



**Paul and Jane Meyer
Public High School**

**HANDBOOK
2015-2016**

For Students & Families

Approved by Board of Directors:

**Rapoport Academy Public School
Meyer Public High School
Student/Family Handbook
Policies and Procedures
2015-2016**

Mission Statement:

Rapoport Academy focuses on serving economically disadvantaged students by providing an exceptional education that prepares all students for college, career, and life.

Vision Statement:

Rapoport Academy Public School fosters learning that exceeds national and state standards through rigorous academics, evidence-based practices, and real world experiences. We prepare students for college, career, and life by setting high expectations, modeling core values, and involving family and community.

As a premier educational model, we will continue innovating best practices to ensure students develop confidence, character, knowledge, and skills to reach their full potential, discover their passions, embrace diversity, and become independent thinkers.

Current Faculty and Staff

Administration/Staff:

Dr. Alexis Neumann – Superintendent
Ashley Henderson – Chief Academic Officer
Gaylene Reed – Director of Community Relations/Enrollment
April Strickland – Comptroller
Dean Elliott – Technology Director
Mary Mynar– Special Education Director
Deb Garton – District Intervention Coordinator
Terri Bukowski – Counseling Services
Clay Springer – District STEM Coordinator
Catrena Thomas – Parent Liaison
Tim Collier – Food Services Director
Courtney Rinehart – Bookkeeper
Shannon Howard – College & Career Counselor
Tara Spence – Dean of Academics
Mike Studer – Dean of Students
Mary Zane Nelson – Community Involvement Coordinator
Dora Dushane – Front Desk – High School

Faculty:

History/Social Studies: Tom Wagner, Prisca Bird
English: Jessika Smith, Stacey Stiff, Jen Bankhead
Sciences/Engineering: Patricia Diamond; Erin Dixon; Richard Sevcik
Math: Henry Veselka, Amanda Green, Jared Wheeler
Music: Amanda Albrecht
Spanish: Nelson Castro
German: Stephanie Schattschneider
Art: Cash Teague
Special Ed/Academic Mentor: Brandy Swank
Theater: Tracey Villanueva
District Counselor: Terri Bukowski
Coaches: Gil Beckham, Lanita Keys; Katie Mitchell, Dustin Glockzin
Teaching Assistant: Kimberly Pate
College courses: TSTC, MCC

Core Values: Respect – Responsibility – Creativity – Curiosity – Integrity – Hard Work

Brief History of the Academy

East Waco Innovative School Development, Inc. was awarded a charter by the State Board of Education in March 1998. The Academy opened a public charter school in the fall of 1998 with 16 students in East Waco. The Academy was developed in response to failing TAAS scores in 1998 among economically disadvantaged, minority students (30% passing in 3rd grade / 10% passing in 5th grade) in East Waco. Enrollment increased quickly to 32 students (pre-kindergarten through 1st grades) filling the rented space in the basement of a church building. Enrollment for the second year was 74, requiring a move to a one story building housing the pre-kindergarten through 2nd grade students. It became obvious that the school would continue to grow and permanent space would be required to provide for growth and a safe/secure environment. Land was donated, foundations were approached, and the building process began so that space could be completed for the fall of 2000 when 122 students would be enrolled. This facility is 17,500 square feet directly across the street from a large apartment housing development. The children can walk to school, and parents can easily volunteer during the school day. Enrollment for the fall of 2001 (Pre-K thru 4th grades) was 134, and through 5th grade in 2002 was 147. After renovating a 17,000 square foot building in 2003, RAPS opened a middle school on the former Paul Quinn College campus (the first historically Black college west of the Mississippi) serving 5th through 8th grade students. The Academy currently provides an integrated curriculum combining the components of TEKS (state mandated curriculum), STEM, and entrepreneurship in the context of a decidedly diverse population of students.

Though approved to enroll students through 9th grade, the Academy received a separate charter for a high school on the campus of TSTC, which opened in the fall of 2006 with 9th grade students. The two charters were merged in June 2008. The first graduating class was spring 2010. Renovations continue at Quinn Campus to provide exemplary learning environments for both middle and high school students. The previous Grant Hall (dormitory) has been completely renovated as the Vance Dunnam Creative Arts Center as well as the Gomez Administration building (now the main high school building). Rapoport Academy has also been recognized by Communities Foundation of Texas (including Gates and Dell Foundations) and Texas Education Agency as both a T-STEM academy (science, technology, engineering, and math integrated curriculum) and as an ECHS (early college high school – allowing students to earn as many as 60+ hours of college credit before high school graduation). As such, it is, to date, one of the few schools nationwide with both designations. The grant from Communities Foundation facilitated RAPS becoming a high caliber high school serving as an innovative model for education. In the fall of 2013, Rapoport Academy opened a second elementary campus in Waco. This year, we will serve about 820 students pre-kindergarten through 12th grade on our four campuses.

Organization of the Academy

As designated in the charter, the Academy functions under the guidance of the Board of Directors of the Academy and answers to the Texas State Board of Education through the Charter School Division of the Texas Education Agency. The Board of Directors shall consist of up to 11 members as outlined in the by-laws of East Waco Innovative School Development, Inc. (the parent 501(c)3 organization responsible for the Academy).

