

# Student Code of Conduct

## YOUR RIGHTS AND RESPONSIBILITIES

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2018 — 2019



**ACADEMY OF ACCELERATED LEARNING, INC.**



*“Where Learning Is Fun!”*

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[www.aalinc.org](http://www.aalinc.org)

6025 Chimney Rock Road  
Houston, TX 77081  
(713) 773-4766

District Office  
5300 N. Braeswood Ste.8  
(713) 668-8237

6711 Bellfort Street  
Houston, TX 77087  
(713) 645-0336

## IMPACT STATEMENT

The Academy of Accelerated Learning is a Texas Open Enrollment Charter Public School District since 1998, serving children in grades PreKindergarten through fifth grade. As an approved and authorized charter by the Texas Education Agency, the Academy of Accelerated Learning, Inc. currently operates two (2) locations in the greater Houston Metropolitan Area.

This *Code of Student Conduct* has been created to apprise the parents of the standards required of students enrolled in school and as reminder to the parents and/or guardian of what actions that may require enforcement. Parents and/or guardians have a responsibility to see that children arrive to school on time, for students to attend classes on a daily basis and that all students follow the conduct standards established by the Board of Directors.

Student and parents are expected to become familiar with the provisions of the districtwide *Student Code of Conduct* and the rules and regulations adopted and set forth by the Board of Directors and the School-Based Discipline Management Committee of the Academy of Accelerated Learning Inc.

All parents and students should be aware that the Academy of Accelerated Learning, Inc. is an independent school district approved for enrollment by the Texas Education Agency of The State of Texas. Furthermore, the Academy of Accelerated Learning, Inc. creates, establishes, adopts and modifies all current and past regulations and policies for the districtwide management and protective rights of all students and staff at the Academy of Accelerated Learning Inc.

The Academy of Accelerated Learning, Inc. does not discriminate on the basis of age, race, color, ancestry, national origin, sex handicap or disability, marital status, religion, veteran status, political affiliation, or sexual orientation. This policy includes a prohibition of racial harassment and a hostile environment, as this type of harassment denies students the right to an education free of discrimination of the basis of race, color or national origin.

Mrs. Doris Rodgers Robins  
Superintendent of Schools  
August 2018

**Pre-K 3 School Hours**  
**Half-Day Program Only**

<b>Morning</b> Pre-K3 Program	Monday – Friday	8:00 – 11:30am
▪ Breakfast	7:30 – 7:55am	
▪ Lunch	11:00 – 11:30am	
▪ Instruction	8:00 – 11:30am	
▪ Dismissal	11:50am	
<b>Afternoon</b> Pre-K3 Program	Monday – Friday	12:30 – 3:30pm
▪ Lunch	12:00 – 12:30pm	
▪ Instruction	12:30 – 3:30pm	
▪ Dismissal	3:30pm	

All students are to report to the school cafeteria for breakfast and/or lunch. If student does not wish to eat breakfast and/or lunch the student will be expected to go directly to their assigned classroom by the start time.

All children applying for the PreK3 program **MUST** be completely potty trained. This is including all personal hygiene, clothing, dressing and notifying teacher of need to use the restroom facilities.

Parents who have not picked up their child(ren) at their scheduled dismissal time will be charged a **“late-fee”**, of \$5.00 per every fifteen (15) minutes that parents are late.

**PreK4 thru 5<sup>th</sup> Grades School Hours**  
**Full Day Program**

Morning Arrival	Monday – Friday	7:30 – 8:00am
Breakfast	Monday – Friday	7:30 – 7:55am
Tardy	Monday – Friday	8:00am
Dismissal	Monday – Friday	3:30pm

All students are to report to the school cafeteria for breakfast and/or lunch. If student does not wish to eat breakfast the student will be expected to go directly to their assigned area or classroom.

All children applying for the Pre-K program **MUST** be completely potty trained. This is including all personal hygiene, clothing, dressing and notifying teacher of need to use the restroom facilities.

Parents who have not picked up their child(ren) at their scheduled dismissal time will be charged a **“late-fee”**, of \$5.00 per every fifteen (15) minutes that parents are late.

# Enrollment Applications

## Kindergarten thru 5<sup>th</sup> Grades

An application for enrollment must be completed for each enrolling student. Each application requires that a recent photograph of the student and all required documents to be turned in at time of application submission. The following documents are required to be furnished with the application:

- \* Birth Certificate (original)
- \* Social Security Card
- \* Insurance Form
- \* Proof of Residency
- \* Immunization Records
- \* Recent Photograph
- \* Previous Attendance Records

All applications will be reviewed to make sure all documentation and information is submitted. All applicants will receive a letter via mail to the address posted on the application, informing of their acceptance or denial for enrollment.

