopez and she can be reached at (956) 377-8000.

**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: Tricia Lopez and she can be reached at (956)377-8000.

**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](#)

**Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Students**
IDEA will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

**Getting Permission to Video and Audio Record a Student**
As a parent, you may grant or deny any written request from IDEA to make a video or voice recording of your child. State law, however, permits IDEA to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety in certain self-contained special education settings.

# ADMISSIONS AND ENROLLMENT

**General Admissions and Enrollment Information**
Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in IDEA’s open-enrollment charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in IDEA shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by IDEA based on
occupancy limitations, code compliance, and staffing availability and requirements as deemed necessary.

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

**Exclusion from Admission**

As authorized by the IDEA 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 IDEA.

**Admissions Application**

Students wanting to attend IDEA must submit an application by the deadline set by IDEA’s administration. Applicants placed on our waitlist must re-submit an admissions application each school year within the timeline set by IDEA.

**Acceptance Procedures**

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If IDEA receives more applications than it has spots available, it will conduct a random lottery. Once all enrollment spots have been filled by the lottery, the lottery will continue and applicants will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of 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 will be added to the waiting list behind the names of the applicants who timely applied.

Families offered enrollment will be sent a registration packet with instructions for registering. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child’s seat will be offered to the next potential applicant or student on the waiting list.

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

**Student Information to Verify Enrollment Eligibility**

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

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

IDEA will forward a student’s records on request to the school in which a student seeks or intends to enroll without the necessity of the parents’ consent.
Establishing Identification
Any of the following documents are acceptable for proof of identification and age: birth certificate; driver’s license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

Undocumented Students
IDEA will not deny admission based on a student’s immigration status.

Residency Verification
The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in IDEA, each student’s parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indicating the address and name of the residence occupiers,
5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

Falsification of residence on an enrollment form is a criminal offense.

Food Allergy Information
The parent of each student enrolled in IDEA must complete a form provided by IDEA that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to IDEA to enable it to take any necessary precautions regarding the child’s safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term “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.

IDEA may also require information from a child’s physician if the child has food allergies.

Food allergy information forms will be maintained in the child’s student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 (“FERPA”).

Expulsions
If a student commits an expellable offense as described in the IDEA Student Code of Conduct, administrators may expel the student only after due process has been afforded the student as required by applicable law.
Transfers
Students must attend an IDEA campus for one year before transferring to another campus, UNLESS there is a change in the student’s address since the student’s application date. Transfers are contingent upon space availability at the applicable campus. Any student wishing to transfer to another IDEA school must submit their request to transfer by March 1st of the current year in order to be eligible for fall enrollment should there be space available.

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

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

Withdrawing students and parents are expected to:

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

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

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

Additionally, IDEA may revoke the enrollment of a student 19 years of age or older who has more than 5 unexcused absences in one semester.

ATTENDANCE AND TUITION

Attendance and Tardiness
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; for this reason, 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 another state law deals with attendance for course credit and a student’s final grade. These laws are discussed below.

Nearly all tardiness is avoidable and is excusable only in cases of illness or emergency. If a student arrives late to school, a parent must report to the school office to complete a tardy slip. Warning letters will be given for excessive tardies and absences. Repeated tardiness will result in disciplinary consequences as allowed by the Student Code of Conduct.
Texas Compulsory Attendance Law

The state compulsory attendance law requires that a student between the ages of 6 and 19 must attend school and any applicable accelerated instruction programs and school-required tutorial sessions unless the student is otherwise legally exempted or excused. IDEA 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.

Kindergarten students are required to attend school and are subject to compulsory attendance requirements as long as they remain enrolled.

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a student 19 years of age or older has more than 5 unexcused absences in a semester, IDEA may revoke the student’s enrollment, except that IDEA may not revoke the enrollment on a day on which the student is physically present at school. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the student’s enrollment, IDEA shall issue a warning letter to the student after the third unexcused absence stating that the student’s enrollment may be revoked for the remainder of the school year if the student has more than 5 unexcused absences in a semester. As an alternative to revoking enrollment, IDEA may impose a behavior improvement plan.

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

IDEA 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.

Required Documentation of Absences

A student absent from school, upon his or her return, must provide a written note to the school that explains the absence. The note must either be signed by a parent, guardian, or the student if the student is over the age of 17 or emancipated.

Excused Absences

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:

- Religious holy days
- Required court appearances
- Activities related to obtaining United States citizenship
- Service as an election clerk
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s arrival or return to campus.
- 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.

• Temporary absence resulting from any cause acceptable to the teacher, Principal, or Superintendent

A junior or senior student may also be absent with excuse for up to two days per school year for purposes of visiting a college or university, so long as the student obtains permission for the visit from the principal, follows IDEA’s procedures to verify the visit, and makes up any work missed due to the absence.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the Principal prior to the absence.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

IDEA may excuse up to four days of school for a high school student who is 17 years of age or older to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard, provided that IDEA verifies the student’s activities relating to pursuing enlistment.

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

**Unexcused Absences**

Any absence not listed above or approved in advance by the Principal due to extenuating circumstances will be considered an unexcused absence. Vacations are not an acceptable cause for an excused absence from school.

**Leaving Campus During School Hours**

A student younger than 18 years old must have prior parent/guardian approval, either written or by a school documented phone call, before that student may leave the school campus during school hours.

**Tuition**

IDEA may not charge tuition to an eligible student.

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**REQUIRED INSTRUCTION AND GRADUATION**

IDEA maintains compliance with all state laws and regulations governing curriculum and graduation requirements.

**Required Curriculum**

IDEA offers instruction in the essential knowledge and skills of the appropriate grade levels in the following required curriculum:

1. A foundation curriculum that includes:
   a. English language, Arts, and Reading;
   b. Mathematics;
   c. Science;
   d. Social studies, consisting of Texas, United States, and World History, Government, Geography, and
Economics, with emphasis on the free enterprise system and its benefits; and

2. An enrichment curriculum that includes:
   a. Languages other than English, to the extent possible;
   b. Health education, with emphasis on the importance of proper nutrition and exercise;
   c. Physical education (PE);
   d. Fine Arts;
   e. Career and Technical Education;
   f. Technology applications; and
   g. Personal financial literacy.

**Physical Education Requirements**

All students in grades K–5 will engage in at least 135 minutes of physical activity each week as part of the physical education curriculum.

Students in grades 6–8 will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters.

**Physical Education Exemption**

Short-term exemptions from physical education is possible for students who have fewer physical abilities, illnesses, or other incapacities that a physician deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Each case is handled on an individual basis as follows:

1. Each request for exemption or for modified activity must be accompanied by a physician’s certificate. Such certificates are honored but must be renewed each year.
2. When the certificate will allow modified activities in class, the student should remain in physical education class. The teachers adjust the activities of the student to the disability.
3. An exempt student may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.

**Graduation Plan**

IDEA shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education (SBOE) for the foundation high school program. As required by the IDEA charter, a student may graduate and receive a diploma only if the student successfully completes the curriculum requirements identified by the SBOE, has been accepted into a four-year college or university, has completed a minimum of 125 hours of community service, and has performed satisfactorily on required end-of-course assessment instruments.

**Requirements for a Diploma Beginning with the 2014–2015 School Year**

Beginning with students who entered grade 9 in the 2014–2015 school year, a student must meet the following requirements to receive a high school diploma from IDEA:

1. Complete the required number of credits established by the State and any additional credits required by IDEA;
2. Complete any locally required courses in addition to the courses mandated by the State;
3. Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
4. Demonstrate proficiency, as determined by IDEA, in the specific communication skills required by the SBOE.
Testing Requirements for Graduation
Students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the Principal for more information on the State testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, IDEA will provide remediation in the content area for which the performance standard was not met. This may require student participation before or after normal school hours, or at times of the year outside of normal school operations.

In limited circumstances outlined under state law, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be able to graduate if an individual graduation committee unanimously determines that the student is eligible to graduate.

Foundation Graduation Program
Students who enter grade 9 in the 2014–2015 school year and thereafter will graduate under the “foundation school program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and the student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to an appropriate school administrator for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgements” that will be acknowledged on a student’s diploma and transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy, in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the Principal can provide more information about these acknowledgments.

Standardized Testing
STAAR (State of Texas Assessments of Academic Readiness)
In addition to routine tests and other measures of achievement, students in grades 3 –8 will take state-mandated assessments, such as the STAAR, in the following subjects:

- Reading, annually in grades 3–8.
- Writing, including spelling and grammar, in grades 4–7.
- Science in grades 5 and 8.
Social Studies in grade 8.

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level. Exceptions may apply for students enrolled in a special education program if the ARD Committee concludes the student has made sufficient progress in the student’s individualized education plan (IEP).

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student’s ARD Committee.

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

**End-of-Course Assessments for Students in Grades 9–12**

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I;
- English I and II;
- Biology; and
- United States History.

Satisfactory performance on the applicable assessments will be required for graduation, except in circumstances identified under state law.

There are three testing windows during the school year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student’s ARD Committee. The student’s ARD Committee will determine whether successful performance on the EOC assessments will be required for a student receiving special education services to graduate, in accordance with parameters set in state regulations.

