

MeyerPark Elementary Charter School

Parent and Student Information Guide

Policies, Guidelines, and Resources

Updated July 2012

MeyerPark Elementary Charter School

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Preface

Dear Parents and Students:

Welcome to MeyerPark Elementary Charter School! This Parent and Student Information Guide (the “Guide”) is a roadmap for understanding and cooperation for students, parents, and staff to help every student have the very best year possible.

The Guide reviews our School’s goals, services, and rules and, as such, is an essential reference book describing what our staff expects of our students and parents, and what students and parents can expect of us. We have attempted to make the language in this Guide as straightforward as possible.

The Guide is divided into six sections. The first section includes general information regarding School policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the main office and is posted on the School’s website. The fifth section is especially for parents, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, and electronic communication devices.

The Guide is designed to harmonize with MeyerPark Board Policy. However, the Guide is updated only annually, while policy adoption and revision may occur anytime throughout the year. For this reason, changes in policy and procedure that affect provisions of this Guide will be provided to students and parents through newsletters and other communications. **In case of conflict between Board Policy and a provision of the Guide, the pronouncement most recently adopted by the Board of Directors will prevail.**

Parents should review the entire Guide with their students, referring to it as needed throughout the school year. Parents or students with questions about the Guide should contact the Superintendent/Principal. Please note that the term “parent” refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Finally, parents must complete and return the last page of the Guide – “Acknowledgement and Approval of Parent and Student Information Guide” – to the school office.

On behalf of the entire MeyerPark Elementary Charter School staff and community, best wishes for a great 2012–2013 school year!

SECTION I: GENERAL INFORMATION

Mission Statement

The mission and vision of ECAP Enterprises, Inc., the charter-holder of MeyerPark Elementary, is to improve student performance through dedication to higher academic and social standards. Adopting a “sky’s the limit” attitude, MeyerPark Elementary encourages students to rise above the performance standards associated with a typical school model. Students are taught self-motivation, and are strengthened by healthy connections with qualified teachers.

MeyerPark Elementary provides a safe school environment where students maximize their potential and achieve success in higher education and society.

MeyerPark Elementary Board of Directors

- President – Albert Glover Jr.
- Secretary – Frederick Roberts
- Treasurer – Gloria Whitaker
- Board Member – Larry Baker

Regular meetings of the MeyerPark Board of Directors are generally scheduled at 6:30 p.m. on the first Wednesday of each month in the School conference room.

School Administrators

- Superintendent/Principal – Julia Wright
- Executive Director – Shirley Pace
- Assistant Principal – Venus McDaniel
- Business Manager – Sheretta Hernandez
- Administrative Assistant – Tamika Derouen

Campus Directory

MEYERPARK ELEMENTARY 2012-2013 SCHOOL YEAR CALENDAR

AUGUST '12						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 Teachers report
24 Teacher prep day
27 First Day of school

SEPTEMBER '12						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 La
14 E

OCTOBER '12						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 End of 1st six weeks
12 Report card day
26 Early Dismissal @ 12 pm

NOVEMBER '12						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16
16
21-23
26
30

DECEMBER '12						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 – Jan 4 Winter Break

JANUARY '13						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

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8 S
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25 R

FEBRUARY '13						
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17	18	19	20	21	22	23
24	25	26	27	28		

1 Early Dismissal @ 12 pm
5 100 days of school

MARCH '13						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1
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11-15
22
29
31

APRIL '13						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Spring Holiday / No School
Bad Weather Make up day
2 4th grade Writing
2 5th grade Math
3 4th grade Writing
3 5th grade Reading
19 End of 5th six weeks
26 Report card day
23 3rd, 4th, & 6th grade Math
24 3rd, 4th, & 6th grade Reading
24 5th grade Science

MAY '13						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	6/1
6/2	6/3	6/4	6/5	6/6	6/7	6/8

10 E
14 5th
15 5th
27 M
B
June 6
June 6
June 6
June 6

Key Dates

First day of school - August 27th

Early Dismissal Days:

September 14, 2012
October 26, 2012
November 30, 2012
February 1, 2013
March 22, 2013
May 10, 2013

Report Cards

October 12, 2012
November 26, 2012
January 25, 2013
March 8, 2013
April 26, 2013
June 6, 2013

Holidays

Labor Day – September 5
Thanksgiving – Nov. 21-23
Winter Break – Dec. 19 – Jan. 4
Spring Break – March 11-15
Spring Holiday – Mar. 29 – April 1
Memorial Day – May 27
Make – Up Day – April 1
Make – Up Day – May 27

Testing

Writing
Math –
Writing
Reading
Math –
Math –
Math –
Reading
Reading
Reading
Science

Statement of Non-Discrimination

MeyerPark Elementary does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following staff members have been designated to coordinate compliance with these requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

Julia Wright
Superintendent/Principal
(713) 729-9712

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Julia Wright
Superintendent/Principal
(713) 729-9712

Admissions Policy

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the open-enrollment charter of MeyerPark Elementary (“MeyerPark” or “the School”) and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled shall not exceed the number of students approved in the charter or subsequent amendments.

In admitting qualified students, MeyerPark does not discriminate against students on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Exception to Admission

As authorized by Texas Education Code section § 12.111(a)(6)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Texas Education Code, Subchapter A, Chapter 37 will be excluded from enrollment in the School.

Submission of Applications and Admissions Lottery

The School requires applicants to submit a completed application form in order to be considered for admission. An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Each applicant will be assigned a number, and all numbers will be placed in a container and randomly drawn one number at a time by the Superintendent or designee. Each applicant whose number is drawn will be offered admission. Failure of an applicant to respond within three business days of the date of notification will result in the forfeiture of his or her position in the application process.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants

assigned to these numbers will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Exceptions

Exempted from the lottery are students enrolled in and attending the School, siblings of current students, and the children of staff members.

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in the School, each student's parent must show proof of residency at the time of enrollment.

Residency may be verified through observation, documentation and other means, to include but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Mailing address of the residence occupiers.
- Visual inspection of the residence.
- Interviews with persons with relevant information.
- Building permits issued to a parent on or before September 1 of the school year in which admission is sought as evidence of residency for the school year in which admission is sought only.

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

Student Information

Students enrolling in the School shall provide academic records from their prior school as required to verify academic standing. Verification of residency and immunization records are also required. *See "Immunization Requirements,"* page 25.

No later than 30 days after enrolling in the School, the student's parent and/or school district in which the student was previously enrolled must furnish student records verifying the identity of the student, including, but not limited to the student's birth certificate or records from the student's most recently attended school.

Food Allergy Information

Parents of students enrolled at the School must complete a form provided by the School that discloses (1) whether the student has a food allergy or a severe food allergy that should be disclosed to the School to enable the School to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the student is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

The School may also require information from a student's physician if the student has food allergies.

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

Attendance

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of six and 18 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission – including absence from any class, required special programs, or required tutorials – will be considered truant and subject to disciplinary action.

Notice to Parents:

Under Texas Education Code section 25.095(a), if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year or is absent for three or more days or parts of days within a four-week period, the parent of that student is subject to prosecution under Texas Education Code section 25.093 and the student is subject to prosecution under Texas Education Code section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

Credit

To receive credit in a class, a student must attend at least 90% of the days the class is offered. The allowed 10% absences consist of both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to a campus Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there are extenuating circumstances for an absence, the Attendance Review Committee will use the following guidelines:

- All absences will be reviewed, with consideration given to special circumstances discussed in the Texas Education Code.
- For a student transferring into the School after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent, or other representative will be given an opportunity to present any information to the

committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit. If the Committee determines that there are no extenuating circumstances and that credit may not be regained, the student and/or parent may appeal the decision by filing a written request with the Principal within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Principal or designee shall inform the student or parent of the date, time, and place of the meeting.