Funding for the Academy

Rapoport Academy is funded through the Texas Education Agency with the average daily attendance formula accounting for each student as well as federal funds for specific programs. The Academy receives no funds for facilities from the state. All other funding is through grants: state and federal, local and national private foundations.

Current Board Members

A current list of Rapoport Academy board members and their elected position (if applicable) can be found on the school's website www.rapoportacademy.org.

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Policies and Procedures

All policies and procedures listed below are intended to clarify and further define the functioning of Rapoport Academy as outlined in the charter maintained with the Texas State Board of Education.

Rapoport Academy maintains a nondiscriminatory position on hiring employees as well as enrolling students and student participation in all school-related activities. The Academy admits students of any race, color, sex, religion, national and ethnic origin, ability level, athletic ability, or creative ability to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, religion, national and ethnic origin, ability level, athletic ability or creative ability in administration of its education policies, admissions policies, and athletic and other school-administered programs.

Enrollment, Attendance, and Withdrawal

Enrollment in the Academy:

Following admission via the lottery draw or wait list, enrollment procedures include presentation of enrollment records, including student's birth certificate, social security card, immunization records. Upon enrollment, students will be assessed for academic performance in order to meet their academic needs. Parents will be asked to complete a student information packet (including contact information, medical/allergy information, home language survey, free/reduced lunch form, etc.) and records will be requested from the student's previous school(s). We must maintain all school records under the student's legal name as shown on birth certificate or other legal documents.

Current students re-enroll for the following school year by completing a re-enrollment form provided each spring.

Testing/Placement:

All students are subject to pre-test measures after they enroll in the Academy in order to determine appropriate grade placement. Students will be placed in a grade level appropriate to the results of the testing. Grade placement is the decision of the school administration – both for incoming students as well as students returning and students maintaining continuous enrollment. All students will participate in the standardized testing that is provided at the school including pre- and post-testing (STAR/Terra Nova/MAP, etc.) as well as the state mandated assessments (STAAR EOC).

College Course Enrollment:

The Academy has recently renewed its Memorandum of Understanding (MOU) with TSTC. The current MOU outlines a plan for all Meyer High School students to earn 15 college credit hours by graduation. All students are expected to enroll in and complete the courses included in this minimum plan, unless they receive approval to enroll in different courses. As part of the Early College High School program, all Meyer High School students are expected to complete 15 hours of college coursework through TSTC by graduation.

Enrollment in college courses at TSTC and MCC (as outlined in our MOU) is contingent on:

- 1) The student's achievement of the required scores on the entrance exam (TSI) as required by the college
- 2) Completion of proper paperwork required to enroll in courses at the college
- 3) Successful completion of college courses taken in the prior semester
- 4) Approval of Meyer High administration

In accordance with House Bill 5, Rapoport has developed several pathways at TSTC and MCC that gives students different options to obtain one or more endorsements as part of their degree program.

Students will be charged a flat fee (**\$100**) for books, software and other course materials for each college course in which they earn a grade BELOW C or from which they withdraw. *If a student earns a grade below C in a college course in a semester, that student will be allowed to enroll in a college course the following semester only at the discretion of Meyer High's administration. If this occurs in the spring semester, the student may petition Meyer High staff to take a probationary course during the summer session. If the probationary course is approved and the student successfully completes the course, the student may enroll in a college course(s) during the following fall semester. If a student withdraws from a college course in which he or she is enrolled, the student will be allowed to enroll in a college course the following semester only upon approval by Meyer High administration and payment of all fees related to the withdrawal.*

If a student fails to conduct himself/herself according to Meyer High School core values & student code of conduct while on the college campus – including inappropriate dress or speech, failure to attend class, failure to respect college staff and students, smoking, etc. – the student may be withdrawn from any or all college courses in which they are enrolled with the resulting consequences outlined in the points made above. Students **MUST** use the Academy transportation to and from college courses – and **NOT** their own vehicle. Exceptions will be made by administration only in instances in which the school is not able to provide transportation for some reason and with the consent of a parent/guardian.

Attendance:

Students **MUST** attend 90% of school days to qualify to pass the course and/or to maintain enrollment for the following school year at Rapoport Academy Public School. Any student must maintain the 90% attendance rule **at any point**, proportionately, during the 180 day year to ensure continued enrollment during the school year. Any deviation from this policy must be addressed by the Administration and the decision is made at the discretion of the Superintendent. A written appeal may be made to the Board of Directors by a parent/guardian on behalf of the child/student. The Board makes the final decision on attendance based appeals.

If a student is absent for all, or any portion, of the day for a medical appointment, a note from the provider must be submitted to the campus for documentation.

Students exceeding the 10% allowable absentee rate at any point may be subject to expulsion. It is the family's responsibility to have the student at school on time each day to maximize the learning opportunities for that student. Families who cannot comply are putting the student at risk academically and developmentally.