## Pre-K 3 and Pre-4 Grades Requirements

**ALL Pre-K 3 and Pre-K 4 child (ren) must meet the requirements listed below:**

A child is eligible for enrollment in a prekindergarten class under this section if the child is at least three years of age and:

- (1) **is** unable to speak and comprehend the English language;
- (2) **is** educationally disadvantaged;
- (3) **is a** homeless **child**, as defined by 42 U.S.C. Section **11434a** regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child;
- (4) **is** the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority;
- (5) **is** the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty; **or**
- (6) **is** or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code.( see below for description of Section 262.201)

All applications will be reviewed to make sure all documentation and information is submitted. All applicants will receive a letter via mail to the address posted on the application, informing of their acceptance or denial for enrollment.

## Morning Care & Extended Care Services

We require all students who need EARLY and/or EXTENDED CARE SERVICE are to be registered. No students will be permitted to stay in the Early or Extended Day Services if he/she is not registered by parent(s).

Early Care Services 6:30 - 7:30am

Extended Care Services 4:00 - 6:00pm

### FULL TIME 3-5 days per week:

Early Care (Morning): \$25.00 per week/student      Extended Care (Afternoon): \$30.00 per week/student

Payments: Must be paid weekly in cash or money order and paid **in advance.**

### PART TIME 1 or 2 days a week:

Early Care (Morning): \$5.00 a day/per student      Extended Care (Afternoon) \$6.00 a day/per student  
Pro rate \$5.00 a day/per siblings in family

Payments: Must be paid weekly in cash or money order and paid **in advance.**

\*Discount Rates for siblings if enrolled\*

### Irregular PART TIME

For students who do not attend on a weekly basis.

Early Care (Morning) **and** Extended Care (Afternoon)

Early Care (Morning): \$6.00 per day (1 or 2 days)      Extended Care (Afternoon) \$30 (3, 4 or 5 days)

Payments: Must be paid weekly in cash or money order and paid **in advance.**

### DROP IN RATES (Emergency Situations Only)

Parents **MUST** call the office at (713)773-4766 Chimney Rock and (713) 645-0336 Bellfort to inform the school if an emergency should arise in order to qualify to receive the Drop-In Rate of \$10.00 per day/student

Early Care - Must be paid upon dropping off student.      Extended Care - Must be paid upon being picked up.

### Additional "Late Charge" fee after 6:00 p.m. pick-up

A \$5.00 additional charge, apart from the normal services fee, will be assessed for every fifteen (15) minutes that is past the hour of 6:00 p.m. This fee is applied to all students non-registered and registered with the Extended Care Program for any day the child (ren) is with the program.

## **Student Responsibilities**

The student's responsibilities for achieving a positive learning environment at school and/or school-related activities include the following:

- Attending all classes each day and being on time in conformity with the compulsory attendance laws of Texas;
- Preparing for each class with appropriate materials and completed assignments;
- Dressing according to the dress code adopted by School District;
- Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited and that students may be subject to random searches in accordance with Board Policy and state and federal law in order to assure a safe school environment;
- Showing respect toward others;
- Conducting oneself in a responsible manner;
- Paying required fees and fines;
- Knowing and obeying all school rules in the Code of Student Conduct and the School-Based Discipline Management System;
- Cooperating with staff members in the investigation of disciplinary matters;
- Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels;
- Reporting threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the building principal, a teacher, or another adult;
- Using Academy of Accelerated Learning, Inc. technology systems for school business purposes only and using school computers and related equipment appropriately.

In general, all students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline and the School-Based Discipline Management System are established to achieve and maintain order in the school. Students who violate the rights of others or district or school rules shall be subject to disciplinary action in accordance with established district policies and procedures. All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect will result in the student being removed from participation in school activities, including special school programs such as field trips, etc.

### **Complaints**

- Students may present any complaint to the district, either personally or through a representative, through the appropriate complaint procedures;
- Students have the responsibility to follow the established complaint procedures and to accept the decision that results from the complaint process.

### **Students and School Property**

- Students are expected to show proper respect to all students, staff and property;
- Students are responsible for their own actions directed toward school property and for damages to property;
- Any damages intentionally caused to any and all school property shall be compensated by the child's parents and/or guardians.

