

Cedars International Next Generation High  
School Highland Campus

# Campus Handbook

2017-2018

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## **Introduction**

Campus rules of conduct and discipline, maintained in the campus student handbook are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. Each student is expected to respect the rights and privileges of other students, teachers, and District staff. All teachers, administrators, and other District personnel are expected to respect the rights and privileges of students.

Campus handbooks are intended to augment the District Student Handbook and District Code of Conduct. In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, policy and/or the Student Code of Conduct shall prevail.

## **About Our School**

<p><b>Mission Statement</b></p> <p>Cedars Academy Next Generation High School Highland Campus teachers and staff are committed to providing all students with rigorous learning and personalized relationships to ensure their success as responsible, globally-conscious citizens.</p>	<p><b>Core Values</b></p> <p><b>Respect:</b> Honoring the value of yourself, another person or an object through your words, actions and attitude</p> <p><b>Integrity:</b> Being honest, just and ethical in your words and actions</p> <p><b>Responsibility:</b> Holding yourself and others accountable for completing tasks, following directions, and upholding Manor New Tech culture</p> <p><b>Perseverance:</b> Doing your best to complete the task at hand regardless of obstacles or difficulty</p> <p><b>Trust:</b> Believing in yourself and others to do the right thing</p>
<p><b>Vision Statement</b></p> <p>The goal of Cedars Academy Next Generation High School Highland Campus is to prepare students to excel in an information-based and technologically-advanced society. We are committed to leading educational reform and our instructional program encourages students to learn through collaboration with peers, businesses, and the community. Students develop problem-solving skills, interpersonal skills, and the resiliency they need to succeed in a rapidly changing and competitive world.</p>	

**Project-Based Learning**

Our curriculum brings together the strength of modern technology, community partnerships, problem-solving, interdisciplinary instruction, and global perspectives in a student-centered, collaborative, project-based community.

**The Four Pillars**

**Project-Based Learning** is our primary mode of instruction.

Technology is used as an **Invisible Tool**.

**Student Expectations** are set high for all who attend our school.

**Positive School Culture** is essential for the success of all stakeholders.

## **21<sup>st</sup> Century Learning Outcomes**

**Written Communication:** The ability to effectively communicate knowledge and thinking through writing by organizing and structuring ideas and using discipline appropriate language and conventions

**Oral Communication:** The ability to communicate knowledge and thinking through effective oral presentation

**Collaboration:** The ability to be a productive member of diverse teams through strong interpersonal communication, a commitment to shared success, leadership, and initiative.

**Knowledge & Thinking:** The ability to reason, problem-solve, develop sound arguments or decisions, and create new ideas by using appropriate sources and applying the knowledge and skills of a discipline.

**Agency:** The ability to develop a Growth Mindset and take ownership over one's own learning.

## Academics

### Curriculum

Project-Based Learning is the primary mode of instruction at Cedars Academy Next Generation High School Highland Campus. We offer a variety of courses for 8th grade and high school credit courses designed to prepare students to take Advanced Placement (AP) exams, as well as courses for college credit through our Dual-Credit agreement with Austin Community College. Our campus has a strong focus on Science, Technology, Engineering, Art and Math.

### Graduation Pathways

The Class of 2018 and beyond will follow new graduation requirements that are aligned with House Bill 5 of the 83rd Texas Legislature. The requirements are outlined in the Texas Administrative Code Title 19, Chapter 74, Subchapter B, Sections 74.12 and 74.13. All students in these graduating classes will be expected to earn the Foundation High School Program diploma, as well as at least one Endorsement through a graduation pathway listed in the table below.

<b>STEM Endorsement</b>			<b>Business &amp; Industry Endorsement</b>	
Computer Science	Engineering & Robotics	STEM Research	Audio/Video Production	Graphic Design & Illustration

<b>Public Service</b>	<b>Arts &amp; Humanities</b>	<b>Multidisciplinary Studies</b>
To be determined	Art I, II, III & IV	One elective class from each of the other pathways

## **Dual Credit and College Certification**

Student Responsibility for the Cedars International Free Tuition and Book Program.

A student is eligible for the Cedars International Free Tuition and Book Program automatically the first time a student enrolls in an ACC dual credit class or an ACC certification class. The student will remain eligible in the Cedars International Free Tuition and Book Program each semester while enrolled in Cedars Academy Next Generation High School Highland Campus as long as a student maintains a final passing grade of a C or above for every class attempted at the end of each semester.

If a student falls below a C for a final grade in any class attempted at the end of a semester the student will be withdrawn from the Cedars International Free Tuition and Book Program and would have to purchase their own books and all classes attempted the next semester they enroll in ACC classes. If student passes all of their attempted classes with a final grade of a C or above the following semester they enroll in ACC classes the Cedars International Free Tuition and Book Program would be reinstated for as long as the student remains eligible with no final grades below a grade of a C.

If a student withdraws from an ACC class at anytime and gets a partial refund the student would be required to pay that difference between the initial tuition minus the refunded amount for the next class the following semester they attempt classes. However, if a student receives no refund for withdrawing the student would be removed from the Cedars International Free Tuition and Book Program until the student passes all of their attempted classes with a final grade of a C or above the following semester they enroll in ACC classes.

Example: If a student withdraws from a class and receives an 80% refund the student would be required to pay 20% the following semester on any and all attempted classes and so on. However, if the student loses the entire tuition after withdrawing they would be removed from the Cedars International Free Tuition and Book Program until the student passes all of their attempted classes with a final grade of a C or above the following semester they enroll in ACC classes.

## **Intervention & Clubs**

Students at Cedars Academy Next Generation High School Highland Campus have a variety of clubs that students can join that meet after school for 1 hour. Students can start new clubs with the approval from the principal and with a teacher volunteering to sponsor the club.

Students can make arrangements with teachers before or after school to get additional help if they need it. In addition to before and after school, CINGHS has 90 minutes for Student Directed Learning Time- this is a time for students to meet with group members to work on projects, attend workshops with teachers, practice presentations or work independently. We offer this so that students begin to prioritize their work and work on what they need to at that time.

Students that do not meet the passing criteria on benchmarks given in January and February will be required to attend tutorials after school up until the State Assessments (STAAR, EOC) are given.

### **Grading Procedures for 8th Grade Students**

1. Unlike the 9th- 12th grade; 8th grade students have a 2 semester schedule. The end of the year grade will be the average of the 2 semesters. Students must pass their classes as well as the STAAR test to be promoted to the 9th grade.
2. Teachers have the autonomy to set the weights for the different learning outcomes in echo for each of their classes. An overall grade in each class is based upon content knowledge, collaboration, communication, agency and knowledge and thinking.
3. Each learning outcome is assessed at least 3 times per six weeks grading period. This is to give the students a fair distribution of grades per learning outcome.
4. Grades are to be updated every week by Tuesday morning so that students and parents can have an accurate and up-to-date grade calculation.
5. If a student is failing at progress report or at the end of a six weeks grading period, parents will be notified.

### **Grading Procedures for 9th - 12th Grade Students**

6. In calculating trimester grades, each six week grade is worth 42.5% of the trimester grade (which adds up to 85%), and trimester final exams are worth 15% of the trimester grade.
7. Teachers have the autonomy to set the weights for the different learning outcomes in echo for each of their classes.
8. Each learning outcome is assessed at least 3 times per six weeks grading period. This is to give the students a fair distribution of grades per learning outcome.
9. Grades are to be updated every week by Tuesday morning so that students and parents can have an accurate and up-to-date grade calculation.
10. If a student is failing at progress report or at the end of a six weeks grading period, parents will be notified.

