

Cedars International Academy Parent/Student Handbook 2018



Mission:

“We are a diverse community of critical thinkers who strive to be life-long learners that contribute globally.”

Vision:

All children can and will learn in the village we build through community, communication, continuity, and commitment.



Cedars International Academy

8416 N. IH-35 ● Austin, TX 78753 ● (512) 419-1551

Welcome to Cedars International Academy! We are glad you have joined us and are looking forward to a great year together. Communication is crucial to a successful school experience. We will be communicating with you on our website: <http://cedars-academy.org/>, letters, monthly newsletters, phone calls, the PTO Yahoo group: <http://groups.yahoo.com/group/cedars-academy/>, Facebook, Twitter @CedarsSchools, **daily binder**, email. Please note that our emails are very similar. They all have the same pattern: **initial** of first name last name@cedars-academy.org. For instance if Susan Jackson were a teacher her email would be: sjackson@cedars-academy.org

This handbook is our way of informing you of the procedures and expectations of our school community. The first part explains our procedures. The second section is devoted to the **Code of Conduct** which outlines our expectations for student behavior. Both elements are necessary for creating a safe and respectful learning environment.

The support of parents is **critical** to success at school; therefore, we request all parents read the Handbook and the Student Code of Conduct and to counsel with their children about its importance. By working together, we can keep our energy focused upon our primary goal: student success. Sign the attached forms and return **only the forms** to your child(ren)'s teacher(s). Please keep the rest of the handbook so you can use it as a resource throughout the year.

We are looking forward to a year of challenging and exciting learning.

Thank you for your support!
Mr. Varghese Panachakunnil, Superintendent
Heather Rauls, Principal
Joann Aguilar, Assistant Principal
Michael Blalock, Business Manager
The Cedars Faculty and Staff



Cedars International Academy

8416 N. IH-35 ● Austin, TX 78753 ● (512) 419-1551

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CEDARS INTERNATIONAL ACADEMY

BOARD MEMBERS ROSTER

2018 - 2019

Dr. Maria Seidner, President

Dr. Donald Sawyer, Secretary

Mr. Barney Schulz, Board Member

Mr. Mark Butland, Board Member

Dr. Melissa Biegert, Board Member

Mr. Varghese Panachakunnil, Superintendent of Schools

Cedars International Academy Web Site:

[http:// www.cedars-academy.org/](http://www.cedars-academy.org/)

Cedars International Academy does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

Cedars International Academy 2018-2019

| Grade Level | Name | Extension Number | Room # |
|---------------------------------|-----------------------|-------------------------|---------------|
| Pre- Kindergarten | Maria A Hernandez | 310 | 11 |
| | Shirlee Medlock | 306 | 13 |
| Kindergarten | Kimberly Dessureault | 329 | 9 |
| | Mara Pfund | 326 | 10 |
| | Lizbeth Rangel | 325 | 19 |
| Grade 1 | Ymarie Leija | 305 | 6 |
| | | 302 | 3 |
| Grade 2 | Rachel Sher | 308 | 15 |
| | Megan Smith | 307 | 14 |
| Grade 3 | Vedia Miles | 316 | 33 |
| | Amber Ellis | 313 | 29 |
| | Patrice Isaacks | 327 | 32 |
| Grade 4 | Victor Huerta Del Cid | 314 | 28 |
| | Rachel Fiden | 328 | 34 |
| Grade 5 | Unhee Gilbert | 312 | 35 |
| | | 311 | 27 |
| Grade 6-7 Math | Kalandra Williams | 315 | 38 |
| Grade 6-7 Science | Kimberly Vargas | 318 | 39 |
| Grade 6-7 ELA | Shannon Rolfe | 320 | 37 |
| Grade 6-7 SS | Christopher Capers | 333 | 36 |
| Music, Gardening | Robert Richardson | 322 | 25 |
| Special Ed. | | 304 | 5 |
| | Lakeisha Butler | 304 | 5 |
| P.E. | Becky Hook | 317 | 17 |
| Counselor | Maria E Hernandez | 321 | 2 |
| Spanish | Liz Evers | 330 | 26 |
| Art | Angie Moore | 323 | 8 |
| Reading Specialist | Allyson Reichenau | 319 | 16 |
| Teaching Assistants | | 310 | 11 |
| | Susan Rosete | 306 | 13 |
| | Ashley Brito | 304 | 5 |
| | Kasonja Velasquez | 304 | 5 |
| | Aisha Cyphers | | |
| | Myron Jones | | |
| Cafeteria Manager | Arthur Elizalde | | |
| | Ross Garza | 309 | 24 |
| | Esther Meredith | 309 | 24 |
| Custodian/Maintenance | Cornelio Avila | | |
| | Jermery Luckett | | |
| Secretary | Donna Bowen | 301 | 18 |
| Administrative Assistant | Ana Silva | 324 | 18 |

**Cedars International Academy
2018-2019**

| <u>Leadership Team</u> | <u>Name</u> | <u>Extension Number</u> | <u>Room #</u> |
|-------------------------------|------------------------|--------------------------------|----------------------|
| Principal | Heather Rauls | 335 | |
| Assistant Principal | Joann Aguilar | 319 | 16 |
| Business Manager | Michael Blalock | 331 | 1 |
| Superintendent | Varghese Panachakunnil | 332 | 7 |
| After Care Coordinator | Amber Ellis | 313 | 29 |
| Teacher's Lounge | | 303 | 4 |