Effective as of Board vote, November 15, 1999:

3 tardies = one absence

3 early releases = one absence

3 combination of above = one absence

The tardy/early release policy affects the overall view of a student's enrollment standing in combination with the current attendance policy. Students must attend 90% of total class days. Any student who falls below the 90% level (absences + tardies/early releases) at any point during the school year is in danger of being dropped from enrollment.

Excused Absence for a College Visit

Under §25.087(b-2), a district may excuse the absence of a student who is a junior or senior for the purpose of visiting an accredited institution of higher education. Students are allowed two (2) excused absences during both their junior and senior year. Students planning to attend a college visit must submit an Excused Absence Request for College Visit Form at least one week prior to the visit date. This form can be obtained from the College and Career Counselor. Students are still responsible for any classwork missed during the course of the visit.

Leaving campus during the school day requires written parent permission. Rapoport Academy is a closed campus during the school day with exception of trips to TSTC or MCC for college coursework and as specified in the Off-campus lunch program. Students who leave campus during the school day without school or parental permission may be unenrolled at the discretion of the administration.

Tardies/Early Release:

Any student arriving late to school must check in with the front desk before going to class. Any student leaving school before the close of the high school day must check out with the front desk. School hours are established and posted in multiple locations on campus. Arrival after the start time for the day (even one minute late) for any reason other than a doctor's or dentist's appointment is an automatic tardy. If the tardy/release is due to a medical appointment, a note from the provider must be presented.

Bad Weather Days:

If it is necessary to delay the opening of or to close the school because of bad weather, announcements will be made on Channels 6, 10, and 25, and many radio stations as well as the school website: www.raपोортacademy.org. We follow our own schedule and do not necessarily follow the practices of Waco ISD or other local districts.

Illness/absence:

If a student is going to be absent, the parent must notify the school between 7:30 and 8:30 a.m. of that same day. The Academy will notify the parent/guardian or the emergency contact person as soon as a student is judged to be unable to participate in a normal day's activities or to be suffering from a contagious condition. The student will be

isolated from the other students until he/she is picked up. It is the parent/guardian's responsibility to pick the student up when called by the school. A student may not be brought to school within 24 hours if he/she has had:

- fever
- green nasal discharge
- untreated red eye(s) or red eye(s) with a discharge/matting
- untreated ringworm or ringworm that is uncovered
- diarrhea
- vomiting
- chicken pox/measles
- any other contagious virus/disease

The Academy reserves the right to send students home due to an illness at the staff's discretion in the best interest of all the children/students. Parents are encouraged to carry adequate medical coverage as the Academy does not carry health or accident coverage for students.

Skiping class:

Any student skipping class (skipping school) is subject to expulsion – including “hanging out” in the school parking lot (either outside or inside vehicles) between classes or at any time during the scheduled school day. Any trips to the parking lot for school materials require permission from a high school staff member.

Picking Up/Dropping Off Students:

All students arriving after the start of the school day must first be signed in by a guardian at the front desk. All students leaving school early must be picked up by a guardian or approved via prior communication with school administration. A student may be signed out of school only by those individuals authorized on the student's enrollment paperwork. Individuals signing students out of school may be asked to provide ID in order to confirm that they are authorized to pick up the student. Students who are eligible to sign themselves out of school, either due to age or for work release, must have parent confirmation/consent to do so.

After School Pick Up:

High school students are to remain outside the building to wait for their ride. In order to encourage the development of self-responsibility, students are not permitted to return to the classroom or lockers once they are dismissed for the afternoon. The exceptions to this policy include returning for: a) medication, b) coats (during cold weather only) c) cell phones/personal technology, d) working with staff on extended academic tasks or staff sponsored extracurricular activities.

Withdrawing from school:

Children who are under the age of 18 will not be permitted to withdraw from school unless an adult guardian or legal custodian responsible for the student comes to complete the necessary forms. Students must return all textbooks and pay/arrange payment for all debts (lunch bill, damaged textbook, lost athletic equipment, college course fees, etc.) in order for the school to release an official copy of the student's records to the parent, college/university, or another school district.

Outstanding Debt:

If a student has acquired an unresolved debt (library book, lunch bill, club/athletic uniforms, college course fees, etc.), the records for that student will be held (and enrollment for the upcoming year will be delayed) until such debt has been resolved to the satisfaction of the Academy Superintendent. Students transferring and/or graduating may encounter holds on records until all debts have been settled.

Parent Involvement

Parent Involvement—District Policy:

Parent involvement is crucial to student success. Rapoport Academy emphasizes parent involvement at all grade levels. Parents at all campuses are invited to share a school meal with their child (at no charge), visit their child's classes, participate in evening parent involvement events and the parent organization (GEO), and volunteer on their child's campus. (We are required to perform a name-based background check on all volunteers who work on our campuses.) Parents are encouraged to be involved on their child's campus at least one hour per semester. Additional involvement is very welcome. The Parent Compact for each campus outlines the ways that parents can support their child's education. Rapoport Academy also encourages frequent communication between parents and the school.

