



Wayside
Schools

Wayside Schools

SCHOLAR HANDBOOK

2020-21



WELCOME to WAYSIDE SCHOOLS!

Dear Scholars and Parents,

On behalf of the School Principal, teachers, and other school staff, welcome! While we know this year will look like any other in Wayside's 21-year history, we wish it to be a productive and safe experience for each scholar. For this to happen, we all have to work together: scholars, parents, and staff. This Parent/Scholar Handbook is designed to help us accomplish that goal.

This Handbook contains information that both scholars and parents need for reference during the school year. **Throughout this Handbook you will notice symbols that indicate whether a policy applies only to scholars at certain grade levels. "[E]" applies to grades K-5 only, "[M]" applies to grades 6-8, and "[H]" applies to grades 9-12. If there is no symbol next to a statement, then it applies to ALL SCHOLARS.**

We have attempted to make the language as straightforward as possible; however, a couple of words should be defined. Please be aware that the term "parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume a school-related responsibility for a scholar. Also, the term "campus" is used to refer to school property as well as the geographic area within 300 feet of school property as measured from any point on the real property boundary line. Thus, to prohibit an activity on "campus" is to prohibit the activity on school property and within 300 feet of school property.

This Handbook is divided into six sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Scholar Code of Conduct. Both scholars and parents need to be familiar with the Scholar Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. In addition to its inclusion in this document, it is also posted on the school website. The fifth section is especially for parents, with information regarding parental rights, while the sixth section includes important compliance-related notices.

This Handbook, which was adopted by the Board of Trustees on June 18, 2020, is designed to be in harmony with Board Policy. Please be aware that this Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Handbook provisions will be made available to scholars and parents through newsletters, the school website, and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Trustees will be followed.**

Please review this entire Handbook and keep it as a reference during this school year. Please take the time to look over the information provided. If you have any questions about the material in this Handbook, please contact your School Principal. Understanding this information will assist you in the path to success.

Sincerely,

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SECTION I: GENERAL POLICIES AND PROCEDURES

Attendance Policy

Regular attendance is expected of all scholars due to the rigor of our curriculum. Consistent school attendance is an essential component of each scholar’s education. Official attendance is taken each day for all schools, and recorded each instructional period for secondary school. Tardies and early checkouts are also recorded each day.

As a network, Wayside Schools records attendance during the 2nd or 5th hour of the school day. However, each school may choose an alternative attendance-taking time for either their entire student body or for a certain group of scholars if necessary, as described in subsection 3.6.2.2 of TEA’s Student Attendance Handbook.

Absence from school will affect a scholar’s ability to succeed in class; therefore, scholars and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and school policy deals with attendance for course credit and a scholar’s final grade. These items and laws are discussed below.

Compulsory Attendance

The state compulsory attendance law requires that a scholar between the ages of six and 19 must attend school and school-required tutorial sessions unless the scholar is otherwise legally exempted or excused. Wayside Schools staff must investigate and report violations of the state compulsory attendance law. A scholar absent from school without permission from any class, from required special programs, or from required tutorials will be considered “truant” and subject to disciplinary action.

A scholar who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a scholar 19 years of age or older has more than five unexcused absences in a semester, Wayside Schools may revoke the scholar’s enrollment, with the exception that Wayside Schools may not revoke the enrollment on a day on which the scholar is physically present at school. The scholar’s presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the scholar’s enrollment, Wayside Schools shall issue a warning letter to the scholar after the third unexcused absence stating that the scholar’s enrollment may be revoked for the remainder of the school year if the scholar has more than five unexcused absences in a semester. As an alternative to revoking enrollment, Wayside Schools may impose a behavior improvement plan.

Notice to Parents: *Under Texas Education Code § 25.095(a), you are hereby notified that if a scholar is absent from school on ten or more days or parts of days within a six-month period in the same school year, the scholar’s parent is subject to prosecution under Texas Education Code § 25.093; and the scholar is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).*

Wayside Schools shall notify a scholar’s parent if the scholar has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent’s duty to monitor the scholar’s school attendance and require the scholar to attend school; the scholar is subject to truancy prevention measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.