School Attendance & Office Hours

| | Monday – Thursday | Friday |
|---|--------------------------|---------------|
| Office Hours | 7:30 – 4:00 | 7:30 – 1:00 |
| School Hours | 7:45 – 3:30 | 7:45 – 12:30 |
| Student Arrival | 7:15 | 7:15 |
| Breakfast | 7:15 – 7:45 | 7:15 – 7:45 |
| Morning Activities | 7:25 – 7:45 | 7:25 – 7:45 |
| Morning broadcast & School begins | 7:45 | 7:45 |
| Tardy | 8:10 | 8:10 |
| *Students who are not in class by 8:10 am are marked tardy and must go to the office for a tardy slip. | | |
| Absent | 10:00 | 10:00 |
| *Students are marked absent if they arrive at 10 am or later without a Doctor note. | | |
| Dismissal | 3:30 | 12:30 |
| Free Aftercare | 3:45 – 4:00 | 12:45 – 1:00 |
| Paid Aftercare | 4:00 – 6:00 | 1:00 – 6:00 |



Cedars International Academy



School Mascot: Jaguar



School Colors: Black and Gold

Mission Statement:

We are a diverse community of critical thinkers who strive to be life-long learners that contribute globally.

Vision Statement:

All children can and will learn in the village we build through community, communication, continuity, and commitment.

The Cedar B's

- Be safe
- Be respectful
- Be responsible

21st Century Skills

- Leadership
- Communication/Collaboration
- Critical Thinking/Problem-Solving
- Agency
- Citizenship

The Cedars Pledge to Accelerate

I pledge to accelerate my mind, control my actions, and excel in my academic and social endeavors.

I will cultivate a desire to learn.

I will set goals for myself and learn the necessary skills to achieve my goals.

I will remember I am responsible for my life and my actions.

I am truly a unique and wonderful person.

I am an important part of the Cedars Community.

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The following list items can be found at the end of the Student/Parent Handbook and must be signed and returned to Cedars:

- **Family Educational Rights and Privacy Act (FERPA) form**
- **Receipt of the Student Code of Conduct and Handbook**

RESPONSIBILITIES

CAMPUS RESPONSIBILITY

- Create a safe and supportive learning environment
- Highly encourage parent support by various modes of communication
- Serve as role models for the students and community
- Practice ethical principles
- Be punctual and in regular attendance
- Comply with District policies, school rules and regulations, and administrative directives.
- Establish rapport and an effective relationship with parents, students, and other staff members.
- Use the District Adopted discipline management system
- Encourage good work habits that will lead to productive citizenship
- Have high expectations for ALL students, staff, faculty, and community.
- Believe that ALL children can and will learn if given the opportunity

PARENT RESPONSIBILITY

- Encourage their child to put an emphasis on education and commit to doing their personal best each and every day.
- Provide physical needs to their child
- Ensure their child understands and abides by the school rules and procedures.
- Ensure their child attends school regularly, on time, and remain in compliance with Texas state law.
- Report and explain in writing their child's absences within 72 hours of return to school.
- Report and explain in writing their children's tardies immediately.
- Stay informed of school policies and academic requirements.
- Stay informed of daily activities and events within the school.
- Be sure their child is dressed in compliance with the District Dress Code while attending school.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information.
- Be sure their child attends tutorials when required
- Maintain communication with school administrators and teachers
- Discuss report cards and school assignments with their child.

STUDENT RESPONSIBILITY

- Come to school regularly and on time
- Practice ethical principles in all areas of the school day
- Follow School Code of Conduct and campus expectations
- Report to class ready to learn.
- Take ownership for their learning.
- Dress in compliance of the District Dress Code.
- Interact with students appropriately.
- Report unsafe situations to administration immediately.
- Communicate with parents and school staff regarding homework, assignments, and academic success.

CAMPUS INVOLVEMENT

- Become a school volunteer
- Become an active member of PTO
- Ensure children are placing a high priority on education
- Become familiar with all your child's school activities
- Review student records when needed
- Attend all scheduled and unscheduled conferences with the teacher
- Stay abreast of grades submitted online
- Participate in school activities

ATTENDANCE

SCHOOL HOURS

School begins at 7:45 a.m.

Dismissal is 3:30 p.m. Monday - Thursday.

Dismissal is 12:30 p.m. on Fridays.

DROP-OFF

Students may be **dropped off starting at 7:15 and should not be dropped off before 7:15 unless special arrangements have been made with the Superintendent. Adult supervision is provided on campus at 7:15 am therefore, no student should be dropped off on campus prior to 7:15 am.** All students dropped off prior to 7:15 must remain in the cafeteria until 7:25.

Breakfast is served from 7:15 to 7:45. No breakfast will be served after 7:45 because it interferes with the morning meeting that starts at 7:45. **All children must eat breakfast before going out to play.** If a child arrives after 7:45, during the morning meeting, s/he is to join his/her class for the remainder of the meeting.

PICK-UP

PK/K students may be picked up in between 3:15 - 3:45 Monday – Thursday & 12:15 – 12:45 on Friday.

1st – 5th grade students may be picked up in between 3:30 – 3:45 Monday – Thursday & 12:30 – 12:45 on Friday.

Students who are walking home or to a public bus must leave school grounds at dismissal time; this also applies to bike riders who should be sure their bikes are locked securely on school grounds during school hours. If your child is planning on walking, riding a public bus, or riding a bike to and from school, please notify Cedars Academy through a **written** permission slip.

A child who has not been picked up by 3:45 will be placed in the After Care Program and payment will be due prior to 3:45 pm. Beginning at 4:00 pm, parents will be expected to pay for After Care even if the child is not enrolled on a regular basis.

