IDEA Public Schools

STUDENT HANDBOOK

2023 – 2024

REVISED TEXAS EDITION
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Our Core Values

Every student, teacher and staff member at IDEA Public Schools uses the core values to guide our actions and decisions:

WE ACT WITH INTEGRITY
We put the best interests of the IDEA Team & Family—and most importantly our students—at the forefront of all our decisions and actions, taking personal responsibility to model the honest and ethical behavior we want our students and each other to demonstrate every day.

WE ACHIEVE ACADEMIC EXCELLENCE
We believe ensuring college success for 100% of our students is the best way to help them succeed in life and in seeing obstacles they face as opportunities for learning and growth. Every member of the IDEA Team & Family works together to ensure each student on every campus and in every classroom receives a high-quality education.

WE DELIVER RESULTS
We set ambitious goals, hold ourselves and each other accountable for achieving results, and believe that our students will succeed to and through college. Our results show what's possible when the adults in the system get it right and represent the collective effort and focus of the entire IDEA Team & Family.

WE ENSURE EQUITY

We set high expectations and share compassion and empathy for every member of the IDEA Team & Family. We differentiate our support and resources, proactively address racism and discrimination, and advocate alongside our students and staff to empower them with the opportunities to succeed and ensure the respect they deserve.

WE BUILD TEAM & FAMILY

We foster a sense of belonging and inclusivity by treating every member of the IDEA Team & Family—our students, staff, families, and community—with compassion, respect, and humility. We maximize our individual best efforts through collaboration and support of each other in the focused pursuit of our collective mission.

WE BRING JOY

We create a positive, uplifting, and joyful environment for every member of the IDEA Team & Family, every single day. We operate with a sense of optimism, and our traditions celebrate learning, growth, and the accomplishments of our students, staff, and community.

WE SWEAT THE SMALL STUFF

We embrace that achieving excellence lies in paying attention to and carrying out the details—the 'small stuff'—that go into effective execution and positive implementation. Every step of the way, the IDEA Team & Family prioritizes actions contributing to our mission of College for All.

Dear IDEA Students & Families,

Welcome to the 2023-2024 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 and want to ensure all our students have a fulfilling and successful experience at IDEA. Consequently, we expect students and their families to take an active role by reading and following the Student & Family Handbook requirements.

This handbook provides an overview of our school goals, services, and rules. It is an essential reference book describing what we expect from our students and parents, what you can expect from us, and how we will achieve our educational mission. Please note that throughout this handbook, the terms "parent" and "legal guardian" refer to the parent or any other individual who has legally assumed school-related responsibility for a student. The handbook includes general information regarding school policies and procedures, important health and safety information, information about academics and grading, information regarding legal guardian rights, and important notices regarding student information, computer resources, and electronic communication devices.

The handbook also includes the Student Code of Conduct. 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 must be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the principal's office at each school 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.

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 your principal. On behalf of the entire IDEA Public Schools' staff and community, best wishes for a great 2023-2024 school year!

Sincerely,

Dr. Jeff Cottrill
Superintendent

ABOUT IDEA PUBLIC SCHOOLS

Mission

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

Vision

To serve as the nation's leader in preparing students for success in college and beyond.

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.

Initially serving only 75 students in fourth and fifth grade in Donna, Texas, the IDEA program, which focused on hard work and commitment to excellence, 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 (IDEA Public Schools and affiliates), which operates primary and secondary campuses in multiple locations around the Rio Grande Valley, El Paso, San Antonio, Austin, Tarrant County, the Permian Basin, Southern Louisiana, Tampa Bay, Jacksonville, and Cincinnati.

Statement of Nondiscrimination

IDEA Public Schools does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. 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 IX"); 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.

As required by Title IX, IDEA Public Schools does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with IDEA Public Schools. Inquiries into issues related to Title IX may be referred to IDEA's Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

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 IX Coordinator, for concerns regarding discrimination on the basis of sex/gender (including sexual harassment), is Jenessa Smith, Title IX Coordinator, 2115 W. Pike Blvd., Weslaco, Texas 78596, (956) 377-8000, jenessa.smith@ideapublicschools.org.

- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Tricia Lopez, Vice President of Special Programs, 2115 W. Pike Blvd, Weslaco, Texas 78596, (956) 377-8000, tricia.lopez@ideapublicschools.org.

All other concerns regarding discrimination: Ricardo Guerra, Director of Human Resources Special Projects Human Resources, 2115 W. Pike Blvd., Weslaco, Texas 78596, (956) 377-8000, ricardo.guerra@ideapublicschools.org .

Homeless Liaison and Title I Participants

Homeless children and youth are ensured specific educational rights and protections under the McKinneyVento Homeless Education Assistance Act of 2001. "Children and youth who are homeless," as defined by this federal law, means and includes children who:

- Are abandoned in hospitals or are awaiting foster care placement.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations. The principal or their designee may refuse a visitor or terminate a visit in circumstances where the visit's duration or visit frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.
- Are living in emergency or transitional shelters.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Lack a fixed, regular, and adequate nighttime residence.

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 your school's counselor or social worker. You may also contact Karla Tobias, Student Empowerment Team Project Manager, at (956) 2728710, karla.tobias@ideapublicschools.org.

Teacher Qualifications

As a parent of an IDEA student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Parents may also request, and IDEA will provide in a timely manner, the following information about the professional qualifications of their student's classroom teachers:

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.

If you would like to receive any of this information, please contact Felida Villarreal, Managing Director of Human Resources Compliance, at felida.villarreal@ideapublicschools.org.

Special Programs

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services
For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention ("RTI"). The implementation of RTI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

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

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent 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 Belinda Garcia, Managing Director of Special Programs, (956) 998-9688, belinda.garcia@ideapublicschools.org.

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 legal guardian to examine relevant records, an impartial hearing with an opportunity for participation by the legal guardian and representation by counsel, and a review procedure.

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 legal guardian of Intervention Strategies for Learning Difficulties Provided to General Education Students IDEA will annually notify parents as indicated by the Response to Intervention "RTI" guidelines if their child receives assistance for learning difficulties. This information can include details related to intervention strategies. This notice is not intended for students who have been determined eligible for special education services.

Students with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services may qualify for protections under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Section 504 is a federal law designed to prohibit discrimination against persons with disabilities. When an evaluation is requested, a committee will be created to determine whether the student needs Section 504 services and supports in order to receive an appropriate education as required by federal law.

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 for students eligible for these services and, if so, the accommodations or modifications the student will receive for classroom instruction, local assessments, and state-required assessments.

Videotaping of Students

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed by school administrators to document student misconduct or investigate incidents, or as otherwise allowed under applicable law. IDEA will respond to legal guardian requests to view security footage as required under applicable federal and/or state law (including, but not limited to, Texas Education Code, Chapter 29, Subchapter A.

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. Additionally, as allowed by Chapter 12 of the Texas Education Code, IDEA may admit a child of a school employee regardless of whether the child resides in the geographic areas served by IDEA. 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. Families may apply for either the current school year in session, and/or for the following school year. 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 are received than the number of available seats, all students will be offered admission.

If more applications are received than there are seats available, IDEA will conduct an admissions lottery. During the lottery, all applications are randomized and placed in the lottery pool for that campus' grade levels. 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 new applications are received after the lottery date, applicants will be placed on the waiting list on a "first come, first-served" order within their priority group.

Students offered enrollment will be sent a registration packet, via email or text, with instructions for completing the registration process. Legal guardians must complete and return the registration packet by the published deadline to secure their child's 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. Families that receive an offer to attend IDEA must accept or decline their offer within 14 days of issuance. After 14 days, the offer will be rescinded and the space will be assigned to the next family on the waiting list.

IDEA will review the transcript of every student enrolling in an IDEA high school (10th, 11th, and 12th grades) and present to the student and parent a path to graduation adapted to IDEA's curriculum. Please note that, due to IDEA's mission to prepare all students to attend and graduate college, many high school courses are offered only as Advanced Placement ("AP") courses. These AP courses are more rigorous than many standard high school courses.

Mandatory Attendance

A student must be present during the school's official attendance, taking time within the first three days of school. If the student is not marked present within the first three days of school, the student will be considered a "no show" and will be withdrawn from IDEA.

Exceptions to Lottery Process

Pursuant to federal guidelines, the children of IDEA staff, current IDEA students, and siblings of current IDEA students will receive a priority application in the student lottery process. If IDEA receives more applications than it has available seats within these groups, it will conduct a random lottery and applicants will be placed on a waiting list in the random order in which they were drawn. Offers will be issued based on space availability.

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(s) and/or transcript(s) from the previous school attended to verify his or her academic standing. If a student is enrolling from a homeschool program, IDEA may ask for information on the curriculum used as part of the homeschool program, student work samples, proof of work completion, or other information to assist with making grade placement decisions. IDEA may also request for the student to take an appropriate assessment to evaluate existing competency in reading and math.

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. Any student without current immunization records on file at the campus, and who is not entitled to provisional enrollment under rules adopted by the Department of State Health Services, will be excluded from attendance until records are received.

No later than 30 days after enrolling as a first-year student in IDEA, the legal guardian 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 legal guardian's consent.

McKinney-Vento Act

Students who are experiencing homelessness are to be enrolled immediately. Districts cannot require students experiencing homelessness to provide proof of residency, immunizations, birth certificates, guardianship documents, or any other sort of required paperwork before enrolling.

Establishing Identification

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; school records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

If a person enrolls a child under 11 years of age in school and IDEA does not receive appropriate records to establish identification, the school shall notify the appropriate law enforcement agency as required by state law and regulation.

Undocumented Students

IDEA will not deny admission based on a student's immigration status.

Address 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 legal guardian must show proof of address at the time of enrollment. Address may be verified through documentation and other means approved by IDEA's Board of Directors, including, but not limited to:

1. Mortgage statement from the last 60 days
2. Lease from the last 60 days
3. Legal affidavit from landlord affirming tenancy
4. Section 8 agreement
5. A copy of the official resident's most recent bill for electricity, gas or water
6. We do not accept cell phone, cable, and insurance bills. Termination notices are also not accepted.

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

All custody or court orders pertaining to the family or student must be turned in when asked, or at the time of enrollment, to the extent that such orders pertain to school matters.

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

Any student wishing to transfer to another IDEA school must submit a student application for the school to which they wish to transfer. Offers to attend will be issued based on the availability of open seatsat the receiving school. For the current school year, offers to transfer will be issued from September 1st until the Friday before the last day of school for each region. In subsequent school years, student transfer applications will follow regular enrollment timelines. Exceptions apply to students with an IEP or specific safety issues, as discussed below.

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a legal guardian. IDEA requests notice from the legal guardian at least three days in advance so that records and documents may be prepared. Legal guardians may obtain a withdrawal form from the main office. The legal guardian shall also provide the name of the new school in which the student will be enrolled and 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 a legal guardian's signature.

Withdrawing students and legal guardians 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.