Absence

Absence in General

Parents must call the School on each day a student will be absent. Upon returning to school, the student must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. **Notes must be received within three days of the absence, or the absence will be unexcused.**

Excessive absence, *i.e.*, absence on ten or more days or parts of days within a six-month period in any one school year or on three or more days or parts of days within a four-week period, is considered truancy under state law and may be reported to the appropriate authorities and the courts to enforce compulsory attendance laws.

Types of Absences

The School recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the School's expectations. Students and parents should also be aware of the School's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

An absence will be considered excused if the absence is for one or more of the following reasons:

- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.
- Family emergency.
- Juvenile court proceedings documented by probation officer.
- Observing religious holy days.
- Personal illnesses that do not exceed three consecutive days. Illnesses that extend beyond three days will require a doctor's note.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Taking part in a student's United States naturalization oath ceremony.
- Temporary absence resulting from any cause acceptable to the Principal or the student's teacher.

The School will also excuse a student from attending school for travel under the following circumstances:

- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship;
- Attending a required court appearance;
- Observing religious holy days; or
- Taking part in a United States naturalization oath ceremony.

Any student participating in an activity listed above will be allowed one day's excused absence for travelling to the activity and one day's excused absence for returning from the activity.

Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Car trouble;
- Failure to bring a written note within two school days following an absence;
- Leaving school without the permission of the Principal or other administrator;
- Oversleeping;
- Personal business; and
- Vacations.

Make-Up Work

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Students are generally allowed one day to make up an assignment or test for each day missed due to absence. More time may be granted for emergencies or extenuating circumstances at the discretion of the teacher. Students who do not make up work by the applicable deadline may receive partial credit when the work is completed and turned in, at the discretion of the teacher. Students who completely fail to make up work will receive no credit. Students and parents are responsible ~~for responsible~~ for obtaining and completing make-up work in a satisfactory manner and within the time specified by the teacher.

Tardiness

Students must arrive for class by no later than 8:15 a.m. If a student is tardy three times throughout the semester, the student will be assigned detention.

Closed Campus Policy

MeyerPark is a closed campus facility. Once students arrive on campus, they may not leave without following the procedures established by the Superintendent/Principal.

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and in accordance with campus sign-out procedures. **A student who must leave school during the day shall bring a note from his or her parent specifying the release time and the person picking up the student.** Students will wait in a designated area until being released to the appropriate person. **All persons, including parents, should be prepared to present a picture ID to School officials when requesting the release of a student.**

Withdrawal from School

Voluntary Withdrawal

A student under 18 may be withdrawn from school only by a parent or legal guardian. The School requests notice from the parent at least 24 hours in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the Principal's office. The Principal or another administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book

clearance; to the office secretary for health records; and to the Principal for the last report card and course clearance. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

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

Involuntary Withdrawal

MeyerPark may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or Principal to locate the student have been unsuccessful.

Dress and Grooming

As authorized by state law and the School's charter, students are required to wear uniforms to school. The School's uniform policy is designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing clothing that will (1) not be a health or safety hazard to the student or others and (2) will not distract from the educational atmosphere of the school. Students are required to arrive in a proper school uniform every day.

Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. The School may provide a uniform for economically disadvantaged students. A request for School assistance for purchasing uniforms must be made in writing to the Principal and include evidence of the inability to pay. Further details are available in the Principal's office.

A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

School Dress Code and Uniform Policy

The School prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, or drugs. Any clothing that, in the Principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations is not permitted. Clothing that is ripped, torn, ragged, or suggestive is not appropriate school wear. Pants and skirts must be worn at the natural waistline and must fit appropriately in the crotch area. No sagging is allowed.

In order to simplify the school's dress code, the following uniform and dress guidelines shall be followed by all students.

	Monday, Tuesday, Thursday, Friday	Wednesday
Boys	Red Monogram Shirt Blue Pants Belt Black/Brown Shoes – <i>no tennis shoes/boots</i> Low cut hair – <i>no Mohawks, colors, or designs</i> Braids – neat and clean	White Monogram Shirt Blue Pants Belt Plaid tie Black/Brown Shoes – <i>no tennis shoes/boots</i> Low cut hair – <i>no Mohawks, colors, or designs</i> Braids – neat and clean

Girls	Red Monogram Shirt Blue Pants <i>or</i> Academic Outfitters issued <u>plaid</u> skirt Belt Black/Brown/Blue shoes- <i>no tennis shoes or boots</i> Neatly combed hair Braids – neat and clean	White Monogram Shirt Academic Outfitters Issued <u>plaid</u> skirt Plaid tie Black/Brown/Blue shoes- <i>no tennis shoes/ boots</i> Neatly combed hair Braids – neat and clean
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Student uniforms must be clean and free from holes and dirt. No exceptions!

- **Pants** – must be worn at the waist or upper hip and must not reveal underclothing.
- **Shorts and Skirts** – must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer.
- **Tops, Shirts, and Blouses** – students may not wear see-through or low-cut, sleeveless clothing, or clothing that exposes underclothing, midsections, torsos, backs, chests, breasts or cleavage. Tank tops or tops with spaghetti straps are not permitted.
- **Dresses** – must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage, and must be mid-thigh in length or longer
- **Shoes** – students must wear closed-toe shoes. House shoes or slippers of any kind are not allowed. Footwear must not detract from or interfere with the learning environment or present a safety or health hazard.
- **Head Coverings** – students may not wear head coverings, with the exception of (1) a cap or hat that is part of a uniform worn at a school activity or (2) for religious or medical purposes.
- **Underclothing** – students must wear appropriate underclothing at all times.
- **Pajamas/loungewear** – pajamas and loungewear are prohibited at all times, unless authorized by School administrators.
- **Jewelry/Piercings** – Noisy, distracting and excessive jewelry or accessories (including wallet chains) are prohibited. Jewelry and piercings must not detract from or interfere with the learning environment or present a safety or health hazard.
- **Tattoos** – tattoos, whether permanent or temporary, must be covered at all times.
- **Hair/Make-up** – Hair must be well groomed, neat, and clean at all times. Student hairstyle, color, and makeup must not detract from or interfere with the learning and school environment.
- **Backpacks** – must not detract from or interfere with the learning environment or present a safety or health hazard. All backpacks must be clear. Rolling backpacks are prohibited, except when necessary for health reasons.

Students participating in school-related activities, such as extracurricular or other special functions, may have a different dress or grooming code required by the sponsor or coach.

Dress and Grooming Violations

Students who come to school in violation of the School's dress code will have the option of correcting the violation or being placed in in-school suspension for the remainder of the day. Students may also be subject to discipline under the Student Code of Conduct. Additionally, parents may be asked to bring appropriate attire to school to correct the violation. Students who have a question about the appropriateness of an item should discuss the issue with an appropriate staff member before wearing the item.

Student Fees

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

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials.
2. Membership dues in voluntary student clubs or organizations and admission fees for extracurricular activities.
3. A security deposit for the return of materials, supplies, or equipment.
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety.
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, and graduation announcement.
6. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the School.
7. A fee for items of personal apparel used in extracurricular activities that become the property of the student.
8. A fee for summer school courses that are offered tuition-free during the regular school year.
9. A reasonable fee for transportation of a student who lives within two miles of the campus.
10. A fee for lost, damaged, or overdue library books.
11. A fee specifically permitted by any other statute.

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

Textbooks and Curriculum Materials

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

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the damages are paid for by the student and/or parent. However, a student will be provided textbooks for use at school during the school day. The School may reduce or waive the payment requirement if the student is from a low-income family. The release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks or supplemental materials.

Lost and Found

Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. Students who have lost these items should check at the front office. Items will be kept in lost and found for up to seven days. The hallways are inspected each evening and all unsecured items are placed in the front office. Students should label all books, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced.

Cafeteria Services

The School participates in the National School Lunch Program and offers nutritionally balanced breakfasts and lunches. Guidelines set by the Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all students. Menus may be obtained at the School office.

Free and reduced-price breakfasts and lunches are available based on financial need. Information about a student's participation is confidential. See the Campus Secretary to apply. Students must apply for meal assistance each school year.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to students other than through the School's food and nutrition services. More detailed information may be obtained at the main office or online at www.squaremeals.org.