ADDRESS/TELEPHONE CHANGE

Please notify the front office immediately of changes to address, phone number or place of employment. In case of emergency, we need to be able to notify parents promptly. Address must be correct for mailing purposes.

TARDINESS

It is the responsibility of the parent/guardian to ensure that a student arrives at school on time each morning. Punctuality is an essential element of a good work ethic. Students are to be in their designated class area by **7:45 a.m. for the morning meeting.** A student is considered tardy at 8:10. All students arriving after 8:10 must check in at the office, get a tardy slip, and bring it to the teacher. **Students arriving after 10:00 are considered absent, not tardy, unless a doctor note is presented at arrival.**

It is the parent's responsibility to explain in writing any tardiness to school. Failure to provide written explanation will automatically be considered unexcused tardiness. Tardies are accumulated per semester. Students will begin each semester with zero tardies.

Tardiness disrupts the classroom-learning environment and affects not only the late child's learning, but also that of the whole class.

The following steps will be followed when a student is tardy to school or class without an excuse. Excessive tardies without an excuse could result in the following:

- Warning/Conference
- Referral to Counselor
- Teacher contacts parent.
- Student referred to the office.
- Letter sent home to the parent.
- Student with perfect attendance and excessive tardies will not be recognized at the Honor Assemblies.
- Parent will be required to contact the school and attend a mandatory conference with the Principal or designee.
- Student's ability to participate in extra-curricular activities may be affected.

- Student's conduct and/or effort grade(s) may be lowered in the subject(s) missed.
- Students on out-of-area transfers will be returned to home campus.
- Summer School

COMPULSORY ATTENDANCE

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. This includes Kindergarten students who are assigned to an accelerated reading instruction program.

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 family, and serious emergencies. Doctor note or other official documentation must be provided.**

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 child 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 on 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 3:30pm counts as a "Leave Early Tardy" 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 students 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 might be held on campus for all students that have excessive absences and tardies in the Spring. In the event Saturday school is scheduled, all students with excessive absences and tardies will be required to be in attendance. 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 child, a child 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 submit the request in writing with the withdrawal reason and the school the child will be attending. The withdrawal request must be submitted to the front office **at least 2 days before the student's last day** so that records and documents may be prepared.

ACADEMICS

REPORT CARD / ASSESSMENTS

Report Cards will be given at the end of each quarter. Progress reports will be sent home each mid quarter.

Please sign and return the envelope indicating you have received and read your child's progress report and/or report card. You may keep the reports.

COMMUNICATION OF GRADES

It is suggested that you sign up with the office and/or online to ensure you get emails whenever your child (ren) does not master one of the Texas Essential Knowledge and Skills and/or is absent. In addition you will be able to view your entire child(ren)'s grades whenever you desire. The Cedars Yahoo Group is another great resource to get reminders, ask questions, and communicate with other parents. Please use the link below to join the Cedar Yahoo Group.

<http://groups.yahoo.com/group/cedars-academy/>

STANDARDIZED TESTING

STAAR (STATE OF TEXAS ASSESSMENT OF ACADEMIC READINESS)

GRADES 3 – 5

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as STAAR, in the following subjects:

- Mathematics, annually in grades 3 – 5
- Reading, annually in grades 3 – 5
- Writing, including spelling and grammar, in grades 4
- Science in grades 5

Successful performance on the reading and math assessments in grades 5 and 8 are required by law in order for the student to be promoted to the next grade level. **See SSI below for additional information.**

STAAR Alternate is available based upon eligibility and participation requirements set by TEA. For students receiving special education services, participation is determined by the ARD committee. STAAR-L is a linguistically accommodated assessment that is available for certain Limited English Proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

Use of Cell Phones During State Assessments

Students may not have a cell phone or any other electronic media devices in their possession while in the testing environment. If a student does have a cell phone or other electronic media devices, their test may not be scored, even if they have already turned in their test. Also, the cell phone or other electronic media device may be confiscated and the student may be subject to disciplinary action.

STUDENT SUCCESS INITIATIVE (SSI)

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

The Student Success Initiative (SSI) grade advancement requirements apply to the grade 5 reading and mathematics tests, and the grade 8 reading and mathematics tests. As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee (GPC) that the student is likely to perform at grade level after accelerated instruction.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the additional instruction, which may include mandatory summer school, the student needs before the third testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to place the student in the next grade if all members agree that the student is likely to perform on grade level with additional intensive instruction.

Students subject to SSI requirements include those served by special education who take STAAR, or STAAR-A. The ARD committee will determine which assessment, STAAR or STAAR (A), is appropriate for the individual student in each SSI content area and grade level and will make all decisions involving accelerated instruction and promotion.

GRADING GUIDELINES

Projects

Students will engage in Project Based Learning throughout the school year. Projects will be based on the Texas Essential Knowledge and Skills (TEKS) and Soft Skills (Leadership, Communication, Critical Thinking/Problem-Solving, Collaboration, Agency, and Citizenship). Students will have an opportunity to use a variety of technology tools within the projects such as computers, learn pad, smart board, Chromebooks, iPad, personal devices, etc. Students will work on the projects at school, but some elements of the projects may be worked on at home at the discretion of the teacher. Project teams are responsible for submitting the assignments on the selected due date.

21st Century Skills

21st Century Skills we will focus on are: leadership, communication, critical thinking/problem-solving, citizenship, collaboration, and agency. 21st Century Skills reflect students' ability to apply and manage Texas Essential Knowledge and Skills (TEKS/Content) in authentic learning experiences.