**Texas Success Initiative Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through IDEA as well. Additionally, achieving designated benchmark scores on the TSI may also waive certain EOC course requirements; please see the Principal for additional details and for information on possible exemptions from taking the TSI assessment.

**Texas English Language Proficiency Assessment System (TELPAS)**

The Texas English Language Proficiency Assessment System (TELPAS) measures the progress that English learners (ELs) make in learning the English language. Assessment results will help IDEA identify the educational needs of EL students by providing a state-level measure of both their current academic English levels and their annual progress in English.
Attendance Needed Per Class for Credit
To receive credit or a final grade in a class, a student must attend at least 90% of the total number of days a class is offered in a school year. These days may include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to the Attendance Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or earn a final grade.

In determining whether there were extenuating circumstances for the absences, the Attendance Committee will use the following guidelines:

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 IDEA 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 committee will attempt to ensure that its decision is in the best interest of the student.
4. The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the student’s absences.
6. The 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, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee’s decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be postmarked to the following address within 30 days following the last day of instruction in the semester for which credit was denied:

IDEA Public Schools
Notice of Appeal: Class Credit
Attn: Superintendent
2115 W. Pike Blvd.
Weslaco, Texas 78596

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

Promotion and Retention Requirements
A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet IDEA’s requirements for attendance.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned.

In addition, students in certain grade levels are required to pass the State of Texas Assessments of Academic Readiness (STAAR) in order to advance grade levels. Specifically:
• To be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
• To be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an EOC assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student in grade 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

Parents of students who do not perform satisfactorily on their STAAR or EOC assessments will be notified that their child will participate in an Accelerated Instructional Program designed to improve performance. A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the Principal or designee, the student’s teacher, and the student’s parent will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained. The parent, however, may appeal this decision to the Committee. For a student to be promoted, the Committee’s decision must be unanimous and based on standards set by IDEA, and the student must complete additional special instruction before beginning the next grade level. Regardless of whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some classified as English language learners—may be eligible for exemptions, accommodations, or deferred testing. An ARD Committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the Principal.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations, will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

In addition to the requirements listed above for students in grades 5 and 8, a student may be considered for retention if they have met any of the following criteria:

• failed one or more core subject areas;
• failed one or more state assessments;
• is below level in one or more core subject areas; or
• missed more than 10% of instructional days in an academic year.

The decision must be made by a committee, which is comprised of the child’s core subject area teachers, the counselor and the Principal.
**Students with Disabilities**
Upon the recommendation of the Admission, Review, and Dismissal (ARD) Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program (IEP).

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

ARD Committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. To earn an endorsement under the foundation program, a student receiving special education services may earn an endorsement by successfully completing, with or without modification of the curriculum, the curriculum requirements identified by the State Board of Education (“SBOE”) and additional endorsement requirements identified by the SBOE, and successfully completing all curriculum for the endorsement as adopted by the SBOE without modification of the curriculum or with modification of the curriculum, provided that the modified curriculum is sufficiently rigorous as determined by the student’s ARD committee. Additionally, the student’s ARD Committee shall determine whether the student is required to achieve satisfactory performance on an EOC assessment instrument to earn an endorsement on the student’s transcript.

**HEALTH**

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

**Tobacco/Vaping Devices**
IDEA prohibits the following in accordance with Texas Education Code § 38.006 and Texas Health and Safety Code § 161.081:

1. Any adult and/or student from smoking or using cigarettes, tobacco, tobacco products, electronic cigarettes, vapor, smokeless, or any other substitute form of cigarettes, tobacco, or tobacco-like products, as well as the use of any devices which are used for the purpose of transmitting any type of tobacco or tobacco-like products at a school-related or school-sanctioned activity on or off school property or while on school vehicles.
2. Students from possessing or using cigarettes, tobacco, tobacco products, electronic cigarettes, vapor, smokeless, or any other substitute form of cigarettes, tobacco, tobacco-like products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco or tobacco-like products while in school buildings, vehicles, or on or near IDEA property, or at school-related or school-sanctioned activities, on or off school property.

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

Emergency Medical Treatment
If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, IDEA staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Parents are asked each year to complete an “Emergency Care” consent form, which includes information about their student’s allergies to medications, etc. Parents should keep emergency contact information current (e.g., name of doctor, emergency phone numbers, allergies, etc.).

Immunizations
The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your student, please read the “2018–2019 Texas Minimum State Vaccine Requirements for Students Grades K–12” document issued by the Texas Department of State Health Services (“TDSHS”). For specific immunization requirements, please visit the TDSHS website at https://www.dshs.texas.gov/immunize/school/school-requirements.aspx.

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

IDEA shall ensure compliance with immunization laws and regulations and complies with laws and regulations regarding reportable diseases.

Provisional Enrollment
A student can be enrolled provisionally for no more than 30 days if her or she transfers from one Texas school to another, and is awaiting the transfer or an immunization record.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. IDEA shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and IDEA shall exclude the student from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. IDEA shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

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

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

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

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

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

**Immunization Records Reporting**

IDEA’s record of a student’s immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and TDSHS and transferred to other schools associated with the transfer of the student to those schools.

**Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Principal or designee so that other students who might have been exposed to the disease can be alerted.

School authorities, including Headquarters staff, a Principal, teacher, school health official, or counselor will report those students who are suspected of having a reportable condition. A list of reportable conditions can be retrieved from the main office at each campus, or found on the Texas Department of State Health Services website at https://www.dshs.texas.gov/idcu/investigation/conditions/.

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

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

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

1. Prescription medication brought to school must be submitted by a parent, along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications 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. In accordance with the Texas Board of Nursing's Nurse Practice Act, IDEA will not administer medications prescribed, fulfilled or originating in or from Mexico.
3. Prescription medications must be submitted in a labeled container showing the student’s name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the student’s Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. In certain emergency situations, IDEA may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by IDEA’s medical advisor and when the parent has previously provided written consent for emergency treatment.

Changes to daily medication require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising IDEA that a medication has been discontinued.

Authorized Employees

Employees authorized by IDEA to administer prescription medication include: School Health Aide, office personnel, and anyone designated by the Director of Health Services.

Self-Administration of Prescription Asthma or Anaphylaxis Medicine

The Health Aide of each campus shall ensure that a student with asthma or anaphylaxis may possess and self-administer prescription medication if the student has physician’s orders and parent permission. The medication must have been prescribed for the student and be in an original container with a prescription label. If a student experiences a severe allergic reaction, the health aide or supervising adult is authorized to administer the appropriate anaphylaxis drug. A student may self-administer the drug if he/she meets the requirements below.

Before a student may be allowed to self-administer asthma or anaphylaxis medication, the parent must provide:

- signed, written authorization for the student to self-administer the prescription medicine while on school property or at a school-related activity; and
- a written statement signed by the child’s physician or provider that states that the student has asthma and/or anaphylaxis and is capable of self-administering the prescription medication;
- the name and purpose of the medicine;
- the prescribed dosage of the medicine;
- the time(s) at which or circumstances under which the medicine may be administered; and
- the period for which the medicine is prescribed.
Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the student’s physician.

**Psychotropic Medication**

An IDEA employee may not:

1. Recommend that a student use a psychotropic drug;
2. Suggest any particular diagnosis; or
3. Preclude a student from attending class or participating in a school related activity if the parent refuses to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of the student.

This does not prevent an employee from:

1. Making an appropriate referral under the Individuals with Disabilities in Education Act;
2. Recommending that a child be evaluated by an appropriate medical practitioner if the employee is a registered nurse, advance nurse practitioner, physician, or certified/credentialed mental health professional; or
3. Discussing any aspect of a student’s behavior or academic progress with the student’s parent/guardian or another IDEA employee.

**Bacterial Meningitis Information**

State law requires IDEA to provide the following information:

**What is bacterial meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

**What are the symptoms of bacterial meningitis?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

**How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

**How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing, coughing, or sneezing). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate the body’s natural defense system. The bacteria rarely overcome the body’s immune system and causes meningitis or another serious illness.
How can bacterial meningitis be prevented?
Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It’s a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What you should do if you think you or a friend might have bacterial meningitis?
Seek prompt medical attention.

For more information
Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the TDSHS: https://www.dshs.texas.gov/idcu/disease/meningitis/.

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

Dyslexia and Related Disorders
From time to time, students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standard approved by the state. The program approved by the state must include screening at the end of the school year of each student in kindergarten and each student in the first grade. Parents will be notified should IDEA determine a need to identify or assess their student for dyslexia and related disorders.

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

Screening records for individual students may be inspected by the TDSHS or a local health department, and may be transferred to another school without parental consent.

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

Spinal Screening
All students who meet criteria set by the TDSHS will be screened for abnormal spinal curvature before the end of
the school year. These screenings can detect scoliosis at an early age, and early detection is imperative for controlling spinal deformities. Spinal screenings are non-invasive in nature. The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year.

