

2019-2020

Student Handbook

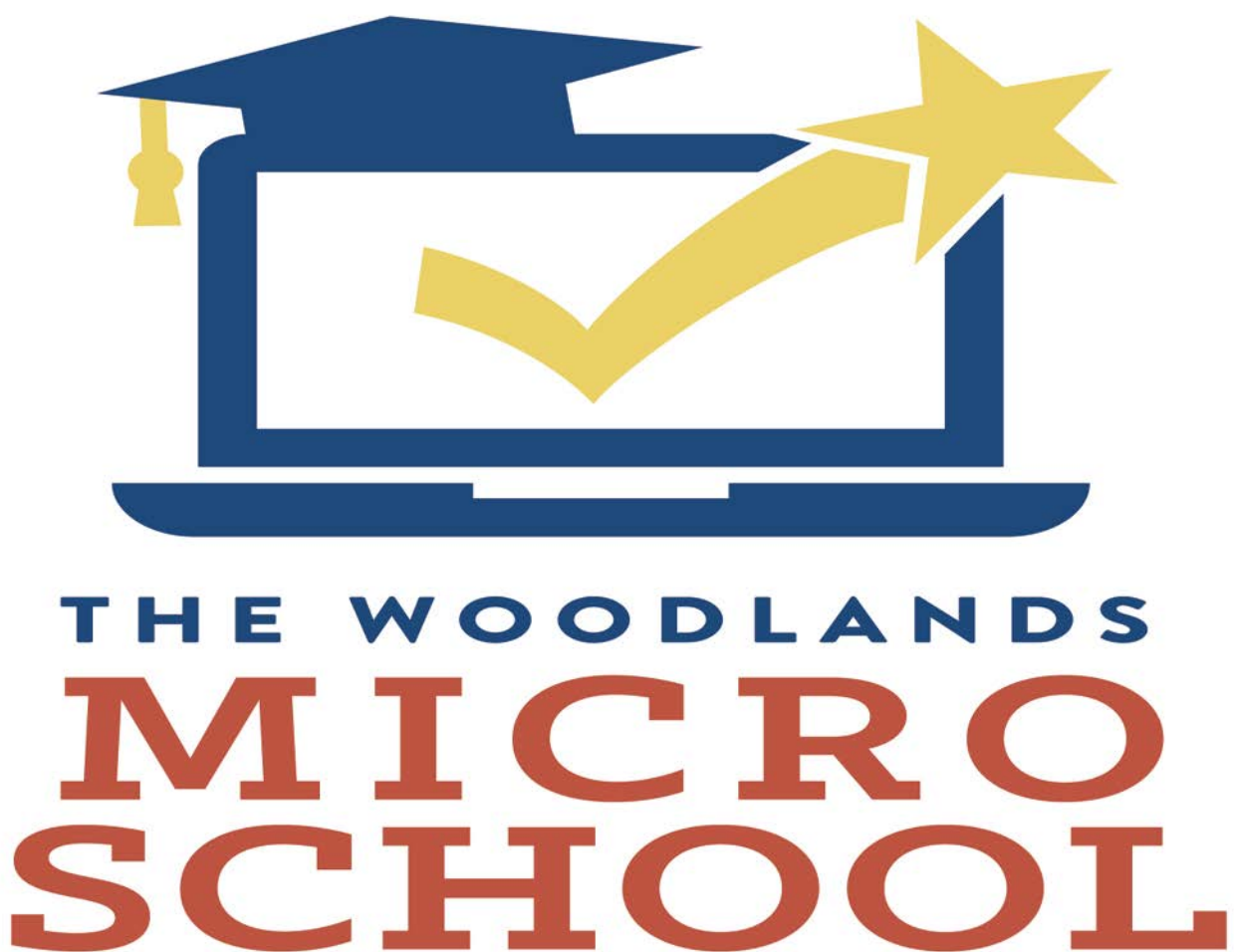


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Parent and School Partnership

Parents are an essential component of a child's successful educational experience. You are encouraged to be an active participant in the education of your child. Below are several areas for you to consider in being a successful "partner" with the school staff and your child.