Grades

Students will be required to complete both team and independent components of the unit of study to show mastery of the Texas Essential Knowledge and Skills (TEKS). All grades in Reading/ELA, Science, Social Studies, and Math will be weighted equally in the gradebook.

Teachers will record all grades based on the actual performance of the student. However, teachers may choose to record averages that are less than 49 as a 50 and/or on the final nine weeks report card. Student grades will not be reduced because of conduct.

Grades will be entered weekly in the online grading system. Parents are asked to register for parent access with the office or online to monitor students grades throughout the year.

Grading Guidelines

Grades 1,2,3,4,5 will give NUMERIC grades for ELA (Writing & Reading)
Math, Science, Social Studies

98-100 = A+

94-97 = A

90-93 = A-

87-89 = B+

84-87 = B
80-83 = B-
78-79 = C+
74-77 = C
70-73 = C-
0-69 = F

Specials, Electives, and Conduct (Spanish, Art, Music, Gardening, PE):

ESNU

E: 90-100 = Excellent

S: 80-89 = Satisfactory

N: 70 – 79 = Needs Improvement

U: 0 – 69 = Unsatisfactory

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held twice a year, in Fall and Spring. These are used to share your child's work with you and discuss areas of success and concern. It is also an opportunity for parents/guardians to ask questions and learn how best to support your child in school. **It is our expectation that all parents/guardians will attend both conferences.** Conferences may be held in person or by phone to accommodate everyone's schedule.

HOMEWORK

Philosophy

Generally speaking, homework is given to extend learning opportunities and provides students with opportunities to refine and extend their knowledge. According to research "schooling occupies only about 13% of the waking hours of the first 18 years of life, which is less than the amount of time students spend watching television."

We believe that homework given to young students helps develop good study habits. Normally, homework is given for practice of a concept previously learned or to prepare students for new content. Students may work on the projects at home at the discretion of the teacher. We suggest you have a consistent place with necessary homework supplies where your child can concentrate; create and follow a consistent schedule for homework; encourage your child as needed, but do not do the

homework for him/her; and if bedtime comes, please stop your child even if the homework is not done and write a note to your child's teacher explaining the circumstances.

General Homework Guidelines for All Grade Levels

- Parents/Guardians are encouraged to communicate with a teacher promptly regarding any questions or concerns about homework.
- Parents are responsible for checking homework assignments or student planners, for ensuring that the student understands each assignment, for assisting students in scheduling a quiet time to complete homework, and for helping to create an appropriate environment for studying.
- Homework should never be a part of the disciplinary process.
- Homework should be assigned for a specific purpose.
- Teachers at the same grade level should coordinate assignments to ensure that a student's total workload is not excessive.
- Homework assignments shall be evaluated by the teacher and may be graded.
- Assignments may be individualized by the teacher to allow students the opportunity to demonstrate achievement at their instructional level.
- Students work at different paces and some students may require more time than others to complete a homework assignment.
- Out-of-class **reading** is required at all grade levels and should not be considered "homework". The following time guidelines should be considered the *minimal* amount of time dedicated to reading outside of school:
 - Pre-K - Second Grade: Students and an adult should read together for a minimum of 20 minutes a day. Reading or being read to everyday is extremely important at these grade levels. Students are encouraged to share books they have read with the class.
 - 3rd Grade and Higher: Students should read for a minimum of 30 minutes daily, either silently or with an adult.
- Below is an **average** amount of homework that Cedars' faculty deems appropriate:

| | |
|------------------------------------|------------------------------------|
| Pre-K & K - 10 minutes | 1 st Grade - 30 minutes |
| 2 nd Grade - 40 minutes | 3 rd Grade – 50 minutes |
| 4 th Grade – 60 minutes | 5 th Grade – 70 minutes |

Make-up Work

In order to be successful in school, students are expected to turn in work on time. If a child is absent, every effort will be made to help him/her make up missed work. Students will be helped by following these guidelines:

1. When a child returns to school, it is his/her responsibility to ask the teachers what assignments were missed. The student will have one day of make-up time for each day of excused absence. (Example: One (1) day absent – one (1) day to make up work.)
2. If a child would like assignments before returning to school, parents are asked to call or email the teacher before 9:00 a.m. to request make-up work. Assignments will then be ready to be picked up in the school office between 3:00 and 4:00 p.m.
3. Make-up work for prearranged absences should be requested from the classroom teacher.

Late Work Procedures

Late work does not demonstrate a professional work ethic from the students; therefore, the following consequences will be applied to late work.

Grades 1 – 2

- Students are allowed 3 days past the due date to submit work
- Work submitted on Day 4 – 5 will receive a deduction
- Work will not be accepted after the fifth day

Grades 3 – 5

- Students are allowed 2 days past the due date to submit work
- Work submitted on Day 3 – 4 will receive a deduction
- Work will not be accepted after the fourth day

AWARDS

Cedars Academy recognizes students' academic efforts and achievements. Every report card period students will be acknowledged for:

Honor Roll

All subjects 90% and above and/or “Exceeds Expectations” - **“A” Honor Roll**

All subjects 80% and above and/or “Met and Exceeds Expectations”- “**A/B**” **Honor Roll**

Perfect Attendance

A child will be awarded if s/he has fewer than 2 tardies and 0 absences.

In addition, all classroom teachers recognize a student in the following categories:

Student of the Month Each Grading Period

A child who demonstrates academic excellence or exceptional academic improvement will be recognized with this award.

Best Attitude at Cedars Award (B.A.A.C. Award)

A child will be recognized for following the behavior expectations of Cedars (The Cedar B's). They will be recognized every grading period.