Parent Involvement—Campus Policy:

Meyer High School staff considers the involvement of parents and families vital to student success. Parents are encouraged to remain in frequent contact with the student's teachers, either through phone or email. Parents are also encouraged to be present on campus to sit in on their child's classes or to join their child for breakfast or lunch. For parents who are interested, there are opportunities to sponsor extra-curricular activities (such as the robotics team or gardening club). Parents are also encouraged to participate in parenting seminars hosted by the Academy – allowing parents to discuss the unique challenges of parenting teenagers. Parents are encouraged to attend college information sessions offered in the evenings during the school year. The Meyer High parent organization plays an active role in collaborating with Meyer High staff to ensure student success and to enrich the experience of all students at the school.

Parent involvement during field trips is dictated by the classroom teacher (number of parents attending and which parents may escort the class). The parent/guardian may accompany a class field trip provided arrangements are made in advance with the classroom teacher. Parents accompanying field trips must pass a background check and are to assist with ALL students while following school guidelines for the trip.

Visiting your student at school:

We encourage all guardians to participate and observe student learning other than during designated state mandated testing. We ask that **ALL** visitors first check in at the front desk and receive a visitors pass.

Parent Communication:

Teachers and staff are available daily for parent communication. Parent/teacher conferences are scheduled at the end of each nine-week period to discuss student progress. During the conference, written assessments are discussed as are portfolio performance, in-class behaviors, attendance and any other issues deemed important by teacher and/or parent/guardian. The student is strongly encouraged to attend and participate in these conferences. The parent/guardian will sign verifying that they attended the conference and then may take assessment results (report cards) home. Report cards/assessments are not sent home without a conference. The Academy maintains an open communication policy with families of students.

Academic Policies**Grading:**

Grading students is a complex and individualized process. A student's grade is determined by criteria established by the teacher in that particular classroom within the parameters of the charter and the district. The grading can include but may not be totally inclusive of in-class performance, performance on all tests, portfolio assessment, and completion of assigned homework. It is the teacher's responsibility to grade each student by a standard of mastery on each content area/component. Grades primarily reflect mastery (long term learning) rather than effort. The Academy emphasizes the core value of Responsibility by setting reasonable deadlines for submission/completion of all assigned coursework. High school grading policy is determined by the staff with regular reviews and modifications to maintain high standards in student achievement.

Academic Integrity

Students who cheat will receive an automatic zero for that work/test but will be required to re-do and submit with no grade change. Students who receive a zero for incomplete work or work not done may be required to complete the work without benefit of a grade change. Plagiarism is a serious offense for which the student will receive a zero for the work. Repetitive incidents will result in expulsion.

Awarding Credit:

For one-semester courses, credit is awarded based on a semester average of 70 or above. For two-semester courses, credit is awarded based on a cumulative average (first semester and second semester) of 70 or above. Students may re-take the semester(s) they failed in order to raise their cumulative average to 70 and receive credit. Please contact the College Coordinator for more information on the GPA calculation policy.

STAAR/EOC Information:

In accordance with state standardized testing requirements, students are subject to the STAAR End of Course (EOC) exam requirements. A passing score on these EOC exams will be required in order to graduate:

English I
English II

Algebra I
Biology

U.S. History

STAAR End of Course (EOC) Retake Policies:

Should a student score below the met standard level, or within the level I scores, the student will retake the EOC exam for that subject following a period of additional study and support. The student will be required to participate in additional study and exam re-tests until he/she scores above the met standard threshold. Exams are given according to the state's administration schedule – in the spring, summer, and fall.

UIL Eligibility:

All students must meet the standard UIL parameters for participation in academic and/or sport UIL competitions. Eligibility for Rapoport Academy students is based on **grades and BPS** and is determined by the date of the end of the grading period: progress report dates mid-quarter as well as quarter report card grades. Any make-up work that would amend the grade must be approved by the administration and, if approved, completed within no more than 4 days of the end of the grading period.

Library:

High school students will have regular access to the Waco Public Library – East Branch. Each student is responsible for having a public library card. The student's family is financially responsible for any library book(s) not returned in a timely manner or returned in a damaged condition. Students are subject to the guidelines of the public library, consequences assigned by that library, and may be required to submit parent permission and contact information. **The library is currently undergoing renovations and may not reopen until the spring semester.

Field Trips:

Field trips provide valuable information to supplement the normal classroom course work. Participation on a field trip is a privilege to those students who can maintain behaviors appropriate to the learning experience (BPS is one measure of behavior management). Thus, each teacher has the right to determine that a student be detained and remain at the school rather than participate in a field trip. The detaining of a student from a field trip may be subject to review by the Superintendent. Students at the school are required to maintain a total of behavior points on the BPS below the standard set by staff for that trip or event.

Field trip permission slips must be signed by parent/guardian prior to the event as no phone calls are accepted for permission. No student may attend without written permission. All field trips must be appropriate to the curriculum at that time. No food, drink or trinkets/gifts may be purchased during a field trip without prior staff approval (nor may parent attendees make purchases during the trip).

Campus Procedures and Student Behavior

Campus Behavior:

Everyone on campus will behave in a manner that exemplifies the six core values: respect, responsibility, curiosity, creativity, hard work and integrity. Students must act in a manner that contributes to a positive learning atmosphere on campus, avoiding boisterous, disruptive behavior which infringes on the rights of others and which has a negative effect on the learning environment. Students who behave in a continually disruptive manner will be subject to disciplinary action.