Communication: Keep in close communication with the school staff. Review online curriculum and lessons for your child's progress. Initiate questions, respond promptly and stay informed. If questions do arise, do not hesitate to contact the Director or the school office.

Monitor Progress: Be sensitive to changes in work habits, behavior, or feelings. Keep the Director informed of events in your child's life that may impact school performance.

Build on Success: Acknowledge your child's successes. Support from the home is very helpful. Reinforce school rules and provide a positive atmosphere for your child. Set high expectations and reward efforts to accomplish goals. Learn from every experience.

Attendance: Attending school regularly helps children feel better about school and themselves. It is important for students to arrive on time so they have time to prepare for instruction. Start building this habit early so they can learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college and at work.

Keep Education a High Priority: Hold high the importance of doing one's best, whatever the task. Take any opportunity to link what happens at school to things your child encounters outside of school. Read to and with your child.

Success in the early years in school provides a firm foundation for success in life. Your assistance and support is greatly appreciated. Thank you in advance for your time and effort in making this year a special one for your child.

Academic Information

Curriculum

The Woodlands Microschool provides a comprehensive, sound curriculum designed to meet the needs of all students based on the Texas Essential Knowledge and Skills (TEKS). Subjects taught include: Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, and Fine Arts (Art, Music, and Theater Arts).

The Woodlands Microschool is an alliance school with Alpha Omega Publications. The school utilizes Ignitia Software as its core curriculum, which is a non-accredited curriculum that meets the Texas Essential Knowledge and Skills (TEKS). For students requiring accredited curriculum, the school provides access to Alpha Omega Academy, an accredited curriculum.

Grading Guidelines/Reporting to Parents

Students receive numerical grades in Language Arts (Reading and Writing), Mathematics, Social Studies, and Science. Art, Music, and Physical Education are graded using pass or fail.

Curriculum grade weights are daily 25%, quizzes 25%, projects 25% and tests grades 25%.

Students receive pass or fail grade for Fine Arts and Physical Education. Grades are determined based upon daily participation in activities.

The Director will contact parents or guardians at any time during the reporting period when there is a clear indication the student is doing unsatisfactory work. At the end of each month of a grading period, the Director will provide a notice of progress to the parent or guardian of a student whose grade average in any class is lower than 70, whose grade average is deemed borderline by the Director, or whose grade average indicates a significant drop in achievement.

If a child transfers from another school into The Woodlands Microschool during the current school year, the grades from the previous school will be reviewed and placement decisions will be determined by the Director and the parents. Report cards and progress reports are sent home via email to the parent or guardian each month. Please review these carefully and discuss them with your child in a positive manner.

The parent may request a parent/Director conference if progress report grades indicate an academic and/or behavioral concern. Please call the school to schedule any requested conferences.

Homework

At The Woodlands Microschool, homework is minimized as much as possible. However, reading guideline require students to read novels throughout the school year. These reading assignments are typically assigned as homework for the students.

Parent Director Communication

Conferences with school staff regarding your child are highly encouraged. If needed, the Director will request the opportunity to formally meet with you to review your child's progress. Other conferences will be scheduled as needed. All conferences should focus on ways to assist each student to realize their full potential. Parents may initiate a conference at any time. Simply call the school office, send a note or email to make arrangements for scheduling the conference. Close, frequent communication between home and school is of great value to all concerned.

Promotion/Retention

A student will be promoted on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher and Director, and any other necessary academic information as determined by the school. A student who meets the academic standards for promotion cannot be retained by the school or parent.

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards (essential knowledge and skills) for all subject areas and a grade.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who is determined by the school as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by the Director. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. For a student receiving special education services, the student's IEP may serve as the student's PGP.