ATTENDANCE

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 legal guardians should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and establishes guidelines for course credit and a student's final grade. These laws are discussed below.

If a student arrives late to school, a legal guardian 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 child 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.

> Notice to legal guardians: *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 legal guardian 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 legal guardian 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 legal guardian that it is the legal guardian'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 legal guardian is needed to discuss the absences.*

Withdrawal Due to Nonattendance

Age 19+

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 five 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.

Under 19

According to its board approved policy, IDEA may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions: The student has been absent ten consecutive school days AND repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Required Documentation of Absences

A student who has been absent from school, upon his or her return, must provide a written note to the school explaining the reason for the absence. The note must either be signed by a parent or the student, if the student is over the age of 17 or emancipated.

The legal guardian has 10 days to submit written documentation of absences to school. Anything received after the 10 days will not be accepted and absences will remain unexcused.

Excused Absences

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

- Religious holy days.
- Required court appearances.
- Activities related to student's application for United States citizenship.
- Service as an election clerk, student must be at least 16 years of age.
- 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.
- 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 five days will be excused for a student to visit with a legal guardian, 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.
- A student enrolled in High School and is 15 years of age or older and misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit.
- Student is absent as the result of a serious or life-threatening illness or related treatment that makes the student's attendance infeasible. Documentation from a health care professional licensed, certified, or registered to practice in Texas must be provided that specifies the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.
- 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. Family trips, vacations, or non-school sponsored events will remain as unexcused absences.

Leaving Campus During School Hours

A student younger than 18 years old must have prior legal guardian approval, either in writing or in-person with identification, before that student may leave the school campus during school hours.

Tuition

IDEA may not charge tuition to an eligible student.

REQUIRED INSTRUCTION AND GRADUATION

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

Required Curriculum

IDEA provides instruction aligned to the Texas 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. Health education, with emphasis on the importance of proper nutrition and exercise; b. Physical education (PE);
    c. Fine Arts;
    d. Career and Technical Education;
    e. Technology applications; and
    f. 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 225 Minutes of physical education, over a two-week period, for at least four semesters.

Graduation Requirements

High School students will earn at least 1.0 Credit for Physical Education; please contact your campus college counselor if, for any reason, your child is unable to fulfill this physical education requirement.

Physical Education Exemption

Short-term exemptions from physical education are possible for students who have illnesses or other incapacities that a physician deems severe enough to warrant exemption or modified activity in physical education 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 allows modified activities in class, the student should remain in physical education class. Teachers will adjust the activities of the student to match medical restrictions.

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.

Grading Scale and GPA

Students earn high school credit for high school courses taken in grades 8 through 12. However, only high school courses taken from 9th grade through 12th grade are used for purposes of calculating a student's GPA. Core classes (Math, Science, Social Studies, and English), AP, IB, and dual credit classes are on a 5.0 scale compared to a 4.0 scale for all other courses.

Grades are recorded on the transcript and GPA is computed in January and May. Courses must be completed in order for a student to earn credit for the course.

If a student transfers out of IDEA at the end of the semester, the College Prep campus will award the student 0.5 credits for courses taken and passed with a 70% or higher.

If a student transfers into an IDEA campus, only AP, IB, and dual credit courses will be given the additional weight of 1 grade point; all others will follow the 4.0 grade point scale.

In the case of IDEA Travis, operating under Midland ISD and bound to use its student information system called Skyward, 8 through 12 grade students earn 0.5 credits for each completed semester with a 70% or higher in a high school credit-awarding course. Courses taken from 9th grade through 12th grade are used for the purpose of calculating a student's GPA. Core classes (Math, Science, Social Studies, and English), AP, IB, and dual credit classes are on a 5.0 scale compared to a 4.0 scale for all other courses.

Percent Grade	Standard Scale	5.0 Scale		Percent Grade	Standard Scale	5.0 Scale
100	4.0	5.0		84	3.20	4.20
99	3.95	4.95		83	3.15	4.15
98	3.90	4.90		82	3.10	4.10
97	3.85	4.85		81	3.05	4.05
96	3.80	4.80		80	3.00	4.00
95	3.75	4.75		79	2.95	3.95
94	3.70	4.70		78	2.90	3.90
93	3.65	4.65		77	2.85	3.85
92	3.60	4.60		76	2.80	3.80
91	3.55	4.55		75	2.75	3.75
90	3.50	4.50		74	2.70	3.70
89	3.45	4.45		73	2.65	3.65
88	3.40	4.40		72	2.60	3.60
87	3.35	4.35		71	2.55	3.55
86	3.30	4.30		70	2.50	3.50
85	3,25	4.25		69 and below	0.00	0.00

Academic Rank

Weighted GPA is used to determine class rank. Top 10% classification is communicated to students at the beginning of the Fall semester of senior year in preparation for college and scholarship applications. For seniors, the final class rankings are determined at the end of students' 8th semester.

Graduation Plan

At IDEA, all high school students will have a graduation plan created that aligns to both state and district requirements. 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, earns an endorsement, has performed satisfactorily on required end-of-course assessment instruments, and completes the additional graduation requirements required for Texas high school students.

In summary, students must meet the following requirements to receive an IDEA high school diploma:

1. Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law;
2. Complete any locally required courses in addition to the courses mandated by the State;
3. Complete the required number of credits established by the State and any additional credits required by IDEA; and
4. Demonstrate proficiency, as determined by IDEA, in the specific communication skills required by the SBOE.
5. Complete additional indicators required by state law which include submission of financial aid application, completion of speech requirement, participation in CPR instruction, and participation in Peace Officer Interaction instruction

IDEA will work with students in grades 9th – 12th to complete 125 hours of community service and receive a college acceptance.

Foundation Graduation Program

Every student in a Texas public high school 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. Students may also complete the foundation program with a "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 legal guardian 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/or 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 College Counselor can provide more information about these acknowledgements.

Financial Aid Requirement

In accordance with Texas Education Code, each student must do one of the following to graduate:

- Complete and submit a Free Application for Federal Student Aid (FAFSA);
- Complete and submit a Texas Application for State Financial Aid (TASFA); or
- Submit a signed opt-out form

Opting Out

A student may opt out of the financial aid application graduation requirement if:

- A parent or guardian submits a signed form
- Financial Aid Application Opt-Out Form
- Financial Aid Application Opt-Out Form - SPANISH
- The student is 18 years of age or older and submits a signed form; or
- A school counselor authorizes the student to decline to complete and submit the application for good cause.

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 College Counselor 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 (IGC) unanimously determines that the student is eligible to graduate. The Principal or Director of College Success will contact the student and legal guardian to attend the Individual Graduation Committee in order to discuss the action steps the student must complete in order to graduate. The IGC meeting must be established for each eligible student at the end of or after the student's 11th grade year.

Additional Graduation Requirements

Cardiopulmonary Resuscitation Awareness – Texas law requires high school students to complete a cardiopulmonary resuscitation ("CPR") awareness and training program in order to graduate. The CPR awareness course is not taken for credit and does not result in CPR certification. IDEA will offer CPR awareness training, free of charge, to students during their junior or senior year to satisfy this requirement.

Peace Officer Training – Texas law requires high schools to provide students with instruction on proper interaction with peace officers during traffic stops and other in-person encounters. IDEA will offer this instruction during a student's junior or senior year.

Students with Disabilities

Students under Section 504 or Special Education may be eligible to receive accommodations on PSAT and AP exams upon approval by the College Board. A student may also be eligible to receive accommodations on ACT upon approval by ACT.

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) and in accordance with state rules.

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. The student may remain enrolled to complete his or her IEP and earn a high school diploma; however, the student will only be allowed to participate in one graduation ceremony. A student who has completed IEP requirements and credit requirements but is returning to school for the 18 Plus Program may participate in a graduation ceremony but will not be considered a graduate until they complete their 18 Plus IEP goals.

For students with disabilities who receive special education services, ARD Committees will make instructional and assessment decisions in accordance with state law and rules. A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum for the endorsement was modified, the ARD Committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. And the student's ARD Committee will determine whether the student is required to achieve satisfactory performance on an EOC assessment instrument to earn an endorsement on the student's transcript.

Valedictorian and Salutatorian

Graduating seniors with the highest and second highest cumulative weighted grade point average as determined at the end of the spring semester of senior year and carried out two decimal places will be eligible to serve as the valedictorian and salutatorian respectively.

Additional Considerations:

- Valedictorian and salutatorian eligibility requires attendance at an IDEA Public Schools high school for all eight semesters of high school from 9th – 12th grade
- In the event of a tie for valedictorian based on GPA, schools will make the decision based on the raw average
- A student who is in violation of school code of conduct, honor code, or has criminal charges may be deemed ineligible to represent school as the valedictorian or salutatorian.

The Highest Ranking Graduate program provides a tuition waver at Texas public colleges or universities for the student graduating at the top of their high school class for their freshman year of college. See further details about this program at this link: Highest Ranking Graduate | Texas Education Agency. The Highest Ranking Graduate award letter will be issued to the official Valedictorian once it is determined.

If the two highest ranked graduating seniors have the exact same weighted GPA, they will both be named co-Valedictorians, and two Highest Ranking Graduate award letters will be issued.

For campus planning purposes, the unofficial Valedictorian and Salutatorian determination can be communicated with appropriate staff members and students after Quarter 15 grades are stored.

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 statemandated assessments, including the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8.
- Reading Language Arts (RLA), annually in grades 3–8.
- Science, in grades 5 and 8.
- Social Studies, in grade 8.

Students receiving special education supports, students with Section 504 supports, and emergent bilingual students are eligible to receive accommodations on STAAR exams as indicated by the student's IEP, IAP, or LPAC.

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 emergent bilingual students in grades 3-5 whose LPACs determine a Spanish-language version of STAAR is the most appropriate measure of their academic progress.

Accelerated Instruction Plans

IDEA will establish an accelerated learning committee ("ALC") for each student who fails to perform satisfactorily on:

1. The third-grade mathematics or reading STAAR exam;
2. The fifth-grade mathematics or reading STAAR exam; or 3. The eighth-grade mathematics or reading STAAR exam.

If the student did not take the assessment the prior year, they are presumed to have failed unless they demonstrate mastery on a school-administrated, TEKS-aligned assessment. This is a valid measure of mastery for the 22-23 School Year only.

The ALC will be composed of the principal or designee, the students' legal guardian, and the teacher of the subject of the assessment on which the student failed to perform satisfactorily.

The ALC shall, not later than the start of the subsequent school year, develop an educational plan for the student that provides the necessary accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the school year. The educational plan must be documented in writing, and a copy must be provided to the student's legal guardian.

The student's legal guardian may contest the content or implementation of an educational plan developed by the ALC by submitting a written complaint to the principal within (1) seven calendar days of the legal guardian's receipt of the educational plan or (2) within seven calendar days of the legal guardian's concern that the educational plan is not being properly implemented. The principal will conduct a conference with the legal guardian within five school days of IDEA Public Schools' receipt of the written complaint and issue a written decision within five school days of the conference. A legal guardian who is dissatisfied with the principal's decision may appeal through IDEA Public Schools' student and legal guardian complaint process, beginning at Level Two.