## **Echo**

Echo is the online Learning Management System from the New Tech Network that integrates gradebook, lessons, activities and Google Docs. Students will be given a username and password for Echo so that they can view their projects, assignments, grades as well as communicate with peers and teachers. Parents may use their student's information to login to Echo or they can request their own password to access their student's account by emailing the Tech Director, Mr. Les Simpson [lsimpson@cedars-academy.org](mailto:lsimpson@cedars-academy.org)

**Use the following links to explore information about echo:**

Staff Quick Start Guide: <http://echosupport.newtechnetwork.org/entries/25948883-Staff-Quick-Start-for-Echo>

Echo Knowledge Base: <http://echosupport.newtechnetwork.org/categories/20068113-Echo-Documentation>

## **Discipline**

Campus rules of conduct and discipline are established in the district Student Handbook. The following are campus-specific aspects of disciplinary management.

### **Teacher Documentation Process**

For mild & moderate behavior offenses, staff are expected to use the following process:

1. Verbal Warning will be given to the student.
2. Behavior Report will be given to the student and logged via echo.
3. Behavior Report will be given via echo, & Parent Contact will be made.
4. Behavior Report will be given via echo, & the student is sent to the Front Office.

### **Circle Time & Opportunities for Personal Growth**

Once a student is sent to the Front Office, depending on the nature and severity of the disciplinary issue, students and parents/guardians may be given the option to either accept the consequences set forth by the Principal, or may opt to resolve the matter by addressing all staff and students of the school during Circle Time in a restorative justice practice we call an “Opportunity for Personal Growth.” The student will explain why he or she came to the school, how he or she violated our school’s culture, and what he or she will do differently to prevent this from happening again. At that point, the rest of our learning community will be asked whether they accept the student addressing the school back into our community, and if one person objects with valid reason, then the matter will be referenced back to the principal for further action.

## **School Hours**

Monday start time is 9:30 A.M.- End time 4:05 P.M.

Tuesday- Friday start time is 8:40- End time 4:05 P.M.

## **Attendance Requirements**

A child between 6 and 18, depending upon his/her birthday, and any child who is enrolled in Kindergarten, is required to attend school and any school-required tutorial sessions.

Absences from school can interfere with a child’s learning and can be very expensive for the local taxpayer. The school receives state funds based on Average Daily Attendance (ADA), and the State mandates that the school enforce attendance laws. School employees investigate and report violations (TEC 21.021). To receive credit for a class, students must attend more than 90%

of the instruction days. The only valid reasons for absences are illness of the student, serious illness or death in the immediate family, and serious emergencies.

Students must bring a signed note from their parent / guardian with an explanation for any absence. This note is to be given to the office staff. Absences longer than 3 days require a physician's release for re-admittance. Students who miss more than 10 days of school or class within a six-month period may be referred to the principal to determine whether the absences are excused or how the student can regain credit.

A student may be retained in the current grade if s/he has missed 18 or more school days and his/her success in the next grade is considered jeopardized.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately NOT attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school 10 or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.
- For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.
- If a student over the age of 12 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

What if I check my child out early?

Checking your child out of school before 4:05pm counts as a "Leave Early" entrance on your child's truancy record. It is considered unexcused unless a medical note is provided from a doctor or dentist stating your child had a medical appointment during a time period that warranted leaving early.

Unexcused "Leave Early" entries are considered missing part of a school day and count towards the 10 unexcused absences that triggers a filing.

Excused Absences: Cedars accepts the following as extenuating circumstances and, therefore, excused absences:

1. Personal illness, family illness/death, quarantine, dangerous weather/road conditions or any other unusual cause acceptable to the principal or teacher.
2. Days of suspension. (For grades taken during a suspension an academic penalty of no more than 20% of the grade may be imposed.)
3. Observance of religious holidays, holy days, including travel for that purpose.
4. Required screening, diagnosis, and treatment for Medicaid-eligible students.
5. An extracurricular activity or public performance as approved by the teacher or principal.
6. A juvenile court proceeding documented by a probation officer.
7. An absence required by state or local welfare workers.

8. Documented health appointments, such as doctor or dental appointments, if the student begins or returns to school on the same day as the appointment.
9. Family emergencies or unforeseen or unavoidable instances requiring immediate attention.

### **Unexcused Absences**

Absences for reasons other than those listed may be considered unexcused. No make-up work for full credit shall be allowed for unexcused absences unless authorized by the teacher and/or principal.

### **Attendance Letters**

Letters will be sent to parents once a student has reached 3 unexcused absences and again at 7 unexcused absences. The letters serve as a reminder of state law and a warning that charges will be filed once a student gets 10 unexcused absences. Remember, non-medical tardies and “leave early” entries count as unexcused absences as the students are missing a part of the school day.

### **Parent’s Note After an Absence**

When a student must be absent from school, the Parent/Guardian has three (3) days from the date the student returns to school to send a signed note describing the reason for absence. When a student is absent for personal illness for three (3) or more consecutive days, the student shall present a statement from a physical or health clinic verifying the illness or other condition.

All notes, regardless of the type, must be presented to the campus attendance clerk upon the student’s return to school.

### **Doctor’s note after an absence for illness**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance clerk may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

### **Saturday School**

Saturday school will be held on campus for all students that have excessive absences and tardies. Saturday school will be mandatory for aforementioned students. Information will be provided to the parent prior to the scheduled day. Students will be required to complete assignments while in Saturday School.

## **Truancy**

Truancy is an unexcused absence with no opportunity to make up the work for credit. Consequences for truancy may include after-school detention, additional make-up homework, or other disciplinary measures.

## **Release of Students**

Students shall not be released from school at times other than regular dismissal hours, except with office approval and according to school sign-out procedures. A student who needs to leave school during school hours must be signed out in the office by a designated adult.

A student will not be released on a regular basis before the end of the instructional day. For the safety of the student, a student will only be released to people who have been designated by the parents/guardians as authorized to pick up that child. If a person is unfamiliar to the school staff, a picture I.D. will be required before the child is released to that person.

## **Withdrawal from School**

A parent/guardian wishing to withdraw a student from school must contact the office at least 2 days before the student's last day so that records and documents may be prepared.

## **Drop-Off**

The building will be open to students with staff members present at 8:00 A.M. Tuesday- Friday and at 8:45 AM on Mondays. Should students arrive earlier than those times listed, they may wait outside until a staff member arrives to open the building. **Students will not be aloud to get food from the cafe nor sit and eat 5 mins before the first class period.**

## **Pick- Up**

A student who has not been picked up by 4:50 will be asked to wait for their ride home in the Foyer of the building where it is air conditioned and locked from the outside for safety. Students will be permitted to drive to school if they have a valid Texas Driver's License and proof of insurance.

## **Tardies**

A student is considered tardy when they enter a classroom after the start time of the class. If a student arrives to school late they must check in with the front office first. If a student is late to a class because they stayed behind to continue working in another class, the student must present the teacher of the current class with a pass from the teacher they stayed behind with. A student's

report card will reflect the amount of times a student has been marked tardy. If a student is continually late to class(es) parents will be contacted for a conference.

## **Health & Safety**

Student safety on school grounds and at school-related activities is a high priority at Cedars. We have implemented policies and committed resources with safety in mind. However, Cedars can address only part of the challenge; the essential remaining part is the cooperation of the students including: avoiding behavior that puts students or others at risk physically or emotionally following the Code of Conduct and any additional rules for behavior set by the school or teachers promptly following instructions of teachers or other school staff promptly reporting safety hazards, including intruders on campus following emergency evacuation signals and procedures. An accident report will be sent home to be signed by a parent/adult when an injury occurs at school.

Front Door: An automatic locking front door is installed. The door will be open from 8:15 to 8:45 a.m. and from 4:00 to 4:30 p.m. Starting at 8:45 visitors will need to buzz the school secretary to be allowed in. The buzzer is located to the right of the door. Please keep in mind that the front office is closed at 4:30 and the front door will be locked.