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

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

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

**Excuses from Physical Education:** Any child who is to be excused, for reasons of health, from physical education or other normal school activities must bring a note from home to IDEA stating the reason why and the duration of the excuse.

**Pest Control**
IDEA periodically applies pesticides to school buildings and grounds to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

**Acanthosis Screening for Diabetes**
Children in certain grades and geographic areas as set by the state must be screened for warning signs of diabetes.

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

**Asbestos Management Plan**
All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for IDEA in compliance with state and federal regulations. Parents may view the Asbestos Management Plan in the APO’s office during regular business hours (8:00 a.m. to 5:00 p.m.) Monday through Friday. If you have any questions, please contact IDEA’s Director of Facilities, at (956) 377-8000.

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

IDEA does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.
Seizure Management and Treatment Plan
The parent of a student with a seizure disorder may seek care for the student’s seizures while the student is at school or participating in a school activity by submitting to IDEA a copy of a seizure management and treatment plan developed by the parent and the physician responsible for the student’s seizure treatment. The plan must be submitted to and reviewed by IDEA:

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

A seizure management and treatment plan must:

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

STUDENT SAFETY

Student Code of Conduct
IDEA has adopted a Student Code of Conduct in accordance with law.

The Principal shall ensure that the Student Code of Conduct is distributed to each student at the beginning of the year. Transfer students shall receive a Student Code of Conduct upon enrollment.

Students with disabilities: any change in placement and/or any disciplinary action regarding a student with a disability, who needs or is believed to need services under the Individuals with Disabilities and Education Act and/or Section 504 of the Rehabilitation Act, shall be in compliance with applicable federal and state laws and regulations.

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

School administrators will cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview at school a student who is alleged to be a victim of abuse or neglect. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student’s parents.

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

What is Sexual Abuse of a Child?
The Texas Family Code defines “sexual abuse” as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct,
harmful to a child.

**What is Sex Trafficking?**
Sex trafficking means enticing, luring, recruiting, harboring, transporting, enslaving, selling, or holding captive a child for sexual conduct specified in Texas Penal Code section 20A.01(a)(7). It involves giving or receiving monetary or nonmonetary remuneration, including the child’s sexual services, and a pervasive loss of freedom for the child.

**What is Other Maltreatment of a Child?**
Under State law, “other maltreatment” of a child includes “abuse” or “neglect,” as defined by Texas Family Code sections 261.001 and 261.401.

**Reporting Obligation**
Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services (DFPS). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only [https://www.txabusehotline.org/Login/Default.aspx](https://www.txabusehotline.org/Login/Default.aspx).
- Your local police department.
- Call 911 for emergency situations.

IDEA has established a plan for addressing child sexual abuse, sex trafficking, and other maltreatment of children (the “Plan”). The Plan is addressed in this section of the Handbook.

**Methods for Increasing Awareness Regarding Sexual Abuse, Sex Trafficking, or Other Maltreatment of Children**

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

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

**For Parents:** Parents must be aware of warning signs indicating that their child may have been or is being sexually abused, trafficked, or otherwise maltreated. A child who has experienced sexual abuse, sex trafficking, or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse, sex trafficking, or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

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

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.
The Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse, sex trafficking, or other maltreatment. The DFPS also provides early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address:


These websites are also helpful:

- Texas Association Against Sexual Assault, Resources: http://taasa.org/resources/
- Texas Education Agency – Prevention of Child Abuse Overview: http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/
- Sexual Abuse Prevention Programs: https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/
- DFPS – Prevent Child Abuse (HelpandHope.org) http://helpandhope.org
- Texas Association for the Protection of Children http://www.texprotects.org/about/PCAT/

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

Psychological and behavioral signs of possible sexual abuse, sex trafficking, or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Depression or irritability.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
• Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
• Engaging in adult-like sexual activities with toys, objects or other children.
• Intentionally harming him or herself, for example, drug/alcohol use, cutting, burring, running away, and sexual promiscuity.
• Isolation from family, friends, and community.
• Leaving clues that seem likely to provoke a discussion about sexual issues.
• Multiple phones or social media accounts, or lying about the existence of social media accounts.
• Nightmares, sleep problems, extreme fears without an obvious explanation.
• Play, writing, drawings, or dreams of sexual or frightening images.
• Provocative pictures posted online or stored on phones.
• Refillable gift cards.
• Refusal to talk about a secret he or she has with an adult or older child.
• Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
• Sexually provocative clothing.
• Social interaction and schedule being strictly controlled by someone else.
• Sudden appearance of luxury items, e.g., manicures, designer clothes, purses.
• Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
• Thinking of self or body as repulsive, dirty, or bad.
• Truancy (absence) from school.
• Using new or adult words for body parts.

Physical symptoms of possible sexual abuse, sex trafficking, or other maltreatment include:

• Bruises or other injuries in the genital or rectal area.
• Difficulty in walking or sitting.
• Genital or rectal pain, itching, swelling, redness, or discharge.
• Stained or bloody underwear.
• Stomachaches or illness, often with no identifiable reason.
• Tattoos or branding.
• Unexplained injuries.
• Unexplained soreness, pain or bruises around mouth, sexually transmitted disease, or pregnancy.

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

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

Available Counseling Options
A list of counseling providers can be found at:
Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination
IDEA prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, sexual orientation, or any other basis prohibited by law. IDEA also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of IDEA policy.

Discrimination
For purposes of this Handbook, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student.

Prohibited Harassment
Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

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

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

Sexual Harassment and Gender-Based Harassment
In compliance with the requirements of Title IX, IDEA does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

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

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

IDEA also does not tolerate sexual harassment of a student by school employees. Romantic or inappropriate social relationships between students and IDEA employees are prohibited. Any sexual relationship between a student and
an IDEA employee is always prohibited, even if consensual.

Sexual harassment of a student by an IDEA employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- An IDEA employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
  - Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
  - Creates an intimidating, threatening, hostile, or abusive educational environment.

Gender-based harassment includes harassment based on a student’s gender, expression by the student of stereotypical characteristics associated with the student’s gender, or the student’s failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student’s or the harasser’s actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this Handbook, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

**Retaliation**

IDEA prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with IDEA’s investigation regarding discrimination or harassment is subject to appropriate discipline.
Reporting Procedures
Any student who believes that he or she has experienced prohibited discrimination, harassment, dating violence, or retaliation or believes that another student has experienced prohibited discrimination, harassment, dating violence, or retaliation should immediately report the alleged acts to a teacher, counselor, the Principal or designee, or other school employee. Alternatively, a student may report prohibited discrimination, harassment, dating violence, or retaliation directly to the appropriate Coordinator identified in this Handbook.

A student shall not be required to report prohibited discrimination, harassment, or retaliation to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against any of IDEA’s designated Compliance Coordinators may be directed to the Board of Directors. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Investigation of Complaints
After receiving a complaint of prohibited discrimination, harassment, dating violence, or retaliation, IDEA may require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Compliance Coordinator or other authorized IDEA official shall promptly authorize and undertake an investigation, and prepare a written decision regarding the complaint, including a determination of whether prohibited conduct occurred.

When appropriate, IDEA may take interim action to avoid additional opportunities for discrimination, harassment, dating violence, or retaliation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited conduct occurred, IDEA shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the prohibited conduct and prevent its recurrence. IDEA may take disciplinary action based on the results of an investigation, even if it concludes that the conduct did not rise to the level discrimination, harassment, dating violence, or retaliation prohibited by law or policy.

Confidentiality
To the greatest extent possible, IDEA shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal
A student or parent who is dissatisfied with the outcome of the investigation may appeal through IDEA’s Student or Parent Complaint or Concern procedure. A student shall be informed of his or her right to file a complaint with the United States Department of Education, Office for Civil Rights.

Freedom from Hazing
IDEA prohibits hazing, which means any intentional, knowing, or reckless act occurring on or off campus directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than described in item 5 below, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code; or
5. Involves coercing, as defined by Penal Code section 1.07, the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated.

IDEA will not tolerate hazing, and will impose disciplinary consequences for hazing conduct as allowed by the Student Code of Conduct. Additionally, it is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report to the Principal or Superintendent.

**Freedom from Bullying and Cyberbullying**

IDEA prohibits bullying and cyberbullying as defined by this Handbook, as well as retaliation against anyone involved in the complaint process. Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

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

IDEA’s anti-bullying policy applies to:

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

**Reporting Procedures**

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal or designee, a teacher, counselor, or other IDEA employee. A report may be made orally or in writing, and may be submitted anonymously. Any IDEA
employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal or designee. The Principal or designee will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options.

The Principal or designee will also provide notice of the incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A parent or guardian of the alleged bully within a reasonable amount of time after the incident.

**Investigation of Report**

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

The Principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. IDEA may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

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

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

**Confidentiality**

To the greatest extent possible, IDEA shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through IDEA’s Student or Parent Complaint or Concern procedure.

**Interrogations and Searches**

In the interest of promoting student safety and attempting to ensure that IDEA 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 IDEA 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 and Locker 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 remain at all times under the control and jurisdiction of IDEA. IDEA 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 IDEA 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 in them. 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 IDEA property and property under IDEA’s control are under IDEA’s jurisdiction and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. 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, IDEA 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 IDEA property or at a school-related event.