For students with an IEP the ARD committee will serve as the ALC.

End-of-Course Assessments for Students in Grades 8–12

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.

EOC tests are administered during three testing windows identified by the Texas Education Agency; these windows generally occur within the fall, spring, and summer months. A student who does not meet satisfactory performance will have additional opportunities to retake the assessment.

STAAR Alternate 2 end-of-course (EOC) assessments are 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 emergent bilingual students 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.

Texas English Language Proficiency Assessment System (TELPAS) Alternate

This assessment is available for students in grade 2-12 who are identified as emergent bilingual, receiving special education service, and have a significant cognitive disability.

Advanced Placement (AP)

AP exams measure how well a student has mastered the content and skills of a specific AP course. Students may take the AP course during the entire school year or in a semester, depending on the course. At IDEA, students take the corresponding AP exam in May, free of charge. If the student scores a 3 or higher on the AP exam, the student may receive college credit for that course, which they may apply towards their college degree, saving money on college tuition and time.

PreACT and ACT

The PreACT is an exam administered to students in grade 10 to help predict performance on the ACT test the following year. The results from this exam will help educators make instructional decisions for students that will better prepare them for the ACT.

The ACT is an exam used by colleges and universities to make admissions decisions. ACT measures a high school student's readiness for college, and provides colleges with one common data point that can be used

for comparing all applicants. The ACT is administered district-wide once a year in the fall on a predetermined date selected by ACT. At IDEA, the ACT will be administered to students in grades 11 and 12. IDEA staff will register all students and request applicable accommodations for eligible students.

NAEP (National Assessment of Educational Progress), also called the "Nation's Report Card", provides educators, policymakers, elected officials, and parents information on students' academic performance in reading and mathematics in comparison to other students locally and in other states. It serves as a common measure of student achievement across the country. A small sample of students is selected to participate each year.

Attendance Requirements 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 legal guardian 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, legal guardian, 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 legal guardian 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 legal guardian 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.

Advancement of high school students to the next grade level is based on the number of course credits earned. To be promoted from 9th grade to 10th grade, the student must earn 6 credits. To be promoted from 10th grade to 11th grade, the student must earn a total of 13 credits. To be promoted from 11th to 12th grade, the student must earn a total of 20 credits.

If a student in grades 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.

A student may be considered for retention if they have met any one 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 comprised of the child's core subject area teachers, the counselor, and the principal.

Parent Requests to Repeat Grades PK-3

The Texas Legislature has given parents the ability to request that their child repeat a grade for students in grades PK-3.

If you want your child to repeat one of these grades, you must tell your school *in writing* before the start of the school year.

- Check your school's calendar (https://ideapublicschools.org/parents/academic-calendars/) to make sure you know when school starts for the 2023-24 school year.
- Make your request *in writing* to the school principal.

If your school does not agree with your decision, they may bring together a committee to meet with you to talk about your decision. After you meet with the committee, you will make the final decision whether to your student will repeat the grade.

Armed Services Vocational Aptitude Battery Test

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery ("ASVAB") test and consult with a military recruiter. IDEA will provide each student in grades 10–12 and their legal guardians with notice of the date, time, and location of the scheduled administration of the ASVAB.

Career and Technical Education (CTE)

IDEA offers state approved CTE programs of study from various career fields. For more information regarding program availability and course sequencing, visit www.ideapublicschools.org/CTE. Admission to these programs/courses is based on campus availability, enrollment, state prerequisites, and student interest.

It is the policy of IDEA not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

IDEA will take steps to ensure that lack of English language skills will not preclude a student from participating in all educational, and career and vocational programs.

For information about your rights or grievance procedures, contact Jenessa Smith, Title IX Coordinator, 2115 W. Pike Blvd., Weslaco, Texas 78596, (956) 377-8000, jenessa.smith@ideapublicschools.org.

HEALTH

Health-Related Resources, Policies, and Procedures

Mental and Physical Health Resources

Legal guardians and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The health aide;
- The school counselor;
- The local public health authority;
- The local mental health authority, which may be contacted at: https://www.naccho.org/membership/lhd-directory?searchType=standard&lhd-state=TX#card-filter

Policies and Procedures that Promote Student Physical and Mental Health

IDEA has adopted board policies that promote student physical and mental health, including:

- Food and nutrition management,
- Wellness and health services,
- Physical examinations,
- Health screenings,
- Immunizations,
- Medical treatment,
- Communicable diseases,
- Crisis intervention,
- Trauma-informed care,
- Student safety,
- Child abuse and neglect,
- Freedom from discrimination, harassment, and retaliation, and
- Freedom from bullying.

IDEA has also developed administrative procedures as necessary to implement these policies. Please contact your campus health clinic staff for more information.

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 and E-Cigarettes Prohibited

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (ecigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events 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.

Mental Health Promotion and Intervention

IDEA has developed protocols for providing a legal guardian with a recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention, or who has been identified as at risk of attempting suicide. The campus School Counselor or Social Worker will notify a legal guardian within a reasonable amount of time after learning that a student has early warning signs and possible need for intervention and will also provide additional information on available counseling options.

Teachers and administrators will be trained to recognize and assess for mental health crisis or suicide risk annually. The campus School Counselor or Social Worker will be trained in providing intervention and resources for students and families. The assessment process will determine the level of intervention and next steps for the student, legal guardian, and campus.

IDEA has developed protocols for staff members to notify the School Counselor or Social Worker to identify a student who may need intervention.

The School Counselor or Social Worker at each campus can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

Mental Health Support (All Grade Levels)

IDEA has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

IDEA has adopted various curriculums that support mental health and wellness of staff, students, and families. IDEA has adopted Move this World as a standard social-emotional learning curriculum for K through 12th grade.

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, IDEA has procedures to support the student's return to school. Please contact the School Counselor or Social Worker for additional information.

Teachers and other school employees may discuss a student's behavior or academic progress with the student's legal guardian or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Emergency Medical Treatment

If a student has a serious or life-threatening injury or illness, the parent/guardian will be contacted, and emergency medical services (EMS) may be dispatched regardless of parent/guardian consent. The school will make every effort to contact the parent/legal guardian. If the school is unable to contact the parent/legal guardian, every effort will be made to notify other persons listed on the emergency card. IDEA Public Schools and IDEA staff will not be responsible for any cost involved if the student needs emergency medical care. The health services team may share the student's healthcare information in the case of accident, serious illness, or emergency. Parents are asked each year to provide updated emergency contacts and health history. It is the parent/guardian's responsibility to notify the campus of any changes during the year.

Immunizations

The law requires that students be fully vaccinated against specified diseases in accordance with an immunization schedule set by the State of Texas. To determine the specific number of doses that are required for your student, please read the "2023–2024 Immunization Requirements for Schools" available on the Texas Department of State Health Services ("TDSHS") website at https://www.dshs.texas.gov/immunize/school/school-requirements.aspx.

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

Provisional Enrollment

A student may be provisionally admitted to or enrolled in IDEA 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. A student who is overdue for the next dose in a vaccine series will not be enrolled provisionally. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible and complete the required subsequent doses in each vaccine series on schedule and as rapidly as medically feasible. The student and/or legal guardian must also provide acceptable evidence of vaccination to IDEA.

A health aide/nurse or school administrator will 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.

Students Experiencing Homelessness

A student who is homeless, as defined by 42 USC §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.

Children in Foster Care

A student who is a "child in foster care" as defined by 45 C.F.R. §1355.20 shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. IDEA shall promptly refer the student to an appropriate health provider to obtain the required vaccinations.

Transfer Students

A student can be enrolled provisionally for no more than 30 days if the student transfers from one Texas school to another and is awaiting the transfer of the immunization record. Students transferring from another state or country do not qualify for provisional enrollment. Students must be compliant with Texas requirements to attend school.

Military Dependents

A dependent of a person who is on active duty with the armed forces of the United States can be enrolled provisionally for no more than 30 days if the student transfers from one school to another and is awaiting the transfer of the immunization record. RULE §97.69.

Exemptions 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 Texas Department of State Health Services 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 period of two years. The form affidavit may be obtained by writing the Texas Department of State Health Services Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 787149347, or online at Affidavit Request for Exemption from Immunization. The form must be submitted to the Superintendent or designee 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 and Management

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. Records may also be shared with other schools upon request, as associated with a student transfer.

Food Allergy Information

The legal guardian 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.

To access a food allergy form, please visit: https://ideapublicschools.org/health-services/.

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, health aids/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").

Communicable Diseases

To protect other students and staff from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Legal guardians 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. IDEA Health Services staff will contact the local health authorities who will advise on next steps as necessary.

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 TDSHS website under Notifiable Conditions.

Most illnesses do not require exclusion, however, if any of the following criteria are met, the child should be excluded regardless of the type of illness.

1. The child has a fever equal to or greater than 100°F.
2. The child is vomiting repetitively (more than two times in 24 hours and it is not from a known condition).
3. The child has diarrhea (more than two loose stools above normal for that child).

Any student excluded from school attendance for reasons 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.

Head Lice

Head lice (which are not an illness or disease) are common among children and may spread easily through contact during play or when students share items such as headphones, brushes, combs hats, or other items that come in contact with hair. If IDEA observes that a student may have head lice, an appropriate administrator will contact the student's legal guardian to discuss a plan for treatment with an FDA-approved

medicated shampoo or cream rinse. When an elementary student has head lice, IDEA will also provide written notice to the student's legal guardian and the legal guardians of each child assigned to the same classroom as required by state law.

Administration of Medication

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

- All Action/Care Plans must be submitted with a Medication Consent form.
- Medication consent forms must be completed and signed by a physician and parent. No verbal or telephone consent will be taken.
- New permission forms must be re-submitted each school year and are necessary for any medication order changes.
- Over-the-counter medication (OTC) forms must be filled out and signed by parent/guardian annually. No OTC medication(s) will be administered without written consent.
- Prescription medication must be in the original container with the pharmacy (U.S.A. only) label. The container must have a proper label with the patient's name, the medicine's name, and the dosage.
- Medication will be kept in a secure place in the health clinic during school hours. No medication shall be held in classrooms or backpacks at any time. Any medications brought in by students or found in a student's possession will be taken to the health clinic and remain in the clinic until a parent signs the consent form or picks up the medication.
- The medication and the signed permission forms must be brought to the school by the parent and delivered to the campus clinic health aide. Students are not to be sent to campus with medications.
  - It is the parent's responsibility to deliver the medication to the school health clinic and have the medication picked up at the end of the year. Medication not picked up by the end of the year will be discarded.
- When the medication is almost completed, please promptly send the refill to school.
- If your child is taken off medication and will no longer receive it at school, or if the prescription otherwise changes, please provide a dated, written note with updated prescription information of such changes as soon as possible. If medication is not picked up from the school office within ten (10) days, it will be appropriately disposed of.
- Medication that is expired or has a listed discard date will not be administered to students past the indicated date.
- The first dose of any new medication shall not be administered at school due to the possibility of an allergic reaction.