## **Medication Policy**

For students who need to have medications during a school day, the parent/guardian must complete a Medical Release form (available in the front office). All medicines will be kept in the school office and can only be administered by a staff member and only when accompanied by a Medical Release form. However, students may now self-administer prescription asthma, and/or seizure medication provided the student's parent/guardian and physician have provided written documentation indicating such. In addition the medication must be in a container that is properly labeled.

## **Immunizations**

In accordance with standards required by the Texas Department of Health the following immunizations are necessary:

- Polio: 4 doses (However, 3 doses meets the requirement if the 3<sup>rd</sup> dose was received on or after the 4<sup>th</sup> birthday.)
- Diphtheria, Tetanus, Pertussis (DTP/DTaP/DT): For K-6<sup>th</sup> grade, 5 doses; 1 dose must have been received on or after 4<sup>th</sup> birthday. However, 4 doses meet the requirement if the 4<sup>th</sup> dose was received on or after the 4<sup>th</sup> birthday. For students aged 7 years and older, 3

doses meet the requirement if 1 dose was received on or after the 4<sup>th</sup> birthday. For 7<sup>th</sup> grade, 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8<sup>th</sup> grade, 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.

- Measles, Mumps, Rubella vaccines (MMR): For K-6<sup>th</sup> grade, 2 doses of MMR are required. For 7<sup>th</sup> grade, 2 doses of measles and 1 dose each of rubella and mumps vaccine are required. (The 1<sup>st</sup> dose of MMR must be received on or after the 1<sup>st</sup> birthday)
- Hepatitis A (HepA): 2 doses are required. The 1<sup>st</sup> dose of hepatitis A must be received on or after the 1<sup>st</sup> birthday. A child will not be considered delinquent in this series until 18 months have elapsed since receiving the 1<sup>st</sup> dose.
- Hepatitis B (HepB): 3 doses are required. For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine was received.
- Varicella: 2 doses required. The 1<sup>st</sup> dose of varicella must be received on or after the 1<sup>st</sup> birthday.
- Meningococcal – For 7<sup>th</sup> grade, 1 dose of meningococcal vaccine is required upon enrollment. For student 11-12 years of age entering 7<sup>th</sup> grade, 1 dose of meningococcal vaccine is required.

### **Exemptions**

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and wellbeing of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and childcare facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. 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.

### **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on

schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

### **Head Lice**

Head lice are one of the nuisances that parents of students occasionally find themselves dealing with. Cedars International Academy follows the Department of State Health Services recommendations. Individual head checks are performed on an as needed basis. Mass screenings will not be conducted. Parents are encouraged to periodically check their child's head for lice. When live lice are discovered at school the parent or guardian will be contacted to pick up and treat their student as soon as possible. Students will be allowed to return to school after one (1) treatment. One (1) day of absence will be excused to allow for treatment. When returning to school the nurse must see the student before they attend classes. See the school nurse or visit <http://www.dshs.tx.us/schoolhealth/lice.shtm> for additional information.

### **School Meals**

Cedars Academy participates in the National School Meals Program and offers free and reduced-price meals based on a student's financial need. Information on the meal program is available in the cafeteria office and participation is confidential. Applications must be completed annually. Breakfast and lunch are provided daily and meal prices may be adjusted each year.

#### **Prices for the 2017-18 school year are as follows:**

**Breakfast:** Free for all students at Cedars; Adult \$2.25

**Lunch:** Student Full \$2.60; Reduced \$.40; Adult \$3.25

**Snacks:** Prices Vary

**Lunch Times:****Monday**

A lunch 11:38- 12:08

B lunch 12:25- 12:55

**Tuesday- Friday**

A lunch 11:26- 11:56

B lunch 12:48- 1:15

Breakfast will not be served after 9:10 A.M. on Monday & 8:35 A.M. Tuesday- Friday.

**Payment:** Money for meals should be sent with the student and only cash or money orders will be accepted. If parents are purchasing and eating a lunch in the cafe, they must let cafeteria staff know.

Snacks may be bought until 5 minutes before the end of a student's lunch period.

**Cafeteria Conduct**

Students are expected to conduct themselves appropriately while in the cafe. Students are to clean up after themselves and dispose of any and all trash in provided bins. As a health precaution, students may not share food.

**Behavior Expectations in the Cafeteria**

- Respect other students and adults.
- Use appropriate table manners.
- Use quiet, inside voices and talk only to those near you.
- Remain seated.
- Do not share food or drinks.
- Ask permission to use the restroom.
- Please clean up your area upon dismissal from your table.

Students will be required to remain on campus during lunch hours unless a parent signs them out and picks them up. The campus is currently a closed campus during lunch at this time. Parents can drop off lunch items to the front office for students to pick up at lunch time. We ask that parents refrain from bringing food for other students as there are health risks associated with food allergies.

## **Bullying & Harassment**

Cedars Academy Next Generation High School Highland Campus takes issues regarding bullying and harassment very seriously. Our school will investigate and take action to resolve bullying and harassment situations. If a staff member is informed of or suspects that bullying or harassment is taking place, the expectation is that administration will be informed of the matter as soon as possible to resolve the situation.

## **Entrance Requirements**

**Age & Grade Level:** State law requires schools to have proof of the date of birth when a student enrolls in a Texas public school for the first time. To enroll in Kindergarten, a child must be 5 years old on or before September 1; to enroll in first grade, a child must be 6 years old on or before September 1.

In an effort to provide quality and appropriate education for all students, Cedars will place entering students at the grade level their previous school recommends. Please register your child for the grade s/he would be entering at his/her previous school. Children thrive when they feel successful, but may feel like failures when they are overwhelmed by a curriculum that is too challenging.

If the student's family has concerns about this grade placement, an assessment will be given in the child's first 2 weeks to determine the most appropriate grade placement. Grade placements will be based on our assessments and made to serve the best interest of the child.

In the case that Cedars is not informed of the recommendation for retention at the previous school, and the student is enrolled in the next grade, we reserve the right to honor the previous school's decision and the student will move back to the recommended grade.

## **Enrollment**

Enrollment packets are available at the office or online for returning students and new students in English and Spanish at [www.cedars-academy.org](http://www.cedars-academy.org).

We are encouraging parents to fill out the packet online. However, parents can come to the office any time during regular school hours if they are unable to make it on one of the special enrollment days. See the district website for Enrollment dates.

1. Students are chosen by a blind lottery
2. Any child not chosen will be placed on a wait list according to selection.
3. You must fill out the enrollment packets within 1 week of notification that your child was selected.
4. If you enroll after the lottery has been held your child (ren) name(s) will be placed on a waiting list in order received after those students who were not chosen. Placement will be

made in order of the waiting list.

5. At the end of the year the waiting list will be destroyed.
6. If you wish to be considered for a future year you are welcome to submit your information to the office. The office will notify you when the open enrollment period begins.

## **Dress Code**

Students should show up to school in appropriate school attire. Cedars International Next Generation High School does not require students to wear a uniform. The following attire is not appropriate for male or female students to wear to school:

1. Shorts or skirts that do not meet the finger-tips when arms are down at the side
2. Long trench coats
3. Bandanas
4. Sleeveless shirts
5. Low cut necklines
6. Shirts that are open or low in the back
7. Gang paraphernalia
8. Clothing or personal items that promote or display text, images or innuendos of weapons, tobacco, drugs, sex, alcohol or profanity
9. \*Pajamas and or house shoes
10. \*Halloween costumes

\* (unless it is sanctioned by the principal for a school event)

It will be the responsibility of all staff to consistently enforce the dress code. All manner of dress and appearance that disrupts the learning environment and/or promotes inappropriate image are prohibited. Administration maintains the authority to make the final decision regarding students dress. Students may be asked to change clothes if they have them, call a parent to bring them a change of clothes or students might be given a jacket or t-shirt to change into from the front office if they are available.

## **School Visitors**

Parents and other visitors are welcome at Cedars International Academy.