**Law Enforcement Agencies**

**Questioning of Students**
When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

1. The Principal or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. The Principal or designee ordinarily will make reasonable efforts to notify the student’s parent, unless the interviewer raises what the Principal or designee considers to be a valid objection.
3. The Principal or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Principal or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply.

**Students Taken into Custody**
State law requires IDEA to permit a student to be taken into legal custody:

1. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, constitutes delinquent conduct or conduct in need of supervision, or that violates a condition of probation imposed by the juvenile court.
2. By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
3. By an authorized representative of Child Protective Services (“CPS”), the Texas Department of Family and Protective Services (“TDFPS”), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the student’s physical health or safety.

4. Pursuant to a properly issued directive to apprehend.

5. Pursuant to an order of the juvenile court.


7. To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the Principal or designee will verify the officer’s identity and, to the best of his or her ability, verify the official’s authority to take custody of the student.

The Principal or designee will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Principal or designee considers to be a valid objection to notifying the parents. Because the Principal or designee does not have the authority to prevent or delay a student’s release to a law enforcement officer, any notification will most likely be after the fact.

School Visitors
All visitors to IDEA must sign-in at the school campus administrative office. A sign at the entrance to the campus will direct visitors to the appropriate location.

All visitors must present a form of identification or at a minimum their name and date of birth. IDEA personnel process each visitor through the Texas Department of Public Safety’s Sex Offender Registry Search or other database system which checks for sex offender status. All approved visitors will be issued a badge that is to be worn at all times while visiting the school campus. Upon their departure they must sign-out at the central administrative office and return the visitor’s badge.

Visitors who do not submit a form of identification or their name and date of birth for the purpose of checking sex offender status shall not be allowed on school grounds. A parent of a student enrolled at IDEA who does not provide identification or name and date of birth shall follow the same policy.

Registered Sex Offenders
Registered sex offenders are generally prohibited from entering school grounds.

Exception: A parent who is required to register as a sex offender may enter school grounds for the following limited purposes:

1. To attend a conference at the school with school personnel to discuss the academic and/or social progress of the parent’s child;
2. To attend an ARD or IEP meeting or other conference where evaluation or placement decisions may be made respecting the student’s special education services;
3. When the Principal has requested the parent’s presence for any other reason concerning the parent’s child; or
4. To transport the child to school or pick up the child from school.

Requirements for the Exception to Apply:

1. The parent must notify the Principal of the purpose of the visit and when the visit will occur, including the date and time, before the parent enters school grounds.
2. The Principal shall notify the administrative offices of the parent’s intent to visit.

The parent must check-in at the campus administrative office upon arrival and departure from the school. The parent must remain under the direct supervision of staff at all times.

Even under the limited circumstances set out above, the parent will not be permitted to enter or be present on school property if:

1. The individual’s parental rights have been terminated;
2. The individuals’ presence at school is prohibited by court order or conditions of probation; or
3. The Superintendent or campus administrator determines that the individual poses a threat to student safety or is likely to cause a disturbance to the educational environment.

In those cases, communications regarding the student will be conducted by alternate means such as telephone, mail, or electronic communications. Where the administration determines that a meeting is necessary, it will identify an appropriate meeting place where students are not present.

**Procedures for Use of Restraint and Time-Outs**

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

**Fireworks**

A person may not explode or ignite fireworks within 600 feet of any IDEA campus unless that person receives authorization in writing from that school.

**Weapon and Concealed Handgun Prohibition**

IDEA prohibits the use or possession of any firearm, location-restricted knife, club, or other weapon while on the premises of the school or any school grounds or building in which a school activity is being conducted.

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**MISCELLANEOUS PROVISIONS RELATING TO STUDENTS**

**Religious Expression**

IDEA prohibits discrimination, harassment, or retaliation on the basis of religion. Students have the right to silently pray or meditate at IDEA, so long as it does not disrupt the instructional day or other activities of the school. IDEA
shall not require, encourage, or coerce any student to engage in or to refrain from prayer or meditation during any school activity.

Pledges of Allegiance and Moment of Silence
Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. A parent may request, in writing, that his or her child be excused from participation in the daily recitation of these pledges.

State law requires that one minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that IDEA provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Recitation of the Declaration of Independence
State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during “Celebrate Freedom Week.” A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, IDEA determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

School Calendar
IDEA 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 IDEA website.

School Day
The school day is Monday to Friday 7:45 a.m. to 3:45 p.m. Students should be in their classrooms ready for instruction to begin at 7:45 a.m. Any student not in class at 7:45 a.m. will be marked tardy.

Students must leave campus immediately after school dismisses in the afternoon, unless they are involved in an activity under the supervision of a teacher or sponsor. If a student is involved in an after-school activity, he or she must remain in the area where the activity is scheduled to take place. The student may not go to another area of the school without permission by the teacher or sponsor overseeing the activity.

During the school day, students may not loiter or stand in the halls between classes. Students must have a pass to be outside the classroom during class time. Failure to obtain a pass will result in disciplinary action.

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

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. IDEA may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks or supplemental
A parent is entitled to request that IDEA allow a student to take home any instructional materials used by the student. IDEA will honor the request, subject to availability of the instructional materials. A student who takes home instructional materials must return the materials to school at the beginning of the next school day if requested to do so by the student’s teacher. IDEA must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student’s home. IDEA also is not required to purchase printed copies of instructional materials that the school would otherwise not purchase; IDEA may provide the student of relevant electronic instructional materials.

Transcripts
IDEA maintains an academic achievement record (transcript) for each student enrolled. Transcripts list complete personal student data, give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests.

Extracurricular Activities, Clubs, and Organizations
Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University Interscholastic League (“UIL”), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Principal.

Participation in these activities may result in events that occur off-campus. When IDEA arranges transportation for these events, students are required to use the transportation provide by IDEA to and from the event. Exceptions may only be made with approval from the activity’s coach or sponsor.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

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

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

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

**Displaying a Student’s Artwork, Projects, Photos, and Other Original Work**
Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, IDEA will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the IDEA website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. IDEA will also seek consent before displaying or publishing an original video or voice recording in this manner.

**Distribution of Materials or Documents**

**School Materials**
Publications prepared by and for IDEA may be posted or distributed with prior approval by the Principal and/or teacher. Such items may include school posters, brochures, murals, etc.

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

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

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote the illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.

The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.

There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

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

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

**Electronic Device Policy**

Unless otherwise approved by a Principal, all electronic and telecommunication devices (cell phones, pagers, mp3 players, iPods or iPads, camcorders and cameras, tape recorders, computers, or electronic devices or games) must be turned off between the hours of 7:45 a.m. and 3:45 p.m. Such devices may not be visible in the pocket of a jacket or pants; item must be completely put away and out of sight.

If an IDEA employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or at a school-related activity, or if such item is visible during the school day, the employee will confiscate the device. If the student and parent have executed a waiver permitting the student to possess an electronic communication device at school, IDEA officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. Any disciplinary action will be in accordance with the Student Code of Conduct. These guidelines apply even if the item in use is not the property of the student found in violation of the policy.

IDEA reserves the right to dispose of a confiscated paging device in any reasonable manner, or charge the owner of the device or the student’s parent an administrative fee not to exceed $15 before releasing the device. IDEA will not be responsible for damage to, loss or, theft of confiscated items.

**Change of Address or Telephone Number**

Parents are responsible for notifying IDEA when a student’s address or telephone number changes. Proof of residency at the new address may also be required.

**Uniform Requirements**

As authorized by state law and the IDEA charter, students are required to wear uniforms to school. IDEA’s uniform policy and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others and that will not distract from the educational atmosphere of IDEA.

Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. IDEA may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Principal or designee and include evidence of inability to pay. Further details are available in the Principal’s office.
A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students who do not follow IDEA’s guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct, and may be sent home from school.

Newly enrolled students may be provided with a grace period of up to two weeks to obtain appropriate IDEA uniforms. Students must comply with IDEA’s remaining dress and grooming standards upon enrollment.

See appendix for uniform standards and requirements.

**Child Nutrition Program**
IDEA participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced lunches are available to students that qualify. You must pay for lunch unless you qualify for the free and reduced program. Breakfast is served in the classroom and is free to all students. For more information regarding our Child Nutrition Program, visit our school website at [www.ideapublicschools.org](http://www.ideapublicschools.org).

**Transportation**
IDEA makes school bus transportation available to all students served in the Rio Grande Valley and at select IDEA Austin schools. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. For more information regarding transportation, visit out school website at [www.ideapublicschools.org](http://www.ideapublicschools.org).

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver’s directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver’s signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in the vehicle. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a special needs student is receiving bus transportation as a result of an Individual Education Plan (“IEP”), the Admission Review and Dismissal (“ARD”) Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

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**STUDENT CODE OF CONDUCT**

**Purpose of the Student Code of Conduct**
To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices
of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, IDEA has established this Student Code of Conduct (“the Code”) in accordance with state law and the IDEA open-enrollment charter. The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each IDEA campus and/or will be available for review at each Principal’s office. Parents will be notified of any violation that may result in a student being suspended or expelled from IDEA. Students and staff must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as IDEA may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization’s expectations, student behavior and consequences.