Other Awards: Super Reader, Math Wiz, Good Citizenship, Principal’s Award, etc. Every Friday after report cards go home there will be an award ceremony. Please check the newsletter for the time!

HEALTH AND SAFETY

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 7:30 to 8:30 and from 3:00 to 4:00. Starting at 8:30 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 4:00 and the front door will be locked. If you need to get into the building, please go through the back.

Back Door: An automatic locking back door is installed. The door will be open from 7:30 to 8:30. Starting at 8:30 until 3:00 all visitors will need to go in through the front office. To accommodate aftercare parents the back door will be left opened from 4:00 until 6:00 pm.

Parking: Parents, visitors, and guests will park in the front of the school. Staff will park in the back of the building.

Gates:

Gate near the cafeteria: This is primarily an ENTRANCE only gate. In the morning, this gate will be open from 6:30 to 8:30. In the afternoon the gate will be open from 3:00 to 6:00. All other times the gate will be locked. All parents will need to park in the front of the building and go thru the front office.

The gate near the car pickup is an EXIT only gate. This gate will be open from 6:30 to 8:30 in the morning and from 3:00 to 6:00 in the afternoon.

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 3rd dose was received on or after the 4th birthday.)
- Diphtheria, Tetanus, Pertussis (DTP/DTaP/DT): For K-6th grade, 5 doses; 1 dose must have been received on or after 4th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday. For 7th grade, 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8th 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-6th grade, 2 doses of MMR are required. For 7th grade, 2 doses of measles and 1 dose each of rubella and mumps vaccine are required. (The 1st dose of MMR must be received on or after the 1st birthday)
- Hepatitis A (HepA): 2 doses are required. The 1st dose of hepatitis A must be received on or after the 1st birthday. A child will not be considered delinquent in this series until 18 months have elapsed since receiving the 1st 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 1st dose of varicella must be received on or after the 1st birthday.
- Meningoccal – For 7th grade, 1 dose of meningococcal vaccine is required upon enrollment. For student 11-12 years of age entering 7th 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 child-care 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.

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 2018-19 school year are as follows:

Breakfast: Free for all students at Cedars; Adult \$2.35; *Siblings 1.70

Lunch: Student Full \$2.70; Reduced \$.40; Adult \$3.25; *Siblings \$2.70

Snacks: Prices Vary

- Sibling is defined as a relative who is not an adult of a student currently attending Cedars International Academy

Payment: Money for meals should be sent in an envelope marked with the student's name and payment amount. Only cash or money orders will be accepted. For young children it is helpful if parents/guardians pay the lunch staff directly. This can be done before the school day begins. If parents are eating lunch, they must let cafeteria staff know. You can also make payments at www.cedars-academy.org

Students may also purchase a snack with their lunch cards. Students will be permitted to buy snacks **only if and when** they have eaten what a lunch monitor deems a reasonable portion of the served lunch.

Lunch Schedule: Lunch schedule will generally start with the lower grades (Pre-Kindergarten) followed by the upper grade levels. As Cedars expands we will strive to keep lunch from beginning before 10:15 a.m. and ending later than 1:00 p.m.

Cafeteria Conduct: Students are expected to conduct themselves appropriately while in the cafeteria. Students are to sit at assigned tables and follow the cafeteria guidelines. All students must enter the cafeteria quietly. They must remain seated throughout lunch and may not leave the cafeteria without permission from the lunch monitors. As a health precaution, students may not share food.

Students are under supervision by lunch monitors during lunch and are expected to be respectful and courteous. Students who do not conduct themselves appropriately will eat by themselves in the cafeteria or be removed from the cafeteria.

Behavior Expectations in the Cafeteria

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

VISION AND HEARING SCREENING

During the year vision and hearing screenings are done in certain grades, for students referred by teachers or parents, and for students who are attending a Texas school for the first time. Referral letters will be sent to parents of those students who fail the screening. It is important that the referral form enclosed in that letter be taken to a doctor for further evaluation. The form must be returned to the school so that health files can be kept current.

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.

GENERAL INFORMATION

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.

To qualify for Pre-K the child must meet one of the requirements set by Texas Education Agency and can be found at <https://tea.texas.gov/ece/eligibility.aspx>.

ENROLLMENT

1. Enrollment packets are available in the front office or by email for new students in English and Spanish.
2. Enrollment begins for current Cedars families on February 1. Enrollment forms will be sent home with the student.
3. Open enrollment for the general public will begin on February 16 and end on February 28.
4. The lottery will be held on March 4th.
5. Any child not chosen will be placed on a wait list according to selection.
6. You must fill out the enrollment packets within 1 week of notification that your child was selected.
7. 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.
8. At the end of the year the waiting list will be destroyed.
9. If you wish to be considered for a future year you are welcome to submit an admissions request form via www.cedars-academy.org.
10. Before school starts you have the option of purchasing your own supplies for your child (ren) or pay a supply fee to the school. Supply lists will be made available to you starting in August and will be online as well. Supply fee varies by grade level and is listed on the enrollment form.
11. Please be advised that Cedars uses an approved Cedars Field Trip school shirt for all optional field trips. If you wish to go on the optional Field Trips during the year your child must wear an approved Cedars Field Trip school shirt. The cost for the shirt is \$15.00. Please note that the supply fee mentioned above does not

include the Cedars field trip school shirt. It can be purchased at <http://cedarsacademy.epluno.com>

DRESS CODE

The Cedars' Academy uniform consists of khaki, navy or black uniform bottoms (not blue jeans) and a polo shirt of any solid color without decals, different colored borders, symbols, stripes, or pictures. On cold days, turtle neck long sleeved shirts may be worn under a uniform shirt. **A zip-up jacket or sweater may be worn.**

The khaki, navy, or black uniform bottoms can be shorts, skirts, jumpers, long pants, or skorts. Shoes should be closed-toed for safety and comfort on the playground. Caps and hats shall not be worn inside the building except on specially designated "Hat Days." Fridays are School Spirit days in which the students wear Cedars Polo shirt or Cedars Spirit and jeans.