### Search of Property and Students

- Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures;
- Student's possession and/or use of electronic devices (cell phone, games (DVD players) and other personal toys, devices and materials are prohibited. Such items will be confiscated by the School District;
- Students have the responsibility not to carry on their person or to have on school property or at school-sponsored event such items as drugs, weapons, toy guns, or other contraband materials in violation of school policy or state law;
- School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, toy guns, or other materials ("contraband") in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property such as desks shall remain under the control of school officials and shall be subject to search;
- Students do not have a reasonable expectation of privacy in the use of school desks.

### Students School Uniform

ALL students enrolled at the Academy of Accelerated Learning, Inc. are required to wear the designated school uniform on a daily basis, unless the school specifically grants permission to do otherwise. This uniform is utilized throughout the school year only, excluding summer school.

### Student Dress Code and Personal Grooming

- All students attending the Academy of Accelerated Learning must be dressed every day in the approved dress attire adopted by the Board of Directors:
  - **Boys:** Khaki knee length shorts or long pants with a belt; *elastic* waist pants for PK boys
  - A white or red shirt with a collar. No advertisement other than school logo;
  - Socks and enclosed shoes (No flip-flops or slides);
  - No earrings
  - **Girls:** Khaki knee length shorts, pants or skirt with shorts underneath; *elastic* waist pants for PK girls
  - A plain white or red shirt with a collar.
  - Socks and enclosed shoes (No flip-flops or slides)

Exceptions to the dress requirements will be authorized in writing by the school principal.

- Free Dress as designated by the principal (no open toe shoes at anytime throughout the year and summer school);
  - No see-through clothing;
  - No bathing suit type clothing;
  - No paraphernalia or advertising of any drugs, alcohol or inappropriate matter.

### Daily Attendance

Parents are required to have their children to school on a daily basis and on time. School hours are from 8:00am to 3:30p.m. *No child (ren) will be permitted to enter school grounds/class after 10:00 a.m. unless a valid "Medical or other approved Excuse Notice" is provided.* In addition, any student who misses school for 3 or more consecutive days shall be automatically withdrawn from school enrollment and would be required to re-enroll and possibly be placed on the "waiting-list." Exception: Excessive absences will be permitted and excused IF AND ONLY IF a valid medical notice from a physician or a considerable excuse. Exceptions will only be considered by Principal.

### Tardies

Parents must come to the main office to sign in their child (ren) who report to school after 8:00am to get a tardy pass before reporting to class. Teachers will not receive students without a tardy pass. Three (3) tardies will result in one absence.

### Student Withdrawals

Parents or Guardians who desire to withdraw their child(ren) from school must make a written withdrawal request (letter of intent) to the school office. Each student is required to be individually withdrawn and parents shall receive an official school withdrawal form for each student. Only the enrolling Parent/Guardian will be permitted to withdrawal the student(s) in question. Please allow 24 hours in order to receive the withdrawal forms from the registrar. No withdrawals will be processed after 2:00pm on any day or for any parent/student.

### Holidays and Teacher In-Service Days

Students do not attend school on designated holidays or on teacher in-service days. Teachers and Staff shall attend on these days only. (See yearly calendar)

### Transportation

AAL does not provide transportation. Parents are responsible for their child (ren) transportation to and from school.

### Dismissals

Parents must sign up at the beginning of the year which method of PikMyKid dismissal they will use. It is critical to respect procedures to have a safe and smooth dismissal.

**Prekindergarten 3 (AM):** students are dismissed at 11:50am at their designated areas. Parents must sign out their child no later than 11:50am without a late fee.

**Prekindergarten 3 (PM) through Fifth Grades:** students are dismissed at 3:30pm according to their method of transportation.

**Walkers:** For parents who do not have a car and who walk to pick up their child. These students are dismissed from the cafeteria door. Parents must line up and children are released based on first come, first release.

**Private Car:** For parents with transportation. Students are dismissed from the class room by car tag number and escorted to their car. It is critical for car riders that the tag dismissal number is displayed on the rear-view mirror to call the student for pick up.

**Private Bus:** For students who parents pay for private bus to home or child care agencies. Parents must sign release forms with the main office.



### **Early Pick-up of Students**

If a parent wishes to pick-up a student early, the parent must have written documentation with administrative office of who is authorized to pick-up the child (ren) in question. No one will be authorized to take a child from the school grounds without prior parent written approval. Should this procedure not be followed by the parents, the school administration reserves the right to take all appropriate action to protect the safety and interest of the child. Parents are kindly asked to refrain from picking up students after 2:00pm. The teacher and children are preparing for dismissal and homework assignments are also being administered.