**Authority and Jurisdiction**
IDEA has disciplinary authority over a student:

1. During the regular school day and/or while the student is going to and from school on IDEA transportation;
2. During open lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related event or activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on IDEA property or while attending a school-sponsored or school-related activity of IDEA or of any other school in Texas;
6. For any expulsion offense committed away from IDEA property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
7. While the student is in transit to or from school or to or from school or school-related activities or events;
8. When retaliation against a student, school employee or volunteer occurs or is threatened, regardless of time or location;
9. When the student commits any felony, including those as provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location; and
10. When criminal mischief is committed on or off IDEA property or at a school-related event.

**Reporting Crimes**
In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to appropriate law enforcement authorities.

**Standards for Student Conduct**
Each student is expected to:

- Adhere to the requirements of the Student Code of Conduct.
- Attend all classes, regularly and on time.
- Behave in a responsible manner, always exercising self-discipline.
- Cooperate with and assist IDEA staff in maintaining safety, order, and discipline.
- Demonstrate courtesy, even when others do not.
- Meet IDEA’s standards of grooming and dress.
- Obey all campus and classroom rules.
• Prepare for each class; take appropriate materials and assignments to class.
• Respect the property of others, including IDEA property and facilities.
• Respect the rights and privileges of students, teachers, and other IDEA staff and volunteers.

**Discipline Management Techniques**
Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

• Assignment of school duties such as cleaning or picking up litter.
• Behavioral contracts.
• Cooling-off time or “time-out.”
• Counseling by teachers, counselors, or administrative personnel.
• Rewards for positive behavior.
• Demerits.
• Detention.
• Expulsion from IDEA, as specified in the expulsion section of the Code of Conduct.
• Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
• In-school suspension, as specified in the suspension section of the Code of Conduct.
• Out-of-school suspension, as specified in the suspension section of the Code of Conduct.
• Parent-teacher conferences.
• Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by IDEA.
• School-assessed and school-administered probation (final warning contracts).
• Seating changes within the classroom.
• Sending the student to the office or other assigned area.
• Techniques or penalties identified in individual student organizations’ extracurricular standards of behavior.
• Temporary confiscation of items that disrupt the educational process.
• Verbal correction, oral or written.
• Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
• Withdrawal or restriction of bus privileges.
• Other strategies and consequences as determined by school officials.

**Corporal Punishment**
IDEA will NOT administer corporal punishment upon a student for misconduct.

**Student Code of Conduct Offenses and Consequences**
The categories of conduct below are prohibited at school and during all school-related activities, or as otherwise described in the “Authority and Jurisdiction” section above.
Level I Offenses:

1. Causing an individual to act through the use of threat or coercion.
2. Cheating or copying the work of another.
3. Computer system violations.
4. Directing profanity, vulgar language, or obscene gestures toward another student or school employee.
5. Discharging a fire extinguisher without valid cause.
6. Disobeying conduct rules regarding school transportation.
7. Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
8. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
9. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
10. Failing to comply with directives given by school personnel (insubordination).
11. Falsifying records, passes, or other school-related documents.
13. Inappropriate or indecent exposure of a student’s private body parts (depending on nature, severity and circumstances, this offense may also rise to a Level II offense). (See glossary.)
14. Leaving school grounds or school-sponsored events without permission.
15. Making false accusations or hoaxes regarding school safety.
16. Possessing pornographic material.
17. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
18. Possession of telecommunications or other electronic devices, including displaying, turning on, or using a telecommunications device (including a cellular telephone or other electronic device) while on school property during the school day.
19. Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.
20. Refusing to accept discipline management techniques assigned by a teacher or Principal.
22. Repeatedly violating communicated campus or classroom standards of conduct.
23. Throwing objects that can cause bodily injury or property damage.
24. Violating dress and grooming standards as communicated in the Student Handbook.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. After school detention.
2. Application of one or more Discipline Management Techniques listed in the Code.
3. Behavioral contracts or individually developed behavior management plans.
4. Confiscation of cell phones or other electronic devices.
5. Grade reductions for academic dishonesty.
6. In-school suspension.
8. Removal from the classroom and/or placement in another classroom.
9. Restitution/restoration, if applicable.
10. Saturday school.
11. School-assessed and school-administered probation.
12. Temporary confiscation of items that disrupt the educational process.
13. Verbal correction.
14. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses:

1. Abusing over-the-counter drugs. (See glossary for “abuse.”)
2. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public-school fraternity, sorority, gang or secret society or organization as defined by Texas Education Code § 37.121.
3. Being under the influence of prescription or over-the-counter drugs that may cause impairment of physical or mental faculties. (See glossary for “under the influence.”)
4. Committing extortion or blackmail, meaning obtaining money or an object of value from an unwilling person.
5. Damaging or vandalizing property owned by others, including but not limited to school property or facilities, property of IDEA employees, or property of other students.
6. Defacing or damaging IDEA property—including textbooks, lockers, furniture, and other equipment—or property of any other person, with graffiti or by any other means.
7. Engaging in conduct including the elements of assault.
8. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person, including an IDEA student, employee, or volunteer.
9. Failing to comply with conditions of in-school suspension placement.
10. False accusation of conduct that would constitute a misdemeanor or felony.
11. Fighting or arranging a fight. Students who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
12. Forgery of school documents at school or otherwise.
13. Gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated or addressed as a Level III Offense).
14. Interference with school activities or discipline.
15. Involvement in a felony offense not listed in Title 5, Texas Penal Code, and IDEA is notified by police.
16. Leaving the classroom, school property, or school-sponsored events without permission.
17. Making obscene gestures.
18. Possessing or selling look-alike drugs, or attempting to pass items off as drugs or contraband.
19. Possession of stolen property.
20. Repetitive Level I Offenses – i.e., two or more Level I offenses within a semester, whether the same or any combination.
21. Sexual harassment or sexual abuse that is not defined as a Level III offense.
22. Threatening or bullying a student, employee, or volunteer of IDEA, whether on or off school property. If the conduct causes a substantial disruption of the educational environment it may be elevated to a Level III offense depending on circumstances as determined by IDEA.
23. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment, etc.).
24. Violating the IDEA medication policy.
25. Willful destruction of IDEA or personal property and/or vandalism.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above,
including multiple consequences as deemed appropriate by IDEA.

2. In-school or Out-of-school suspension for up to five days.

**Level III Offenses:**

1. Abusing a student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug while on school property or at a school-related event. (See glossary for “abuse.”)
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault.
6. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
7. Arson.
8. Burglary of a motor vehicle on campus.
10. Commission of any felony offense listed under Title 5, Texas Penal Code. (See glossary.)
11. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
12. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
   a. Engaging in conduct punishable as a felony.
   b. Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
   c. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (See glossary for “under the influence.”).
   d. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony.
   e. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
   f. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
13. Conduct endangering the health and safety of others.
14. Creating or participating in the creation of a “hit list.” (See glossary.)
15. Criminal attempt to commit murder or capital murder.
17. Criminally negligent homicide.
18. Deliberate destruction or tampering with school computer data or networks.
19. Engaging in bullying and/or cyberbullying. (See glossary.)
20. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
21. Engaging in conduct punishable as a felony.
22. Engaging in conduct punishable as a felony listed under Title 5, Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
   a. The student receives deferred prosecution (see glossary);
   b. A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
   c. The Principal or designee has reasonable belief (see glossary) that the student engaged in the conduct.
23. Engaging in conduct punishable as a Level III offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.

24. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)

25. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.

26. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, sex, gender, disability, or age and directed toward another IDEA student, employee, or volunteer.

27. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including an IDEA student, employee, or volunteer.

28. Engaging in conduct that contains the elements of retaliation against any IDEA employee or volunteer, whether on or off of school property.

29. Engaging in inappropriate or indecent exposure of private body parts.

30. Failing to comply with more two or more in-school suspension placement without a confirmed excuse.

31. Felony criminal mischief against school property, another student, or school staff.

32. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).

33. Inappropriate sexual conduct.

34. Inciting violence against a student through group bullying.

35. Indecency with a child.

36. Inappropriate sexual conduct.

37. Issuing a false fire alarm.

38. Manslaughter.


40. Participating in “hazing.” (See glossary.)

41. Persistent Level I offenses (four or more Level I offenses committed in any one school year).

42. Persistent Level II offenses (two or more Level II offenses committed in any one school year).

43. Possessing, selling, distributing, abusing, or being under the influence of inhalants.

44. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.

45. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property. (See glossary.)

46. Possession of use of Prohibited Items, including but not limited to:
   a. A “look-alike” weapon;
   b. A laser pointer for other than an approved use;
   c. A pocketknife or any other small knife with a bladeless than 1.5” in length;
   d. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
   e. A stun gun;
   f. Ammunition;
   g. An air gun or BB gun;
   h. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
   i. Mace or pepper spray;
   j. Matches or a lighter;
   k. Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device or accessory to vaping; or
   l. Any articles not generally considered to be weapons, including school supplies, when the Principal or designee determines that a danger exists.