Electronic and Telecommunication Devices

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, **students are not permitted to possess items such as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school**, unless prior permission has been obtained from the Principal.

If a School employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or a school-related activity, the employee will collect the item and turn it in to the Principal's office. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, School officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

A parent will be contacted to pick up the item and pay the applicable fine. A \$15 fee will be assessed before the parent is able to retrieve the device. An additional \$15 fee will be assessed the second time a device is confiscated. The third time a device is confiscated, the School will assess a \$15 fee and retain the device in the main office until the end of the current semester. Any disciplinary action will be in accordance with the Student Code of Conduct.

The School will not be responsible for damage to or loss or theft of confiscated items.

Distribution of Published Materials or Documents

School Materials

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

Student Non-school Materials

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

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

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the

Student Code of Conduct. Materials displayed without approval will be removed.

Nonstudent Non-school Materials

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

The requestor may appeal the Superintendent or designee's decision in accordance with School policy.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved School purposes. An application for permission must be submitted to the Principal at least ten days before the event. Fundraising activities not approved by the Principal are not permitted on School property.

Sales

Advertising may be permitted for approved school-related activities. This may include School newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to students or school personnel while on School property, at school-sponsored events, or on school transportation without the written permission of the Principal.

Demonstrations or Meetings on School Premises (Non-School Sponsored)

Any student who wishes to promote, organize or participate in a non-school sponsored demonstration or meeting on School premises must obtain prior written approval from the Principal at least three days prior to the requested activity. This three-day period does not include the day of the request or the day of the activity. The School may prohibit demonstrations or meetings that materially and substantially interfere with school activities or the rights of other students or teachers; are vulgar or profane; might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized order; inappropriate for the maturity level of the audience; associates the School with a non-neutral position on matters of political controversy; and/or the School demonstrates reasonable cause to believe that the expression would create material and substantial interference with its educational program.

Transportation

School Sponsored Activities

Students who participate in school-sponsored trips are required to use transportation provided by the School to and from the event. The Principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent, so long as the written request is presented before the scheduled trip.

Riding a School vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. Students are expected to assist School staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding School buses, students are held to behavioral standards established in this Guide and the Student Code of Conduct. Students must:

- Enter and leave the bus in an orderly manner at the designated stop. Students must not try to get on or off the bus or move about within the bus while it is in motion.
- Follow the driver's instructions at all times.
- Keep feet, books, band instrument cases, and other objects out of the aisle. Fighting of any kind while on the

- bus will not be tolerated, and may result in suspension or termination of bus-riding privileges.
- Not eat and drink on the bus. Students may not bring glass containers of any kind on the bus.
- Refrain from defacing the bus or its equipment. Damage to the bus must be reported immediately to the bus driver. Students who write on or deface any part of the bus are subject to suspension and restitution for damages.
- Refrain from putting his or her head, hands, arms, or legs out of the window, holding any object out of the window, or throwing objects within or out of the bus. Students are not permitted to bring skateboards onto the bus or use cellular phones while riding the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Student misconduct while riding in a School vehicle will be punished in accordance with the Student Code of Conduct. Additionally, student bus-riding privileges may be suspended.

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

If a special needs student is receiving bus transportation as a result of an Individual Education plan ("IEP"), the Admissions Review and Dismissal ("ARD") Committee will have discretion in determining appropriate disciplinary consequences for improper behavior in a School vehicle.

Pledges of Allegiance

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Prayer and Meditation

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

School Property and Facilities

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher.

Conduct Before, During, and After School

Teachers and administrators have full authority over student conduct during before or after-school activities on School premises and at school-sponsored events off School property, including but not limited to rehearsals, club meetings, athletic practices, and special study groups and tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct. Students

may also be subject to any rules of conduct established by the activity's sponsor.

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

Vandalism

The taxpayers of the community have made a substantial financial commitment for the construction and upkeep of School facilities. To ensure that School facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging School property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

SECTION II: STUDENT HEALTH AND SAFETY

Alcohol-Free School Notice

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

Tobacco-Free School Notice

Smoking and using smokeless tobacco are not permitted in School buildings, vehicles, or on or near School property, or at school-related or school-sanctioned events off School property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

Drug-Free School Notice

The School believes that student use of illicit drugs is both wrong and harmful. Consequently, the School prohibits the use, sale, possession, or distribution of illicit drugs by students on School premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Accident Prevention

Student safety on campus and at school-related events is a high priority of the School. Although the School has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this Guide and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the Principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other School employees who are overseeing the welfare of students.

Asbestos Management Plan

All School facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for the School in accordance with federal regulations. Parents may view the Asbestos Management Plan by contacting the Principal. Copies of the management plan are also available at a reasonable charge. Any questions regarding the management plan for the School or an individual campus should be directed to the Principal/Superintendent.

Bacterial Meningitis

State law requires the School to provide the following information:

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Students and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both student and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How Serious Is Bacterial Meningitis?

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

How Is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How Can Bacterial Meningitis Be Prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What Should You Do If You Think You Or A Friend Might Have Bacterial Meningitis?

You should seek prompt medical attention.

Where Can You Get More Information?

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>; and the Texas Department of State Health Services, <http://www.dshs.state.tx.us>.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to

school while contagious. Parents of students with a communicable or contagious disease should notify the Principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Influenza
Campylobacteriosis	Measles (rubeola)
Chickenpox	Meningitis, bacterial
Common cold	Meningitis, viral
Conjunctivitis, bacterial and/or viral	Mumps
Fever	Pertussis (whooping cough)
Fifth disease (erythema infectiosum)	Ringworm
Gastroenteritis	Rubella (German measles)
Giardiasis	Salmonellosis
Head lice (pediculosis)	Scabies
Hepatitis A	Shigellosis
Infections (wounds, skin, and soft tissue)	Streptococcal sore throat and scarlet fever
Infectious mononucleosis	Tuberculosis, pulmonary

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

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

Immunization Requirements

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the "2011–12 Texas Minimum State Vaccine Requirements for Students." This document and more information about school vaccine requirements are available at the Texas Department of State Health Services ("DSHS") Immunization Branch website: www.ImmunizeTexas.com (click on the "School & Childcare" link).

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

Provisional Enrollment

A student may be enrolled provisionally for no more than 30 days if he or she transfers from one Texas school to another, and is awaiting the transfer of immunization records.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the School. The School 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 him or her from school attendance until the required dose is administered.

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

Exclusions from Immunization Requirements

Exclusions from immunization compliance are allowable on an individual basis for medical reasons, reasons of conscience, and active duty with the armed forces of the United States.

If a student should not be immunized for medical reasons, the student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed DSHS affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. Information for obtaining an affidavit for exclusion from immunization requirements is available at www.ImmunizeTexas.com (click on the "School/Childcare Requirements" link). The official DSHS affidavit form must be notarized and submitted to the School office within 90 days from the date it is notarized. The School will accept only official DSHS affidavit forms developed and issued by DSHS; no other forms or reproductions will be allowed. The student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

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

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

Immunization Records Reporting

The School's record of your student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments and the Texas Department of Health and transferred to other schools associated with the transfer of your student to those schools.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, School employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. **Therefore, parents are required each year to complete an Emergency Information and Medical/Parent Authorization form that is kept on file by the School.** Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the Campus Secretary to update any information.

Illness During the School Day

Students becoming ill or injured during the school day are directed to report to the Campus Secretary or the main office. Parents or other persons designated on the student's enrollment application will be contacted as appropriate.

Administration of Medication

All medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school by an employee designated by the Superintendent in compliance with physicians' orders under the following conditions.

1. Nonprescription medication brought to school must be submitted to the School by a parent along with a written request that includes directions for dosage and when the medication should be administered. The medication must also be in the original and properly labeled container. Substances such as vitamins and herbal preparations will not be given at school, except if required by the students Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.
3. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. Only the amount of medication needed should be delivered to the School, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
5. In certain emergency situations, the School may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the School and when the parent has previously provided written consent for emergency treatment.
6. Students are not allowed to share any medication with another student. (This includes prescription medication or over-the-counter products).