For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school office where he or she will be given a visitor's badge to wear while on campus. When checking into the front office, you will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts of individuals that may jeopardize the safety of the campus.

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

Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Field Trips**

Students may be given field trip opportunities and should be in good academic standing and without severe discipline issues.

All willing parties interested in chaperoning a field trip will be required to complete a background check. This is an added safety measure to protect the children. Information must be submitted to the teachers and the teachers will notify the parents if they are accepted.

### **Parent Involvement**

We invite parents, families, and community members to become involved in our school. At least twenty volunteer hours are strongly encouraged for all Cedars families. If you know in advance that you will not meet the 20 hours of optional volunteer time, you can donate \$50 to the Parent Involvement Committee for the year. This will cover extracurricular activities and additional supplies for your child. The following guidelines are as follows:

#### **Volunteer Hours**

1. Sign-in in the front office every time you volunteer and/or donate items
2. If you are not able to meet your optional 20 hours, you may donate \$50 in cash or money order to the front office for PIC.

#### **Ways to Volunteer**

1. Assist a teacher by attending project presentations
2. Attending scheduled Parent Involvement Committee meetings (see website for dates and times)
3. Donate class materials if the teachers has requests
4. Chaperone on field trips (background check must be approved prior to field trip)
5. Prepare materials for a teacher or the school
6. Assist with school-wide events like the Advisory Olympics or Spring International Festival
7. Help teachers connect with business partners that are willing to be panelists for presentations

There is a “Volunteer Sign-In” available in the front office where you can enter your name, the date, and the amount of time you have volunteered. It is your responsibility to log your hours.

As a parent of Cedars, you have the right to review Federal programs, ensure teachers are highly qualified and enter into a compact with the school.

## **Parent Involvement Committee**

Cedars International Next Generation High School Parent Involvement Committee is a non-profit group comprised of parents, teachers, and staff dedicated to improving the educational experience of all children at Cedars International High School. The PIC works closely with administration to meet the goal of increasing parental and family involvement within the school.

Cedars International Next Generation High School believes that parent involvement is an essential component of having a successful school environment. We strongly encourage all parents and faculty to be a part of PIC. PIC is a great way to show your support for your child and to ensure he/she receives the best education possible. The meetings schedule will be posted on the school website or you can call the front office and ask for the dates and times.

### **Governance**

The school has two governing bodies. The School Board and the Governance Council.

The Governance Council acts as the voice of the campus community and provides recommendations to the School Board via the Superintendent and Board Liaison. It also provides vision and input for the daily operations of the school and sustains community wide relations.

The School Board, among other things, enters into legal contracts, determines policies based on input from the governance, makes hiring decisions, and oversees proper fiduciary management.

Each grade level has a representative on the Governance Council. Please make the effort to meet your representative.

### **Distribution of Materials**

All materials intended for distribution to students must be submitted to the principal for review and approval.

### **Distribution of Non-School Literature**

All non-school literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the Superintendent or designee for prior review as per policy GKDA. Please contact the principal or superintendent for further information.

### **Cell Phones**

Cell phones MAY be in a student's possession during school hours for educational purposes. Cell phones that are used inappropriately or for dishonest purposes will be confiscated. The cell phone will be returned to the student at the end of the school day and a parent will be contacted.

## **Toys, Pets, Etc...**

Because of liability issues, it is necessary for Cedars to discourage students from bringing pets to school. Items, such as skateboards, toy guns or other items deemed inappropriate that are brought to school will be kept in the office until after school.

Items that are brought to school in order to share them with the class should be within the guidelines set by the individual teacher.

## **Technology**

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. **(Technology Policy- See Appendix)**

## **Celebrations**

Celebrations are occasionally scheduled in classrooms or school wide, it is a school or class decision whether a party will reflect the theme of an upcoming holiday.

If religious beliefs conflict with a student's attending or participating in aspects of a celebration, parents may notify the teacher in writing and special arrangements can be made. Please make sure early in the year that your student's teacher is aware of which school-sponsored celebrations or activities your child should not take part in.

## **Prayer**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the academic instruction or other activities in school. The school and students will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **Student Code of Conduct 2017 - 2018**

As required by state law, Cedars International Academy has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this section of the handbook thoroughly and to discuss it within your family. If you have any questions about the behaviors and consequences, we encourage you to ask for an explanation from the student's teacher or school administrator.

The student and parent must each sign the last page of this handbook in the space provided, and then return the page to Cedars.

Thank you!

Education in the Cedars community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student and family's attitude toward learning and the student's adherence to high standards of behavior. The Student Code of Conduct that follows is Cedars International Academy's specific response to requirements of Chapter 37: Discipline; Law and Order of the Texas education code. The law requires Cedars International Academy to define misconduct that may or must result in a range of specific disciplinary consequences. This Code, adopted by the Cedars Administration and Staff, provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct. In the case of conflict between the Student Code of Conduct and Administration, Staff, or Cedars Policy, the Student Code of Conduct will prevail.

The staff at Cedars shall facilitate establishing and maintaining a learning environment that is safe, conducive to effective learning, and free from unnecessary disruption.

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**Application of the Code**

The Board of Directors of the Cedars International Academy has adopted this Student Code of Conduct (the “Code”) in accordance with Section 12.131 of the Texas Education Code, in order to clearly communicate standards for expected student conduct, the disciplinary consequences which may be applied to students who violate those standards, and the applicable procedures for the implementation of disciplinary consequences. All students must comply with the Code. Definitions of words and phrases used throughout this Code are provided at the end of the Code.

Parents and students are encouraged to contact campus administration with any questions or concerns regarding the requirements and provisions of the Code. Parents and students are expected to review and be familiar with the provisions of the Code. Lack of knowledge or awareness about any School rules, including this Code, will not excuse violations of the Code. Parents and students will be required to sign a statement acknowledging receipt and understanding of the Code. A copy of this Code is available on our website at <http://www.cedars-academy.org>

The School has the authority to create and enforce rules related to student conduct and behavior while on school property, traveling to or in attendance at a school-

sponsored or school-related event or activity, whether on or off campus. The School has the authority to issue disciplinary consequences for certain other student conduct that relates to, affects, or shares a nexus with the School, its students, or its employees regardless of when or where the conduct occurs. The School may also issue discipline based on a student's use of electronic media, whether on or off campus.

Other School rules, codes or policies may apply to a student's misconduct, and may result in multiple disciplinary consequences issued for the same conduct.

In considering a student's request for admission, the School may consider the student's history of a criminal offense(s), juvenile court adjudication(s), or disciplinary problems under subchapter A, Chapter 37 of the Education Code, as evidenced by records received from schools previously attended by the student, law enforcement, or any other relevant documentation, and may exclude the student from admission on this basis.

If a student who would otherwise be ineligible for admission to the School provides false information on an admissions application or other enrollment document and as a result of the false information is admitted to the School, the student shall be immediately withdrawn from enrollment from the School upon discovery of the falsification. Falsification of information for the purpose of gaining enrollment in a public school is a criminal offense under § 37.10 of the Texas Penal Code. The School may elect to report the falsification to law enforcement or take any other action permitted by law.