47. Possessing tobacco-related paraphernalia, lighters, matches, tobacco-less cigarettes, and/or vaping
48. Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug). (See glossary for “paraphernalia.”)
49. Possession, use, transfer or exhibition of any firearm, handgun, improvised explosive device, location-restricted knife, club, or any other prohibited weapon or harmful object, as determined by IDEA.
50. Public lewdness.
51. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student’s consent.
52. Required registration as a sex offender.
53. Selling, giving, or delivering to another person or possessing, using, abusing, or being under the influence of marijuana, a cannabidiol (CBD) substance, a controlled substance, a dangerous drug, or alcoholic beverage.
54. Setting or attempting to set fire on school property.
55. Sexual abuse of a young child or children.
56. Sexual assault.
57. Stealing from students, staff, or IDEA.
58. Targeting another individual for bodily harm.
59. Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk, stiletto, or poniard; bowie knife; sword; spear; switchblade; assisted-open knife (regardless of length); or as otherwise defined by Board policy.
60. Use, exhibition, or possession of any knife with a blade more than 1.5” in length, including but not limited to switchblade or assisted-open knives or any other knife not defined as a location-restricted knife.
61. Vandalism or conduct constituting criminal mischief with respect to school facilities or property.
62. Violating IDEA’s computer use policies, rules, or agreements, including but not limited to the Student Acceptable Use Policy, and including conduct involving but not limited to:
   a. Attempting to access or circumvent passwords or other security-related information of IDEA or its students or employees, and uploading or creating computer viruses or malicious software, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
   b. Attempting to alter, destroy, or disable IDEA computer equipment, IDEA data, the data of others, or other networks connected to the IDEA system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
   c. Engaging conduct constituting online impersonation, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
   d. Using the Internet or other electronic communications to threaten IDEA students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
   e. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
   f. Using e-mail or Websites at school to encourage illegal behavior or threaten school safety.
63. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Any applicable Level I or Level II Disciplinary Consequence.
2. In-school or out of school suspension for five–ten days.
3. Expulsion.
Student Code of Conduct Consequences

Detention
Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted.

After School Detention
The following rules apply to students assigned to after school detention:

1. Students will bring materials to complete. Classroom materials may also be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
5. Any student assigned to detention must stay the entire time. Students refusing to complete their time will be suspended from school.

Suspension
IDEA utilizes two kinds of suspension: in-school suspension and out-of-school suspension.

In-School Suspension
The following rules and regulations apply to all students assigned to in-school suspension (“ISS”):

1. Students must report to the Principal’s Office at 7:45 a.m. ISS will run from 7:45 a.m. until dismissal time.
2. Students will bring materials to complete, including an ISS assignment with their teachers’ names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
3. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
4. Students may not bring food or drink into the ISS room.
5. No disruptive behavior will be allowed.
6. Unexcused absences from suspension will be referred to the Principal.
7. Sleeping is prohibited.
8. Students must abide by IDEA’s policies and behavioral standards during their suspension period.
9. A student who misses a scheduled ISS session without a confirmed excuse will be assigned one day out of school suspension. If a student misses more than one scheduled ISS session without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Principal for further action, which may include up to three days of out-of-school suspension or any other Level I consequence.

Out-of-School Suspension
The Principal will give notice of suspension and the reasons for the suspension to the student. In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, intent or lack of intent, the student’s status as a student in foster care or who is homeless, the academic value of in-school suspension, and other appropriate or mitigating factors determined by the administrator.

Special Rules for Suspensions Involving Homeless Students
IDEA may not place a student who is homeless in out-of-school suspension unless the student engages in the
following conduct while on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Unlawful possession of a firearm or other weapon;
2. Assault, sexual assault, aggravated assault, or aggravated sexual assault; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Removal from School Transportation
A student being transported by IDEA transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating IDEA’s established standards for conduct in a school vehicle.

Conferences, Hearings, and Appeals
All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and IDEA policy.

Process for Suspensions Lasting Up to Five Days
Prior to suspending a student for up to five days, the Principal or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against the student,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student’s conduct warrants suspension.

The Principal also has authority to suspend a student for a period of up to five school days for any of the following reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

Notification to Parents
If the Principal or designee determines the student’s conduct warrants suspension during the school day for up to five days, the Principal or designee will make reasonable effort to notify the student’s parent(s) that the student has been suspended before the student is sent home. The Principal or designee will notify a suspended student’s parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

Credit During Suspension
A student shall receive credit for work missed during the period of out-of-school suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Process for Out-of-School Suspensions Over Five Days (extended suspension) and Expulsion Notice
When the Principal or designee determine that a student’s conduct warrants suspension for more than five days (extended suspension) or expulsion, but prior to taking any such action, the Principal or designee will provide the student’s parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Principal or designee, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the student:

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of IDEA’s evidence;
4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

**Hearing Before the Principal**

IDEA shall make a good faith effort to inform the student and the student’s parent(s) of the time and place for the hearing, and IDEA shall hold the hearing regardless of whether the student, the student’s parent(s) or another adult representing the student attends. The Principal or designee may audio record the hearing.

Within 24–48 hours of the hearing, the Principal or designee will notify the student and the student’s parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the extended suspension or expulsion, if any;
2. When or if the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period if at all; and
3. The right to appeal the Principal’s decision to the Board of Directors or the Board’s designee.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter and that disciplinary consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion decision.

**Appeal to Regional Executive Director**

The student or his or her parent(s) may appeal the decision of the Principal or designee by notifying the Regional Executive Director in writing within seven calendar days of receiving the Principal or designee’s decision. The Regional Executive Director or designee will review the administrative record from the initial disciplinary hearing and conduct an appeal conference with the student or parent within ten school days of receiving the appeal. The Regional Executive Director or designee may audio record the appeal conference. The Regional Executive Director or designee will notify the student and his or her parent(s) of the appeal decision, in writing, within 24–48 hours of the appeal conference.

**Appeal to Superintendent**

The student or his or her parent(s) may appeal the decision by the Regional Executive Director or designee by notifying the Regional Executive Director in writing within seven calendar days of receiving the decision of the Regional Executive Director or designee. The Regional Executive Director or designee will provide the appeal and disciplinary administrative record to the Superintendent. The Superintendent will review the disciplinary administrative record and conduct an appeal conference with the student or parent within ten school days of the appeal. The Superintendent may audio record the appeal conference. The Superintendent will notify the student and his or her parent(s) of the appeal decision, in writing, within 24–48 hours of the appeal conference.

**Appeal to the Board of Directors**

The student or his or her parent(s) may appeal the Superintendent’s decision to the IDEA Public Schools Board of Directors by notifying the Superintendent in writing within seven calendar days of receiving the Superintendent’s decision. The Board will review the disciplinary administrative record and any audio recording or
transcription/minutes of any hearings or conferences before the Principal, Regional Executive Director, or Superintendent during a regular or specially called meeting in closed session as permitted by the Texas Open Meetings Act. The student and/or his or her parent(s) will be informed of the date, time, and location of the meeting in which the disciplinary consequence will be reviewed. The Board will communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the Superintendent’s decision with respect to the expulsion appeal shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

As stated above, discipline consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Regional Executive Director, Superintendent, or Board.

**No Credit Earned**
Except when required by law, students will not earn academic credit during a period of expulsion.

**Emergency Placement and Expulsion**
If the Principal or designee reasonably believes a student’s behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher’s ability to communicate effectively with students in a class, with the ability of a student’s classmates to learn, or with the operation of IDEA or a school-sponsored activity, the Principal or designee may order immediate removal of the student. The Principal or designee may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from imminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

**Placement of Students with Disabilities**
All disciplinary actions regarding students with disabilities (either Section 504 or special education under the Individuals with Disabilities Education Act) shall be conducted in accordance with applicable federal and state laws.

**Suspension/Expulsion Requirement**
A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal for more than ten days without ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable federal and state law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to IDEA, unless IDEA and the student’s parent(s) agree otherwise.

**Gun-Free Schools Act**
In accordance with the Gun-Free Schools Act, IDEA 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 school. The Principal 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 and in accordance with legal requirements.

For the purposes of this section, “firearm” means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. “Destructive device” means any explosive, incendiary or poison gas bomb, grenade,
rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon — other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes — by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 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.

**Glossary**

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Abusable Volatile Chemical Offense**, as defined by Health and Safety Code § 485.001 and 485.031, means that no student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person’s eyesight, thinking process, balance, or coordination.

No student shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032.

No student shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No student shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that the person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical. Health and Safety Code § 485.033.