Re-teaching/Re-testing

Re-teaching is an integral part of good instruction. Teachers should continuously monitor the progress of students to make sure the concepts and skills are mastered. When teachers identify students who do not understand the concepts presented, either by formal or informal assessment, they will select re-teaching activities that present the content in a new or different learning modality. When a student receives a failing grade on test, a retest will be given.

Excused from P.E. Participation

Physical education is an important part of a child's educational experience and is required by state law. A written excuse is required in the event a child needs to be excused from participation in physical education. If he or she cannot participate for a period of more than five days, a doctor's statement must be presented to the school. A note from the physician releasing the student to return to regular participation in physical education will also be required.

Student Records

Access to Student Information

Both federal and state law safeguards student records from unauthorized inspection or use and provides parents and "eligible" students certain rights of privacy. Before disclosing personally identifiable information from a student's records, the school must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education.

Directory Information

"Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; a list of student birthdays for generating school-wide or classroom recognition; a student's name and photograph posted on a school approved and managed social media platform; and the names and grade levels of students submitted by the school to a local newspaper or other community publication to recognize academic achievement.

The school has designated the following information as "directory information": Parent(s) name, parent email, student name, student email, address, telephone numbers, photograph, school the student attends, current grade level, degrees/honors/awards, and participation in officially recognized activities and sports.

This "directory information" will be released to those groups set out below that follow the procedures for requesting it. The release of a student's directory information to these groups may be prevented by the parent or eligible student. This objection can be made by completing and submitting a form found in the school's main office. The form should be returned to the campus within 10 school days of the child's first day of this school year.

Once a request has been made to make all student directory information private, the student's records will remain private until a written request from the parent or eligible student to remove the privacy flag has been received by the school.

The school will only release directory information regarding its students to:

- military recruiters;
- accredited colleges or institutions of higher learning; and
- groups that are affiliated with the school and need such information to provide education services to students or the school (school photographers, school consultants, vendors, advisors, and the like).

If you do not object to your child's information being provided to these groups, the school will release directory information to them when requested for school purposes. To restrict release of your child's directory information to the above named groups submit a written request to do so to your child's school within 10 days from enrollment. A form to restrict release of your child's information can be found at the end of the student handbook.

Education Records

Virtually all other information pertaining to student performance, including grades, test results, and disciplinary records, are considered confidential educational records. Release of these records is restricted only to the following:

- The parents—whether married, separated, or divorced— unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights;
- Federal law requires that as soon as the student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health or safety of the student or other individuals;
- School officials who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions; an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. School officials would include Directors, attorneys, and support staff; a person or company with whom the school has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, Communities in Schools staff, or volunteer); a third party vendor that offers online programs or software; a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties; Various governmental agencies including juvenile service providers, the U.S. Comptroller General's Office, the U.S. Attorney's Office, the U.S. Secretary of Education, The U.S. Secretary of Agriculture, TEA and Child Protective Services (CPS) caseworkers or other child welfare representatives;

- A school to which a student transfers or in which he or she subsequently enrolls, including a post-secondary education institution;
- Individuals or entities granted access in response to a subpoena or court order;
- In connection with financial aid for which a student has applied or which the student has received;
- Accrediting organizations to carry out accrediting functions;
- Organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests, administer student aid programs or improve instruction, or
- Appropriate officials in connection with a health or safety emergency.

Release to any other person or agency, such as a prospective employer or a scholarship application, will occur only with written parental or student permission as appropriate. The school's Executive Director is the custodian of all records for currently enrolled students and for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the school will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. In most circumstances, records will be made available for inspection or a copy will be provided within 45 days of the day the request is received.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the Director of the school. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a other teachers or the Director—do not have to be made available to parents or students.

Forms to further restrict the release of student information can be obtained in the main office of the school.

Contact Information

The school will request that you provide contact information such as home address, phone number and email address, in order for the school to communicate items specific to your student. By providing a phone number, you are consenting to receive such information through a wireless or landline. Should there be a change in home address, telephone numbers, email addresses or emergency contact information, please notify your child's school immediately. Note: Standard messaging rates of your carrier will apply. If you have specific requests or needs related to how the school contacts you, please notify your child's Director.