### **Expectations for Student Conduct**

The mission of Cedars International Academy is for all students to progress academically and socially, and will graduate prepared for personal success and to contribute to society. To achieve that mission, the School must be an environment safe, secure and free from disruption. Students are expected to demonstrate behavior appropriate to the School's learning environment, to treat other students, School personnel, and visitors to the School with respect. As such, each student is expected to:

- Behave in a responsible and respectful manner;
- Demonstrate courtesy and respect for others, especially other students and School personnel;
- Attend classes and required School activities and events regularly and on time;

- Prepare for each class and complete assignments on time;
- Respect the rights and privileges of other students and school personnel in person and online;
- Respect and care for School property and facilities;
- Follow policies related to use of technology;
- Cooperate with School personnel in maintaining safety, order and discipline;
- Dress appropriately in accordance with the School's dress code;
- Review and comply with the Student Handbook and other School and campus rules;
- Obey classroom rules and classroom expectations for behavior;
- Refrain from verbal or written acts of bullying whether in person or online;
- Avoid violations of this Code. Students are expected to comply with the school's technology and electronic media use policies and procedures. Students are also expected to demonstrate the same behavior online or while using electronic media as is expected in the classroom, on school property, or at school-related events. Sending, posting, or possessing electronic messages that are disrespectful, disruptive, abusive, obscene, illegal, threatening, harassing or damaging to another person disrupts the learning environment and will not be tolerated.

Parent cooperation is essential to achieving the School's mission and ensuring that students learn in a safe, secure and positive environment. Parental involvement and cooperation is vital in the discipline process. Parents should understand and be familiar with the Code, ensure that his or her child understands and seeks to comply with this Code, and assist the school in counseling students regarding appropriate behavior.

### **Prohibited Conduct**

The following conduct constitutes a violation of the Code. Any student found to have engaged in such conduct shall be subject to one or more disciplinary consequences as identified within the Code.

#### **General Student Behavior**

1. Cursing, using offensive language, name calling, ethnic, racial or gender slurs, other derogatory statements, or yelling;
2. Disrespectful behavior towards adults;
3. Failure to follow directives;

4. Disruption of instruction or other school activities or operations;
5. Unexcused or excessive tardiness;
6. False statements or false accusations;
7. Bullying (including cyberbullying), teasing, or targeting other students;
8. Inappropriate cell phone or electronic media use; Violation of School Rules and Policies
9. Failure to comply with the Student Handbook, or other School or campus rules;
10. Leaving the classroom, school building, mandatory school activities or events, or adult supervision without permission;
11. Skipping a class period or other mandatory activity, in whole or in part, without permission;
12. Violation of School or campus policies or rules related to the use of electronic media, including personal or School-owned electronic devices (e.g., cell phones, tablets, game systems, computers, cameras), or the School's network or Internet connection;
13. Truancy or other failure to attend school without excuse;
14. Defacing, destroying or otherwise modifying School property without authorization;
15. Taking photographs or making video or audio recordings of students, employees, or other persons without the consent of the other person;
16. Soliciting or attempting to solicit another student to violate the Code, School policies and rules, or the law;
17. Taking steps toward violation of the Code even if the act is not completed, as determined by appropriate School administrator;
18. Failing to follow school directives and classroom rules and expectations;
19. Disobeying rules and expectations regarding school transportation;
20. Inappropriate or unauthorized use of School property, including posting or distributing literature or materials without School authorization; Violent, Illegal, and

## Other Serious Offenses

21. Possession of prohibited items;
22. Conduct which meets the elements of a criminal offense, as determined by the School;
23. Physical, verbal or sexual harassment of others;
24. Inappropriate physical or sexual behavior, including jokes, comments, gestures or unwelcome physical conduct or contact;
25. False statements or false accusations;
26. Hazing or initiations;
27. Participation in a gang, soliciting or attempt to solicit participation in a gang;
28. Possessing, distributing, using or being under the influence of tobacco products, electronic cigarettes, drugs, alcohol, or controlled substances, including prescription drugs if the student has not been prescribed the drugs or is taking the drugs in excess of the dosage specified by the prescription;
29. Possessing drug paraphernalia;
30. Stealing, lying, cheating, or copying the work of another without authorization (plagiarism);
31. Deliberately, and without School authorization, accessing, damaging, or altering School data and records, including but not limited to confidential records, electronic data, networks or systems;
32. Violence of any kind, including dating violence;
33. Fighting;
34. Gambling;

35. Setting or attempting to set a fire;
36. Inappropriate or indecent exposure of body parts;
37. Retaliation of any form against other students or School personnel;
38. Conduct which requires the student's registration as a sex offender;
39. Possession or distribution of pictures, text messages, electronic messages or other material of a sexual or obscene nature;
40. Endangering the health or safety of others;
41. Other conduct as identified within this Code.

### **Determining Appropriate Discipline**

Depending on the nature and severity of the offense, discipline may be issued by the student's classroom teacher, campus administrator, or administrator's designee, in accordance with this Code. In order to make a determination of misconduct or issue

disciplinary consequences under this Code, the authorized School employee must have a reasonable belief that the student engaged in the suspected conduct. The employee's conclusion may be based on any relevant evidence including, but not limited to, observation, other personal knowledge, verbal or written witness statements, other forms of documentation, or information received from law enforcement.

In reaching a decision regarding a student discipline matter, the School may consider the specific facts and circumstances of the situation, including but not limited to:

- The student's intent;
- The student's age and grade level;
- The student's past disciplinary history;
- Whether the student's conduct may have been the manifestation of a disability;
- The extent of the student's cooperation during the investigation of the matter;
- The nature and severity of the alleged conduct;
- Whether the student has previously engaged in similar conduct;
- Whether self-defense was involved;
- The student's remorsefulness for the conduct;
- The severity of the effect or harm of the conduct on other persons or

property;

- The frequency of the conduct.

The School may issue discipline based on a determination that a student has engaged in conduct which meets the elements of a criminal offense. The School has the authority to make such a determination without regard for whether the student is arrested, charged, or otherwise processed by the criminal justice system for the criminal offense. The School may consider information received from law enforcement or other entities within the criminal justice system in issuing discipline under this Code. Actions will not be based on a student's race, ethnicity, national origin, gender, sex, religion, disability, or any other unlawful consideration.

### **Investigation of Discipline Issues**

In order to determine whether a violation of the Code has occurred, campus administrators or other authorized individuals may conduct an investigation. Investigations of student misconduct may involve, but are not limited to, interviews of other students, employees and adults, review of school surveillance footage, review of relevant documents, review of information on School-owned computers, verification of tips received from other individuals, gathering of physical evidence, contact of or cooperation with law enforcement agencies and officials. Law enforcement may be contacted and informed of student conduct which may constitute a criminal offense. Students should have no expectation of privacy with respect to School-owned property. Lockers, desks, iPads and other items provided for student use remain School property, and students do not have a reasonable expectation of privacy in School property or in personal items placed inside School property. School administrators or other authorized personnel may monitor and search student desks and lockers for any reason. School officials may search any School property, including School property that is within a student's possession or otherwise being used by a student, at any time, with or without notice to the student and without consent. School officials may confiscate any items found during a search, including prohibited items, dangerous items or other items that violate School policy. A student's person or property may be searched by authorized school officials if the official has a reasonable belief that the search will result in the discovery of evidence of a violation of the Code or of the law. Any personal property which is brought onto school property or to a school-sponsored or school-related activity or event, on or off school property, may be subject to search (e.g., student cell phone, backpack, personal computer, purse, car, etc.).

### **Discipline of Students with Special Needs**

Students eligible for services under the Individuals with Disabilities in Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) are subject to discipline under those laws and in accordance with the provisions of this Code.

The School may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability under Section 504 who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that the School would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to disciplinary action for the use or possession of illegal drugs or alcohol. However, a student who is eligible for special education under the IDEA should have a manifestation determination review conducted to address any use or possession of illegal drugs or alcohol if such conduct could result in a change of placement.

Any disciplinary action that would constitute a “change in the placement” of a student receiving special education services may be taken only after the student’s Admission, Review, and Dismissal (ARD) committee conducts a manifestation determination review in order to determine whether the student’s conduct was a manifestation of his or her disability.

**A change in placement occurs if a student is:**

1. Removed from the student’s current educational placement for more than ten consecutive school days; or
2. Subjected to a series of removals that constitute a pattern because:
  - a. The series of removals total more than ten school days in a school year;
  - b. The student’s behavior is substantially similar to the student’s behavior in the previous incidents that resulted in the series of removals; and
  - c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

The School will determine, on a case-by-case basis, whether a pattern of removals constitutes a change in placement.