### **School Emergency Closures Inclement Weather**

Check with your local news channels for current weather updates, AAL Webpage ([www.aalinc.org](http://www.aalinc.org)). Should it become necessary to close the school due to city wide emergency situation (severe rain, flooding, Hurricane, Shelter in Place, nuclear attacks, terrorist attacks, etc) the Superintendent will decide whether to close schools and then make the official announcement. AAL will announce this information on local radio, television stations and posts on the district web page. Parents please keep **all personal information current** with the office and the teacher: home address, home phone number, work phone number, cell number and emergency contacts numbers.

### **Parent Teacher Advisory Committee**

A well organized and functioning Parent Teacher Advisory Committee is vital to the school, community and student development. Parents and Volunteers play an important role in the total development of the student body by supporting the school, school programs, school activities and school-wide development. We seek volunteers up to 2 representatives per grade level (PK-5). Each member will serve for one year on the advisory committee.

### **School Supplies**

A school supply list will be available to parents during the Meet & Greet, during regular office hours and upon school opening for the year. Parents should send one (1) change of clothes for each child in PK3 and PK4 grades.

### **Visitors**

ALL visitors to the campus (Chimney Rock or Belfort) MUST come to the front office and sign in. Picture identification is required upon signing in. A visitor's badge will be issued to show approval to visit.

### **Parent Conferences**

Parents who wish to conference with their child's teacher concerning the child's behavior, grades or other issues, must visit during their designated conference times. Parents may also email the teacher requesting a conference. Parents will not be permitted to interrupt the classroom instructional time to discuss issues pertaining to their child.

### **Local Wellness Policy**

The Academy of Accelerated Learning, Inc. has adopted a local wellness policy pursuant to Section 204 of Public Law 108-265-June 30, 2004, entitled child nutrition and WIC Reauthorization Act of 2004. The wellness program is designed to provide well balanced meals to students and wholesome exercise, familiarization with and participation in various programs to increase awareness and standards for healthful growth. Parent involvement is critical to the success of the program.

### **Meal Program**

The school operates the Community Eligibility Provision (CEP) under the National School Lunch and School Breakfast Program that provides nutritionally balanced meals each day at no cost to the students. At the time of enrollment, each student is required to submit an application to determine eligibility.

### **All Students Qualify for FREE Breakfast and Lunch Programs**

## Student Rights and Responsibilities, Board Policies, and Standard Practice Memoranda

The Board Policies and Standard Practice Memoranda of the Academy of Accelerated Learning, Inc. contains the rights and responsibilities of students that are embodied in this Code of Student Conduct. A brief description of several of the more important student rights and responsibilities is included in this section. The proper balance of student rights and privileges (•) with student responsibilities and obligations (+) is essential to the orderly conduct of the district's educational

### Attendance of Students:

- Regular attendance and punctuality shall be required from every student that is enrolled at the Academy of Accelerated Learning, Inc.
- + Student has the responsibility to take advantage of their educational opportunity by attending all classes on time and on a regular basis unless circumstances physically prevent them from doing so.

### Complaints:

- Students may present any complaint to the district, either personally or through a representative, through the appropriate complaint procedures.
- + Students have the responsibility to follow the established complaint procedures and to accept the decision that results from the complaint process.

### Student Dress Code and Personal Grooming:

- All students have the responsibility to become familiar with the school's standards and the responsibility to adhere to them.
- + All students attending the Academy of Accelerated Learning must be dressed each day in the approved dress attires adopted by the Board of Directors, as follows:
  - A plain white or red shirt with a collar (tucked in pants or skirt)
  - Boys: Khaki – knee length shorts or long pants and belt; *elastic* waist pants for PK boys
  - Shoes - socks and enclosed shoes (No flip-flops, slippers, open-toed shoes)
  - Boys: No earrings
  - Girls : Khaki knee length shorts, pants or skirt with shorts underneath; *elastic* waist pants for PK girls
  - Shoes - socks and enclosed shoes (No flip-flops, slippers, open-toed shoes)

Any exceptions to the dress requirements will be authorized in writing by the school principal or superintendent of school.

### Students and School Property:

- Students are expected to show proper respect for both persons and property.
- + Students are responsible for their own actions directed toward school property and for damages to property.