Please label your child's clothes so in case of loss they can be returned to the rightful owner. We are always in need of extra clothes in the event that a child needs to change clothes. If you have uniform clothes that your children have outgrown, we would appreciate having them for our "extra uniform stash".

If a student arrives at school out of uniform, we will try to provide a uniform from the "extra uniform stash" with the assumption that it will be returned clean for another child on a future occasion. **If we do not have an extra uniform available, the parent/guardian will be called and asked to bring uniform attire to the child at school.**

Enforcement

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.

N.U.T. Days: No Uniform Today (N.U.T.) days can be earned as a campus by collecting the required amount of box tops. On N.U.T. days, students may wear

regular street clothes as long as they are deemed appropriate school attire. (No open-toed shoes, shorts above the knee, saggy pants, or spaghetti straps.

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 in to 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 who 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

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. We use parent drivers for some of our school field trips. All children under 80 lbs. must be restrained in a car seat provided by the family. They must provide a copy of a valid driver's license and current proof of insurance before students can ride in their vehicle. All parent chaperones must complete a background check prior to the trip. Please be advised that Cedars uses an approved Cedars Field Trip school shirt for all optional field trips. If you wish to go on the optional Field Trips during the year your child must wear an approved Cedars Field Trip school shirt. The cost for the shirt is \$15.00 and can be purchased at <http://cedarsacademy.epluno.com>.

PARENTAL INVOLVEMENT

“It takes an entire community to educate a child.”

Research tells us that a child’s education succeeds best when there is a good communication and a strong partnership between home and school.

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 pay \$50 to PTO for the year. This will cover extracurricular activities and additional supplies for your child. The following guidelines are as follows:**

Volunteer Hours

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

There are many ways to volunteer:

- Assist a teacher by reading to a child, tutoring, helping with special projects or parties
- Attending scheduled conferences and meetings
- Organize and lead activities on the playground
- Chaperone on field trips (**background check must be approved prior to field trip**)
- Prepare materials for a teacher or the school
- Become active in the Parent/Teacher Organization (PTO) and/or come to monthly PTO meetings
- Assist with school-wide events like the Fall Carnival, Spring International Festival, Hispanic Heritage Celebration, and Winter Music Program. Black History Program, and Field Day
- Donate snacks or party supplies to your child’s class (1 hour each)
- Help on our Saturday work days and/or Saturday School

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.

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.

PTO (PARENT/TEACHER ORGANIZATION)

Cedars International Academy’s Parent Teacher Organization (PTO) is non-profit group comprised of parents, teachers, and staff dedicated to improving the educational experience of all children at Cedars International Academy. The PTO works closely with administration to meet the goal of increasing parental and family involvement within the school.

The PTO 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 PTO. PTO is a great way to show your support for your child and to ensure he/she receives the best education possible.

AUDIOVISUAL MATERIAL

Videos, films, CD ROMs, laser discs, filmstrips, and slides are audiovisual media. In certain cases, parental permission may be required for individual student participation in class activities using audiovisual material. Parents may review these materials in advance by contacting the teacher or the principal.

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 only. They are required to turn off the cell phone once on school grounds. The phone must be in a child's backpack unless used for educational purposes. They are not to be used for any other purpose. **Cell phones that are used for non-educational purposes will be confiscated. A fee of \$25 will be assessed in order for the cell phone to be returned to the parent only. For repeat offenses, the cell phone may be confiscated for the remainder of the semester.** Principal will determine guidelines for teachers to utilize electronic devices for instructional purposes.

ELECTRONICS, TOYS, PETS, ETC...

Because of liability issues, it is necessary for Cedars to discourage electronic devices, toys, and pets from being brought to school. Items, such as CD players, electronic games and devices, skateboards, and make-up that are brought to school

will be kept in the office until a parent comes to school to claim them.

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

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

ELECTRONICS & MEDIA IN YOUR HOME

ALERT: The American Academy of Pediatrics (AAP) wants all parents to be aware that television viewing can contribute to:

1. Violent and aggressive behavior
2. Obesity
3. Poor body concept and self-image
4. Substance abuse
5. Early sexual behavior

The AAP recommends the following for parents:

1. **Limit children's total media time** (television, computers, videos, etc.) to **no more than 1 to 2 hours of quality programming per day.**
2. Television sets should not be in children's bedrooms. **Remove TV sets if they are already in your child's bedroom.**
3. Monitor the shows that your child watches. Most programs should be informational, educational, and non-violent. View television with your child.
4. Encourage alternative entertainment for your child, such as reading, athletics, artwork, board games, and other forms of exercise.

(This information is taken from the Austin Regional Clinic newsletter, July 2007.)