Parents will be asked to participate in behavior management plans at home that will support those efforts that are directed toward their student while at school. Parents may also be asked to take students home for a portion of the day in order to discuss appropriate behavior choices. If the parent is at work, the student may be delivered to the parent's place of work.

Respect for personal and school property is essential. All trash must be placed in trash cans. Theft and vandalism will not be tolerated and will result in serious disciplinary action (including consideration of expulsion and prosecution). Students and parents will be liable for repair of damages or replacement of equipment if a student is responsible for disrepair/damage. Skateboards are prohibited on campus. Students are not permitted to climb buildings, railings, fences, or trees on campus.

The following behaviors are serious enough to cause an immediate phone call to parents of students on any campus with the potential for students being sent home or to the parent's workplace immediately for the remainder of the day.

- Hazing
- Fighting – any hitting, biting, scratching, etc.
- Threatening / bullying
- Rock throwing
- Talking back (disrespecting) authority figures/faculty/staff
- Destroying/damaging the work of another student or school property
- Horseplay/rough housing
- Sending/posting/possessing messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal Any behavior that threatens the safety of students, faculty, staff
- Repetitive behaviors that detract from learning within the school environment

The above behaviors may result in expulsion of the student at the discretion of the administration.

High School Behavior Procedures:

The high school uses a Behavior Point System (BPS) for tracking poor choices in behaviors as well as removal of points for good works. Each teacher and staff member has the authority to issue behavior points. Once each week the BPS chart for each student is sent home for the parent to sign and student to return the following day. If a student approaches 75 points during the school year, that student and the parent(s) will meet with staff and accept a behavior plan for a limited number of days. If the student does not meet the expectations outlined in the signed behavior plan and reaches 75 total points, the student may be expelled. The BPS also outlines ways that students may remove points in order to stay out of jeopardy. This process begins with a contract initiated by the student to the administration. During the school year, the staff and/or Board may elect to modify the BPS point system to maximize student learning. Students who show a track record of self-management (no accumulated behavior points) over the period of a quarter will be removed from the BPS system and remain free of BPS unless their behaviors warrant re-establishment of BPS to help the student learn to moderate their own behaviors.

Policy on corporal punishment:

No corporal punishment is used at Meyer High School.

In School Suspension:

Suspension is discouraged by the administration. It is the goal that all students remain in the classroom where maximum learning can occur. If the student impedes learning while at school, the student may be sent to the parent (home or work) for the remainder of the day.

Public Displays of Affection:

Students must express professional behaviors while on campus or while involved in school business, field trips, and school-related activities. Any public display of affection (PDA) is unacceptable – including but not limited to hand holding, affectionate hugging, stroking, fondling or more. First offense includes consequences of student notification and parent appointment /conference with Superintendent. Second offense is automatic dismissal from the Academy.

Pledges & Moment of Silence:

All students are expected to act with respect and decorum during daily flag ceremonies and moment of silence.

Clothing/dress code:

Students must dress appropriately “so that clothing is neither revealing nor detracts from learning.” Students who choose to dress inappropriately will be required to change clothes or go home for the day. Coats should not be worn inside the classrooms. These items must be stored in the proper place until dismissal and/or when going outside the building. The dress code at the high school encourages students to maintain good standards of dress as well and will allow for comfort and safety. Students may NOT wear hats, hoods, caps, bandanas, or sports head-gear (Rapoport, TSTC, or otherwise) during the school day or during school related events.

Students are expected to be dressed appropriately for the weather since the Academy encourages fresh-air, outdoor activity and active learning.

Please see the following dress code guidelines as designed by Rapoport students:

Skirts and sweatshirts:

- May not be rolled at the waist
- Must be modest in length
- Any skirts/skorts/shorts that are anatomically revealing are strictly prohibited (no midriffs or undergarments revealed)

Pants and slacks:

- Must fit properly (not overly baggy)
- May not be worn below the waist nor sagging – and with belt when necessary
- No low waist pants
- No pajama bottoms allowed

Footwear:

- Must wear shoes at all times (inside and outside the buildings)
- All footwear must be properly tied & strapped
- All footwear must have a hard sole, no slippers or house shoes.

Outerwear:

- No hats, caps, bandanas, or other headgear are acceptable inside school buildings or field trips
- coats are to be worn outside...not in school buildings

Personal appearance:

- Nothing that distracts from learning
- Jewelry and accessories should be appropriate for school and not attract undue attention that disturbs learning
- No excessive make-up
- No pajamas
- No blankets or stuffed animals are appropriate at school.
- No headphones, earbuds, headsets, Bluetooth devices without prior approval.
- Only eye-wear required by a physician is acceptable at/during school hours.

<u>Rapoport Standard</u>	<u>What this “looks like”</u>
1. No tank-tops/spaghetti straps	If any part of the shoulder, shoulder straps, bra straps, etc. can be seen (either through an over-shirt or when a shirt sags on the shoulder) it is not considered “in dress code”.
2. Only shirts with sleeves	To aid in #1, students should only wear shirts that have sleeves (minimum – cap sleeves).
3. No mid-drifts (belly shirts)	No-shirts that expose skin around the belly/back area (especially when backpacks are on or arms are raised).
4. No cleavage	No cleavage exposure is allowed at any time (standing, sitting, working in groups at tables, etc.).