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

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on School property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and a School administrator, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the School office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Consequences for Violations of Medication Policy

Any attempt to violate the provision of these guidelines will result in disciplinary action consistent with the Student Code of Conduct.

Fitness Testing

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

Dyslexia and Related Disorders

From time to time, students may be screened and treated for dyslexia and other related disorders in accordance with programs, rules, and standards approved by the State of Texas. Parents will be notified should the School determine a need to identify or assist a student diagnosed with dyslexia or related disorder.

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually.

Screening records for individual students may be inspected by the Texas Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

Exemption

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

Spinal Screening

All students in sixth grade must be screened for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grade six may be met if the child has been screened for spinal deformities during the previous year.

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

Exemption

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

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

The School prohibits discrimination, including harassment, against any student on the basis of race, color, religions, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of School policy.

Discrimination

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

Prohibited Harassment

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

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

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

Sexual Harassment

In compliance with the requirements of Title IX, the School does not discriminate on the basis of sex in its educational programs or activities. The School does not tolerate sexual harassment of a student by employees or other students. Romantic or inappropriate social relationships between students and School employees are prohibited. Any sexual relationship between a student and a School employee is always prohibited, even if consensual.

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

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

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

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

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

Retaliation

The School prohibits retaliation against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a School investigation regarding discrimination or harassment is subject to appropriate discipline.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, the Principal, or other School employee. Alternatively, a student may report prohibited harassment directly to one of the officials below:

Reports of discrimination based on sex, including sexual harassment, may be directed to the Superintendent/Principal, the School's Title IX Coordinator.

Reports of discrimination based on disability may also be directed to the Superintendent/Principal, the School's ADA/Section 504 Coordinator.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator may be directed to the Board of Directors. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

After receiving a complaint of prohibited discrimination or harassment, the School may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Coordinator or other authorized School official shall promptly authorize and undertake an investigation. When appropriate, the School may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations.

The investigator will prepare a written report of the investigation. The report shall be filed with the appropriate Coordinator or other School official overseeing the investigation. If the results of the investigation establish that prohibited discrimination or harassment occurred, the School shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. The School may take disciplinary action based on the results of an investigation, even if the School concludes that the conduct did not rise to the level of discrimination or harassment prohibited by law or policy.

Confidentiality

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

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the School's grievance procedure. *See* "Student or Parent Complaints and Concerns," page 55. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying and Cyberbullying

MeyerPark prohibits bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on School property at a school-sponsored or school-related activity, or in a vehicle operated by the School that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing

- a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, and pervasive enough the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct described above is considered bullying if that conduct:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of the School.

The School also prohibits cyberbullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation.

Reporting Procedures

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal, a teacher, or other School employee. A report may be made orally or in writing. Any School employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal.

Investigation of Report

The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. *See* "Freedom from Discrimination, Harassment, and Retaliation," page 28. The Principal shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

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

Confidentiality

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

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the School's grievance procedure. *See* "Student or Parent Complaints and Concerns," page 55.

Cooperation with Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The Principal or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the Principal considers to be a valid objection.
- The Principal or designee ordinarily will be present unless the interviewer raises what the Principal or designee considers to be a valid objection.
- The Principal or designee will cooperate fully regarding the conditions of the interview, if the questioning or

interview is part of a child abuse investigation.

When the investigation involves allegations of child abuse, special rules apply. See “Child Abuse Reporting and Programs,” page 32.

Students Taken Into Custody

State law requires the School to permit a student to be taken into legal custody:

- Pursuant to an order of the juvenile court;
- Pursuant to the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated the terms of probation imposed by a juvenile court;
- Pursuant to a properly issued directive to apprehend; or
- By an authorized representative of the Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order and under the conditions set out in Texas Family Code § 262.104 relating to the student’s physical health or safety.

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 or her ability, verify the official’s authority to take custody of the student.

Child Abuse Reporting and Programs

MeyerPark provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. The School also provides training to its teachers and students in preventing and addressing incidents of sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse. Assistance, interventions and counseling options are also available.

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

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

Plan for Addressing Sexual Abuse and Other Maltreatment of Students

What is Sexual Abuse of a Child?

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

What is Other Maltreatment of a Child?

Under state law, “other maltreatment” of a child includes “abuse” or “neglect,” as defined by Texas Family Code sections 261.001 and 261.401.

Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective

Services (“DFPS”). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only, <http://www.txabusehotline.org>.
- 713-884-3131
- Call 911 for emergency situations.

The School has established the following Plan for Addressing Sexual Abuse and Other Maltreatment of Children (the “Plan”). The Plan may be accessed at www.meyerparkelementary.edu, and copies of the plan are also available at the Principal’s office.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children

For Teachers: The School annually trains teachers in all content areas addressed in the Plan. Training will include contents of adopted board policy and is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

For Students: School staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per [school year/semester].

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

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

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. DFPS also provides early abuse intervention through counseling programs. The Harris County location may be contacted at 713-394-4000. Services available in your county can be accessed at the following web address:

http://www.dfps.state.tx.us/prevention_and_early_intervention/programs_available_in_your_county/default.asp.

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
<http://www.tea.state.tx.us/index2.aspx?id=2820>
- Sexual Abuse Prevention Programs:
<http://www.childwelfare.gov/preventing/programs/types/sexualabuse.cfm>
- Promoting Healthy Families in Your Neighborhood:
http://www.childwelfare.gov/pubs/res_packet_2008/
- Signs of Child Abuse:
http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- DFPS – How to Stop Child Abuse; Texas Statutes:

http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html

- DFPS – How to Report Child Abuse or Neglect:
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse?
https://www.oag.state.tx.us/AG_Publications/txts/child_abuse.shtml
- Prevent Child Abuse.org – Texas Chapter:
<http://www.preventchildabuse.org/chapters/statecontact.cfm?stateabbrev=tx>
- Texas Council on Family Violence – Abuse Prevention Links:
<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse or Other Maltreatment

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

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse or other maltreatment include:

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

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

Actions That A Child Who Is A Victim of Sexual Abuse or Other Maltreatment Should Take

During student awareness sessions concerning sexual abuse and maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options

DePelchin
4950 Memorial Drive
Houston, Texas 77007
713-730-2335

Child Protective Services
6300 Chimney Rock
Houston, Texas 77081
713-295-2500

Interrogations and Searches

In the interest of promoting student safety and attempting to ensure that the School is safe and drug free, School officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by School officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Express or implied coercion – such as threatening to contact parents or police – invalidates apparent consent.

A search is reasonable if (1) the School official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Desk and Locker Searches

Students should have no expectation of privacy in the contents of their lockers, desks or other School property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of the School. The School will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates School policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found during a search. The student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person, as a result of a search conducted in accordance with this policy.

Procedures for Use of Restraint and Time-Outs

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

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.

- The student may not be deprived of basic human necessities.

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

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

Visitors to the School

Visitors for educational purposes are welcome at MeyerPark. For the safety of those within the School and to avoid disruption of instructional time, all visitors – including parents – must first report to the Principal’s office, present a valid photo ID, sign-in, and obtain a visitor’s badge.

The Principal may take the following actions whenever there is a school visitor:

- Require the visitor to display his or her driver’s license or another form of identification issued by a governmental entity containing the person’s photograph.
- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the School.

Any visitor identified as a sex offender shall be escorted by School personnel at all times during a school visit and shall have access only to common areas of the campus.

Visits to individual classrooms during instructional time are permitted only with approval of the Principal and teacher and so long as the duration or frequency of the visits do not interfere with the delivery of instruction or disrupt the normal school environment. Visits are generally limited to 20 minutes in length.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the School to take action against any person – student or nonstudent – who:

- Disrupts classes while on School property or on public property that is within 500 feet of School property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to School property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a School building without authorization from an administrator.
- Interferes with the transportation of students in School vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving School property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

School Safety

Providing a safe learning environment is the School's top priority. In order to achieve this goal, we have developed safety and crisis response procedures.