Attendance for Credit

To receive credit for a class, a scholar must attend at least 90 percent of the days the class is offered. These days include both excused and unexcused absences. When a scholar has been absent for 8 total days within a school year, a conference will be held with the parent. At that time they will be notified that after the 12th absence (unexcused), the child may be dismissed from Wayside Schools.

In determining whether there were extenuating circumstances for the absences, the Attendance Committee (principal, classroom teacher, specials teacher) will use the following guidelines:

1. All absences will be reviewed, with special consideration given for religious holy days, documented health care appointments for which routine make-up work has been completed, and other special circumstances as defined by the Texas Education Code.
2. For a scholar transferring into the school after school begins, including a migrant scholar, only those absences after enrollment will be considered.
3. In reaching consensus about a scholar’s absences, the committee will attempt to ensure that its decision is in the best interest of the scholar.

4. The committee will consider whether the absences were for reasons over which the scholar or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the scholar's absences.
6. The committee will consider the extent to which the scholar has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The scholar, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the Attendance Committee will decide how the scholar may regain credit. The scholar or parent may appeal the committee's decision to the Board of Trustees by filing a written request with the CAO or designee. The appeal notice must be postmarked to the following address within 30 days following the last day of instruction in the semester for which credit was denied:

Wayside Schools Notice of Appeal:
 Class Credit Attn: CAO or designee
 6405 S IH 35
 Austin, Texas 78744

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the scholar or parent of the date, time, and place of the meeting.

Excused and Unexcused Absences

Any absence not listed below will be considered an **unexcused** absence. Examples of unexcused absences include, but are not limited to, class cuts, car trouble, oversleeping, personal business, vacation and undocumented medical visits.

A scholar not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes if the scholar:

- Is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the school day.
- Is participating in an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day.
- Is enrolled **full-time** in TxVSN courses.
- Is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of your school network.
- Is participating, with local school board approval, in a short-term (for example, 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the scholar's campus.
- Is participating in a mentorship approved by network personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC Chapter 74.
- Is in grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.
- Misses school for the purpose of attending a required court appearance, including traveling for that purpose.
- Is in the conservatorship of the DFPS and misses school:
 - 1) to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable, or
 - 2) to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B
- Is temporarily absent because of a documented appointment for the scholar, or the scholar's child, that is with a healthcare professional licensed, certified, or registered by an appropriate agency of the State of Texas to practice in the United States.
- Misses school for the purpose of serving as a scholar early voting clerk, if your school network has a policy allowing for this type of excused absence, or misses school for the purpose of serving as an election clerk or scholar election clerk.
- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the scholar's application for US citizenship, including traveling for that purpose.
- Misses school for the purpose of taking part in the scholar's own US naturalization oath ceremony, including traveling for that purpose.
- Is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the scholar's interest in attending the institution.
- Is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard.
- Is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides.

Required Documentation of Absences

When a scholar must be absent from school, it is the parent's responsibility to call the school office each day to explain the reason for the scholar's absence. Upon returning to school, the scholar must bring a note to the school office, signed by the parent, which describes the reason for the absence. In order to excuse the absence, the note must:

1. Be submitted to the school office within two school days of the scholar's return to school, and
2. Describe an acceptable reason for the absence.

Notification to Parents

The school will notify the parent by phone when the scholar is absent from school unless the parent has already notified the school of the absence.

Make-Up Work

If a scholar misses class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the scholar to master the essential knowledge and skills necessary to meet subject or course requirements. Scholars are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Teachers will provide scholars and parents with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

Release of Scholars from School

A scholar will not be released from school at times other than at the end of the school day except with permission from the School Principal or designee and in accordance with campus sign-out procedures. Additionally, state rules require that parental consent be obtained before a scholar under the age of 18 may leave campus at any point in the school day.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the scholar will not miss instructional time, if possible.