5. **No short shorts**

Though still subjective at times, shorts must be, at a MINIMUM, past the tip of the thumb when the student is standing with relaxed arms.
6. **Shirt backs**

The back of shirts should mirror the standards of the front. Or, a shirt is “in dress code” if you can turn it around and it still be “in dress code.”
(this is to remedy backless, lace-back, or key-hole shirts)
7. **Skirts/dresses**

When skirts are worn, they must meet the minimum length of shorts and, most likely, ladies should wear shorts underneath the skirt if it is short enough to expose any areas when picking up their backpack, playing sports, sitting down, etc.
8. **Holes in Jeans**

If holes are in jeans, they must not show skin (there is some other fabric behind the holes), or the holes must be below the level of shorts (past the tip of the thumb).

Dress code judgments are made by school staff on an individual basis and are not subject to appeal. Dress code applies at ALL school events, including sporting events (including away games and playoff games), field trips, TSTC, etc.

Electronics, Technology, and Personal Items:

Students are allowed to carry cell phones and other digital devices on campus. Students are NOT allowed to use their cell phones or other technology devices during educational time (class periods, study hall, community group, etc.) without the permission of school staff. If a student chooses to access his/her cell phone during non-educational time (lunch or passing period), the phone must be turned off and put away **BEFORE** the student arrives to his or her next assigned place.

A student may be asked to put away their phone or digital device at any time. If the student uses his/her phone or device inappropriately (including ***taking pictures or videos of other students***, unacceptable communication with other students, accessing inappropriate content, unauthorized use during class, etc.) or fails to comply with a staff member's request to put away his/her phone/device, the phone/device will be confiscated by school staff. On the first occasion, the item will be returned only to the parent by administration. On all subsequent occurrences of any electronic item confiscated by school staff, the item will be returned to the parent after payment of a **\$15 fee**.

Each student will sign the technology Acceptable Use agreement. If the student does not adhere to the components of the agreement, the Technology Director or administration will remove the technology privileges of that student for a time length determined by the Administration and Technology Director. School staff may revoke a student's privilege of carrying a phone or other technology at any time and for any reason, including as part of the BPS process. Carrying a phone or other technology device on campus is a privilege, not a right. Rapoport Academy is not responsible for data/usage fees that may be incurred due to use of cell phones or personal technology at school.

Students are not to bring or wear valuable items (value assessed by the staff). Students are responsible for all items that they bring to school. The school is NOT responsible for damage/loss of personal items, including technology. Technology should not be used at TSTC without consent of school staff.

Food:

The school has breakfast and lunch available for all students. All students will eat breakfast either at school or at home before arriving. No breakfast foods or drinks may be brought into the school by individuals. Parents who prefer their student not participate in the lunches provided at school may send a lunch with the student. All food brought to students must be given to the front desk staff who will ensure it reaches the student. Staff will

inspect each lunch brought in to ensure that the lunch meets the federal school nutrition guidelines as well as those maintained at the Academy. Do not include candy, desserts, soft drinks, chips, fries, gum or non-nutritional foods. These items will be removed from the lunch and returned to the student at the end of the day. Contact the front desk for complete guidelines for lunches brought from home.

Parents are encouraged to come eat lunch with students and/or bring their child lunch. If a parent brings lunch with them for their child, they may only bring for their own child(children) and the food must comply with the above guidelines. Any food brought to school for a special occasion (birthday, etc.) must be approved by administration in advance.

Gum/chips/candy/desserts/soft drinks are NOT allowed at school. Free fresh fruit and vegetables, as provided, is available mid-morning at the high school for students. Students may have coffee or tea in first period as long as it is in a container with a lid. After first period, only water is allowed in the classroom and must be in a clear container with a lid.

Medications:

All medications, including inhalers, to be administered to a child/student at school will be given to the school student services coordinator/front desk (students may not keep medications in their possession during the school day) and must be labeled with the student's name and instructions including:

- how much is to be given
- at what time medication is to be given
- how often medication is to be given

Prescription medicines that need to be taken during the school day must be stored at the front desk in a sealed container and include instructions for administration. School staff will administer these medicines according to the instructions provided. A medication administration form must be filled out and signed by the parent/guardian. Any medications which are not picked up by the end of the spring semester will be disposed of. We are not responsible for storing medications over the summer. Students who need to carry medications with them during the day (for conditions such as asthma or diabetes) must receive approval from school staff. Rapoport Academy will no longer provide ibuprofen or acetaminophen, cough drops, or Pepto for students due to medical liability. If you want your child to have access to these medications, please provide a small bottle of the medicine (must be in the original packaging) with his/her name on the container.

Driving to School/Parking:

Student drivers are subject to all state and local traffic laws and regulations while they are on school property and must practice safe and responsible driving habits on campus. Students are not to park in the parking lots in front of the high school office or the rear of the Math & Science building or at Quinn Middle School. Students are responsible for the contents of their vehicles on campus at all times. The speed limit on campus is 5mph. All students driving to school will need to register the vehicle with the front desk, including providing a copy of a valid driver's license and vehicle insurance upon request.