Throughout the school year, the School will conduct practice drills for these procedures to ensure that all persons are familiar with their roles and responsibilities. Additionally, we have identified secondary sites and reunification (student pickup) procedures in case it becomes necessary to evacuate school premises. The School will use parent letters, the School website (www.meyerparkelementary.edu) and local television and radio stations to communicate safety information to parents.

Ozone Response Plan

Ground-level ozone is the most common air quality problem in Harris County. During daytime hours when temperatures are high, sunshine is strong, and winds are weak, ozone can accumulate to unhealthy levels, especially for people with respiratory conditions who are participating in strenuous outdoor activities.

The School follows recommendations from the Harris County Office of Emergency Management and Texas Natural Resource Conservation Commission to issue ozone warnings to students. When the School receives an ozone alert from Harris County, the following procedures will be utilized:

Orange Alert – Students in the sensitive group (students with respiratory or heart conditions, etc.) will stop all outdoor activity. All other students will continue to participate in regular activities.

Red Alert – Students in the sensitive group will stop all outdoor activity. All other students will limit outdoor activity to one hour or less.

Purple Alert – All students will curtail outdoor activity.

Emergency Closings

Generally, the School dismisses class for weather-related events on the same days as surrounding local independent school districts. Automated calls will be made to student home phone numbers beginning at 6:00 a.m. if conditions warrant the closing of school. Local television and radio stations will also be notified, and information will be posted on the School's website (www.meyerparkelementary.edu). Parents are encouraged to monitor the following television or radio stations for information on school closings:

Television Stations: KTRV

Radio Stations: FM 93 (KKBQ), FM 97.9 (KBXX), FM 99.1 (KODA), FM 100.3 (KILT), FM 102.1 (KMJQ), FM 102.9 (KLTN), FM 107.5 (KLDE), AM 740 (KTRH), AM 950 (KPRC) and AM 1010 (KLAT).

Pest Control Information

The School periodically applies pesticides inside School buildings and on School grounds. Except in an emergency, signs will be posted 48 hours before application. Students may not reenter a treated area inside a building or use an area on School grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Principal.

Use of Security Cameras

MeyerPark utilizes security cameras and video recording devices on campus. Cameras and recording devices are

located in cafeterias, hallways, designated areas, entryways, and parking areas. Video recordings will be used, as needed, to help maintain a safe and orderly environment. The School may view recordings to aid in the investigation of student misconduct and potential violations of the Code of Conduct.

Elementary Student Safety Pledge

- I want my school to be a place where all students feel safe and treat each other with respect.
- I will not bully, tease or hurt anyone. If I hear bullying or teasing, I will tell the person to stop and report it to an adult.
- I will tell an adult right away if I hear anyone threaten another person.
- I will immediately tell an adult if a student brings something to school that could hurt someone.

Middle School Student Safety Pledge

- I recognize that every student has the right to a safe environment where everyone is treated with respect.
- I understand that I have an essential role in school safety and violence prevention.
- I will immediately report any threats of violence, suicide, presence of weapons, explosives, or drugs to school administrators.
- I will do all I can to stop the harassment of others.
- I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of my school.

SECTION III: ACADEMICS AND GRADING

Computer Resources

To prepare students for an increasingly computerized society, the School has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must read and agree to abide by the Student Acceptable Use Policy, found on page 60 of the Guide.

Credit by Examination

The School provides for grade level acceleration in grades K–5 and course credit in grade levels six or above for students with no prior formal instruction in the grade level or course.

Kindergarten students may be accelerated in a manner approved by the School's Board of Directors. Please contact the Principal for more information.

Students in grades 1–5 may be accelerated one grade level if the student meets the following requirements:

- The student scores at least 90% on a criterion-referenced test for the grade level he or she wants to skip in each of the following areas: language arts, mathematics, science, and social studies;
- A School representative recommends that the student be accelerated; and
- The student's parent gives written approval for the acceleration.

A student in sixth grade may earn credit for a subject in which he or she has had no prior instruction if the student scores at least 90% on a criterion-referenced test for the applicable course.

Extracurricular Activities, Clubs, and Organizations

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

Eligibility for participation in school-related activities is subject to the following standards:

- A student who receives at the end of a grading period a grade below 70% in any class (other than identified class eligible for exemption) or a student with disabilities who fails to meet the standards in his or her Individual Education Plan ("IEP") may not participate in extracurricular activities for at least three school weeks. The student regain eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that the student has earned a passing grade (70% or above) in all classes, other than those that are exempted.
- A student with a conduct grade of lower than "Satisfactory" will not be allowed to play in any events.
- Ineligible students may practice or rehearse, but may not participate in a competition or other public performance.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Homework

Homework is assigned each day Monday through Thursday. Homework is assigned on Friday at the discretion of the teacher. Homework is a major component of a student's six-week average.

Students are expected to allocate the following amount of time for homework each day:

Pre-Kindergarten – 15 minutes
Kindergarten – 30 minutes
First grade – 45 minutes
Second Grade – 1 hour
Third Grade – 1 hour 15 minutes
Fourth Grade – 1 hour 30 minutes
Fifth Grade - 1 hour 45 minutes
Sixth Grade- 2 hours

Parents are encouraged to take the following steps to help their children gain the most from homework:

- Develop homework rules with your child. Decide when and where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's homework and ask them about it each night.
- Give your child a short break from their work, if needed.
- Encourage your child to work independently, but provide assistance if needed.
- Offer positive words of encouragement, such as "I'm proud of you" or "I knew you could do this all by yourself!"

Tutorials

Tutorials are designed to help students achieve academic success. A student whose grade is lower than 70 in any subject is required to attend tutorials in that subject. Students who do not perform satisfactorily on benchmark testing may also be assigned tutorial sessions. The School will provide parents with an after-school tutorial schedule each semester. Generally, tutorials are held every Tuesday and Thursday from 3:30–5:30 p.m. No tutorials are held on Wednesday or Friday. Parents are required to provide transportation to and from tutorials. The School is unable to provide supervision for students left unattended after tutorials

Promotion and Retention

A student will be promoted on the basis of satisfactory attendance and academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive at least a grade of 70% based on course-level or grade-level standards. Additionally, students at certain grade levels will be required to pass state-mandated assessments for their grade level.

To be promoted at the end of pre-kindergarten, kindergarten and first grade, a student must be working on-level and earn an end-of-year grade of at least "Satisfactory" in reading/language arts and mathematics.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will have two additional opportunities to pass the exam. If the student fails a second time, a Grade Placement Committee consisting of the Principal or designee, the student's teacher, and the student's parent will determine the additional special instruction the student will

receive.

If a student fails after a third attempt, the student will be retained at his or her current grade level. The parent, however, may appeal this decision to the Committee. A decision to promote a student to the next grade level must be unanimous. Regardless of whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal (“ARD”) Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program (“IEP”).

Report Cards, Progress Reports, and Conferences

Report cards with student grades and performance are issued at least once every six weeks. Report cards also contain information on student absences in each class or subject taken.

At the end of the first three weeks of a grading period, the School will issue a written progress report of each student’s performance in all courses. Progress report conferences with parents are held every third week within a six-weeks grading period. If a student receives a grade lower than 70% in any class or subject during a grading period, parents are encouraged to schedule an additional conference with the teacher of that class or subject.

A report card or progress report will also indicate whether tutorials are required for a student receiving a grade of 70% or lower in a class or subject.

Report cards and progress reports must be signed by the parent and returned to the school within five days.

Academic Penalties

Teachers will not impose academic penalties for student misconduct other than cheating or copying another student’s work. Cheating is defined as giving or receiving information or help on a test, possession of any unauthorized material during a test, copying another student’s assignment or knowingly allowing another unauthorized student to copy from his or her assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student, including products from the Internet. Plagiarism is defined as the use of another’s ideas or products as one’s own, and is also considered cheating. The academic for cheating will be determined by the classroom teacher or Principal. The student may also be subject to disciplinary action under the Student Code of Conduct.