Authorized Employees

Employees authorized by IDEA to administer prescription medication include: School Health Aide/Nurse, school personnel, and anyone designated by School Health Aide/Nurse or campus administration.

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 legal guardian 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 prescribed 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 legal guardian 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.

Bacterial Meningitis Information

State law requires IDEA to provide the following information about bacterial meningitis:

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 most common and the least serious. Meningitis caused by bacteria is the most likely form of the disease to cause serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death.

Bacterial meningitis can be caused by multiple organisms. Two common types are *Streptococcus pneumoniae*, with over 80 serogroups that can cause illness, and Neisseria meningitidis, with 5 serogroups that most commonly cause meningitis.

What are the symptoms?
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 1 year old) and adults with bacterial meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, and drowsiness or confusion. 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. If left untreated or treatment is delayed, bacterial meningitis can be fatal, or a person may be left with a permanent disability.

How does 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 simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes) or when people cough or sneeze without covering their mouth and nose.

The bacteria do not cause meningitis in most people. Instead, most people become carriers of the bacteria for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Vaccination: Bacterial meningitis caused by *Streptococcus pneumoniae* and *Neisseria meningitidis* may be prevented through vaccination. The vaccine which protects against *Streptococcus pneumoniae* is called pneumococcal conjugate vaccine or PCV. This vaccine is recommended by the Advisory Council on Immunization Practices (ACIP) for children in the first year of life. *Neisseria meningitidis* is prevented through two types of vaccines. The first is a meningococcal conjugate vaccine which protects against 4 serogroups A, C, W, and Y and is referred to as MCV4. The second is a vaccine against *Neisseria meningitidis* serogroup B and is referred to as MenB.

The ACIP recommends MCV4 for children at age 11-12 years, with a booster dose at 16-18 years. In Texas, one dose of MCV4 given at or after age 11 years is required for children in 7th-12th grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (16-23 years of age) may be vaccinated with MenB. All seniors are strongly encouraged to receive all state required MCV4 vaccinations prior to graduation in preparation for college admission.

Vaccines to protect against bacterial meningitis are safe and effective. Common side effects include redness and pain at the injection site lasting up to two days. Immunity develops about 1-2 weeks after the vaccines are given and lasts for 5 years to life depending on vaccine.

Healthy Habits: Do not share food, drinks, utensils, toothbrushes, or cigarettes. Wash your hands. Limit the number of persons you kiss. Cover your mouth and nose when you sneeze or cough. Maintaining healthy habits, like getting plenty of rest and not having close contact with people who are sick, also helps.

Who is at risk for Bacterial Meningitis?
Certain groups are at increased risk for bacterial meningitis caused by *Neisseria meningitidis*. These risk factors include HIV infection, travel to places where meningococcal disease is common (such as certain countries in Africa and in Saudi Arabia), and college students living in a dormitory. Other risk factors include having a previous viral infection, living in a crowded household, or having an underlying chronic illness.

Children ages 11-15 years have the second highest rate of death from bacterial meningitis caused by *Neisseria meningitidis*. And children ages 16-23 years also have the second highest rates of disease caused by *Neisseria meningitidis*.

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

For more information
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or local health department office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (CDC):

- https://www.cdc.gov/meningitis/index.html

and the Texas Department of State Health Services:

- https://www.dshs.texas.gov/immunize/PreteenVaccines.aspx or
- https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx.

Note: The Texas Department of State Health Services (DSHS) requires at least one meningococcal vaccination on or after a 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.

Telemedicine Services

IDEA has partnered with a telemedicine provider to bring additional healthcare services to IDEA campuses. All students are eligible to participate in the services. The cost of services varies on health insurance status, and all billing is managed through the third-party provider. The school is not responsible for any cost families may incur by participating. For campuses utilizing telehealth services, parents can register their child for telehealth services at any time. The health aide and/or Licensed Practical Nurse will determine if the student's need warrants a telehealth appointment and will contact the student's parent before requesting a telehealth appointment. Parents can choose to join the telehealth appointment virtually. Health aides and/or Licensed Practical Nurses will follow delegated orders from the telehealth provider.

Dyslexia and Related Disorders

IDEA Public Schools follows all dyslexia identification and screening procedures as outlined in the updated Dyslexia Handbook 2021. The state of Texas requires that all kindergarten and first-grade public school students be screened for dyslexia and related disorders. Additionally, the law requires that all students beyond first grade be screened or tested as appropriate. A legal guardian can request an evaluation at any time.

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 photo screening 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 a legal guardian's 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 legal guardian, 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

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet TDSHS criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

A legal guardian 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 forwardbend 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 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 legal guardian, 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.

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 legal guardian must submit to the principal 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.

Preparedness Training

IDEA will annually offer instruction in CPR at least once to students in grades 7–12. The instruction may be provided as part of any course and is not required to result in CPR certification.

IDEA will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security's Stop the Bleed and Stop the Bleed Texas.

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. While IDEA strives to use the safest and most effective methods to manage pests, including a variety of nonchemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free environment.

All pesticides used are registered for their intended use and are applied only by certified pesticide applicators. IDEA will provide appropriate notice of treatments, and signs will remain until it is safe to enter the area. If you have any questions, please contact William Cline, Assistant Director of Facilities, at william.cline@ideapublicschools.org.

Asbestos Management Plan

On October 22, 1986, Congress promulgated the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519 (40 CFR 763 Subpart E), which requires schools to annually notify parents, legal guardians, students, school staff, employees, and workers of the availability of the schools' Asbestos Management Plan. We here at IDEA willfully comply with the AHERA requirement because of our commitment to the well-being of your children, our employees, and our workers. The Asbestos Management Plan is available for review during normal hours of school operations at the Administration Office.

Should you have any questions, please get in touch with the Administration Office or IDEA's Asbestos Designated Person, William Cline, at william.cline@ideapublicschools.org.

Steroid Notice

State law prohibits students from possessing, dispensing, delivering, or administering anabolic steroids. 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 any place in a building where physical education classes are conducted.

Seizure Management and Treatment Plan

The legal guardian 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 legal guardian 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 legal guardian and the physician for the student's seizure treatment.

Toileting & Extra Clothing

Toilet training is a process that varies from age to age and ability to ability. Children are typically toilet trained between the ages of two-three years old. Therefore, most children entering IDEA's kindergarten program are able to toilet themselves with minimal supervision, including proper wiping. Parents can provide a change of clothing in case of an accident. The clothing will be kept in the child's backpack until needed.

If a child soils his/herself during the school day, staff will call the child's parent to inform them of the incident. If the child has no change of clothes, staff will ask the parent to bring a change of clothes to the school.

District Wellness Policy

IDEA is committed to every student's optimal academic and personal development. IDEA believes that for students to have the opportunity to achieve success, we need to create positive, safe, health-promoting learning environments throughout the school year. The district will align health and wellness efforts with other school improvement endeavors to ensure all students' optimal health and academic success.
The Wellness Policy outlines IDEA's approach to advance student health, reduce childhood obesity, and promote the general wellness of students by implementing measurable goals to promote sound nutrition and health through nutrition education, physical activity, and other school-based activities. Specifically, this Policy establishes guidelines to ensure that:

- IDEA students have access to healthy foods throughout the school day;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;

- Students have opportunities to be physically active before, during, and after school;
- IDEA schools engage in nutrition and physical activity promotion and other activities that promote student, family, and staff wellness; and
- IDEA staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.

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 indicating that a student may be a victim of abuse or maltreatment. 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 legal guardians.

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

IDEA has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children. For purposes of this plan, trafficking includes both sex and labor trafficking. The plan may be accessed by contacting Heather Pardo, Vice President of Student Performance and Advocacy, (956) 377-8000, heather.pardo@ideapublicschools.org

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. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

What is Trafficking?

Child trafficking in any form is prohibited by the Texas Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers may be trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

What is Other Maltreatment of a Child?

Other maltreatment of a child under the Texas Family Code includes "abuse" or "neglect" of a child.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, for reporting to law enforcement or to the Texas Department of Family and Protective Services (DFPS).

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a legal guardian or other trusted adult that disclosures of sexual abuse and trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor of Principal will provide information regarding counseling options for you and your child available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.

Reports of abuse, trafficking, or neglect may be made to:

- Texas Abuse Hotline: 1-800-252-5400
- In non-emergency situations, the Texas Abuse Hotline Website • Your local police department.
- Call 911 for emergency situations.

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, 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.

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.

These websites are also helpful:

- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault
- Child Welfare Information Gateway Factsheet
- Human Trafficking of School-aged Children
- KidsHealth, For Parents/guardians, Child Abuse
- National Center on Safe Supportive Learning Environments: Child Labor Trafficking
- Office of the Texas Governor's Child Sex Trafficking Team

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

Possible warning signs of sexual abuse 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.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Fear of being alone with adults.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Using new or adult words for body parts.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.
- Older boyfriends or girlfriends.
- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).
- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

- A desire to quit a job but not being allowed to do so.
- Being employed and having a work permit but clearly working outside the permitted hours for students.
- Being employed but not having a school-authorized work permit.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Being unpaid, paid very little, or paid only through tips.
- Living with an employer or having an employer listed as a student's caregiver.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Not being in control of his or her own money.
- Owing a large debt and being unable to pay it off.

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, 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 through the Texas Department of Family and Protective Services, Programs Available in your County website.

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 and Harassment (Prohibited Conduct)

For purposes of IDEA policy, the term "Prohibited Conduct" means discrimination or harassment against a student involving conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or 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 Conduct 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.

IDEA also considers gender-based harassment to be Prohibited Conduct. 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.

"Prohibited Conduct" may also include dating violence, which occurs when one partner in a dating relationship, either past or current, intentionally 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 engaged in these behaviors.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with an IDEA investigation, however, may be subject to appropriate discipline.

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.

Reporting Prohibited Conduct

Any student who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged acts to a teacher, counselor, the principal, or other school employee. The report may also be made by the student's legal guardian. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report of potential Prohibited Conduct, IDEA will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, dating violence, or retaliation. If not, IDEA will determine if the allegations, if proven, would constitute bullying. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying, an investigation of bullying will also be conducted.

NOTE IDEA's process concerning formal complaints of sexual harassment is outlined in "Freedom from Sexual Harassment" below.

Investigation

To the extent possible, IDEA will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated. The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by IDEA, such as an attorney. When appropriate, the principal or the student's teacher(s) will be involved in or informed of the investigation.

If a law enforcement or other regulatory agency notifies IDEA that it is investigating the matter and requests that the school delay its investigation, IDEA will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, IDEA will take interim action to address the alleged Prohibited Conduct.