A student who has not been determined eligible for special education services and who has engaged in behavior that violates the Code is entitled to the protections under the IDEA regarding discipline of a student with special needs described above if the school has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. If the school does not have knowledge that a student is a student with a disability prior to taking disciplinary action, the student may be subject to the disciplinary actions applied to

students without disabilities. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary action, the evaluation shall be conducted in an expedited manner.

## **Types of Discipline**

Available disciplinary consequences include:

- Parent conference;
- Verbal correction;
- Counseling;
- Conference with teacher or administrator;
- Education/training;
- Improvement plan;
- Community service;
- School-related assigned tasks or duties;
- Loss or restriction of privileges (e.g., eligibility to hold special positions, exemption from exams, etc.);
- Consequences related to student participation in extracurricular activities, including removal, suspension, or restriction of participation;
- Removal from class to campus office;
- Issuance of demerits;
- Confiscation of items;
- Detention;
- In-School Suspension;
- Other alternative placement;
- Out-of-School Suspension;
- Expulsion.

One or more of these disciplinary consequences may be issued to a student found to have violated the Code. If the Code does not specify the appropriate disciplinary consequence for a particular type of student conduct, the School may issue whatever disciplinary consequence is deemed reasonable and appropriate, with the exception of expulsion. A teacher may have additional rules and consequences for student conduct in the classroom which may result in discipline under this Code or may be enforced in addition to any discipline issued under this Code. If a student withdraws from the School before completing assigned In-School Suspension, Out-of-School Suspension, or Expulsion, the School shall send documentation of the discipline to the

next school that enrolls the student. If a student withdraws from the School before the expulsion process is completed, the School may choose to complete the expulsion process and send documentation of the expulsion decision to the next school that enrolls the student. If the student returns to enroll in the School at a later date and has not been required to complete the disciplinary consequences previously required, the School may require the student to complete the discipline upon return. The Code shall be applied and enforced consistently and equitably among students, with the understanding that every disciplinary situation will differ and decisions will be made based on the individual facts and circumstances of a given situation.

### **Detention/ In School Suspension**

A student may be assigned to one or more sessions of detention or placed in in-school suspension for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and assignment to detention or in-school suspension. Detention will be held outside of the instructional day, either before or after school, during lunch period, or during recess. In-school suspension will require the student to report to the in-school suspension classroom for all or part of one or more school days. While in in-school suspension, the student will be provided the appropriate class assignments and will be expected to complete those assignments as if the student were in the regular classroom.

### **Out of School Suspension**

A student may be suspended for one or more school days for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and the length of the period of suspension. A student may not be suspended for more than three consecutive school days. During a period of suspension, the suspended student may not enter onto school property or participate in or attend school-sponsored or school-related events or activities. The student's teachers will provide assignments that the student will be expected to complete during the period of suspension. Student assignments or other class work completed during a period of suspension will be accepted for grading if completed in a timely fashion.

## Reasons for Expulsion

A student may be expelled from the School if he or she is found to have committed any of the acts listed below.

1. Weapons. The student used, exhibited, or possessed any of the following while on school property or while attending a school-sponsored or school-related activity on or off school property:

- a. A firearm;
- b. An illegal knife;
- c. A club; or
- d. A prohibited weapon.

2. Violent Conduct. The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:

- a. Aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping, aggravated robbery, manslaughter, criminally negligent homicide, or continuous sexual abuse of a child or children;
- b. Assault against another student, an employee, or a volunteer of the School;
- c. Deadly conduct;
- d. A Title V felony under the Penal Code.

3. Disruptions. The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:

- a. False alarm or report or terroristic threat involving a public school;
- b. An offense related to an abusive volatile chemical;
- c. Breach of computer security if the conduct involves accessing a computer network, or computer system owned by or operated on behalf of a public school and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system;
- d. Criminal mischief if the conduct is punishable as a felony;
- e. Public lewdness or indecent exposure.

4. Drugs and Alcohol. The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code:

- a. On school property, at school-sponsored or school-related event, or within 300 feet of school property:
- b. i.e. Sells, gives, or delivers to another person or possesses, uses, or is under the

influence of any amount of marijuana, dangerous drug, or alcoholic beverage.

c. Regardless of location:

- i. Sells, gives, delivers to another person or possesses or uses or is under the influence of marijuana or a dangerous drug, as defined by the Health and Safety Code, if the conduct is punishable as a felony.
- ii. Sells, gives, delivers to another person an alcoholic beverage, as defined by the Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol or possesses, uses, or is under the influence of an alcoholic beverage, and the conduct is punishable as a felony.

5. Other. The student, while on campus or at a school-sponsored or school-related event, on or off campus:

- a. Engages in conduct that constitutes a felony;
- b. Commits an assault;
- c. Commits frequent violations of this Code that cause significant disruption to the School environment or substantial interference with the instructional process.

### **Expulsion Process**

If the school administrator or administrator's designee determines that the student's conduct warrants expulsion, the administrator shall provide written notice to the parent, guardian, or adult student of the proposed expulsion of the student. The written notice shall also include the reason(s) for the proposed expulsion and the date, time, location and procedure for the expulsion hearing. The student is entitled to a hearing with the campus administrator during which the student and/or the student's representative (e.g., parent, guardian, attorney, other) will have the opportunity to review and present evidence and information. The campus administrator may place reasonable restrictions on the conduct of the hearing, including the length of the presentations. At the end of the hearing, the campus administrator may issue a decision immediately or may wait until a later date to communicate a decision. The administrator shall send written communication of the decision to the parent, guardian or adult student. If the administrator determines that expulsion is appropriate, the written decision ("Expulsion Order") shall include the length of the term of expulsion.

The parent, guardian or adult student may choose to voluntarily waive the right to an expulsion hearing by signing a hearing waiver form provided with the notice of proposed expulsion. If the hearing is waived, the administrator will review the

relevant evidence and issue a written decision to the parent as described above.

The School will notify the independent school district in which the student resides of the student's expulsion within three business days of the Expulsion Order.

### **Terms of Expulsion**

The period of expulsion may be determined by many factors, including the severity of the conduct and the existence of a continuing risk of harm to other students and employees if the student were allowed to return. An expulsion may be temporary or permanent. A temporary expulsion may range in length from 4 school days to one

calendar year. A permanent expulsion allows the School to deny future admission to the student based on consideration of the student's past disciplinary history. In each instance, the Expulsion Order must explain the circumstances which justify the length of the expulsion.

A student expelled from the School for any length of time may not be eligible for readmission to the school. In considering the readmission of a student upon expiration of the period of expulsion, the school will consider, among other factors, the length of the expulsion, the nature of the violation that lead to the expulsion and the circumstances justifying the expulsion.]

During a period of expulsion, the student is prohibited from entering onto any school property and attending any school-sponsored or school-related events. Failure to comply with this prohibition will result in the filing of criminal trespass charges against the student. Except as otherwise required by law, students will not receive educational services or receive course credits during a period of expulsion.

### **Discipline Appeal Process**

With the exception of expulsions, student discipline decisions at the campus level are final and not appealable. A parent, legal guardian, or adult student may appeal an expulsion decision by filing a written appeal with the Superintendent within 5 business days of the date of the Expulsion Order. The Superintendent or Superintendent's designee will review the record of the expulsion proceedings at the campus level, along with any other relevant information, and will issue a written decision to the appealing party within 10 business days of receiving the request for review.

If the appealing party is not satisfied with the decision of the Superintendent or Superintendent's designee, he or she may appeal that decision to the Board of Directors by filing a request for review with the Superintendent's office within 5 business days of the date of the decision. The Superintendent shall notify the Board of Directors and arrange for the Board of Director's to hear the complaints of the appealing party at the next available board meeting. The Superintendent shall notify the appealing party of the location, date and time of the hearing in front of the Board of Directors The decision of the governing body is final and not appealable. An expulsion action will not be delayed during the appeal process.