Grading Guidelines

MeyerPark utilizes the following grade system to report academic success:

- | | | |
|------------|-----------|---|
| • 90–100 | Excellent | A |
| • 80–89 | Good | B |
| • 75–79 | Fair | C |
| • 70–74 | Passing | D |
| • Below 70 | Failing | F |

Conduct Grades

Conduct grades are recorded as:

- E = Excellent
- S = Satisfactory
- U = Unsatisfactory

Honor Roll and Merit Roll

MeyerPark has two designations for academic recognition: the Honor Roll and the Merit Roll. The eligibility criteria for each form of recognition are as follows:

Honor Roll: No grade below 90 and a numerical average of 95 or above. All conduct grades of “S” or above. No more than one unexcused absence per grading period.

Merit Roll: No grade below 80 and a numerical average of 88 or above. All conduct grades of “S” or above. No more than one unexcused absence per grading period.

Special Programs

Bilingual/ESL Services

In keeping with state and federal law, the School offers Bilingual/English as a Second Language (“ESL”) services at all appropriate grade levels for English language learners who are limited in their English proficiency. The School’s goal is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

Special Education Services

The School has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5–21 years of age and who fall within the School’s jurisdiction. If you know or suspect that your child has a disability, please contact the School for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”), which is developed by the student’s Admission, Review, and Dismissal (“ARD”) Committee. The ARD Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from the Special Education Director or at the Texas Education Agency Special Education Website:

<http://www.tea.state.tx.us/special.ed/>.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the Principal to learn about the School's overall general education referral or screening system for support services. This system may link students to a variety of support options, including potential referral for a special education evaluation. Students having difficulty in a regular classroom must be considered for, and provided service from, all tutorial, compensatory, and other support services prior to a referral for special education services.

A parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the School must decide if the evaluation is needed. If the School determines the evaluation is needed, the parent will be notified and asked to provide written consent for the evaluation. The School must complete the evaluation and the report within 60 days of the date it receives the written consent. The School must meet with the parent to explain the findings of the evaluation and must give a copy of the report to the parent.

If the School determines that an evaluation for special education services is not appropriate, it will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs parents of their rights if they disagree with the School. Additionally, the parent will be provided a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning disabilities or a referral for evaluation for special education is Julia Wright. She may be contacted at 713-729-9712.

Section 504 Services

MeyerPark provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such an impairment, or is regarded as having such an impairment. A student with a disability is "qualified" if he or she is between the ages of three and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless the School demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the School shall comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, the School shall ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Principal for information concerning available programs, assessments, and services. For further information, please contact Julia Wright at 713-729-9712.

Services for Title I Participants

Information regarding the School's Title I program may be obtained from the Principal.

State Assessments

Students at certain grade levels will take state-mandated tests in the following subjects:

Third Grade: Reading and Mathematics

Fourth Grade: Writing, Mathematics, and Reading

Fifth Grade: Science, Reading, Mathematics

Sixth Grade: Reading and Mathematics

Local Assessments

Students in the following grade levels will also be assessed through routine testing and other measures of achievement:

Kindergarten – Second Grade: TPRI, Iowa/Stanford, Six Weeks Assessments

Third – Sixth Grade: Benchmarks, Six Weeks Assessments

Testing results will be reported to students and parents, and parents may review any assessment given to their child.

Alternative Assessment

Students with disabilities who are receiving special education services in one or more subject areas will participate in state-approved assessment instruments in the applicable subject(s).

TELPAS

The Texas English Language Proficiency Assessment System (“TELPAS”) is a system of statewide assessment administered to all Limited English Proficient (“LEP”) students. The TELPAS measures English ability based on the stage of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

SECTION IV: STUDENT CODE OF CONDUCT

The Purpose of the Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by School staff. To foster an orderly and distraction-free environment, the School has established this Student Code of Conduct (“the Code”) in accordance with state law. The Code outlines prohibited behaviors and consequences for such behavior.

The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted on campus or will be available for review in the Principal’s office. Parents will be notified of any violation that may result in a student being suspended or expelled from the School.

Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

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

Social Events

School rules apply to school social events to which students bring guests. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted. The School cannot assume responsibility for students who leave a school activity without permission.

Jurisdiction

The School has disciplinary authority over a student:

1. During the regular school day and while the student is traveling to and from school on School transportation;
2. While the student is participating in any activity during the school day on School grounds;
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 is involved, regardless of time or location;
6. For any mandatory expulsion offense committed while on School property or while attending a school-sponsored or school-related activity of another public school in Texas;
7. When the student commits a felony, as provided by Texas Education Code Sections 37.006 or 37.0081; and
8. When criminal mischief is committed on or off School property or at a school-related event.

Note: In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus will be reported to an appropriate law enforcement agency.

Standards for Student Conduct

It is the goal of MeyerPark to foster a climate of mutual respect for the rights of others. To help the School achieve this goal, each student is expected to:

- Abide by the Student Safety Pledge (*see* page 38).
- Attend all classes, regularly and on time.
- Avoid violations of the Code.
- Behave in a responsible manner and exercise self-discipline while at school, on School transportation, and when attending school functions on or off campus.
- Cooperate with and assist School staff in maintaining safety, order, and discipline.
- Demonstrate courtesy and respect, even when others do not.
- Meet school standards on grooming and dress.
- Obey all campus and classroom rules.
- Prepare for each class; take appropriate materials and assignments to class.
- Report dangerous behaviors and/or situations to School personnel.
- Report threats to the safety of students and staff members, as well as misconduct by other students or staff members, to the Principal, teacher, or other adult
- Respect the property of others, including School property and facilities.
- Respect the rights and privileges of other students and of teachers and other School staff.

Discipline Management Techniques

In general, discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Discipline shall be administered when necessary, to protect students, School employees, or property and to maintain essential order and discipline. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and the effect of the misconduct on the school environment.

The following discipline management techniques may be used – alone or in combination – for misbehavior violating the Code or campus or classroom rules:

- Assignment of school or community service.
- Behavioral contracts.
- Confiscation of items that disrupt the educational process.
- Cooling-off time or “time-out.”
- Counseling by teachers or administrative personnel.
- Detention – before, during, or after school or on Saturday.
- Expulsion.
- In-school suspension.
- Intervention strategies, such as flexible scheduling, peer mediation, conflict resolution, or social skills class.
- Referral to an outside agency and/or legal authority for criminal prosecution.
- Restoration and/or restitution, as applicable.
- Scholastic penalties as permitted by policy, including grade reductions for cheating and plagiarism.
- School and home communication and conferences.
- School-assessed and school-administered probation.
- Seating changes in the classroom.
- Sending the student to the office or other assigned area.

- Suspension at home for up to three days.
- Techniques or penalties identified in a student organization's rules or constitution.
- Verbal correction.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices.
- Withdrawing or restricting privileges, including bus riding privileges.
- Other strategies and consequences as specified by the Code.

Corporal Punishment

MeyerPark prohibits the use of corporal punishment as a disciplinary management technique.

Offenses and Consequences

The Code provides a description of a broad range of behaviors considered to be student misconduct. **The acts of misconduct listed in the Code are not exhaustive.** A student who commits an act of misconduct will be subject to the disciplinary action imposed by the appropriate School personnel. **The Principal has the final authority in determining disciplinary actions for student misconduct.**

Level I Offenses:

Level I offenses include general violations of classroom, School bus, or campus rules.