If the school's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. IDEA may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal

A student or legal guardian who is dissatisfied with the outcome of the investigation may appeal through the school's student and legal guardian complaint process, beginning at Level Two.

Freedom from Sexual Harassment

IDEA prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another student.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to IDEA's educational programs or activities;
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; sexually motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact.

Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

General Definitions

A "complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A "respondent" means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that IDEA investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriate and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to IDEA's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or IDEA's educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

Reporting Sexual Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in the "Statement of Nondiscrimination" section of this handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.

IDEA's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Notice of Allegations

Upon receipt of a formal complaint, IDEA must provide the following written notice to the parties who are known:

- Notice of IDEA's grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect, and review evidence related to the complaint.
- Notice that IDEA prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, IDEA decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, IDEA must provide notice of the additional allegations to the parties whose identities are known.

Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of IDEA.

The following guidelines apply when IDEA receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist IDEA reach reliable responsibility determinations.

- IDEA will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by IDEA as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or responsible. IDEA will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and IDEA's sexual harassment policy.
- IDEA recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- IDEA shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- IDEA shall employ the preponderance of the evidence to determine responsibility when reviewing formal complaints.
- IDEA may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Consolidating Formal Complaints

IDEA may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Formal Complaints

IDEA must investigate the allegations in a formal complaint.

IDEA *must* dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved;
- Did not occur in IDEA's education program or activity; or
- Did not occur against a person in the United States.

IDEA *may* dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by IDEA; or
- Specific circumstances prevent IDEA from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, IDEA must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude IDEA from taking appropriate action under the Student Code of Conduct or any other school policy that may apply to the alleged conduct.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- IDEA will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on IDEA and not on the parties.
- IDEA cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless IDEA receives that party's voluntary, written consent to do so.
- IDEA will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- IDEA will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- IDEA will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. IDEA may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- IDEA will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- IDEA will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, IDEA must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completing the investigative report.
- IDEA must create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and

evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the preponderance of the evidence standard, regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding application of IDEA's Code of Conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to IDEA's education program or activities will be provided to the complainant; and
- IDEA's procedures and permissible bases for the complainant and respondent to appeal.

IDEA must provide the written determination to the parties simultaneously. The determination becomes final either on the date IDEA provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

IDEA will offer both parties an appeal from a determination regarding responsibility, and from IDEA's dismissal of a formal complaint or any allegations therein, on the following basis:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, IDEA will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. IDEA will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the preponderance of the evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal through the student and legal guardian complaint process, beginning at Level Two.

Emergency Removals

IDEA is able to remove a respondent from IDEA's education program on an emergency basis, provided that IDEA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. IDEA's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution

At any time prior to reaching a determination regarding responsibility, IDEA may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, IDEA may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, IDEA may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, IDEA must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtain the parties' voluntary, written consent to the informal resolution process.

IDEA may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

Neither IDEA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

Confidentiality

IDEA must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

Non-Sexual Harassment Sex Discrimination

The formal complaint investigation and resolution process outlined above in "Freedom from Sexual Harassment" applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to

complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described in the "Freedom from Discrimination, Harassment, and Retaliation" section of this Handbook.

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

IDEA prohibits bullying as defined below, as well as retaliation against anyone who reports or is involved in an investigation of bullying.

Bullying is defined in state law 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:

- 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 is defined by state law as 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 legal guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A legal guardian of the alleged bully within a reasonable amount of time after the incident.

Reporting Procedures

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or legal guardian to notify a teacher, school counselor, the principal, or another school employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. IDEA will also provide notice to the legal guardian of the alleged victim and the legal guardian of the student alleged to have engaged in bullying. Reports of potential bullying may be submitted anonymously.

Investigation of Report

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited 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.

If the results of an investigation indicate that bullying occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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 selfdefense 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.

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. If a law enforcement or other regulatory agency notifies IDEA that it is investigating the matter and requests that the school delay its investigation, IDEA will resume the investigation at the conclusion of the agency's investigation.

A student or legal guardian who is dissatisfied with the outcome of the investigation may appeal through IDEA's Student or legal guardian 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 legal guardian 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 legal guardians 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, including without a legal guardian's consent, if necessary, if the questioning or interview is part of a child abuse investigation.

In other circumstances:

1. The principal or designee will 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 legal guardian, 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.

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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
3. By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. By an authorized representative of Child Protective Services, the Texas Department of Family and Protective Services, 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.
6. Pursuant to a properly issued directive to apprehend.
7. Pursuant to an order of the juvenile court.
8. Pursuant to the laws of arrest.
9. 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 legal guardian unless the officer or other authorized person raises what the principal or designee considers to be a valid objection to notifying the legal guardians. 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.

Requests for Student Information, Records, and Video Footage

IDEA seeks to cooperate with reasonable requests from law enforcement for student information and records. Generally speaking, IDEA will provide law enforcement agencies with student directory information

(including names, addresses, and phone numbers) upon request, in accordance with the FERPA and directory information policies in this handbook.

Requests for copies of student records (including disciplinary records and statements), video footage, and other items that may be considered student records for the purposes of FERPA are generally protected from disclosure in the absence of parent authorization, a subpoena, or a valid court order permitting such disclosure.

School Visitors

All visitors to IDEA must sign in at the school 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 legal guardian of a student enrolled at IDEA who does not provide identification or name and date of birth shall follow the same policy.

The principal or their designee may refuse a visitor or terminate a visit in circumstances where the visit's duration or visit frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.

Registered Sex Offenders

Registered sex offenders are generally prohibited from entering school grounds.

Exception: A legal guardian 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 their 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 their presence for any other reason concerning their child; or
4. To transport the child to school or pick up the child from school.

Requirements for the Exception to Apply:

1. The legal guardian must notify the principal of the purpose of the visit and when the visit will occur, including the date and time, before the legal guardian enters the school grounds.
2. The principal shall notify the administrative offices of the legal guardian's intent to visit.
3. The legal guardian must check-in at the campus administrative office upon arrival and departure from the school.
4. The legal guardian must remain under the direct supervision of staff at all times.

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

1. The individual's legal guardianship rights have been terminated;
2. The individual's 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

A core team of staff members on each campus must be trained in the use of restraint and must include a campus administrator or designee and any general or special education personnel likely to use restraint. Staff members called upon to use restraint in an emergency and who have not received prior training must receive training within 30 school days following the use of restraint. Training must include prevention and de-escalation techniques and provide alternatives to the use of restraint. Training must also include instruction in current professionally accepted practices and standards regarding behavior management and the use of restraint.

- On the day restraint is utilized, the campus administrator or designee must be notified verbally or in writing regarding the use of restraint.
- On the day restraint is utilized, a good faith effort must be made to verbally notify the legal guardian(s) regarding the use of restraint.
- Written notification of the use of restraint must be placed in the mail or otherwise provided to the legal guardian within one school day of the use of restraint.
- Written documentation must be placed in the student's special education eligibility folder in a timely manner so the information is available to the admission, review, and dismissal (ARD) committee when it considers the impact of the student's behavior on the student's learning and/or the creation or revision of a behavioral intervention plan (BIP).

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.
For a student with a disability, a restraint must be documented, and their legal guardian must be informed within 24 hours in accordance with state and federal guidelines.

Disruptions

To protect student safety and sustain an educational program free from disruption, state law permits IDEA to act against any person–student or nonstudent who:

- For persons other than primary or secondary grade students, any person who disrupts classes while on school property or on public property that is within 500 feet of school property. Disrupting the conduct of classes or other school activities includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people at an exit, an entrance, or a hallway to a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.

- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

Fireworks

State law prohibits the discharge of fireworks at schools. A person may not discharge or ignite fireworks within 600 feet of any IDEA campus or facility. For any questions or concerns, please contact the Human Resources Compliance and Risk Management team at riskmanagementsupport@ideapublicschools.org.

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.

GENERAL 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 legal guardian 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 11th falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Recitation of the Declaration of Independence

For all public schools in Texas, the week of September 17 is designated as “Celebrate Freedom Week.” During that time, social studies classes will provide instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and students in grades 3 and above will recite a portion of the text of the Declaration of Independence. A student will be exempted from this requirement if a legal guardian provides a written statement requesting that the student be excused, IDEA determines that the student has a conscientious objection to the recitation, or the legal guardian 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 learning days lost due to bad weather or other closure. The dates will

be communicated in advance and updated on the online version of the calendar. The latest changes to the calendar will be available on the IDEA website at https://ideapublicschools.org/parents/academic-calendars/.

School Day

Students should be in their classrooms ready for instruction at the designated time to begin the school day. Any student not in class by the designated start time will be marked tardy. A student not in class by the campus official attendance taking time will be marked absent for the day.

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 from 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 legal guardian 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 materials.

A legal guardian 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 with 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, honors, scores on standardized achievement tests, graduation type, and class rank.

Students, alumni, former students, and legal guardians are entitled to request an unaltered replica of an official high school transcript from the College Prep campus.

For college and scholarship application purposes, the College Counselor will work with the student to submit the high school transcript directly to the required office and/or electronic platform.

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 provided 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 may result in additional consequences for those students, including (but not limited to) removal from the club/performing group. If a violation of organizational 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.
18. A fee for lost, damaged or vandalized technology equipment.
19. A fee up to $15 for confiscated personal telecommunication or electronic devices. 20. An optional electronic device insurance fee

IDEA may waive any fee or deposit if the student and legal guardian 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.

Families are responsible for paying all fees associated with extracurricular programs, including clubs, parking, athletics, fine arts, University Interscholastic League activities, or similar activities for which a fee may be assessed prior to a student's participation.

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 a legal guardian's 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 prior express permission 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 Devices and Technology Resources

Possession and Use of Personal Telecommunication Devices and Other Electronic Devices

IDEA permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless the device is used for approved instructional purposes.

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval from the campus principal before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations may result in withdrawal of privileges and other disciplinary action.

A student must also have permission from the principal to possess other personal telecommunication devices (such as a pager, notebook computer, laptop, tablet, or other portable computing device) at school.

Students may also be permitted to possess other electronic devices (for example, MP3 players, iPods, video or audio recorders, DVD players, or similar electronic devices). Such devices 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; items must be completely put away and out of sight.

If a student possesses a personal telecommunication device or other electronic device without permission, school staff will collect the item and turn it in to the principal's office. The principal will determine whether to return items to students at the end of the day or contact a legal guardian to pick up the item.

The use of mobile telephones or any other device capable of capturing images is strictly prohibited in restroom areas or other sensitive areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunication device or other electronic device without authorization during the school day, the device will be confiscated. If the student and legal guardian 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.

A confiscated device may be picked up from the principal's office. IDEA reserves the right to charge an administrative fee not to exceed $15 before releasing a confiscated telecommunication device. Confiscated

telecommunication devices that are not retrieved by the student or legal guardian will be disposed of after the notice required by law.

IDEA will not be responsible for damage to or loss or theft of personal devices, including confiscated items.