### **Search of Property and Students:**

- Students are entitled to the guarantees of the Fourth (4<sup>th</sup>) Amendment, and they are subject to reasonable searches and seizures.
- Student's possession and/or use of electronic devices (cell phone, games (DVD players) and other personal toys, devices and materials are prohibited. Such items will be confiscated by the School District.
- + Students have the responsibility not to carry on their person or to have on school property or at school-sponsored event such items as drugs, weapons, toy guns, or other contraband.
  
- School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, toy guns, or other materials ("contraband") in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property such as desks shall remain under the control of school officials and shall be subject to search;
- Students do not have a reasonable expectation of privacy in the use of school desks.

### **Right to Information and Privacy of Records:**

- Students are assured the right to information and privacy of their school records in accordance with the Texas Public Information Act and Family Educational Rights and Privacy Act of 1974.

### **Student Misconduct**

The Code of Student Conduct provides a description of a broad range of behavior considered to be student misconduct. The Acts of Misconduct listed in Levels I, II and III not inclusive. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. The student who commits an act of misconduct will be subject to disciplinary action by the classroom teacher, principal designee, and/or principal.

### **When and Where These Rules Apply:**

The policies and administrative procedures concerning student conduct apply to actions of students on school property and school buses and, in some cases, for conduct occurring off of school property or within 300 feet of school property. Additionally, the rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, or evening school-related activities.

### **General Discipline Guidelines for Assessing Penalties:**

When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case and may include such factors as:
  - a. seriousness of the offense
  - b. student's age
  - c. frequency of misconduct
  - d. student's attitude
  - e. potential effect of the misconduct on the school environment
  - f. state law requirements for certain disciplinary consequences

3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, Academy of Accelerated Learning, Inc. transportation, the school, or any school-related activity and may include persistent misbehavior or Level II or higher misconduct.
4. Persistent shall be defined as more than one instance of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level IV constitutes a finding that the student has engaged in serious misbehavior.

## Levels of Offenses- Overview

Acts of misconduct are categorized into the following **four levels** of offenses:

### **Level I-Violation of Classroom Rules:**

- Offenses which generally occur in the classroom and can be corrected by the teacher.

### **Level II-Administrative Intervention:**

- Offenses that are more serious in nature or a continuance of Level I misconduct.

### **Level III-Suspension:**

- Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or a continuance of repeated Level I, II, or III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

### **Level IV- Expulsion for Serious Offenses:**

- Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the district's Code of Student Conduct by a student. A finding that a student engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior.

### **General Procedures for Resolving School Problems:**

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, and/or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

If further assistance is needed, then parents, guardians, or students can meet with the district superintendent. Parents, guardians, and students who wish to appeal an expulsion, should contact the Superintendent in writing within 10 days of the expulsion. The Superintendent will meet with the parents and involved school personnel for a resolution.

## Levels of Student Misconduct and Disciplinary Options

### Level I: Violation of Classroom or Transportation Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

#### **Level I: Acts of Misconduct May Include Such Behavior as:**

- Violations of rules or procedures established by the teacher
- Cheating or copying (plagiarism) the work of other students
- Refusal to participate in classroom activities
- Unexcused tardiness to class
- Failure to bring required classroom materials or assigned work to class
- General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
- Any other act that disrupts the classroom or interrupts the operation of the class
- Failure to deliver or return written communications between home and school
- Disruptive or non-compliant behavior on a school bus
- Failure to protect individual computer-account passwords

#### Disciplinary Options/Responses:

- Oral correction/Redirection
- Provide opportunities for students to practice expected behavior and provide descriptive feedback
- Teacher-student conference
- Parent contact: written citation, telephone call to parent
- Student/parent/teacher conference
- Detention (maintained by teacher) before and after school hours
- Other appropriate in-class disciplinary actions
- Restriction of after school privileges

#### Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
3. The teacher should have a planned discuss with the student about a particular concern or behavior and develop a plan for resolving or changing it.
4. The teacher should discuss the misbehavior the parent, an administrator, or support personnel.
5. Level I behavior violations and discipline options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.

## **Level II: Administrator Intervention**

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school.

A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline citation form for the principal or other appropriate administrator designee. The principal will forward a report to the parents within 24 hours.