Enrollment and Withdrawal

Registration

Students previously enrolled in the school are not required to register each year. Student records are transferred from one grade to the next. Students enrolling in the school for the first time should present the following documents:

- Birth certificate of student or other legal proof of identity
- Child's Social Security Card
- Custody papers (if applicable) signed by a judge
- If a child is not living with both parents, an identification document of the parent or guardian enrolling the student

Grade Level Eligibility

A child is eligible to attend the school if he/she is ten years of age on or before September 1 of the current school year. Students under the age of 10 will be accepted on a case by case basis.

Withdrawal of Students from School

Parents seeking to withdraw a student during the school year must complete a formal withdraw form located in the school's main office and submit the form 30 days prior to the date of withdraw. No refund for prepaid tuition will be given to students withdrawing after 2 weeks of school participation. The school requires a final tuition payment upon receipt of a withdrawal notice. The amount of the final tuition payment will be equal to the pro rata portion of the remaining school year.

School Day Hours of Operation

The Woodlands Microschool hours are from 9:00 a.m. - 3:00 p.m.

Leaving Campus

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the Director has granted approval because of extenuating circumstances, a student will not be released before the end of the school day.

The school has put the following procedures in place in order to document parental consent in cases of leaving early:

- For students in elementary through junior high school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a school representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up a student. If the student returns to campus the same day, the parent or authorized adult must sign back into the main office upon the student's return.
- If a student becomes ill during the school day and the Director personnel determines that the student should go home, the Director will contact the student's parent and document the parent's wishes regarding release from school. Under no circumstances will a child in elementary through junior high school be released unaccompanied by a parent or adult authorized by the parent.
- Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the Director. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Make-Up Work

Students are expected to make up any work missed and will receive grades earned on the make-up work.

Emergency School Closings and Openings

Should weather conditions require the school to be closed or to open late, notice will be broadcast over email and social media. Please utilize these resources, rather than calling the Director or school for information. The Woodlands Microschool follows the Conroe and Magnolia ISDs Weather-related decisions. School will operate on a regular schedule unless utility or weather conditions make the building unsafe.

The school will rely on contact information on file with the school to communicate with parents in an emergency situation, which may include real time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the school has changed.

In the event of an extended closure, the school will not provide a refund of tuition or make-up days for the missed time.

Applicability of School Rules

The school has jurisdiction over its students during the regular school day. Within the school's jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct regardless of time or location. The school's jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of students or staff members. In addition, in some instances involving criminal conduct, the school's jurisdiction extends 300 feet beyond the property line of the campus.

The School has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior – both on and off campus – and consequences for violation of these standards. Students and parents should be familiar with the standards set out in the Student Code of Conduct as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the school amends either or both documents for the purpose of summer instruction.

Authorized Person Picking Up Students

Under normal circumstances, either parent of the student will be allowed to pick up a student at school. In the event the parents are separated or divorced, and the school is furnished with a copy of a court order wherein one of the parents is granted custody of the child, the child will be released only to the parent who has possession under the order at that time. Anyone picking up a child other than their own should have a note signed by the child's parent or guardian giving them permission to do so. In addition, a picture ID may be requested when picking up a student.

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, the school may from time to time request students to open backpacks or remove items from clothing. Such searches are conducted without a warrant and as permitted by law. In order to prevent students from bringing weapons to school, students shall be subject to random, suspicion less, administrative searches for weapons. Such random searches shall be for weapons and nothing else. Refusal of a student to cooperate in a random search shall be considered and treated as insubordination and conduct that substantially disrupts the school environment and shall subject the student to immediate suspension.

Students and their Personal Belongings

School officials may conduct the search of a student's person or personal items if they have a reasonable cause to believe that the student is in possession of evidence of a crime or an item or substance prohibited by law and/or school policy. Parents may or may not be contacted if their child or his or her belongings are searched.