Use of Campus Technology Resources

School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include IDEA's network systems and use of school equipment, is restricted to approved purposes only. All students must adhere to IDEA standards set forth in the Student Acceptable Use policy included in this handbook and Student Technology Device Use Agreement, linked below. Students and legal guardians will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding use of these school technology resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

- Technology Device User Agreement English
- Technology Device User Agreement Spanish

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child the "Before You Text: Sexting & Bullying Prevention, Education & Intervention Course," a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of IDEA's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

Additional Information

The following websites provide information and resources related to student technology and internet safety for students and their families.

- Student Technology at IDEA Public Schools: https://ideapublicschools.org/learningtech/
- Parent's Guide to Internet Safety from Texas School Safety Center: https://txssc.txstate.edu/tools/parent-safety/3-bhss/3-4-internet-safety

Change of Address or Telephone Number

Parents are responsible for notifying IDEA when a student's address or telephone number changes. A Legal guardian may submit changes to student's address or telephone number by providing their valid identification and proof of new residency to their campus.

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 legal guardian 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.

Legal guardians 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 legal guardian may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the legal guardian 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.

For the 2023-2024 school year, uniform requirements may vary by region. Your campus of enrollment will communicate any changes in the requirements.

IDEA Student Dress Code

Uniforms help our students to focus on academics, prevent disruption, avoid safety hazards, and provide a socially safe, secure, and stable school climate. The appearance of all students reflects the high standards and culture of our school.

Monday, Tuesday, Wednesday, and Thursday Uniform

- Khaki, black or navy bottoms (skirts, skorts, capris, shorts, or pants). Joggers or pants with elastic at the cuffs are not permitted. Skirts and shorts must be knee length. Shorts and pants may not be rolled up.
- IDEA logo polo shirt in designated grade-level color and purchased at a store on the uniform guide (Link). Uniform shirts must be tucked in, and sleeves may not be rolled up.
- The only sweaters, jackets, and sweatshirts that may be worn inside the classroom must be the official sweaters, jackets, and sweatshirts sold by one of the vendors listed in the uniform guide. All other sweaters, jackets, and sweatshirts may only be worn outside of the school building during cold weather and stored in their backpacks in class.
- During cool/cold weather, students may wear a long-sleeved black or white shirt under their IDEA logo polo shirt. Undershirts and polo shirts must be tucked in. Any undershirts worn must be black or white.
- Black belts must always be worn. Belts are not required for Kinder.
- Footwear: black athletic shoes, must be closed toe.

Friday Uniform

- Blue jean denim bottom (skirts, skorts, capris, shorts, or pants) with a spirit shirt (IDEA) or college shirt (the name of the college or university must be explicit) may be worn. Blue jean denim bottoms in colors other than blue and/or with holes or tears are not allowed.

- Students may wear their IDEA polo shirt with blue jean denim bottoms. Students may also wear a spirit shirt with their khakis, black or navy bottoms.
- If a student chooses not to wear a spirit or college shirt, they must wear their IDEA logo polo shirt.
- College sweatshirts are allowed, but hoods may not be worn on the head.
- Black belts must always be worn. Belts are not required for Kinder.
- Footwear: Black athletic shoes, must be closed toe.

Head Coverings

- Head coverings that honor religions and/or culture and hats or head coverings necessitated by a medical issue are permitted.
- All types of hand gloves and headgear (beanies, earmuffs, etc.) may be worn outside of school buildings during cold weather and stored in their backpacks in class.

Child Nutrition Program

The Child Nutrition Program (CNP) at IDEA Public Schools has qualified to participate in the Community Eligibility Provision (CEP) in State of Texas. This reduces burdens for both families and school administrators and helps ensure that students continue to receive nutritious meals. Through the CEP, we are able to provide free breakfast and lunch to all children, at qualified schools, and eliminate the collection of free and reduced meal (FARM) applications. This approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals. For more information on the Child Nutrition Program and to view menus, visit: https://ideapublicschools.org/parents/cnp/.

Transportation

IDEA makes school bus transportation available to all students served in the Rio Grande Valley, Houston, the Permian Basin, and select IDEA Austin schools. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the school website. For more information regarding transportation, visit https://ideapublicschools.org/parents/transportation or contact the Transportation Manager at your Campus.

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, backpacks, instrument cases, and other objects out of the aisle and rear exit door;
4. Not eat or drink while on the bus;
5. Not deface the vehicle or its equipment;
6. Not put head, hands, arms, legs, or an object out of any window; and 7. 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 not ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

IDEA requires parents to have kinder and elementary age up to third grade be escorted to and met at the bus stop after school by a responsible person. Parents/guardians, please remember to get out of your vehicles to meet your children at the designated bus stop locations. This will allow our drivers to confirm that you or the responsible party is receiving your children.

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.

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 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 legal guardians and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Student Code of Conduct will be posted at each IDEA campus and/or will be available for review at each Principal's office. Legal guardians 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 Student Code of Conduct 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 Student Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct. When students participate in student activities, they will also be expected to follow the guidelines that further specify the organization's expectations, student behavior, and consequences.

Authority and Jurisdiction

IDEA has disciplinary authority over a student:

1. During open lunch periods in which a student is allowed to leave campus;
2. During the regular school day and/or while the student is going to and from school on IDEA transportation;
3. 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;
4. 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;
5. For any school-related misconduct, regardless of time or location;
6. When criminal mischief is committed on or off IDEA property or at a school-related event;
7. When retaliation against a student, school employee, or volunteer occurs or is threatened, regardless of time or location;
8. When the student commits any felony, including those as provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location;
9. While a student is participating in any remote / virtual classroom or other period of online instruction provided by IDEA;
10. While the student is in attendance at any school-related event or activity, regardless of time or location; and
11. While the student is in transit to or from school or to or from school or school-related activities or events.

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 (this technique may be applied if the offense is related to school property damage).
- 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.
- Legal guardian-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 (this technique may be applied if the offense is bus or schooltransportation related).
- 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. Academic dishonesty (cheating or copying the work of another).
2. Being in an unauthorized area of school property.
3. Causing an individual to act through the use of threat or coercion.
4. Cheating or copying the work of another.
5. Computer system violations.
6. Directing profanity, vulgar language, or obscene gestures toward another student or school employee.
7. Discharging a fire extinguisher without valid cause.
8. Disobeying conduct rules regarding school transportation.
9. Disrespect of school staff or persons in authority.
10. Engaging in any conduct that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
11. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
12. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
13. Failing to comply with directives given by school personnel (insubordination).
14. Failing to report known hazing, harassment, or bullying of students.
15. Falsifying records, passes, or other school-related documents.
16. Gambling.
17. Inappropriate or indecent exposure of a student's private body parts.
18. Inappropriate public displays of affection (public displays of affection deemed inappropriate by public standards such as lewd or inappropriate kissing, touching, fondling, etc.).
19. Making false accusations or hoaxes regarding school safety.
20. Possessing aerosol canisters or any other object used to set off fire alarms.
21. Possessing pornographic material.
22. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.

23. 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.
24. 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.
25. Refusing to accept discipline management techniques assigned by a teacher or Principal.
26. Repeated tardiness.
27. Repeatedly violating communicated campus or classroom standards of conduct.
28. Throwing objects that can cause bodily injury or property damage.
29. 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. Behavior contracts or individualized behavior management plans.
4. Confiscation of cell phones or other electronic devices.
5. Grade reductions for academic dishonesty.
6. In-school suspension.
7. Out-of-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. 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.
2. Discriminatory, derogatory language or hate speech including racial slurs based on race/ethnicity, religion, gender, national origin, disability, age, sexual orientation or any other identities prohibited by law.
3. Bypassing Internet blocks on school computers or networks to enter unapproved sites.
4. Committing extortion, coercion, or blackmail (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 inappropriate verbal, physical, or sexual conduct directed toward another person, including an IDEA student, employee, or volunteer.
8. Failure to comply with conditions of after-school detention and/or in-school suspension placement.
9. False accusation of conduct that would constitute a misdemeanor or felony.
10. Fighting or arranging a fight. School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether

fists or weapons are used. Students who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
11. Forgery of school documents at school or otherwise.
12. Gambling.
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. Participating in "hazing".
15. Interference with school activities or discipline.
16. Leaving the classroom, school property, or school-sponsored events without permission.
17. Possessing, viewing, or distributing pictures, text messages, emails, or other material of a sexual nature in any format.
18. Possession of stolen property.
19. Refusing to allow or comply with a lawful student search.
20. Sexual harassment or sexual abuse that is not defined as a Level III offense.
21. Theft.
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. Trespassing on IDEA property.
24. Unruly, disruptive, or disruptive behavior that interferes with the teacher's ability to communicate effectively with students in the classroom.
25. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
26. Violating the IDEA medication policy.
27. Willful destruction of IDEA or personal property and/or vandalism.
28. Repetitive Level I Offenses – i.e., two or more Level I offenses within a semester, whether the same or any combination.
29. Involvement in a felony offense not listed in Title 5, Texas Penal Code, and IDEA is notified by police.

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 at IDEA's discretion.
2. In-school suspension for up to five days or out-of-school suspension for up to two days.

Level III Offenses:

1. Abusing over-the-counter drugs.
2. 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.
3. Aggravated assault.
4. Aggravated kidnapping.
5. Aggravated robbery.
6. Aggravated sexual assault.
7. Arson.
8. Burglary of a motor vehicle on campus.
9. Capital murder.
10. Commission of any felony offense listed under Title 5, Texas Penal Code.