### **Level II: Acts of Misconduct Include Such Behavior as:**

- Repeated violation of classroom or transportation rules under Level I
- Leaving the classroom or school grounds without the permission of school personnel
- Cheating, plagiarism, or copying the work of others students, which includes failure to comply with test procedures and use of cell phones, smart watches and electronic devices during testing
- Possession of matches or other flammable materials
- Inappropriate display of affection towards another student
- Any verbal abuse or bullying of others; including but not limited to slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion national origin, disability, physical/personal appearance, or sexual orientation
- Bullying is defined as any act or speech that subjects persons to indignity, humiliation, intimidation, physical abuse or threat of physical abuse, social or other isolation, shame, or disgrace
- Posting or distributing unauthorized materials on school grounds
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Any other acts that interfere with the orderly educational process in the classroom or the school
- Possession of cell phones, iPods, MP3 players, personal radios, cameras or personal devices at school
- Accessing materials and sites on the internet that are deemed to be inappropriate by AAL district

### **Disciplinary Options/Responses:**

- Teaching and practicing the expected behavior
- Parent contact by phone and written or oral notification to the parent or guardian
- Required administrator/student/parent conference
- Develop a behavior and/or conduct intervention plan
- Detention or placement in In School Suspension (ISS)
- Exclusion from extracurricular activities, such as field trips, special events/awards ceremonies
- Suspension for up to three school days per occurrence

### **Procedures:**

1. Referral to administrator by way of written report.
2. Administrator confers with student and/or teacher to establish appropriate action
3. Written or oral notification of action is sent to parent. Notification is sent to teacher indicating action taken.
4. Level II behavior violations and discipline options/responses are not limited to those provided
5. Repeated violations may result in a more severe response or referral to Level III.



### **Level III: Suspension or Optional Removal to a Discipline Alternative Education Program**

Level III acts include misconduct for which an administrator may suspend the student or place the student in In-School Suspension. If the administrator finds the Level III misconduct to be serious or persistent as defined in this Code, the principal or administrator makes the determination on the basis of severity of the misconduct. The period of the suspension is limited to three days per occurrence.

#### **Level III: Acts of Misconduct Include Such Behavior as:**

- Chronic or repeated disciplinary infractions of Level I and/or Level II offenses
- Fighting
- Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
- Participation in activities by groups such as gangs or cults
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person's race, color, religion, national origin, disability, physical/personal appearance, sexual orientation, and gender identity and/or gender expression.
- Bullying, meaning engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property or school sponsored or school related activity.
- Cyberbullying at or away from campus, which is defined as the use of internet, cell phone or other devices to send, post, or text message images or material intended to hurt or embarrass another student.
- Engaging in conduct that contains the elements of an offense relating to sniffing glue or spray paint, including possession, use, delivery to a minor, or possession of paraphernalia used with abuseable glue or spray paint (Sections 485.031 through 485.035, Health and Safety Code)
- Felony stealing/theft of computer equipment or any other property in an amount greater than \$750
- Burglary of an Academy of Accelerated Learning, Inc. facility
- Defacing of school property with graffiti or other means that results in a loss or destruction to property in an amount less than \$20,000 (Section 28.08 Penal Code).
- Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report.
- Possession of replicas of guns that are sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm.

#### **Disciplinary Options/Responses:**

- Parent contact by phone and written or oral notification to the parent or guardian
- Required administrator/student/parent conference
- Develop a behavior and/or conduct intervention plan
- Counseling
- Placement in In-School Suspension (ISS) for a maximum of five days or Out-of-School (OSS) suspension for maximum of three days
- Exclusion from extracurricular activities, such as field trips, special events/awards ceremonies
- Any other appropriate disciplinary actions determined by the administration
- Referral to a Disciplinary Alternative Education Program (DAEP)

#### **Procedures:**

1. Referral to administrator by way of written report
2. Administrator confers with student and/or teacher to establish appropriate action.
3. Written or oral notification of action is sent to parent. Notification is sent to teacher indicating action taken.

4. In school suspension (ISS) should include academic tutoring, class work provided by teacher, and/or instruction on skill building related to student behavior problem.
5. Repeated violations may result in a more severe response or referral to Level IV.
6. The administrator decides whether to suspend student or refer him or her to a DAEP.
7. If the student is referred to a DAEP, the parent/guardian will be provided a letter stating the reasons for removal and setting the term of placement. An ARD committee should be held for students receiving special education services to review the student's Individual Education Plan (IEP) or Behavioral Intervention Plan (BIP) as needed.

### **Procedures for Teacher Removal of Students**

The Texas Education Code provides teachers with three ways to maintain discipline by removing unruly or disruptive students from the classroom. Each alternative for removal of students carries different disciplinary and administrative consequences. This section sets forth the three different alternatives.