Locks and Lockers:

Lockers are a privilege and may be taken away if a student is keeping inappropriate items in their locker or not respecting the property of the school. The school will issue a lock to any student who requests one. Students may not bring their own lock from home. If students lose the school issued lock, there will be a \$10 replacement fee. Students will return school locks at the end of year and may request one at the beginning of the next year.

Lost and Found:

All items left at the school will be kept in the "Lost and Found" area. It is the responsibility of the student or parent/guardian to check for lost items. Lost and found items will periodically be taken to Goodwill (with 72 hours notice).

Texas Behavior Support Initiative Implementation Plan:

In accordance with the Texas Administrative Code (TAC) 89.1053, the use of restraint and time-out and in meeting the requirements of this Code, Rapoport Academy Public School has developed the following plan to be implemented at all campuses in the District.

Each campus will have a Core Team of individuals made up of an Administrator, a General Education Staff member, and a Special Education staff member. These Core Team members are trained in accordance with the TAC requirements for the TBSI and the purpose for this trained group is for campus safety and to promote the use of positive behavior interventions with all students. At least one person on each Committee will have current CPI (Nonviolent Crisis Intervention) Training. Any other Committee member involved in an actual restraint will be trained or retrained, if not current, within a 30 day period. At least one person on each Committee will attend CPI training each year.

Implementation of the following guidelines for notification and documentation will be followed should the use of restraint become necessary.

On the day that the restraint takes place, a good faith effort by an administrator to **verbally notify** parents will be made. On the day that the restraint takes place a **written notification** will be placed in the mail or provided **within one day** of the use of restraint.

The written notification will include the following information:

- Student name
- Name of staff involved in administering restraint
- Date and time restraint began and ended
- Location of restraint
- Nature of restraint
- Description of the student activity immediately preceding the use of the restraint
- Behavior that prompted the restraint

If the Student is a student receiving **Special Education services** in the District an ARD Committee meeting will be scheduled to discuss the incident and how behavior impacts the student's learning and the need for supports through implementation of a behavior plan if the student does not currently utilize a Behavior Intervention Plan.

Restraint documentation (in a format recommended by the State) will be added to **Student Permanent Folders** and **Special Education Eligibility Folders**.

Positive Behavior Support:

Also in accordance with the Texas Behavior Support Initiative and Rapoport Academy Public School policy, a system of **Positive Behavior Support** is in place for the success of all students. This is referred to at Rapoport as the **Behavior Point System**, which stresses **high expectations for both academic engagement and school behaviors**. A full explanation of the system can be found above. The Behavior Point System (BPS) is in place to aide students to change behaviors that impede learning by being made aware of where they stand and meeting with an Administrator to discuss an approach to reducing the number of points accumulated. Administrators choose a proactive approach by using the data from the behavior point system to help solve repeated behaviors.

If a student continues to struggle, a meeting with teachers, administrators, parents, and the student is scheduled. For students who receive Special Education services in the District, an ARD meeting is called to discuss behaviors and interventions.

Campus Safety

Bullying/ Harassment/Dating Violence:

According to the Texas Education Code and House Bill 1942 the definition of bullying is:

Engaging 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 district that: (A) 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 (B) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct is considered bullying if: (A) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and (B) interferes with a student's education or substantially disrupts the operation of the school. (TEC Sec 37.0832 (a))

The Definition of Harassment is:

Threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. (TEC Sec 37.001 (b))

The Definition of Cyberbullying is:

A form of bullying via the use of the Internet, text messages, and other similar forms of technology. These methods, which give the illusion of anonymity, encourage bullying by those who would normally not engage in such behavior. All instances of cyberbullying occurring on or off campus, and/or using campus resources will not be tolerated. Such acts are subject to the terms of the acceptable use policy and student code of conduct policies.

The Definition of Dating Violence is:

The intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. (TEC Sec 37.0831) OR An act, other than a defensive measure to protect oneself, by an actor that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, or sexual assault (Tex. Fam. Code Sec 71.0021 (a))

Dating Relationships:

A relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such relationship shall be determined based on consideration of:

- 1) length of relationship*
- 2) nature of relationship*
- 3) the frequency and type of interaction between the persons involved in the relationship*

(Tex. Fam. Code Sec 71.0021 (b))

Acts of Dating Violence:

Any student, male or female, homosexual or heterosexual, can be the victim of dating violence. Dating violence can take the form of threats to harm or suicide, if the victim does not do what the partner wants; assault; insults; name-calling; isolation from family and friends; requiring the victim to spend most or all the victim's time with the partner; frequent calls or texts to ask what the victim is doing and who the victim is with; controlling behavior; and forced sexual acts and unwanted touching.

Use of technology for purpose of bullying/harassment:

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined (including possible expulsion) and, in certain circumstances, be reported to law enforcement.