EMERGENCY SCHOOL CLOSING

Whenever weather conditions warrant, school may be delayed, canceled, or dismissed early. An official decision is made by the principal and announced on

local television and radio stations. Notification will be given on the following television stations:

KTBC CHANNEL 7

KXAN CHANNEL 36

KVUE CHANNEL 24

KEYE CHANNEL 42

In the event that Cedars International Academy is not listed by name by the television stations, please follow the guidelines of Austin Independent School District. **If students are dismissed early, they should be picked up promptly from Cedars by an authorized person.** Please sign up for Cedars Remind 101 phone messaging system, so you can be notified of emergencies via text. <https://www.remind.com/join/cedarsi>

LIBRARY

There are libraries located in each classroom. Spanish books are also available from the Spanish teacher. The class library consists books, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Our class library is dependent on the care and responsibility taken by our greater school community.

Every child will be given the opportunity to check out books from class library. When a child checks out a book s/he becomes responsible for its care and return. If a book is damaged or lost, the child's family is responsible for replacing or paying for the book. The replacement cost will include a processing fee. If a library book is not returned or replaced that child's report card will not be released until payment is received.

CALENDAR & SPECIAL EVENTS

A school calendar is located in the back of this handbook and posted on the Cedars website.

Certain special events happen every year at Cedars. The children depend on their families to bring them to these events. We look forward to seeing all of you. Some events are listed below so that you can plan ahead: For other events and details, please refer to your yearly calendar and Thursday newsletter.

Back to School Night: September 13

Fall Festival: October 26

Cedars Thanksgiving Feast: November 16

Holiday Performance: December 13

Spring International Festival/Cinco de Mayo: May 3

Field Day: May 24

Note: The last day before any vacation is usually an early release day ending at 12:30 p.m. **No after school care of any kind is provided and all children must be picked up by 12:30** as there will be no adult supervision beyond the dismissal time.

CLASS PARTIES

Class parties, usually 3 per year (except for birthday celebrations), may only be held in classrooms **after lunch**. It is a school or class decision whether a party will reflect the theme of an upcoming holiday; however, the purpose of parties is to celebrate one of the joys of childhood.

If religious beliefs conflict with a child's attending or participating in aspects of a party, parents may notify the teacher in writing and special arrangements can be made. Please make sure early in the year that your child's teacher is aware of which school-sponsored parties 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 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.

BUILDING USE

The Board may set and collect rentals, rates, and charges from students and others for the occupancy or use of any of the District's facilities, in the amounts and manner determined by the Board. Prior written permission must be obtained prior to using the school facilities. Please contact the principal or superintendent for further information.

COMPLAINTS

A parent who has a complaint should first bring the matter to the teacher.

If the outcome is not satisfactory, a conference with the principal should be requested. If this outcome is not satisfactory, an appeal to the Superintendent should be made. The complaint forms are available upon request.

Topics and policies concerning complaints may include but are not limited to:

- discrimination on the basis of gender
- harassment of a student on the basis of race, color, religion, national origin, or disability
- sexual abuse or sexual harassment of a student
- loss of credit on the basis of attendance
- removal of a student by a teacher for disciplinary reasons
- removal of a student to his/her home school
- expulsion of a student
- identification, evaluation, or educational placement of a student with a disability
- on-campus distribution of non-school materials to students

Any concerns related to school personnel should be submitted in writing, using the forms located in the front office.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, Cedars staff may conduct searches. Student desks are school property and remain under the control of the school. They may be searched with reasonable cause by school staff. School staff may also search a student's outer clothing, pockets, or property by establishing reasonable cause. The parent will be notified and disciplinary action will be taken if any prohibited items are found.

SEXUAL HARASSMENT

Cedars Academy believes that every student has the right to attend school-related activities free from all forms of harassment or discrimination on the basis or gender,

including sexual harassment and sexual abuse. Students and/or parents are encouraged to discuss their concerns with a teacher, counselor, the principal, or an adult close to them.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or employee. All students are expected to treat one another courteously and with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop by another student or an adult. If not, disciplinary consequences will result (see Code of Conduct). If you as a parent/guardian have a concern, please report it to your child's teacher or the principal.

Cedars Academy will notify parents/guardians of all students involved in sexual harassment by students or abuse by an employee. To the greatest extent possible, complaints will be treated as confidential.

A complaint alleging sexual harassment or abuse by another student or staff member may be presented by the student or parent/guardian in a conference with the principal and/or teacher, and/or counselor. The parent or guardian may accompany the student throughout the complaint process. The principal or appropriate person will conduct an investigation and the student or parent/guardian will be informed if extenuating circumstances delay the completion of the investigation.

A student will not be required to present the complaint to the person who is the subject of the complaint.

If the resolution of the complaint by the principal or designee is not satisfactory to the student or parent/guardian, the student or parent/guardian may request a conference with the Governance Council.

LAW ENFORCEMENT

Questioning of Students by Law Enforcement

If a law enforcement agent finds it necessary to question a student the principal will make reasonable efforts to notify parents/guardians so they can be present - unless the agent has a valid objection with which the principal agrees.

Students Taken Into Custody by Law Enforcement

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

The principal will attempt to notify the parent/guardian unless the officer or authorized person raises what the principal considers a valid objection to notifying the parents/guardians. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely take place after the fact. Of course, we hope none of these situations will occur, but feel you need to be aware of the procedures nonetheless.

Notification of availability of Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) section 763.93 (g) (4) in part states that at least once each school year the local education agency shall notify in writing, parent, teacher, and employee organizations of the availability of management plans. The Cedars International Academy AHERA management plan is located in the front office in case you would like to look at it.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR GROUPS

Students are permitted to meet with extracurricular groups before, during, or after school hours as designated by the principal and staff.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for student to develop talents, receive individual recognition, and build friendships with other students; participation, however, is a privilege, not a right.