## **Definitions**

The following definitions are provided to further detail and define the terms of this Code. The Board of Directors shall have final authority to interpret or amend any terms or provisions within this Code.

**Abusive volatile chemicals:** Those substances as defined in Texas Health and Safety Code § 485.001.

**Alcoholic Beverage:** Those substances as defined in Texas Alcoholic Beverage Code § 1.04.

**Assault:** Intentionally, knowingly, or recklessly causing bodily injury to another.

**Bullying:** Written or verbal expression or physical conduct that (1) has 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; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**Club:** An instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

**Controlled substance:** Substances as defined in Chapter 481 of the Texas Health & Safety Code or 21 U.S.C. § 801 et seq.

**Deadly conduct:** Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Electronic media: Refers to all forms, kinds and types of electronic devices, communication systems, networks, software, websites, and any other technology resources including, but not limited to, social media, text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing or file sharing Web sites, cellular telephones, portable electronic devices, computers.

False alarm or report: Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in

fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm (federal): (1) 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; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm weapon; or (4) any destructive device, such as an explosive, incendiary, or poison gas bomb, or grenade.

Firearm (state): Any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

Gang: An organization, combination, or association of persons composed wholly or in part of students that: (1) seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than on the free choice of the individual, or (2) that engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the School will consult with law enforcement authorities.

Harassment: Threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, alone or in combination with other conduct prohibited by School policy, rules or the Code.

Hazing: Any act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization or group. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility

for the misconduct.

**Illegal knife:** A knife with a blade over 5 1/2 inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

**Paraphernalia:** Any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, or a dangerous drug into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, bong and pipes.

**Possession:** Regardless of the student's knowledge or intent to possess the item, to have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk.

**Prohibited item:** Includes but is not limited to (1) alcoholic beverages, marijuana, controlled substances, or dangerous drugs; (2) paraphernalia; (3) prohibited weapons; (4) any other item prohibited by this Code.

**Prohibited weapons:** Includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, or zip gun, taser gun.

**Retaliation: Harming or threatening to harm another:** (1) on account of their service as a School employee or volunteer, (2) to prevent or delay another's service to the School, or (3) because the person intends to report a crime or violation of this Code.

**Self-defense:** When the person who is not the aggressor in an encounter uses the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter will not be considered self-defense.

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with a student's performance or creates an intimidating, hostile, or offensive educational environment.

**Soliciting:** Requesting, commanding, or attempting to induce another student to engage in specific conduct that would constitute a violation of the Code, and with the intent that a violation of the Code be committed.

Short-barrel firearm: 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 if, as altered, it has an overall length of less than 26 inches.

Switchblade knife: Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force.

Terroristic threat: Threats to commit an offense involving violence to any person or property with intent to: (1) cause a reaction by an official or volunteer agency organized to deal with emergencies; (2) place any person in fear of imminent serious bodily injury; (3) prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the School).

Title 5 felony offenses: Offenses against the person that, depending on the circumstances, may include the following offenses under the Penal Code: murder; capital murder; transport; assault; aggravated assault; sexual assault; aggravated sexual assault; improper relationship between educator and student; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; improper photography or visual recording; coercing, soliciting, or inducing gang membership; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment by a person in a correctional facility; continuous sexual abuse of a young child or children; and tampering with a consumer product.

Under the influence: When in an employee's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of marijuana, a controlled substance, dangerous drug or alcoholic beverage. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior. The student need not be legally intoxicated.

Use: With respect to substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. With respect to objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

Zip gun: A device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

## **Appendix Technology Acceptable Use Policy**

August 2016

The Internet is a vast, global network, linking computers at universities, public, charter, and private schools, science labs, libraries, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. The Internet expands resources dramatically by making many resources from all over the world available to CEDARS students, employees, parents, and visitors, including original source materials. It brings information, data, images, and even computer software into the workplace from places otherwise impossible to reach, and it does this almost instantly. Access to these resources can yield individual and group projects, collaboration, curriculum materials, and idea sharing not found in schools or educational organizations without Internet access.

Internet access and computer use is a privilege, not a right. Cedars administration is responsible for securing the network, e-mail, Intranet, and Internet service against unauthorized access and/or abuse, while maintaining accessibility for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the consequences for not adhering to them. Any attempt to violate the provisions of this policy could result in actions to curtail future access, regardless of the success or failure of the attempt. Permanent revocations can result from actions taken to investigate CEDARS system abuses. The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws by the network may result in litigation against the offender. If such an event should occur, Cedars will fully comply with the authorities to provide any information necessary for the litigation.

### **Network & Internet Services**

- Although Internet access is filtered, it is possible that users may encounter areas of adult content and/or material that might be found objectionable. CEDARS will make every effort to educate and guide all CEDARS network users in the proper use of the Internet; however, it is impossible to control all materials on the global network. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.

- CEDARS makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. CEDARS will not be responsible for damages incurred while on this system.
- CEDARS shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users. CEDARS shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services. Guidelines
- The account belongs to the person to whom it is issued and only that person is authorized to use it.
- The account is provided solely for educational purposes.
- The CEDARS network and Internet services are not private. Data and/or users may be monitored by CEDARS administrators.
- Your account associates you with CEDARS; accounts may not be used in a manner inconsistent with the policies of CEDARS.
- CEDARS retains the right to withdraw account privileges at any time. What should I avoid doing?
- Giving out my password
- Sharing my account
- Using someone else's network account or password
- Using my account for commercial or personal purposes
- Using my account to access inappropriate material
- Seeking unauthorized access to any resource
- Revealing personal addresses or phone numbers
- Illegal activities, copyright infringement, and software piracy
- Any unauthorized, deliberate action which damages or disrupts a computing system or causes it to malfunction
- Forgery (or attempted forgery) of electronic mail messages.
- Attempts to read, delete, copy, or modify the electronic mail of other users
- Attempting to send harassing, obscene and/or other threatening email
- Attempts to send unsolicited junk email, "for profit" messages or chain letters
- The use of copyrighted software or other media without the express written permission of the owner
- The willful introduction of computer viruses, spyware, or other disruptive/destructive programs
- Using any instant messaging system or chat rooms
- Bypass any school Internet filtering system
- Changing any of the settings on school's computers
- Destruction or tampering of CEDARS computers or related equipment

- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading, uploading, or using copyrighted information without permission from the copyright holder. This includes any photos, videos, text, or any other tangible medium.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

What can happen if I do not use the system appropriately?

- Restricted network access
  - Losing my network account
  - Disciplinary or legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws What can I do?
  - Practice courtesy
  - Use the Internet as a resource tool for learning
  - Avoid inappropriate language including vulgarities, sexist, and racial remarks
  - Delete unwanted messages immediately since they take up disc space
  - Use the Internet to allow for making the most of the learning opportunity
- Students will be provided a school account to store their work. To ensure smooth system operations, the systems administrators will monitor accounts to support the efficiency of the system. Every effort will be made to maintain privacy and security in this purpose. System administrators that need to access your account for maintenance or to correct problems will have full access to your account. CEDARS provides tools to increase the safety of Internet use by employees and visitors. These tools block visual depictions and content which are considered obscene, child pornography or material that may be harmful to minors. In addition, users under the age of 18 are prohibited from using chat rooms or other forms of direct communications such as instant messaging. Users under 18 are also prohibited from using any resource that discloses any personal identification information.

In addition, CEDARS takes no responsibility for any information or materials that are transferred through the Internet. All data and information should be considered on its own merits on an as-is basis. CEDARS has no control over the inherent quality of information and files found on the Internet. CEDARS makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither CEDARS, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.