The following behaviors are prohibited at all school and school-related activities:

1. Accessing restricted areas – *i.e.*, using classrooms without teacher permission or removing items from a teacher's desk.
2. Accumulating four offenses within a period of 45 rolling school days.
3. Accumulating three or more tardies during a semester.
4. Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of the classroom.
5. Damaging or vandalizing property owned by others.
6. Defacing or damaging School property.
7. Eating or drinking in an undesignated area.
8. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person.
9. Failing to comply with directives given by School personnel (insubordination).
10. Failure to complete assigned homework.
11. Failure to deliver and/or return written communication between home and school.
12. Not bringing required classroom materials and/or assigned work to class, (including, but not limited to, network login ID and/or password, computer resources (Epic computer)).
13. Possessing or using matches or a lighter.
14. Posting materials or holding student gatherings without administrative approval.
15. Profanity or obscene gestures directed toward other students.
16. Refusing to accept disciplinary consequences assigned by a teacher or administrator.
17. Refusing to follow classroom rules (participating in classroom activity, completing assigned work, etc.).
18. Running and/or making excessive noise in the halls, building, and/or classroom.
19. Violating campus or classroom standards of behavior.

Disciplinary Consequences (not in order of progressive disciplinary measures)

1. Application of one or more Discipline Management Techniques listed on page 46.
2. Assignment to detention.
3. Behavior contracts.
4. Conferences with a counselor.
5. Conferences with a teacher and/or administrator.
6. In-class disciplinary action (verbal correction, time-out, etc.)
7. Other appropriate disciplinary options
8. Parent contact: note, call or conference
9. Removal from School bus.
10. Removal from the classroom and/or placement in another classroom, or changed seating assignments.
11. Restitution/restoration, if applicable.
12. School-assessed and administered probation.
13. Supervised campus service assignment
14. Temporary confiscation of prohibited items.
15. Withdrawal of student privileges.

Level II Offenses:

Level II offenses include violations that are more serious in nature, and will result in a referral to an administrator.

The following behaviors are prohibited at all school and school-related activities:

1. Altering or deleting digital files.
2. Altering School records, or signing another person's name on school documents.
3. Any repeated violation cited in the previous levels or chronic or repeated instances of misbehavior.
4. Cheating and/or copying (plagiarism) the work of others from any source (Internet, library resources, other students, etc.).
5. Disobeying conduct rules for School transportation. *See* "Transportation," page 21.
6. Distributing unapproved flyers or other printed materials. *See* "Distribution of Published Materials or Documents," page 19.
7. Engaging in an inappropriate public display of affection.
8. Engaging in any misbehavior that gives School officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
9. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
10. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a School employee.
11. Exhibiting any unacceptable physical contact that could result in injury.
12. Failure to attend class or tutorial sessions.
13. Failure to comply with the School's dress and grooming policies. *See* "Dress and Grooming," page 16.
14. Leaving or returning to the classroom, building, or School grounds without permission.
15. Loitering.
16. Lunchroom or restroom misconduct.
17. Misuse of school technology, including but not limited to, the Internet, the School network, or School-owned equipment or software.
18. Possessing a cellular telephone or other telecommunications device at school during the school day. *See* "Electronic and Telecommunications Devices," page 19.
19. Possessing, smoking, or using tobacco products.
20. Possession of any electronic devices (*i.e.*, CD players, MP3 players, iPods, Game Boys, Nintendos, or other devices) during school hours. *See* "Electronic and Telecommunications Devices," page 19.

21. Purchasing, selling or soliciting for sale any merchandise on the School campus without the authorization of the building principal (including the use of Internet resources and/or digital devices).
22. Repetitive Level I Offenses – *i.e.*, two or more Level I offenses within a semester.
23. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
24. Stealing from students, staff, or the School.
25. Threats against other students or School personnel.
26. Throwing objects that can cause bodily injury or damage to property.
27. Truancy.
28. Unwanted touching of others.
29. Verbal or written abuse – *i.e.*, name-calling, racial or ethnic slurs, or derogatory statements – that disrupt the school environment.
30. Violating the School's medication policy. See "Administration of Medication," page 27.
31. Refusing to consent to a search by School officials.

Disciplinary Consequences

1. Any applicable Level I Disciplinary Consequence.
2. Out-of-school suspension for up to five days.

Disciplinary actions may be used individually or in combination for any offense.

Level III Offenses

The following behaviors are prohibited at all school and school-related activities:

1. Abusing a prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on School property or at a school-related event.
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault
6. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.
7. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
8. Arson.
9. Assault.
10. Bullying and/or cyberbullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence and retaliation for reported bullying. See "Freedom from Bullying and Cyberbullying," page 30.
11. Burglary of a motor vehicle on campus.
12. Capital murder.
13. Commission of a felony offense listed under Title 5, Texas Penal Code.
14. Conduct endangering the health and safety of others.
15. Conduct punishable as a felony.
16. Fighting.
17. Gang-related behavior, activity, or membership.
18. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a School employee, and retaliation for reported harassment. See "Freedom from Discrimination, Harassment, and Retaliation," page 28.
19. Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or School employee, and retaliation for reported harassment. See "Freedom from

Discrimination, Harassment, and Retaliation,” page 28.

20. Hazing.
21. Inappropriate sexual conduct.
22. Indecency with a child.
23. Indecent exposure.
24. Issuing a false alarm or report.
25. Issuing a terroristic threat.
26. Manslaughter.
27. Murder.
28. Persistent Level I offenses (four or more Level I offenses committed in any one school year).
29. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
30. Possessing obscene or pornographic material.
31. Possessing, selling, distributing, or being under the influence of inhalants.
32. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
33. Possession of drug paraphernalia.
34. Providing false or misleading information to an administrator during a School investigation.
35. Required registration as a sex offender.
36. Retaliation against any School employee or volunteer at any time or place.
37. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marihuana, a controlled substance or dangerous drug, or an alcoholic beverage.
38. Sexual abuse of a young child or children.
39. Sexual assault.
40. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.
41. Vandalism of or conduct constituting criminal mischief with respect to School facilities or property.
42. Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student’s parent. *See* “Student Acceptable Use Policy,” page 60.

Disciplinary Consequences

1. Any applicable Level I or Level II disciplinary consequence.
2. Out of school suspension for five–ten days.
3. Expulsion.

Consequences

Detention

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

After School Detention

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

Suspension

The School utilizes two kinds of suspension: in school suspension and out of school suspension.

In School Suspension

The following rules and regulations apply to all students assigned to in school suspension:

1. In school suspension will be run from 8:15 a.m. until dismissal time.
2. Students will bring materials to work on, including an in school suspension assignment with their teachers' names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
3. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
4. Students may not bring food or drink into the detention room.
5. No disruptive behavior will be allowed.
6. Unexcused absences from suspension will be referred to the Principal.
7. Sleeping is prohibited.
8. Students must abide by the provisions of this Guide and the Student Code of Conduct during their suspension period.
9. A student who misses a scheduled in school suspension without a confirmed excuse will be assigned one day out of school suspension. The missed in school suspension period will be rescheduled. If a student misses more than one scheduled in school suspension without a confirmed excuse, he or she may be subject to expulsion.

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

Out of School Suspension

Notice of suspension and the reasons for the suspension will be given to the student by the Principal.

Conferences, Hearings and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law and School policy.

Process for Suspensions Lasting Up To Five Days

In addition to the above list of Code of Conduct violations, the Principal has authority to suspend a student for a period of up to five school days for any of the following additional reasons:

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

Prerequisites to Suspension

Prior to suspending a student, the Principal or designee must attempt to hold an informal conference with the student to:

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

Notification to Parents/Guardians

If the Principal or designee determines the student's conduct warrants suspension during the school day, the Principal or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the

student is sent home. The Principal or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

Credit During Suspension

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

Process for Out-of-School Suspensions Over Five Days and Expulsion

Notice

When the Principal or designee determine that a student's conduct warrants suspension for more than five days or expulsion, but prior to taking any expulsion action, the Principal or designee will provide the student's parent(s) with written notice of:

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

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

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

Hearing Before Principal

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

Immediately following the hearing, the Principal will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

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

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

Appeal to the Board of Directors

The student or his or her parent(s) may appeal the expulsion decision to the Board of Directors by notifying the Principal in writing within seven calendar days of the date of receipt of the Principal's decision. The Board will review the audio or transcribed record from the hearing before the Principal at a specially called meeting. The Board will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

No Credit Earned

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

Emergency Placement and Expulsion

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

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.