Questioning of Students

Administrators, teachers, and other professional personnel may question a student with or without the student's parent or guardian present regarding the student's own conduct or the conduct of others. In the context of school discipline, students have no claim to the right not to incriminate themselves. Parents may or may not be notified when their child is questioned at school. The nature of the questioning will dictate whether or not parents are notified.

Electronic Devices

Use of school-owned equipment and its network systems is not private and will be monitored by the school. 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. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. If a device is believed to contain illegal contraband, the device will be turned over to law enforcement as required by state law. The device will not be returned to the student or his parent until the illegal contraband is removed from the device. This could take a substantial amount of time, particularly if the device is considered evidence of a crime.

Video/Pictures on Social Media

Social media allows parents to share special moments and milestones with family and friends. However, it is important to remember that each family approaches posting to social media differently. Parents should be respectful of these choices and not post pictures or videos of other children to social media. During school events, parents should keep this in mind and limit, as much as possible, pictures and video to their own child. Likewise, the school strives to respect the privacy of students on social media. If you do not want your child's photograph on social media affiliated with the school, notify the Director in writing.

Online Technology Resources

Students have access to a variety of technology through the school, including online applications for use on or off campus. Resources such as online encyclopedias, instructional videos, interactive tutorials, and many other applications offer teachers, students, and families an unprecedented variety of tools to enhance effective teaching and learning. All websites, digital subscriptions, and technology tools made available to students through the school have been vetted by school staff for quality and appropriateness, online security, and data privacy. The specific resources available to your child will depend on your child's age and grade level. Additionally, the school contracts with certain providers of online educational services to provide school services and functions, including essential instructional and logistical programs such as the school's online grade book.

Where personally identifiable student information is implicated, service providers act as school officials and access only the information needed to perform the contracted service. These outside parties are under the school's direct control with respect to the use and maintenance of student data.

Video and Audio Recording Students

State law permits the school to make a video or voice recording without parental permission for the following reasons: school safety, such as in common areas of a campus; relating to classroom instruction or a co-curricular or extracurricular activity such as relating to staff development, improving instructions or providing student or teacher feedback; media coverage of the school; or the promotion of student safety as provided by law for a student receiving special education services in certain settings. Written parental consent will be obtained before any other video or voice recording of your child not otherwise allowed by law is made.

Preparedness Drills: Evacuation, Severe Weather and Other Emergencies

From time to time, students, teachers and other employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

General Campus Regulations

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials

Any student failing to return an item in acceptable condition will result in a replacement fee to be paid for by the parent.

Students will be assessed a fee in accordance with District guidelines for damage occurring to any item assigned to them. Chromebooks that are lost or damaged must be paid for. Please feel free to contact the school for the price of a Chromebook. If the Chromebook is found at a later date and is returned in working condition, the money will be refunded to you.

Possession and Use of Electronic Devices

The school is not responsible for any item brought to school by a student. A student bringing any electronic device including cell phones, smart phones, smart watches, radios, CD players, iPods, MP3 players, video/audio recorders, DVD players, electronic readers, cameras, Apple Watches, etc., does so at his or her own risk.

The school permits students to possess telecommunications devices including cell phones. Generally, these devices must remain turned off during the instructional day, including during all testing. The use of any device that has the capability to take pictures or audio or video record is prohibited.

If a student does have an electronic device, it should be put away in a secured location and turned off during the school day. Permission to use the device at school should come from the Director. Without such permission, teachers will collect the items and turn them in to the Director's office. The Director will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The school is not responsible for any damaged, lost, or stolen electronic devices, or other items.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages, images or videos that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. If a device is believed to contain illegal contraband, the device will be turned over to law enforcement as required by state law. The device will not be returned to the student or his parent until the illegal contraband is

removed from the device. This could take a substantial amount of time, particularly if the device is considered evidence of a crime. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with the State-developed [‘Before you Text’ course](#) with your child. This program addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct that results in a breach of the District’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

Instructional Use of Electronic Devices

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

Items Not Permitted at School

Radios, CD players, electronic devices and games, laser lights, toy guns, and other toys should not be brought on the school campus unless they are used as part of a classroom project or requested by the teacher. Knives or any other dangerous objects are not allowed. The school is not responsible for any item brought to school by a student.