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 schoolsponsored 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 offense.
    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." 15. Criminal attempt to commit murder or capital murder.
16. Criminal mischief.
17. Criminally negligent homicide.
18. Deliberate destruction or tampering with school computer data or networks.
19. Engaging in bullying and/or cyberbullying.
20. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
21. Engaging in conduct including the elements of assault.
22. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
23. Engaging in conduct including the elements of child abuse, sex trafficking, and other maltreatment of children, as those terms are defined in Texas Education Code 38.0041.
24. Engaging in conduct punishable as a felony.
25. 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.
26. 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.
27. Engaging in conduct relating to harassment of an IDEA employee, including but not limited to:
    a. Initiating communication and in the course of the communication making a comment, request, suggestion, or proposal that is obscene;
    b. Threatening, in a manner reasonably likely to alarm the person receiving the treat, to inflict bodily injury on the person or to commit a felony against the employee, a member of the employee's family or household, or the employee's property;
    c. Conveying, in a manner reasonably likely to alarm the employee receiving the report, a false report, which is known by the student to be false, that another person has suffered death or serious bodily injury; or
    d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

28. 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.
29. 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.
30. 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.
31. Engaging in conduct that contains the elements of retaliation against any IDEA employee or volunteer, whether on or off of school property.
32. Engaging in inappropriate or indecent exposure of private body parts.
33. Engaging in the electronic transmission of sexually explicit visual material that:
    a. Depicts any person engaging in sexual conduct; or
    b. Depicts a person's intimate parts exposed; or
    c. Depicts the covered genitals of a male person that are in a discernibly turgid state; and
    d. It is not sent at the request of or with the express consent of the recipient.
34. Engaging in online impersonation.
35. Failure to complete two or more scheduled in-school suspensions without a confirmed excuse.
36. Felony criminal mischief against school property, another student, or school staff.
37. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
38. Hazing.
39. Inappropriate sexual conduct.
40. Inciting violence against a student through group bullying.
41. Indecency with a child.
42. Possessing, accessing, distributing, or making available for viewing any visual material that visually depicts a child younger than 18 years of age who is engaging in sexual conduct.
43. Inhalant abuse.
44. Issuing a false fire alarm.
45. Manslaughter.
46. Murder.
47. Persistent Level I offenses (four or more Level I offenses committed in any one school year).
48. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
49. Possessing or selling look-alike drugs or attempting to pass items off as drugs or contraband.
50. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
51. 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.
52. Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug).
53. Possessing, selling, distributing, abusing, or being under the influence of alcohol.
54. Possessing, selling, distributing, abusing, or being under the influence of inhalants.
55. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
56. 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.
57. Possession or use of Prohibited Items, including but not limited to:
    a. A “look-alike” weapon (includes but is not limited to BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other 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 ecigarette device or accessory to a vapor product; or
l. Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

58. Possessing, using, or distributing tobacco-related paraphernalia, lighters, matches, tobacco-less cigarettes, and/or vapor products or accessories.
59. 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.
60. Public lewdness.
61. 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.
62. Required registration as a sex offender.
63. 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.
64. Sending or distributing sexually suggestive, nude, or partially nude photographs and/or sexually explicit message via text message, social media applications, or other methods of electronic delivery while at school, or while away from school if the conduct creates a substantial disruption to the school environment.
65. 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.
66. Setting or attempting to set a fire on school property.
67. Sexual abuse of a young child or children.
68. Sexual assault.
69. Stealing from students, staff, or IDEA.
70. Targeting another individual for bodily injury or harm, taking any action for the purpose of inflicting bodily harm on another, or taking any reckless (but not accidental) action from which bodily harm could result to another.
71. 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.
72. 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.
73. Using a cell phone or other electronic device to make an audio and/or video recording of another person in a restroom, locker room, changing room, or other similar area.
74. Vandalism or conduct constituting criminal mischief with respect to school facilities or property.
75. 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.

76. Violating the terms and conditions of a student behavior contract.
77. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37 (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.

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 suspension for five to ten days or out of school suspension for up to three days, unless the student has been recommended for expulsion.
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. Legal guardians 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 designated location on campus when they arrive to school at the beginning of the school day and will remain in ISS 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

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.

In addition to the Code of Conduct violations listed above that may result in suspension, the principal or designee has authority to suspend a student for a period of up to five school days for any of the following additional 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.

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.

Emergency Placement

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 an 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.

Removal from School Transportation

A student being transported by IDEA transportation to or from school or a school-sponsored or schoolrelated 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 Three Days

Prior to suspending a student (out-of-school suspension) for up to three 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.

If the Principal or designee determines the student's conduct warrants suspension during the school day for up to three days, the principal or designee will make reasonable efforts to notify the student's legal guardian that the student has been suspended before the student is sent home. The principal or designee will notify a suspended student's legal guardian of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the principal or designee.

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 Expulsion

When the Principal or designee determines that a student's conduct warrants expulsion, but prior to taking any such action, the principal or designee will provide the student's legal guardian 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 their legal guardian; 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 of the time and place for the hearing, and IDEA may hold the hearing regardless of whether the student, the student's parent or another adult representing the student attends. The principal or designee may audio record the hearing.

Within forty-eight hours or two school days, whichever is later, the principal or designee will notify the student and the student's legal guardian in writing of his or her decision as to whether the student's conduct warrants expulsion or some other disciplinary consequence and, if so, the decision shall specify:

1. The length of the 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 against the decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request an appeal 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 expulsion decision.

Appeal to Regional Executive Director or Regional Superintendent

The student or their legal guardian may appeal the decision of the principal or designee by notifying the Regional Executive Director or Regional Superintendent in writing within seven calendar days of receiving the principal or designee's decision. The Regional Executive Director, Regional Superintendent or designee will review the administrative record from the initial disciplinary hearing and conduct an appeal conference with the student or legal guardian within ten school days of receiving the appeal. The Regional Executive Director, Regional Superintendent or designee may audio record the appeal conference. The Regional Executive Director, Regional Superintendent or designee will notify the student and their legal guardian of the appeal decision, in writing, within five school days following the appeal conference.

Appeal to Superintendent

The student or their legal guardian may appeal the decision by the Regional Executive Director, Regional Superintendent or designee by notifying the Regional Executive Director, Regional Superintendent or designee in writing within seven calendar days of receiving the decision of the Regional Executive Director, Regional Superintendent or designee. The Regional Executive Director, Regional Superintendent or designee will provide the appeal and disciplinary administrative record to the Superintendent or designee. The Superintendent or designee will review the disciplinary administrative record and conduct an appeal conference with the student or legal guardian within ten school days of the appeal. The Superintendent or designee may audio record the appeal conference. The Superintendent or designee will notify the student and their legal guardian of the appeal decision, in writing, within five school days following the appeal conference.

Appeal to the Board of Directors

The student or their legal guardian may appeal the Superintendent or designee's decision to the IDEA Public Schools Board of Directors by notifying the Superintendent or designee in writing within seven calendar days of receiving the Superintendent or designee's decision. The student and/or their legal guardian will be informed of the date, time, and location of the meeting in which the disciplinary consequence will be reviewed. 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, Regional Superintendent, Superintendent, or designee during a regular or specially called meeting in closed session as permitted by the Texas Open Meetings Act.

The Board of Directors may, but is not required to, allow an opportunity for the student or legal guardian and the administration to each make a presentation and provide rebuttal and an opportunity for questions by the Board of Directors. The Board of Directors will consider the appeal and may request that the administration provide an explanation for the disciplinary decision.

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 expulsion to the Regional Executive Director, Regional Superintendent, Superintendent, or Board.

Except when required by law, students will not earn academic credit during a period of expulsion.

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.

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 a Manifestation Determination through ARD Committee or 504 Committee to determine if the incident is a manifestation of the disability or due to the school's failure to provide appropriate services. If the incident is related to the disability or due to failure to provide services, the committee must review the student's IEP or 504 plan to determine student support. If the incident is not deemed a manifestation, the student will be subject to the regular code of conduct. Once a student reaches 10 days of change in placement, a Manifestation Determination meeting must be held every time the student is out of placement. If the student commits an Expellable offence, the legal guardian may appeal the decision and the student may be placed in an interim placement for not more than 45 school days 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 current education setting in place at the time such appeal is noticed to IDEA, unless IDEA and the student's legal guardian 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 Texas 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 is 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 schoolsponsored 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 schoolsponsored 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 another 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 person, 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 references 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.

Other maltreatment means abuse as defined by Family Code 261.001, or neglect as defined by Family Code 261.001.

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, deviant 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 force is immediately necessary to protect himself or herself.

Sexual abuse means sexual conduct harmful to a child's mental, emotional, or physical welfare; or failure to make a reasonable effort to prevent sexual conduct harmful to a child.

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 another 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.

Trespassing means entering or remaining on the property of another (including IDEA's property) without effective consent of the owner, and the person (1) had notice that the entry was forbidden; or (2) received notice to depart but failed to do so. Trespassing may also include presence on an IDEA campus if expelled or suspended.

Trafficking includes any offenses against the person identified in Penal Code 20A.02.

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.

Vapor product means electronic cigarettes (e-cigarettes) or any other device that uses a mechanical heating element, battery, or electronic circuit to deliver vapor that may include nicotine to the individual inhaling from the device, or any substance used to fill or refill the device.

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.

INFORMATION FOR LEGAL GUARDIANS 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 legal guardian, 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 legal guardian returns from deployment.

Student or Legal Guardian Complaints and Concerns

IDEA values the opinions of its students and legal guardians, and the public it serves. Legal guardians 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 legal guardians 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.

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

The Superintendent or designee shall ensure that IDEA's complaint and grievance procedures are provided to all legal guardians and students. The complaint procedure will provide for any complaint or grievance to ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

For purposes of this policy, "days" shall mean calendar days and announcement of a decision in the student's or legal guardian's presence shall constitute communication of the decision.

Informal Conferences

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

If the legal guardian or student 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 Board of Directors 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 legal guardian and/or student, and the remedy sought. A legal guardian 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 legal guardian 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 – Principal Review

A legal guardian 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 legal guardian 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 – Superintendent Review

If the student or legal guardian is not satisfied with the Level One decision, or if no decision is provided, the student or legal guardian 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 and issue a written decision within seven days following the conference.

Level Three

If the student or legal guardian is not satisfied with the Level Two decision, or if no timely decision is provided, the student or legal guardian 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 Two decision or the response deadline if no decision is made. The student or legal guardian shall be informed of the date, time, and place of the hearing.

The Board of Directors will consider the appeal and may allow a presentation by the legal guardian or student and the school administration. The appeal will be limited to the issues and documents considered at Level Two.

IDEA will determine whether the appeal will be presented in an open or closed session in accordance with the Texas Open Meetings Act and other applicable law.

The Board of Directors may, but is not required to, allow an opportunity for the student or legal guardian and the administration to each make a presentation and provide rebuttal and an opportunity for questions by the Board of Directors.

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.

Additional Complaint Procedures

This legal guardian and student complaint process does not apply to all complaints:

1. Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation" in this Handbook.
2. Formal complaints alleging sexual harassment shall be submitted as described in "Freedom from Sexual Harassment" in this Handbook.
3. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Bullying" in this Handbook.
4. Complaints concerning loss of credit on the basis of attendance shall be submitted as described in "Attendance Needed Per Class for Credit" in this handbook.
5. Complaints concerning disciplinary long-term suspensions and/or expulsions shall be submitted as described in "Conferences, Hearings, and Appeals" under "Student Code of Conduct" in this handbook.
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 legal guardian 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 legal guardians 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 legal guardians 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 on 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@usada.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.

Notice of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment ("PPRA") requires that students may not be required to participate in certain surveys, analyses, or evaluations – funded in whole or in part by the U.S. Department of Education – that concern:

1. Critical appraisals of individuals with whom the student has a close family relationship;
2. Illegal, antisocial, self-incriminating or demeaning behavior;
3. 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.
4. Mental or psychological problems of the student or the student's family; 5. Political affiliations or beliefs of the student or the student's parent/guardian.
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Sexual behavior or attitudes.

Legal guardians may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation.

The PPRA also gives legal guardians 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 students 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 Legal Guardian and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act ("FERPA") affords legal guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education record within 45 days after the day IDEA receives a request for access.