Suspension/Expulsion Requirement

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, a student with a disability shall remain in the present education setting, unless the School and parents agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, the School shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Principal may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis.

For the purposes of this law, "firearm" means:

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

SECTION V: ESPECIALLY FOR PARENTS

Your Involvement as a Parent

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the School provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
2. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered at MeyerPark. Discuss with the Principal any questions you may have about the options and opportunities available to your child.
3. Monitoring your student's academic progress and contacting teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or Principal, please call the School office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.
5. Becoming a school volunteer. For further information, contact the Principal. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
6. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact the Principal's office.
7. Attending Board meetings to learn more about the School's operations.

Communication between Home and School

Communication between home and school is essential for students to make the most of the opportunities provided. School communication starts with informational documents, such as handbooks, newsletters, progress reports, report cards, and student work. This communication continues with messages and phone calls between parents and school staff, information on campus web pages, school open houses, and back-to-school nights. Communication might also include parent-teacher conferences. Parent communication with teachers is encouraged whenever staff members or parents have concerns about a student's academic or behavioral progress. To facilitate communication with parents, the School conducts progress report conferences during the third week of each six-week grading period.

Surveys and Activities

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

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

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

“Opting Out” of Surveys and Activities

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

1. Any survey concerning the private information listed above, regardless of funding.
2. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Notification of Teacher Qualification

At the beginning of each school year, the School will notify the parent of each student attending with information regarding the professional qualifications of their student’s classroom teachers. The School will also provide this information upon request from a parent. The notification will include, at a minimum:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree; and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Student or Parent Complaints and Concerns

Student and parent complaints or concerns can usually be addressed by a phone call or a conference with a teacher. For those complaints and concerns that cannot be handled so easily, the School has adopted a standard complaint policy as stated in the School’s policy manual. A copy of this policy may be obtained in the Principal’s office. In general, the student or parent should first discuss the complaint with the Assistant Principal. If still unresolved, a written complaint and a request for a conference should be sent to the Executive Director. If the student or parent is not satisfied with the Executive Director’s resolution, a written complaint and a request for a conference should be provided to the Superintendent. If still unresolved, the School provides for the presentation of a complaint before the Board of Directors.

SECTION VI: IMPORTANT NOTICES

Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

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

The Right to Inspect and Review

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

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

The School shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The School may charge a reasonable fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The School will not charge a fee to search for or to retrieve the educational records of a student.

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

The Right to Seek Amendment of the Student's Educational Records

Parents and/or eligible students may ask the School to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the Principal in writing, clearly identify the part of the record the parent or eligible student wants changed, and specify why it is inaccurate or misleading. The School will decide whether to amend the record as requested within a reasonable time after the School receives the request. If the School decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, as a result of the hearing, the School decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing.

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

The Right to Consent Prior to Disclosure

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

One exception 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); a person serving on the Board of Directors; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, the School discloses education records without consent to officials of another open-enrollment charter school, school district, or private school 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.

The Right to File a Complaint

Parents and/or eligible students have 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. These complaints should be addressed as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Access to Medical Records

Parents are entitled to access their students’ medical records.

Notice for Directory Information

Under FERPA, the School must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student’s education records. However, the School may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised the School, in writing, to the contrary. The primary purpose of directory information is to allow the School to include this type of information from a student’s education records in certain school publications.

The School has designated the following categories of information as directory information:

- Student name, address, and telephone number;
- Student date and place of birth;
- Student dates of attendance and grade level;
- Most recent school previously attended;
- Student photograph; and
- Honors and awards received in school.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and/or businesses or members of the public seeking information about a student under the Texas Public Information Act. In addition, two federal laws require the School to provide military recruiters, upon request, with student names, addresses and telephone listings, unless a parent or eligible student has advised the School that they do not want the student’s information disclosed without prior written consent.

Any parent or eligible student who does not want the School to disclose directory information from the student's education records without prior written consent must notify the School in writing by completing and returning the "Use of Student Photos and Directory Information Opt Out Form" no later than the end of the first week of instruction after the student is enrolled.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
Use of Student Photos and Directory Information Opt Out Form

You have the right to choose whether your student's information is released or not. Please check a box in the appropriate column below and return this form to your student's school no later than the end of the first week of instruction after the student is enrolled. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information and student photographs.** If you do not wish to allow disclosure of this information, please return this form directly to the school either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

ALL STUDENTS

PLEASE MARK EACH APPLICABLE SPACE:

A. _____ I do NOT consent to the release of directory information about the student named below outside the MeyerPark Elementary system to sources such as an institution of higher education or newspapers and other media, except as authorized by law.

B. _____ I do NOT consent to the release of photographs or directory information within the MeyerPark Elementary system such as yearbooks, rosters for sports information, programs or articles.

PRINT Student's Full Legal Name

Students Date of Birth (month/day/year)

PRINT Parent/Guardian/Full Legal Name

Parent/Guardian Signature

Date (month/day/year)

Student Acceptable Use Policy

Technology Mission Statement

MeyerPark Elementary is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness by providing students with technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, the School is dedicated to providing an integrated technological curriculum for all students and staff members. Students will have access to the technology necessary to produce, manage, communicate and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, the School will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Instructional Resource

The School is proud to bring network and Internet access to School employees and students, and believes the Internet offers many diverse and unique resources to both students and staff. The School's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovative teaching, and communication skills.

Students and staff have access to numerous research oriented and instructional resources via the Internet. On-line encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. On-campus computers have the technology necessary to support student research and to promote academic achievement.

Student Safety

The School is aware that resources that are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the School's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for the School to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and School employees who obtain their Internet access through the School are expected to use these services appropriately.

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. The School is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the School's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the School.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by the School administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

Policy – Terms and Conditions

Acceptable Use

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the School's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

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. 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.

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 School staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the School's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the School's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of School policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of School policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. The School will, in accordance with School policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the School's network.

Network Etiquette

Each network user is expected to:

1. Be polite (i.e., an all-caps message implies shouting);
2. Use appropriate language;
3. Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
4. Maintain confidentiality of the user, colleagues, and students;
5. Respect copyright laws; and
6. Be respectful in all aspects of network use.

Consequences

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

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the

administration.

3. Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
4. Expulsion may be considered in instances where students have used the School's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

MeyerPark Elementary

Acceptable Use Agreement Acknowledgement Form

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

Student Name

Student Signature

Date

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

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

Parent/Guardian

Date

MeyerPark Elementary

Food Allergy Form

Dear Parents,

MeyerPark Elementary (“MeyerPark”) is required by law to request, at the time of enrollment, that the parent or guardian of each student attending MeyerPark disclose the student’s food allergies. This form will satisfy this requirement.

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

“Severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

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

Food:	Nature of allergic reaction to the food:

MeyerPark will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, counselors, and other appropriate School personnel only within the limitations of the Family Educational Rights and Privacy Act (“FERPA”) and Board policy. **MeyerPark will maintain this form as part of your child’s student record.**

Student Name: _____ Date of Birth: _____

Grade: _____ Parent Work Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by the School: _____

MeyerPark Elementary

Electronic Communication Device Commitment Form (Regulation of Electronic Communication Devices)

Electronic communications at school and at school-related functions are subject to regulation by the School.

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

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

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

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

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of student)

(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

MeyerPark Elementary

Acknowledgment and Approval of Parent and Student Information Guide

My signature below acknowledges that MeyerPark Elementary has made its Parent and Student Information Guide available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled at the School, all information herein is applicable to me, my child, and all School staff; and that I have expressed intent to review this Guide and the Student Code of Conduct contained within and to abide thereby.

Student Name: _____ (Please Print)
Last First MI

Grade: _____

Student Signature Date

Parent/Guardian Signature Date

Please remove this page after it is signed, and return it to the School office.

Thank you for allowing our staff the opportunity to partner with you in the education of your child.