#### **Reasons for Teacher Removal of Students Alternative I:**

- A teacher may refer a student to the principal's office to maintain effective discipline in the classroom as stated under Levels I and II.

#### **Disciplinary Options Under Alternative I:**

If the student is removed to maintain effective discipline as stated under Alternative I, the principal is free to employ any disciplinary management technique or option authorized by the Code as determined by the level of the offense and the seriousness of the misconduct. The student removed under this provision may be returned to the teacher's class.

#### **Alternative II:**

- A teacher may remove a student from class who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Documentation should ordinarily be through a written factual account of the behavior that is occurring in the classroom.
- A teacher may remove a student from class whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

#### **Disciplinary Options Under Alternative II:**

- If the student is removed by the teacher under Alternative II and the teacher has appropriately documented the reasons for the removal, the student may not be returned to the teacher's class without the teacher's consent. Subject to the review procedures outlined in this section, the disciplinary options available to the principal include:
  - placement in another appropriate classroom
  - placement in In-School Suspension (ISS)
  - placement in Out-of School Suspension (OSS)

A student may be placed in in-school suspension up to five (5) days. A student may be placed in out-school suspension not to exceed three (3) days. A student will be responsible for all required assignments during anytime on suspension.

#### Review for Students Removed Under Alternative II:

- (a) Not later than the third class day after the day on which a student is removed under this section, the school principal shall schedule a conference with the principal or his or her designee, a parent or guardian of the student, the teacher removing the student from the class, and the student.
- (b) While waiting for the conference, the student *may not* be returned to the regular classroom without the teacher's consent. Pending the conference, the principal may place the student in in-school suspension or in another class.
- (c) At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.
- (d) Following the conference and whether or not each requested person is in attendance after valid attempts to obtain the person's attendance, the principal may place the student in another class, or in in-school suspension or may return the student to the class of the teacher who removed the student unless the teacher objects to the student's return. If the teacher objects, the principal may refer the student to the Campus Placement Review Committee for a determination as to placement.
- (e) The teacher may not be coerced to accept the student without a determination by the Campus Placement Review Committee.
- (f) The Campus Placement Review Committee will make a determination as to whether the student may be returned to the removing teacher's class. The student may not be returned to the teacher's class without the teacher's consent unless the committee determines that such placement is the best or only placement available. In the case of Special Education students, the decision on placement may be made only by a duly constituted Admission, Review, and Dismissal committee.

#### Placement Review Committee Under Alternative II:

Each school shall have a placement review committee composed of three members. The committee will determine placement of a student when a teacher has removed the student under Alternative II and refuses to allow the return of the student to the teacher's class. The committee will make a final determination of the student's placement when a student is removed under this section.

The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member. The principal shall choose one member from the professional staff of the campus. The teacher refusing to readmit the student may not serve on the committee.

#### Alternative III:

A teacher is required to remove from class and send to the principal for disciplinary management technique or for expulsion any student who engages in misconduct, such as:

- Aggravated or sexual assault of staff or another student.
- Possession of firearm or other weapons, (play or real)
- Threats of assault or death
- Stealing/theft
- Possession and/or the use of drugs

Not any of the above categories are all inclusive of misconduct.

### **Level IV: Expulsion for Serious Offenses**

Level IV acts of misconduct include serious misbehavior and/or illegal acts that threaten to impair the educational efficacy of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or the school. Under the law, students may be expelled for any violation listed under this section. Expulsion may occur if the Level IV act of misbehavior occurs on school property or off school property. Expulsion means removal of a student from school for more than 3 consecutive school days but no longer than one calendar year.

A student may be expelled from the Academy of Accelerated Learning engaging in the following misconduct while on school property, within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off of school property.