Legal guardians or eligible students who wish to inspect their child's or their education records should submit to the principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the legal guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the legal guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Legal guardians or eligible students who wish to ask IDEA to amend their child's or their education record should write to the principal, clearly identify the part of the record they want changed and specify why it should be changed. If IDEA decides not to amend the record as requested by the legal guardian or eligible student, IDEA will notify the legal guardian or eligible student of the decision and of their right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the legal guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before IDEA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 volunteer, contractor, or consultant who, while not employed by IDEA, performs an institutional service or function for which IDEA would otherwise use its own employees and who is under the direct control of IDEA with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist;
- A legal guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or
- A legal guardian, student, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, IDEA discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by IDEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information Notice

FERPA, a federal law, requires that IDEA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, IDEA may disclose appropriately designated "directory information" without written consent, unless you have advised IDEA to the contrary in accordance with IDEA's procedures.

IDEA has designated three forms of directory information: (1) disclosure for school-related purposes; (2) disclosure to military or college recruiters; and (3) limited disclosure to law enforcement authorities.

Directory Information for School-Related Purposes

IDEA has designated the following categories of information as directory information for the purpose of disclosure for school-related 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;
- Photographs (including video images) and
- Weight and height of members of athletic teams.

School-related 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 (e.g., playbills or programs for events such as school plays, concerts, athletic events, graduation ceremonies, etc.).
- Publications (e.g., printing student names and pictures in newsletters and yearbook, etc.), including sharing directory information with companies who have a contractual relationship with IDEA, such as companies that manufacture class rings or publish yearbooks.
- Honor roll and other student recognition lists.
- Sharing directory information with companies who have a contractual relationship with IDEA and who perform services on IDEA's behalf.
- Marketing materials of IDEA (e.g., using directory information for print media, website or social media accounts operated by IDEA, videos, newspaper articles, etc.).

Directory Information Supplied to Military and College Recruiters (Secondary Students Only)

Two federal laws require IDEA to provide military recruiters or an institution of higher education, upon request, with access to the name, address, and telephone listing of each secondary student served by IDEA, unless legal guardians have advised IDEA that they do not want their student's information disclosed without their prior written consent.

Directory Information Supplied to Law Enforcement Officials and Authorities

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.

Guidelines for Release of Directory Information

IDEA shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-related 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 LEGAL GUARDIAN 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 LEGAL GUARDIAN AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Notice on Automatic College Admissions

IDEA will provide written notification of eligibility for automatic college admission under the Uniform Admission Policy to students before the 14th day after the last day of the fall semester. Districts are required to notify (1) each eligible senior, (2) each junior with a grade point average in the top ten percent, and (3) the student's parent or guardian.

Disclosure of Personally Identifiable Information (PII) without Consent

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the legal guardian or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the legal guardian or eligible student, § 99.32 of the FERPA regulations requires IDEA to record the disclosure. Legal guardians and eligible students have a right to inspect and review the record of disclosures.

IDEA may disclose PII from the education records of a student without obtaining prior written consent of the legal guardians or the eligible student:

- To other school officials, including teachers, within the educational agency or institution IDEA has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom IDEA has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of the FERPA regulations.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Texas Education Agency. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to the FERPA regulations.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
- To accrediting organizations to carry out their accrediting functions.
- To legal guardians of an eligible student if the student is dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- To appropriate officials in connection with a health or safety emergency, subject to the FERPA regulations.
- Information IDEA has designated as "directory information" if applicable requirements under the FERPA regulations are met.

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

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 legal guardians, 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 others when using electronic mail, while on social networking websites and/or 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 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

[1] "Communication Systems" include educational-related communications between and among IDEA and students by email, websites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

IDEA standards set forth in this policy at all times in order to maintain the privilege of using its technology resources.

Students and their legal guardians 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 technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. This software is not failsafe, 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 students 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, legal guardians 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 legal guardians 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. Legal guardians are also encouraged to report to IDEA any time a student accesses inappropriate material on a school-issued device or through the school's network IDEA shall take immediate steps to ensure such material is blocked from further view at school by its contentfiltering software. It is each student's responsibility to follow IDEA's guidelines for appropriate and responsible use of technology resources.

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.

Acceptable uses of IDEA's technology resources include, but are not limited to:

- Use of the Internet in the classroom must be directly related to school assignments and projects.
- Original creation and presentation of academic work.
- Students are responsible at all times for their use of IDEA's technology systems, and must assume personal responsibility to behave responsibly, even when technology provides freedom to do otherwise.
- Students must at all times use IDEA's technology resources, including email, wireless network access, and digital tools/resources to communicate only in ways that are kind and respectful.
- Students must immediately report threatening messages or discomforting Internet files/sites to a teacher.
- Students must only open, view, modify, and delete their own computer files.
- Students will be assigned individual network and email accounts and must use only those accounts and passwords they have been granted permission by IDEA. All account activity should be for educational purposes only.

Inappropriate Use of Technology Resources

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:

- Attempting unauthorized access, or "hacking," of IDEA computers or networks, or any attempts to bypass Internet content-filtering software used by IDEA.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student's host.
- 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.
- Engaging in any conduct potentially constituting "cyberbullying," which means bullying done through the use of any electronic communication device, including 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. Examples of cyberbullying include, but are not limited to:

- Creating a social networking site or web page that masquerades as another person's personal site and using it to embarrass the other person.
- Making it appear that a person is posting malicious comments about a friend to isolate the person from his or her friends.
- Posting a person's personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.
- Posting abusive comments on someone's social networking site. ○ Recording and distributing media with the intent to manipulate or embarrass others. ○ Sending abusive comments while playing interactive games.
- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Sending, posting, or sharing negative, harmful, false, or mean content about someone else. ○ Sending, posting, or sharing statements encouraging another person to commit self-harm.

- 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.
- Engaging in sexual harassment or using language of a sexual or otherwise objectionable nature (e.g., racist, terroristic, abusive, threatening, demeaning, slanderous) in public or private messages.
- Exporting software, technical information, encryption software or technology in violation of international or regional export control logs.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto IDEA equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other user and/or the host service (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach, or administrator.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use policy and Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- 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.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting."
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of IDEA's computers, networks, printers, user files, or other associate peripherals.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which IDEA or the end user does not have an active license.
- 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.
- 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.

- 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.
- Using any IDEA technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any IDEA technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- 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 obscene or profane language on any IDEA technology resource, to include posting such language on any website or software used by IDEA.
- Using technology for plagiarism or otherwise representing the work of others as the student's own.
- Using USB, bootable CDs, or other devices to alter the function of any IDEA technology equipment, network or software.
- Vandalizing, tampering, or accessing without permission the equipment, programs, files, software, system performance, or other technology belonging to Life School or someone other than the student.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of "pirated" or other software products.

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

Personal Electronic Devices

Personal wireless and mobile devices may be provided filtered access to the Internet as well as access to any web-based student applications (e.g., Discovery Education Streaming, Moodle) that would normally be accessible to students from home. IDEA is not responsible for the loss or theft of any personal electronic devices, or for damage, or unauthorized access to the device nor the data that resides therein. Students and legal guardians assume any and all risks associated with bringing a personal electronic device to a campus or school-related event. In addition:

- All students with personal electronic devices being used for instructional or other school business must use IDEA's wireless network, which is filtered according to federal guidelines for Internet access in public schools.
- If a student uses a personal electronic device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Policy and the Student Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.
- Personal electronic communications such as e-mail, instant messaging, chat, blogs, etc., are prohibited at school unless the teacher and/or administrator has approved the use of an application for educational purposes.
- Personal electronic devices are never to be plugged into the wired network (i.e., computers, wall jacks, other school equipment, etc.).
- School officials may power on and search a student's device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation and if a student and legal guardian have signed a form authorizing the student to possess the device at school.
- Sound on personal wireless and mobile devices must be turned off when it is being used as part of a class.
- Student selection of appropriate, tasteful screensavers and wallpaper is expected.

- Teachers will establish standards for personal electronic devices used in their respective classrooms; however, it is IDEA's policy that students are not allowed to access the Internet unless supervised by a teacher or staff member.
- The student must take full responsibility for configuring and maintaining their personal electronic devices. IDEA will not provide technical support for these devices.
- When personal electronic devices are not in the student's possession, the student must secure them. IDEA will not store, nor will it accept responsibility for storing, any student's personal electronic device on school grounds. Personal electronic devices must go home with students daily.

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.

Security Resources

IDEA will provide information to students concerning:

- Access by minors to inappropriate matter on the Internet.
- Appropriate online behavior, including interacting with others on social networking websites and chatrooms, and cyberbullying awareness and response.
- Measures designed to restrict minors' access to materials harmful to minors.
- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
- Unauthorized access, including "hacking," and other unlawful activities by minors online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

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 legal guardians 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 for Violations of the Policy

Violation of IDEA's policies and procedures concerning acceptable use of technology resources 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:

- Any disciplinary consequence, including suspension or expulsion, as allowed under the Student Code of Conduct and deemed appropriate by IDEA.
- Denial, revocation, or suspension of a user's access to IDEA's technology resources, with or without cause or notice.

- Referral to law enforcement authorities.
- Termination of a system user account.

Violations of law may also result in referral to law enforcement authorities, as well as disciplinary action by IDEA. IDEA will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

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. FERPA 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 prescribed 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 form for each student.

PLEASE CIRCLE YES OR NO

For all students:

YES	NO	I give permission for my student's directory information to be used for school-related purposes.
YES	NO	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.
YES	NO	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.
YES	NO	I give permission for my student's name, address, and telephone number to be provided upon request by law enforcement officials and authorities

For secondary students only:

YES	NO	I give permission to release my student's directory information to institutions of higher education.
YES	NO	I give permission to release my student's directory information to military recruiters.

PRINT Student's Full Legal Name

Student's Date of Birth

PRINT Legal Guardian Full Legal Name
Eligible Student Full Name

Legal Guardian Signature or
or Eligible Student Signature

Date

Homeroom: _____

IDEA Public Schools

Use of Student Work in School Publications

Occasionally, IDEA Public Schools wishes to display or publish a student's name and photo along with 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), on social media accounts operated by IDEA Public Schools, and in school publications. IDEA Public Schools agrees to use these student projects in this manner.

Legal guardians: Please circle one of the choices below:

I, legal guardian 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.

Legal Guardian Signature: _____

Date: _____

Homeroom: _____

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 legal guardian must also read and sign this agreement.)

As the legal 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.

_____
Legal Guardian Name

_____ _____
Legal Guardian Signature Date

Homeroom: _____

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 legal guardian, or other adult person having the authority of a legal guardian 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 the 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.

_____ _____

(Printed Name of Student) (Student Signature)

_____ _____

(Legal Guardian Signature) Date

Homeroom: _____

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: _____

Legal Guardian's Name: _____

Legal Guardian Signature: _____

Date: _____

Homeroom: _____

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 Legal Guardian: _____

Homeroom Teacher: _____

Date: _____