Deliveries to School

The delivery of food, flowers, balloons, etc. to students at school is not permitted. However, if a student forgets a lunch, an assignment or project, money to pay dues or fines, deliveries may be made to the front office for the student to pick up during the school day. Class instruction will not be interrupted to deliver items or messages to students, unless an emergency, as deemed by a school administrator, exists. All deliveries are subject to search at the discretion of the campus administrator.

Food at School Functions

Parents bringing birthday treats should receive prior approval from the Director. Occasionally, special events are celebrated at your child’s campus. Often punch or cold drinks, pizza from local restaurants, and/or baked goods from local grocers are part of these celebrations. If you do not want your child to consume these items, you must notify the Director in writing no later than September 1.

Celebrations

Although a parent or grandparent is not prohibited from providing store bought food for a school-designated function, please be aware that students in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the Director prior to bringing any food to the classroom. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or Director will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

A party prior to the winter break may be held prior to dismissal for the winter holidays. The school will provide the details of the arrangements. Valentine's Day may be celebrated by exchanging valentines. Please do not bring or send deliveries to your child at school that include balloons, flowers, or other potentially distracting items.

Student Dress/Grooming

We do not require uniforms. We ask that students use common sense when choosing their clothing for the day. No short shorts, low cut tops, short shirts, low rise jeans. Additionally, no graphics on shirts that are offensive or promote violence of any sort. The teachers and administration of The Woodlands Micro School reserve the right to make the final call regarding inappropriate clothing and you may be asked to bring your child a new set of clothing if what they are wearing is deemed unacceptable for school.

Discrimination, Harassment, Retaliation, and Dating Violence

The school believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and school employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. School employees are expected to treat students with courtesy and respect. The School has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; and graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include but not be limited to touching private body parts or coercive physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging

others to engage in these behaviors.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Bullying

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, physical conduct that has the effect of physically harming a student, damaging a student's property or placing a student in a reasonable fear of harm to the student's person or of damage to the student's property; is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student; materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or infringes on the rights of the victim at school.

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

Bullying is prohibited by The Woodlands Microschool and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, another school employee to obtain assistance and intervention.

The administration will investigate any allegations of bullying or other related misconduct. The Director will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Prayer

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

Student Illness

When your child is ill, please contact the school to let them know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses for periods of time. For example, if your child has a fever over 100 degrees, he or she must stay out of school until they are fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until he/she is diarrhea free without diarrhea-suppressing medications for at least 24 hours.

In the case of an emergency requiring the care of a physician and school staff are unable to contact you or the person(s) you have designated as your emergency contact, school officials will determine what steps will be taken to protect the health of your child, including calling 911 and transporting your child to a medical facility. Note that the school has no financial responsibility for the emergency care or transportation of your child.

Medication at School

The school will not purchase medication to give to a student. The school encourages parents to administer medication at home before and/or after school whenever possible. If a student needs medication, the Director or other administrators will contact the parent or guardian who will be responsible for bringing the medication to school and administering it to the student.

Prescription Drugs and Non-prescription Drugs

The school must receive a written and dated request from the parent or legal guardian to administer any medication. Prescription and non-prescription drugs must be in the original container and properly labeled. Only the guidelines printed on the container will be followed unless a physician order is present. Additional guidelines for medication to be administered at school are:

- Students that have asthma or anaphylaxis may experience times when the symptoms worsen and the physician requests the student carry an inhaler or anaphylaxis medication to be used when needed. Please provide a letter from the physician with complete instructions for use of the inhaler or anaphylaxis medication. It is strongly recommended that a spare inhaler or anaphylaxis medication be kept in the Executive Directors office for emergencies.