Policy on bullying:

Rapopot Academy prohibits bullying or harassment in any form. We encourage students and families to report any incident of bullying or harassment immediately. Upon discovery of an incident of bullying/harassment, school staff will notify the parent/guardian of both the target and the alleged perpetrator of the bullying behavior. School staff will undertake an investigation of all incidents of bullying/harassment. Assistance and interventions will be provided as appropriate to all students involved to help correct the situation. Discipline will be administered as appropriate. In cases involving students with disabilities, all applicable laws and regulations will be followed in administering discipline and developing behavior interventions.

Reporting abuse or molestation:

Rapoport Academy takes all concerns about abuse and molestation with the utmost seriousness. Any individual (student, family member, staff member) who has concerns about possible abuse or molestation of a child in connection with the school should report those concerns immediately to the school counselor or directly to the Superintendent. School staff will take immediate steps to ensure the safety of the child at school and will report the allegations to law enforcement as required by law. Proper disciplinary measures (including dismissal and reporting to law enforcement) will be taken against any staff member involved in abuse or molestation of a student. Rapoport Academy staff will also report any suspected abuse or molestation of a student occurring outside of the school context to law enforcement as required by law.

Weapons and threats of violence:

No one may bring onto school grounds any firearm, weapon, facsimile, or other instrument which might be considered dangerous or threatening to the possessor or to students, faculty, and staff. This includes toys that resemble weapons (water pistols, etc.). No student, parent, or employee may issue a threat of harm to another individual in the building. Employees are obligated to notify the Superintendent or Assistant Superintendent if they have knowledge of such on campus. Any student bringing such an item or any individual issuing such a threat on campus will receive immediate disciplinary action and will be subject to suspension and/or expulsion, and/or removal from the building. Students may be expelled for any offenses listed in Section 37.007 of the Texas Education Code.

Drugs and Alcohol:

The possession, use or sale of unauthorized or illegal drugs on school premises or while on school business/trips is prohibited. The possession, use, or sale of alcohol is prohibited on school premises or during school related functions. Any violation of the above could result in expulsion/prosecution. There will be random drug searches on campus. Student possessions, including lockers, backpacks and vehicles, are subject to search without notice. Any student or student's possessions identified by the drug dog will initiate a call to parents and/or the police.

Fire & Tornado Drills

Teachers are given information and evacuation maps concerning actions to take in case of fire or tornado activity. Maps are posted in each room and other areas of the school and teachers discuss the procedures with students at the beginning of the year. Fire drills are carried out on campus each month. Tornado drills are carried out once each semester.

Lock Downs:

In the event that students might be in imminent danger within the school, the administration will make a decision to lock down the rooms. Teachers are given the appropriate code and will lock their rooms after ensuring that all students are inside the classroom. Rooms will be unlocked after the all clear signal.

Blood-borne Human Infectious Disease:

The Academy recognizes the need of affected individuals for support, comfort, understanding, dignity, and self-respect while at the same time protecting the remainder of the school community against legitimate health hazards posed by the affected individual. Individuals are not required to disclose status to the Academy and are entitled to protection under state and federal laws against discrimination. The Academy may not disclose the existence of any blood-borne infectious diseases to any individual without the prior written authorization of the affected individual or parent/guardian. The Academy accepts the conclusion of the U.S. Public Health Service that casual contact with persons who may be at risk does not place others at risk for contracting such illnesses. Practices and procedures that involve protection from the blood of all individuals will be followed. The Administration of the Academy shall periodically provide the faculty and staff with information regarding the current state of knowledge of blood-borne infectious diseases.

Problem Resolutions (Due Process)

Problem Resolutions (Due Process):

Any parent/guardian having questions, concerns, or complaints in reference to the school may seek a resolution through due process (including appeals for expulsion) by requesting a conference with the administration, faculty, and/or the Board. Faculty members appreciate the opportunity to talk with parents/guardians directly about such matters, and they are in the best position to give accurate information about activities in the classrooms. Therefore, teachers should be approached first about problems or complaints. The following procedure is the Board recommended manner of handling problems or complaints at the Rapoport Academy:

1. A problem or complaint is discussed with or brought to the attention of the classroom teacher by parent/guardian.
2. If the problem is not resolved, the parent/guardian or teacher should bring the matter to the attention of the campus leadership (master teacher or dean of students).
3. If the problem is still not resolved, the parent/guardian or teacher should bring the matter to the attention of the Superintendent.
If the matter is still unresolved, the parent/guardian or student may appeal to the Board. The Board may ask for a written statement or oral presentation to the Board concerning the nature of the problem and what action has been taken to date. The Board will make a final determination in the situation.

Special Programs

Special Education and Bilingual Programs:

As stated in the Assurances of the Charter, the Academy will operate in accordance with federal laws and rules governing public schools in providing special education programs under TEC Subchapter A of Chapter 29 – and bilingual education under TEC Subchapter B of Chapter 29.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, 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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The school must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The school must give a copy of the report to the parent.

If the school determines that the evaluation is not needed, the school 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 the parent of their rights if they disagree with the school. Additionally, the notice must inform the parent how to obtain 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 difficulties or a referral for evaluation for special education is:

Contact Person: Mary Mynar– 754-8000