**Armor-piercing ammunition** is handgun ammunition used principally in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined by Texas Penal Code § 28.02 and occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

- Any vegetation, fence, or structure on open-space land; or
- Any building, habitation, or vehicle:
  - Knowing that it is within the limits of an incorporated city or town,
  - Knowing that it is insured against damage or destruction,
  - Knowing that it is subject to a mortgage or other security interest,
  - Knowing that it is located on property belonging to another,
  - Knowing that it has located within property belonging to another, or
  - When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
Arson also occurs when a person:

- Recklessly starts a fire or causes an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starts a fire or causes an explosion and in so doing recklessly damages or destroys a building belonging to another, or recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code § 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or the school; or infringes on the rights of the victim at school. Bullying also includes “cyberbullying,” which means bullying that is done through the use of any electronic communication device including a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social medial application, an Internet website, or any other Internet-based communication tool. Bullying conduct includes conduct (1) that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student’s educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, the school, or a school-sponsored or school-related activity.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a public school; and the student knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

Chemical dispensing device is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substances or dangerous drugs include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

Criminal street gang means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by
Texas Family Code § 71.0021.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

**Discretionary** means that something is left to or regulated by a local decision maker.

**E-Cigarette or Electronic Cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe; a dab pen; a vaping device; or any other similar device under another product name or description. Also included is any component, part, or accessory for the device (i.e., juice), regardless of whether the component, part, or accessory is sold separately from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm** is defined by federal law (18 U.S.C. § 921(a)) as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
• The frame or receiver of any such weapon;
• Any firearm muffler or firearm weapon; or
• Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Texas Penal Code § 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment is:

• Conduct that meets the definition established in IDEA Board policy and/or the Student Handbook; or
• Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student’s physical or emotional health or safety.

Hazing is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization if the act involves situations outlined in Texas Education Code § 37.151.

Hit list is a list of people targeted to be harmed, using physical force of any kind or a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised Explosive Device is defined by Texas Penal Code § 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent Exposure means exposing any portion of one’s anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Intimate Visual Material means visual material that depicts a person (a) with the person’s intimate parts exposed, or (b) engaged in sexual conduct.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Location-Restricted Knife means a knife with a blade over five and one-half (5 ½) inches.

Look-Alike Weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine Gun is any firearm that is capable of shooting more than two shots automatically, without manual
reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Online Impersonation** occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person’s consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

**Possession** means to have an item on one’s person or in one’s personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Prohibited Weapon** means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; an improvised device; a tire deflation device; or a firearm silencer.

**Public Lewdness** occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

**Public School Fraternity, Sorority, Secret Society, or Gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

**Reasonable belief** is a determination made by the Superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Short-Barrel Firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than
18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade Knife** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

**Terroristic Threat** is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including IDEA).

**Tire Deflation Device** means a device, including a caltrop or spike strip that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle’s tires.

**Title 5 Offenses** are those that involve injury to a person and include murder; manslaughter; criminally negligent homicide; trafficking in persons; unlawful transport; kidnapping; assault (on a public servant); aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment of a public servant; improper photography; smuggling persons; and tampering with a consumer product.

**Under the Influence** means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one’s body, by any means, a prohibited substance.

**Zip Gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

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**INFORMATION FOR PARENTS AND IMPORTANT NOTICES**

**Accommodations for Children of Military Families**
Children of military families will be provided flexibility regarding certain school requirements, including:
• Immunization requirements;
• Grade level, course, or educational program placement;
• Eligibility requirements for participating in extracurricular activities; and
• Graduation requirements.

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

**Student or Parent Complaints and Concerns**

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

The Board of Directors encourages parents to discuss their concerns and complaints through informal meetings with the Principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal resolution is not reached, student and/or parent complaints shall be submitted in writing on a form provided by IDEA. Copies of documents that support the complaint shall be attached to the complaint form or presented at the Level One conference. After the Level One conference, no new documents may be submitted unless their existence was unknown to the complainant before the Level One conference. A complaint that is incomplete may be dismissed.

Neither the Board of Directors nor any IDEA employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint.

For purposes of this policy, “days” shall mean calendar days and announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision.

**Informal Conferences**

A parent or student may request an informal conference with the Principal, teacher, or other campus administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint.

If the person is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Principal. Grievance forms may be obtained from the Principal’s office.

**Formal Grievance Process**

The formal grievance process provides all persons with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board of Directors, as outlined below.

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

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

The Principal or designee will meet with the complaining parent or student within seven days of receipt of the complaint. Following the conference, the Principal or designee shall have seven days to respond in writing.

**Note:** A complaint against the Superintendent shall begin at Level Three.

**Level Two**
If the student or parent is not satisfied with the Level One decision, or if no decision is provided, the student or parent may appeal the Level One decision to the Superintendent or designee by filing written notice on a form provided by IDEA. The request must be filed within seven days of the Level One decision or the response deadline if no decision is made. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the Principal and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The Superintendent or designee will hold a conference within seven days of receiving the appeal. The Superintendent or designee shall have seven days following the conference to respond in writing.

**Level Three**
If the student or parent is not satisfied with the Level Two decision, or if no timely decision is provided, the student or parent may submit to the Superintendent or designee in writing a request for a hearing before the Board of Directors. The request must be filed within seven days of receiving the Level Three decision or the response deadline if no decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors shall hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and IDEA will be considered. An audio tape recording of the hearing may be made.

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

If the complaint involves concerns or charges regarding a student or IDEA employee, it shall be heard by the Board of Directors in closed session unless the employee or student to whom the complaint pertains requests that it be heard in open session.

**Additional Complaint Procedures**
This parent and student complaint process does not apply to all complaints:

1. Complaints alleging dating violence or discrimination or harassment based on race, color, sex, gender, national origin, disability, religion, or any other characteristic protected by law shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation” in this Handbook.
2. Complaints concerning retaliation related to dating violence or discrimination and harassment shall be submitted as described in “Reporting Procedures” under “Freedom from Discrimination, Harassment, and Retaliation.”
Retaliation” in this handbook.

3. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying and Cyberbullying” in this Handbook.

4. For complaints concerning loss of credit on the basis of attendance.

5. For complaints concerning disciplinary long-term suspensions and/or expulsions.

6. Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days following the identification, evaluation, or educational placement to which the complaint relates and in accordance with applicable Board policy and the procedural safeguards provided to parents with students with a disability.

7. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.

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

Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of individuals with whom the student has close family relationship;
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

Parents have the right to receive notice of and deny permission for their student’s participation in:

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;

3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)
The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s educational records. These rights include the following:

The Right to Inspect and Review
Parents and/or eligible students have the right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. IDEA will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student’s educational records, IDEA shall provide the parent or eligible student with a copy of the records requested to make arrangements for the parent or eligible student to inspect and review the requested records.

If the student’s educational records contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about the parent’s child and/or eligible student.

The Right to Seek Amendment of the Student’s Educational Records
Parents or eligible students may ask IDEA to amend a record that they believe is inaccurate, misleading, or in violation of the student’s privacy rights. Parents or eligible students should submit to the Principal or designee a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the student’s privacy rights. IDEA will decide whether to amend the record as requested within a reasonable time after receiving the request. If IDEA decides not to amend the record as requested by the parent of eligible student, IDEA will notify the parent or eligible student of the decision and advise them to their right to a hearing to challenge the content of the student’s education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student’s privacy rights.

If, as a result of the hearing, IDEA decides that the information in the educational record is not inaccurate, misleading, or in violation of the student’s privacy rights, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of IDEA, or both. If IDEA places an amended statement in the student’s educational records, IDEA is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure
Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A “school official” is a person employed by IDEA as an administrator, supervisor, instructor, or support staff
member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom IDEA has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, IDEA discloses educational records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer.

**The Right to File a Complaint**
Parents and/or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by IDEA to comply with the requirements of FERPA. These complaints should be addressed as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**Access to Medical Records**
Parents are entitled to access their student’s medical records.

**Directory Information Notice**
Under FERPA, IDEA must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student’s education records. However, IDEA may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised IDEA, in writing, to the contrary. IDEA has designated three forms of directory information: disclosure for school-sponsored/school-affiliated purposes; disclosure to military or college recruiters; and limited disclosure to law enforcement authorities.

IDEA has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

- Student name;
- Date and place of birth;
- Major field of study;
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports; and
- Weight and height of members of athletic teams.

School-sponsored/school-affiliated purposes are those events/activities that IDEA conducts and/or sponsors to support the school’s educational mission. Examples include, but are not limited to:
• Extracurricular programs or events (school plays, concerts, athletic events, graduation ceremony, etc.).
• Publications (newsletters, yearbook, etc.).
• Honor roll and other student recognition lists.
• Marketing materials of IDEA (print media, website, videos, newspaper, etc.).

IDEA has designated the following categories of information as directory information for purposes of disclosure to military recruiters and institutions of higher education, but only for secondary students:

• Student’s name, address, and telephone number.

IDEA has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities:

• Student’s name, address, and telephone number.

IDEA shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes; for the purpose of disclosure to military recruiters and institutions of higher education for secondary students; and for the purposes of disclosure upon request by law enforcement officials and authorities.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR ANY OR ALL OF THESE DESIGNATED PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS “NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE).”

STUDENT ACCEPTABLE USE POLICY

The purpose of this document is to set forth the policies governing the use of all IDEA technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all IDEA technology resources via off-campus remote access.