#### **Level IV Acts of Misconduct Include Such Behavior as:**

1. Engaging in the following misconduct while on school property, within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off of school property:
2. Selling, giving, delivering to another person, possessing, using, or being under the influence of marijuana, a controlled drug, or other controlled substances (Chapter 481, Health and Safety Code, or 21 U.S.C. Section 801 et seq.)
3. Selling, giving, delivering to another person, possessing, using, or being under the influence of a dangerous drug (Chapter 483, Health and Safety Code)
4. Selling, giving, delivering to another person, possessing, using, or being under the influence of an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code
5. Abuseable volatile chemical or possession of inhalant paraphernalia (Sections 485.031 through 485.034, Health and Safety Code)
6. Possessing a knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut and that are reasonably determined under the circumstances to have been possessed by the student for use as a weapon
7. Engaging in assault, which is defined as intentionally, knowingly, or recklessly causing bodily injury to a staff member or volunteer (Section 22.01(a)(1), Penal Code)
8. Possession of ammunition or bullets
9. Possession of BB guns, pellet guns, or air rifles
10. Possession of replicas of guns that are sufficiently similar in appearance to a real gun such that, if pointed at or shown to another person, a reasonable person may believe the student be in possession of a firearm.
11. Engaging in conduct that contains the elements of deadly conduct (Section 22.05, Penal Code)
12. Possession of a firearm as defined by 18 U.S.C. §921 off of school property and not at a school activity but within 300 feet of the school property line
13. Engaging in any conduct listed under Required Expulsion off of school property and not at a school activity but within 300 feet of the school property line

#### **Disciplinary Options/Responses:**

- Notification and investigation by Houston Police Department is required. If a decision is made to transport the student, the administrator should normally contact the parent/guardian within one hour
- Required administrator/student/parent conference
- Expulsion from extracurricular activities, such as field trips, special events/awards ceremonies

- Restitution or restoration as applicable
- Referral to appropriate agencies
- Referral to juvenile court for legal action
- Referral to a DAEP. If the student is referred to a DAEP, the parent/guardian will be provided a letter stating the reasons for removal and setting the term of placement.
- An ARD committee should be held for students receiving special education services to review the student's Individual Education Plan (IEP) or Behavioral Intervention Plan (BIP) as needed.

**Procedures:**

1. Referral to administrator by way of written report, with report sent to the parent.
2. If appropriate there will be an investigation conducted by the Houston Police Department
3. The administrator will schedule a conference with the student-parent/guardian within three days of the reported infraction
4. Before ordering the suspension, expulsion, or removal to a disciplinary alternative education program, the administrator must consider whether the student acted in self- defense, the intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, and whether the student has a disability that substantially impairs the student's capacity.
5. If the student is referred to a DAEP, the parent/guardian will be provided a letter stating the reasons for removal and setting the term of placement. An ARD committee should be held for students receiving special education services to review the student's Individual Education Plan (IEP) or Behavioral Intervention Plan (BIP) as needed.
6. Parents, guardians, and students who wish to appeal an expulsion, should contact the Superintendent in writing within 10 days of the expulsion. The Superintendent will meet with the parents and involved school personnel for a resolution.

Not any of the above categories are all inclusive of misconduct.

Any questions, concerns, or comments concerning these codes may be addressed by contacting the Superintendent or Board of Directors at (713) 773-4766.



## Student Code of Conduct 2017 - 2018

### STUDENT AND PARENT ACKNOWLEDGMENT

The Academy of Accelerated Learning, Inc. shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel. The student's responsibilities for achieving a positive learning environment at school and/or school-related activities shall include the following:

- I have received and read the Student Code of Conduct manual given to me by the school;
- I will attend all classes each day and be on time;
- I will be prepared for each class with all appropriate materials and completed assignments;
- I will conduct myself in a responsible manner and show respect toward others
- I will dress according to the dress code adopted by Academy of Accelerated Learning, Inc.
- I will pay required fees and fines as stated in Code of Student Conduct manual for any and all services;
- I will cooperate with staff in any investigation of disciplinary matters
- I will report threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the building principal, a teacher, or another adult
- I will abide by technology security procedures
- Know that the possession of illegal or unauthorized drugs, weapons, toy guns, toy knives, etc. is unlawful and prohibited

The Code of Student Conduct Manual has been written to help your son or daughter gain the greatest possible benefit for his or her school experience.

The school is in need of your help and cooperation. It is important that every student understand the Code and be expected by his or her parent(s) or guardian(s) to follow the rules and regulations set forth in the Code. Please read and discuss the Code with your child. When you have done so, you must sign this form and return it to the school. Signature of the parent acknowledgement receipt of the Code of Student Conduct certifies that both the student and parent have read and discussed the Code. It is expected that parents and students will abide their responsibilities as described in the Code of Student Conduct and the Parent/Guardian Handbook.

\_\_\_\_\_  
Student's FULL Name/Signature

\_\_\_\_\_  
Grade                      Teacher

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**PLEASE SIGN, DATE AND RETURN TO YOUR CLASSROOM TEACHER**