All of our PK – 5th grade students have an opportunity to participate in the following courses:

1. Spanish

2. Art
3. Music
4. Gardening
5. Physical Education

CHEERLEADING

Cedars International Academy has a fantastic cheerleading squad for grades 1 – 7. The purpose of cheerleading is to create, promote and uphold school spirit and a positive school environment by participating at athletic events and extracurricular activities as deemed appropriate by the campus administration and cheer coaches and/or sponsor. Participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct.

Membership is available to all students at Cedars International Academy that are currently in **1st through 7th grade**. The number of candidates selected to participate in the cheerleading program for each campus will determine whether or not there is a need for multiple squads per age level. Selection will be granted on a **FIRST COME, FIRST SERVE BASIS**.

Cheerleaders must enjoy learning and performing cheers, chants, and dances. Cheerleaders must promote and maintain relationships with Cedars staff, administration, students, and work cooperatively with athletic teams and all school organizations.

A maximum out-of-pocket expense of \$150 per cheerleader may be incurred for required cheerleader clothing, uniforms, and equipment. Please contact Aja Rowland ms_aja23@yahoo.com for a copy of the Cheerleading Handbook and any questions or concerns that arise.

AFTER SCHOOL PROGRAMS

AFTER CARE

It's the philosophy of Cedars International Academy, that our After-Care Program should be a time of fun, warmth, security, exploring and discovery.

As our Mission states *Cedars International Academy inspires and nurtures a child's natural love for learning*. Our children are creative and receptive, and our program strives to nurture and encourages these qualities in its students. *We do this by providing a safe, supportive social and academic community where children are given the resources and opportunities to reach their full potential as they grow to be life-long learners*. As children get older and more independent, they need new challenges, they are in seek to develop a sense of self – a sense of who they are, what they can do, and how they are perceived by others.

We at Cedars International Academy take into account the needs of all our students ranging from five to fourteen years old. Our curriculum includes homework club, sharing and conversation time, stories, songs, plays, creative arts and crafts, games and large motor skills activities, food preparation, science, and nature activities, exposure to shapes, colors, numbers, letters and celebration of birthdays and traditional Holidays, and occasional field trips.

Hours:

Monday-Thursday: 3:30-6:00 pm

Friday: 12:30-6:00 pm

Cost to parents-

There is no charge for students picked up by 4:00 pm. The hourly rate will be charged for any child not picked up by 4:00 pm sharp.

- Weekly fees (PER CHILD):

Discount for Families= 1st child \$35, 2nd child \$20, 3rd & 4th child is FREE.

All weekly fees are due in advance prior to the week of care. Sibling discounts only apply to students attending 5 days a week. The discount is \$15 per child for the 2nd child and 3rd and 4th child is FREE. For example:

1st child: Full price of \$35 a week

2nd child: \$20 per week

3rd Child: FREE

4th child: FREE

***In order for parents to receive this rate, the fee must be paid weekly. If the fee is not paid by the Friday prior to each week that care is provided, there is a possibility of losing the discounted rate for the week. For repeat late payments, the discount will be lost for the entire year.**

All fees must be paid for in a timely manner. Any and all late payments will be written up and sent to parents/guardians. Payments will only be accepted in the form of cash, money order, or credit card online. Payments may be made to the Director, Amber Ellis or Administrative Assistant, Donna Bowen.

Ratios:

Pre-K and Kinder: 18 to 1

Kinder: 22 to 1

1st through 3rd grade: 22 to 1 (max of 26)

4th through 8th grade: 22 to 1 (max of 26)

Please contact Amber Ellis at aellis@cedars-academy.org should you have any questions or concerns.

Cedars International Academy

Student Code of Conduct

2018 - 2019

Dear Parents and Guardians,

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, 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 abusable 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:
 - i. 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.
 - b. 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.

Abusable 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 ½ 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 2018

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.

SECTION 4. 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 6 – 8 are allowed to take home technology equipment including but not limited to cameras, tables, laptops parents must read and sign the **District Technology Student Property Checkout Agreement**.

Suggestions for consequences: loss of recess time, sad note home, nothing from treasure box, detention

Suggestions for rewards: Stickers, pencils, extra time on computer on Friday, treasure box, happy note home, help the principal, Star Paw Award, award coupons, BAAC, SOM

CEDARS INTERNATIONAL ACADEMY DISCIPLINE MATRIX

2018 – 2019

Be Safe, Be Respectful, Be Responsible

1st – 2nd Offense
Student Conference
Cool-Off Time
Practice correct behavior

Document Interventions Used

Use Parent Communication Log to document

Not Following 3 B's
Refer to 3 B's Handout

3rd Offense
Continues negative behavior
Phone call and/or conference with parent

Corrects Behavior
Star Paw Award
Helper

4th Offense
Detention

Positive Phone Call to Parent

5th Offense
In or Out-of- School Suspension (Referral)

Continue to monitor student behavior

6th Offense
Admin Referral

7th Offense
If student receives 2 office referrals, the student will be required to attend Saturday School.
Parent Conference

- IMMEDIATE REFERRAL:**
- Fight
 - Physical contact to another student
 - Intentional injury to another student
 - Aggressive with the teacher
 - Abusive language to the teacher or student
 - Student leaves without permission
 - Repeated disruption of the learning environment
 - Defiant behavior

- IMMEDIATE REFERRAL:**
- Brings weapon to school
 - Bullying
 - Taunting
 - Sexual harassment
 - Major destruction of property
 - Rude and Discourteous
- AN ADMINISTRATIVE MEETING WILL BE HELD WHEN A STUDENT RECEIVES AN IMMEDIATE REFERRAL.**

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.

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.

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 2018 - 2019 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.