IDEA reserves the right to modify the terms and conditions of this policy at any time.

Introduction
IDEA is pleased to offer students access to school computers, communications systems,¹ the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a student’s access to educational materials, prepare students by providing workforce skills and college readiness, and lead to personal growth. IDEA recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This policy is designed to make parents, teachers and administrators partners to teach students how to be responsible users of technology.

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

IDEA will hold ALL students responsible for their use of technology, whether IDEA-provided or personal, and they

¹ “Communication Systems” include educational-related communications between and among IDEA and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.
are expected to act in an appropriate manner in accordance with campus procedures, IDEA policy and procedures, and legal requirements. This applies to the use of all IDEA technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on-or off-campus, as well as the use of all IDEA technology resources via off-campus remote access.

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

**Using the Internet and Communications Systems**

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

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

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

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

Although IDEA strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. IDEA does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. IDEA takes steps to minimize students’ opportunities to do so, including the implementation of extensive content-filtering software. This software is not fail-safe, however, and while at school IDEA strives to ensure that students’ Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this policy is strictly enforced, and students who misuse any IDEA technology outside its intended purpose, including the use of IDEA-recommended websites for purposes outside the educational intent, will be in violation of this policy, which may lead to disciplinary consequences for the student.

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

**Proper and Acceptable Use of All Technology Resources**

IDEA requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. IDEA will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this policy. When using IDEA technology systems outside the school, parents should strive to ensure that students do so in compliance with the rules set forth in this policy, as IDEA is unable to supervise students’ technology use at home. IDEA’s content-filtering software will not work in a student’s home, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students’ Internet usage at home.

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

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

Activities that are permitted and encouraged include the following:

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

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

- Using IDEA or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher;
- Using technology for plagiarism or otherwise representing the work of others as the student’s own;
- Presenting any copyrighted, registered, or trademarked work as that of the student;
- Using obscene or profane language on any IDEA technology resource, to include posting such language on any website or software used by IDEA;
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another’s reputation while using any IDEA technology resource, to include the use of any website or software used by IDEA;
- Using any IDEA technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content;
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above;
- Using a website or software program implemented by IDEA in a manner outside the scope of the use specified by the classroom teacher, coach or administrator;
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any IDEA equipment, network, stored computer file, or software, to include any conduct that results in a person’s
time to take any corrective action;

- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto IDEA equipment, networks, stored computer files, or software;

- Attempting unauthorized access, or “hacking,” of IDEA computers or networks, or any attempts to bypass Internet content-filtering software used by IDEA;

- Using USB, bootable CD’s, or other devices to alter the function of any IDEA technology equipment, network or software;

- Sharing online any personal information of another student or staff member, including name, home address, or phone number;

- Using any IDEA technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator;

- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator;

- Using any IDEA technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud;

- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use policy and Student Code of Conduct;

- Using any IDEA technology resource to engage in any activity that violates any IDEA Board Policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.

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

**Privacy and Security**

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

**Limitations of Liability**

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

**Consequences**

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

- Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
• Any disciplinary consequence, including suspension or expulsion, as deemed appropriate by the administration.
• Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
• Expulsion may be considered in instances where students have used the school’s Internet access to engage in conduct that constitutes felony criminal mischief, have deliberately attempted to bypass installed security software or copy/modify another student’s work files, and/or in other instances where online conduct is subject to expulsion under the Student Code of Conduct.
• Criminal prosecution, if applicable.

REQUIRED FORMS

Remainder of Page Intentionally Left Blank
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Directory Information Opt-Out Form

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

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

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

PLEASE CIRCLE YES OR NO

For all students:

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<td>I give permission for my student’s name and photograph to be included in the IDEA Public Schools’ yearbook.</td>
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<td>I give permission for my student to be videoed, photographed, or interviewed at school by local media or IDEA Public Schools personnel for use in educational purposes.</td>
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<td>I give permission for my student’s artwork, projects, photographs, etc. to be used or displayed in any IDEA Public Schools communication devices. Examples include media coverage, printed materials, marketing, and websites.</td>
</tr>
<tr>
<td></td>
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<td>I give permission for my student’s name, address, and telephone number to be provided upon request by law enforcement officials and authorities.</td>
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For secondary students only:

<table>
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<th>YES</th>
<th>NO</th>
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<td>I give permission to release my student’s directory information to institutions of higher education.</td>
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<td>I give permission to release my student’s directory information to military recruiters.</td>
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PRINT Student’s Full Legal Name

Student’s Date of Birth

PRINT Parent/Guardian Full Legal Name or Eligible Student Full Name

Parent/Guardian Signature or Eligible Student Signature

Date
IDEA Public Schools

Use of Student Work in School Publications

Occasionally, IDEA Public Schools wishes to display or publish student artwork, photos taken by the student, or other original work on the school’s website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. IDEA Public Schools agrees to use these student projects in this manner.

Parents: Please circle one of the choices below:

I, parent of ________________________________ (student’s name), do give (do not give) IDEA Public Schools permission to use my child’s artwork, photos, or other original work in the manner described above.

Parent Signature: ________________________________

Date: ________________________________
IDEA PUBLIC SCHOOLS

Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by the IDEA Public Schools Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

Student Name

______________________________________________________________________________________________________________________________________________________________

Student Signature                      Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the IDEA Public Schools Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. IDEA Public Schools has taken precautions to eliminate controversial material. However, I also recognize it is impossible for IDEA Public Schools to restrict access to all controversial materials and I will not hold IDEA Public Schools responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

______________________________________________________________________________________________________________________________________________________________

Parent/Guardian Name

______________________________________________________________________________________________________________________________________________________________

Parent/Guardian Signature                      Date
IDEA PUBLIC SCHOOLS

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by IDEA Public Schools.

This Electronic Communication Device Commitment Form grants authority and permission to IDEA Public Schools to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies and to perpetrate conduct disruptive of an educational environment essential to the school’s educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

1. The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is prohibited unless otherwise approved by principal.
2. If a student possesses such devices on school property or while attending school-related events, IDEA Public Schools is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
3. I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that IDEA Public Schools is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

(Printed Name of Student)     (Student Signature)

(Parent/Guardian Signature)     Date
Food Allergy Notification Form

IDEA Public Schools is required by law to request, at the time of enrollment, that the parent or guardian of each student attending an IDEA Public Schools campus discloses the student’s food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for IDEA Public Schools to take necessary precautions for your child’s safety.

“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.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child’s allergic reaction to the food. IDEA Public Schools will contact you for a note from your physician if your child has food allergies. Your child must have an EpiPen prescribed to help in the event of an emergency.

<table>
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<th>Food:</th>
<th>Nature of allergic reaction to the food:</th>
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IDEA Public Schools will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act (“FERPA”) and Board policy. IDEA Public Schools will maintain this form as part of your child’s student record.

Student Name: ____________________________ Date of Birth: ____________________________

Grade: _______ Parent Work Phone: __________________ Home Phone: __________________

Parent/Guardian Name: ____________________________

Parent/Guardian Signature: ____________________________

Date form received by school: ____________________________
IDEA PUBLIC SCHOOLS

Photo/Videotape Release Form

Throughout the school year, there may be times when IDEA Public Schools staff, the media, or other organizations (with the approval of the Principal), take photographs of students, audiotape and/or videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs, audio recordings, and/or videotaped images or interviews may appear in school publications; in school video productions; on the school website; in school advertisements, fundraising, and/or recruitment materials; in the news media; or in other nonprofit, education-related organizations’ publications.

In order to release student photos, video footage, comments and/or post on the school website, we need written permission. To give your consent, please complete the form below.

I hereby give permission for IDEA Public Schools to use my child’s voice and/or likeness in its publications for the purposes mentioned above. I authorize the use and reproduction by IDEA Public Schools of any and all photographs and/or audio or video recordings taken of my child, without compensation to my child or to me. All photographs and recordings shall be the sole property of IDEA Public Schools. I waive any right to inspect or approve the finished photographs, audio or video recordings, and/or reproduced materials that may be used in conjunction with them. I understand and agree that IDEA Public Schools may use my child’s voice and/or likeness in subsequent school years unless I revoke this authorization by notifying the Principal in writing. I further grant unto IDEA Public Schools permission to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles. I release IDEA Public Schools and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with the purposes mentioned above.

IDEA Public Schools may not use my child’s voice and/or likeness in its publications for the purposes mentioned above. I further decline permission for IDEA Public Schools to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles.

Student’s Name: ___________________________ Parent’s Name: ___________________________

Address: ______________________________________

Telephone Number: __________________________

Parent Signature: __________________________________________

*Students 18 years of age or older may sign this release form for themselves*
IDEA PUBLIC SCHOOLS

Acknowledgement and Approval of Student and Family Handbook and Student Code of Conduct

My signature below acknowledges that IDEA Public Schools has made its Student and Family Handbook and Student Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in IDEA Public Schools, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

Printed Name of Student: ________________________________ Grade: ________________________________

Signature of Student: ________________________________

Signature of Parent: ________________________________

Homeroom Teacher: ________________________________

Date: ________________________________