Emergencies and Illness at School

A Student Health Information Form will be sent home with your child at the beginning of the school year. It is very important you complete and return this form immediately. This form will give you an opportunity to list any medical conditions, allergies, medications and concerns you may have. It also includes emergency information. This information is used to contact you or a person you designate if needed for your child. If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school to update any information that the Director needs to know.

In the case of an emergency requiring the care of a physician and school staff are unable to contact you or the person(s) you have designated as your emergency contact, school officials will determine what steps will be taken to protect the health of your child, including calling 911 and transporting your child to a medical facility. Note that the school has no financial responsibility for the emergency care or transportation of your child.

Food Allergies

The school requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the Director and inform them of any known food allergy or as soon as possible after any diagnosis of a food allergy.

When the school receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

Communicable or Infectious Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the Director.

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time. The school and its staff strictly enforce these prohibitions.

Check Acceptance Policy

In the event that your bank returns a check written to the school for payment of tuition or other fees, the school will collect a returned check fee of \$35.00. The use of a check for payment is acknowledgement and acceptance of this policy and its terms. Checks should include the parent's driver license number and date of birth.

service is provided at no cost to students.

Appendix I: The Woodlands Microschool Student Code of Conduct

2019-2020 School Year



THE WOODLANDS
MICRO
SCHOOL

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Student Code of Conduct

Purpose

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The school defines misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or out- of-school suspension.

This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside of the school year.

Throughout the Student Code of Conduct and related discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

School Authority and Jurisdiction

School rules and the authority of the school to administer discipline apply whenever the interest of the school is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The school has disciplinary authority over a student:

1. During the regular school day;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity;
10. When the student commits a felony; and
11. When the student is required to register as a sex offender.

The school has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the school.

The school has the right to search a student's backpack when there is reasonable cause to believe it contains articles or materials prohibited by the school. The Director and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus. The school has the right to limit a student's participation in graduation activities for violating the school's Code.

A school administrator shall have the authority to refuse entry or eject a person from school property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal or entry or ejection.

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

The categories of conduct below are prohibited at school, and at all school-related activities, but the list does not include the most severe offenses. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting as detailed in that section.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Refuse to accept discipline management techniques assigned by a teacher or Director.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle.
- Threaten a student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying harassment, or making hit lists.
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in conduct that constitutes sexual or gender based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a District student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing.
- Cause an individual to act through the use of or threat of force (coercion).

- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others.
- Deface or damage school property—including textbooks, technology and electronic resources, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A location –restricted knife;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the Director determines that a danger exists.

Possession of Telecommunications or Other Electronic Devices

Students shall not use a telecommunications device, including a cellular telephone or other electronic devices in violation of the school rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event.
- Abuse over-the-counter drugs. Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties.
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by school policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the school, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable school technology resources including but not limited to computers and related equipment, School data, the data of others, or other networks connected to the School's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten school students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringe on the rights of another student at school.

- Use the Internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringe on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook or campus rules.
- Gamble.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The school may impose classroom rules in addition to those found in the *Code*. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the *Code*.

Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Techniques

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

- Verbal correction, oral or written.
- Cooling-off time or "time-out."
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by administrative personnel.
- Parent-Director conferences.
- Sending the student to the office of the Director or Executive Director or other assigned area.
- School-assessed and school-administered probation.
- Out-of-school suspension
- Expulsion, as specified in the Expulsion section of this *Code*.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the school.
- Other strategies and consequences as determined by school officials.

Notification

The Director or other appropriate administrator shall promptly notify a student's parent by phone or in person of any violation that may result in out-of-school suspension, or expulsion. The Director or appropriate administrator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the Director. Appeals of the assignment of disciplinary consequences must be made to the campus Director whose decision is final. Consequences are not deferred pending the outcome of an appeal or during the complaint process.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal. A routine referral occurs when a teacher sends a student to the Director's or appropriate administrator's office as a discipline management technique. Director or appropriate administrator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
- The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the Director or appropriate administrator shall schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the Director or appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The student shall have an opportunity to give his or her version of the incident. When a student is removed from the regular classroom by a teacher and a conference is pending, the Director or other administrator may place the student in another appropriate classroom, or out-of-school suspension.