### **Monitored Use**

The CEDARS School reserves the right to examine all data stored in the machines

involved in the Internet link to make sure that all users are in compliance with these regulations. Furthermore, the CEDARS School reserves the right to use electronic means to track and monitor use. Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated School staff to ensure appropriate use for educational or administrative purposes.

The Principal or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

### **Copyright**

The CEDARS School strongly condemns the illegal distribution of software, otherwise known as pirating. Any students or employees caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. All users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

All federal copyright laws apply to materials located or transferred on the Internet or other online resources.

### **Disclaimer**

Cedars shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. Cedars shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. This Acceptable Use Policy can be modified as needed.

### **Guidelines for Email Use**

Once transmitted, email is irrevocable. It is required that all users assume responsibility for the content and dissemination of their messages. Users should use caution when sending email messages that include sensitive or confidential information. Users should assume that their communications will be retained for a period of time. Consequently, messages should be accurate, courteous and sent to those with a need to know. Abusive, harassing, obscene, bigoted, and profane messages are strictly prohibited.

The CEDARS School has provided access to electronic mail services through the Internet. This capability is intended for CEDARS business use and is subject to the guidelines above. These communications clearly reflect upon the reputation of the

CEDARS School and must not harm or hinder the CEDARS's work product.

CEDARS administration reserves the right to change these rules at any time without notice.

### **Availability of Access**

Access to Cedars electronic communications system, including the Internet, shall be made available to students and employees exclusively for the instructional and administrative purposes and in accordance with administrative regulations. Access to Cedars electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with School policies. [See DH, FNC, FNCJ, FO, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by Cedars.

### **Acceptable Use**

The Principal or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of Cedars and with law and policy governing copyright.

### **Monitored Use**

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated CEDARS staff to ensure appropriate use for educational or administrative purposes.

### **Internet Use**

The governing body ("Board") of CEDARS INTERNATIONAL ACADEMY adopts the following policy which shall be effective on the date that the policy is adopted by the

Board.

### **Computer System Access**

Access to all of CEDARS INTERNATIONAL ACADEMY computers, computer networks, electronic mail, and the Internet is for educational and administrative purposes. The Superintendent or designee, shall require all users to agree in writing to comply with CEDARS INTERNATIONAL ACADEMY 's policies and procedures in regards to such access. Failure to comply may result in disciplinary action.

### **Protection Measure**

The Superintendent or designee, shall ensure that CEDARS INTERNATIONAL ACADEMY utilizes a filtering device or software that prevents any CEDARS INTERNATIONAL ACADEMY computer, and prevents CEDARS INTERNATIONAL ACADEMY Internet service, from accessing material that is obscene, child pornography, or harmful to minors.

### **Internet Safety**

The Superintendent or designee, shall implement a safety plan that ensures:

- a. Online activities of minors are monitored at the discretion of the Superintendent or designee,
- b. Students' Internet access to inappropriate material is controlled;
- c. Students' safety is ensured when using electronic communication, including, but not limited to electronic mail, social networking sites, and chat rooms;
- d. The prevention of unauthorized access, including hacking, and other unlawful activities;
- e. The prevention of the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- f. Students are educated about cyber-bullying awareness and response and about appropriate online behavior.

## **Monitored Computer Use**

The use of CEDARS INTERNATIONAL ACADEMY computers and/or Internet system is not confidential and may be monitored by designated CEDARS INTERNATIONAL ACADEMY personnel to ensure appropriate use.

Before students in grades 8 – 12 are allowed to take home technology equipment including but not limited to cameras, tablets and laptops, parents must read and sign the District Technology Student Property Checkout Agreement.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's education records within 45 days after the day Cedars International Academy receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent 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 parent, or eligible student, believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Cedars International Academy to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent 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 parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school 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 the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 The following is directory information:

(1) student's name, (2) address, (3) telephone number, (4) date and place of birth, (5) photograph, (6) electronic mail address, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) awards received, (11) the most recent school attended by the student, (12) grade level, (13) enrollment status, (14) and other similar information.

FERPA permits the disclosure of personally identifiable information (PII)

from students' education records, without consent of the parent 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 parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- 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 §99.34. (§99.31(a)(2))
- 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 State educational agency in the parent or eligible student's State (SEA). 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. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary 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. (§99.31(a)(4))
- 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 §99.38. (§99.31(a)(5))

- 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. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))  
To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

## RECEIPT OF THE STUDENT CODE OF CONDUCT & HANDBOOK

Student Name: \_\_\_\_\_ Student Signature:  
\_\_\_\_\_ Grade \_\_\_\_\_

Parent, Guardian, or Person Responsible

I, as the parent or guardian of \_\_\_\_\_, have received a copy of or have been given access to the Cedars International Academy Student Code of Conduct (the "Code") for the 2016 - 2017 school year. I have read, understand, and agree that my child shall abide by the Code. I understand that my child will be held accountable for his or her behavior, and he or she is required to comply with the expected standards of conduct set out in this Code and will be subject to disciplinary consequences if he or she fails to do so. I understand that the Code governs my child's behavior while on school property and at school-sponsored or school-related activities whether on or off campus; and that my child may also be subject to discipline for certain conduct which occurs outside of school regardless of time or location, including any school-related misconduct. I understand that the School may contact law enforcement for further investigation or criminal prosecution for certain violations of law.

I also understand that parental involvement and cooperation is vital in the discipline process. By signing below, I acknowledge my understanding and commitment to ensure that my child understands and complies with the Code.

Parent/Guardian/Person Responsible Name:

\_\_\_\_\_ Parent/Guardian/Person

Responsible Signature: \_\_\_\_\_

Date \_\_\_\_\_

Note: Failure to sign and return this receipt does not exempt the child or parent from having to abide by the contents of the Student Code of Conduct.

# Acceptable Social Media Use Policy for Students

## Introduction

Cedars International Schools recognize that access to technology in school gives students, parents, and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare students for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Social Media Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies on the school campus or at home or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Cedars International Schools make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies. We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional. We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

## **Please do the following: Use good judgment**

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

## **Cedars International Schools Acceptable Social Media Use Policy for Students**

## **Be kind, always**

- Always treat others in a respectful, positive and considerate manner.

## **Be responsible and ethical**

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

## **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do “talking.” **Don’t share the following: Confidential information** • Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. **Private and personal information**
- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information.
- Don’t take information you may receive through social networking (such as e-mail addresses or telephone numbers) and assume it’s the most up-to-date or correct.
- Always respect the privacy of the school community members.

## Cedars International Schools Acceptable Social Media Use Policy for Students

### Please be cautious with respect to: Images

- Respect brand, trademark, copyright information and/or images of the school.
- You may freely use photos and video that are available on the school's website or that you create.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (teachers, administrators, etc.) without their permission.

### Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions. **And if you don't get it right...**
- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have. **Netiquette**
- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember **not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**. Once something is online, it's out there —and can sometimes be shared and spread in ways you never intended.

### **Cedars International Schools Acceptable Social Media Use Policy for Students**

#### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. **Cyberbullying** Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Be kind, always. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

#### **Examples of Acceptable Use I will:**

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert an adult if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others. This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

**Cedars International Schools Acceptable Social Media Use Policy for Students**

**Examples of Unacceptable Use I will not:**

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom. This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

**Limitation of Liability** Cedars International Schools will not be responsible for damage or harm to persons, files, data, or hardware. **Violations of this Acceptable Use Policy**  
Violations of this policy may have disciplinary repercussions, including:

- Suspension of student privileges.
- Removal of student from Cedars International Schools.
- Additional consequences determined by Administration.

**Cedars International Schools Acceptable Social Media Use Policy For Students**

**I have read and understood this Acceptable Use Policy and agree to abide by it:**

\_\_\_\_\_ (Printed Student Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Printed Parent/Guardian Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)