Returning a Student to the Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent.

Out-of-School Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, or expellable offense.

Process

Before being suspended a student shall have an informal conference with the Director or appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension shall be determined by the Director or appropriate administrator. In deciding whether to order out-of-school suspension, the Director or appropriate administrator shall take into consideration:

1. Self-defense,
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the Director or appropriate administrator will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Students that are expelled will not receive a refund of tuition paid.

Process

If a student is believed to have committed an expellable offense, the Director or other appropriate administrator shall schedule a conference with the student's parents within a reasonable time.

Until a conference can be held, the Director or appropriate administrator may place the student in:

- Another appropriate classroom.
- Out-of-school suspension.

Expulsion Order

Before ordering the expulsion, the Director or appropriate administrator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

If the student is expelled, the Director shall deliver to the student and the student's parent a copy of the order expelling the student.

Length of Expulsion

The length of an expulsion shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action.

PARENT/STUDENT SIGNATURE PAGE
THE WOODLANDS MICROSCHOOL
2019 – 2020

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. This form is part of the student registration process at The Woodlands Microschool and must be returned as a condition of enrollment.

Signing below is evidence that parents and students have or will read and understand the contents of this handbook. It also grants permission for school photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a social media. Parents understand that their child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about their child or his/her schoolwork will be revealed without prior consent.

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student

Grade of Student

I choose to opt-out in allowing The Woodlands Microschool to use my child's image and/or use of other information. _____

TECHNOLOGY ACCEPTABLE USE AGREEMENT

THE WOODLANDS MICROSCHOOL

2019 – 2020

STUDENTS: I have read the above technology and electronic device policies of The Woodlands Microschool. I further understand that any violation of the above policies may be considered unethical or constitute criminal offense. Should I violate any of the policies related to technology, my access privileges may be revoked and school disciplinary action and/or legal actions may be taken.

PARENTS/GUARDIANS: I have read and agree to assist my child in understanding and abiding by the technology and electronic device policies of The Woodlands Microschool. I understand that access to TWMS technology equipment and its electronic communications is designed for educational purposes. I also recognize that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for TWMS to restrict access to all controversial and objectionable materials. I will not hold The Woodlands Microschool responsible for the accuracy or quality of any materials acquired or viewed on its system by my child. I understand that improper or inappropriate use of technology equipment and the TWMS system by my child may result in revocation of his/her technology privileges and the imposition of school discipline, criminal penalties, or civil penalties. I accept all financial and legal liabilities that may result from my child's use of TWMS equipment and technology system. I release TWMS, its officers, employees, agents, representatives, and all organizations and individuals related to the TWMS technology system from any and all liability or damages that may result from my child's use of the school's equipment and electronic communication system. I specifically agree to indemnify and hold TWMS its officers, employees, agents, and representatives harmless for any actions, claims, costs, damages, or losses, including, but not limited to, attorney's fees, incurred by TWMS relating to, or arising out of my child's use of such equipment and system.

Chrome Book USE: The student below will have access to a Chromebook in support of his/her education at TWMS. The Chromebook and its content remain the property of TWMS. The Woodlands Microschool's Acceptable Use Agreement fully applies to the use of this equipment both on and off school premises. Chromebook settings have been adjusted for appropriate school use. These settings must not be altered, deleted or circumvented in any way. The school has also downloaded applications for student use. The student may download additional apps in keeping with the guidelines in the Acceptable Use Agreement. Any charges associated with a non-school issued app must be paid for by the student. TWMS reserves the right to remove any non-school related material (apps, music, pictures) if the space requirements needed for school activities are not available. The student and parent/guardian agree to be responsible for the maintenance and care of the Chromebook, except for normal and reasonable wear and tear. Chromebooks may be inspected periodically to check for appropriate use.

Signature of Parent/Guardian

Date

Signature of Student

Date