Driver's License Attendance Verification

To obtain or renew a driver's license, a scholar less than 18 years of age must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the scholar has met the 90 percent attendance requirement for the semester preceding the date of application. Eligible scholars can obtain the required Verification of Enrollment ("VOE") form from the school office. The school will issue a VOE form for any transfer scholar that is transferring with no more than three absences for the previous grading period.

Cell Phones and Other Electronic Devices

Possession and use of cell phones, computers, and other devices capable of electronic communications at school is a privilege, not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations. Any such devices may be confiscated, powered on and searched by school officials if there is a reasonable cause to believe that the devices have been used in the transmission or reception of communications prohibited by law or policy.

Change of Address or Telephone Number

When the address or telephone number of a scholar has been changed, it is the responsibility of the parent to notify the school office immediately. Proof of residency at the new address may be required.

Check Acceptance Policy

All personal checks written to the school must include the current address and phone number of the account holder. The account holder's name should also be legible and printed on the check.

In the event that the bank returns a check written to the school unpaid, the account holder agrees that the school may collect a return check fee of \$30 plus applicable sales tax. The school may contract with a collection company in an effort to redeem returned checks. The use of a check for payment is the account holder's acknowledgement and acceptance of this policy and its terms.

Closed Campus

The school operates on the closed campus concept. Specifically, this means that scholars are not allowed to leave campus for any reason during the school day, including during meal periods, without first obtaining permission from the school office. All scholars will remain on-campus during the lunch period. Scholars may buy lunch at school or bring a packed lunch. As required by law, school leadership will limit the amount of food brought in by families containing limited nutritional value and provide additional parameters for families and scholars. During the lunch period, scholars are expected to display good manners and courtesy. Scholars may eat only in the lunch area, and must clear their place and dispose of all trash appropriately. Staff will monitor the lunch area.

Clubs and Organizations

Scholar clubs and organizations are considered to be an integral part of the school's overall curricular program. Thus, the school recognizes only those clubs and organizations directly related to the body of courses offered by the school. A club or organization directly relates to the school's curriculum if:

1. The subject matter of the club or organization is actually taught, or will soon be taught, in a regularly offered course;
2. Participation in the club or organization is required for a particular course; or

3. Participation in the club or organization results in academic credit.

All scholars are encouraged to participate and take an active part in scholar clubs and organizations.

Eligibility

Written parental permission is required in order for a scholar to participate in any club or organization that is not required for a particular course or does not result in academic credit.

For a scholar to be eligible to serve as a club or organization officer, he or she must be passing in all subjects. Unsatisfactory conduct while in office and/or failure to render satisfactory service shall be considered grounds for removal from said office. Removal from office shall be at the discretion of the staff sponsor of the club or organization with the approval of the School Principal.

New Clubs or Organizations

Scholars desiring to form a new club or organization shall submit a written request to the School Principal at the school office, containing the following mandatory elements:

1. A statement of the club's or organization's purposes, goals, and activities;
2. Signatures of a minimum of 10 scholars who wish to participate in the club or organization;
3. If participation in the club or organization is not required for a particular course or does not result in academic credit, written parental permission of each scholar signatory to participate in the club or organization;
4. Written agreement of a teacher who has agreed to serve as the staff sponsor for the club or organization;
5. A description of any funding or other assistance received from any non-scholar groups; and
6. A schedule of its proposed meeting times.

Fundraising

The School Principal must approve any plan or activity used by a club or organization for making money. Only activities that raise money through payment of admissions or where value is received for money paid may be conducted. No advertising will be sold without the approval of the School Principal.

Meetings

Only school-recognized curricular scholar clubs and organizations are permitted to meet on school property during non-instructional time.

Participation

Only scholars enrolled full time at the school may participate in school-recognized clubs and organizations.

Yearbook

Only school--recognized clubs and organizations will be featured in the yearbook.

Conferences with Teachers and School Principal

When parents feel it advisable to contact the School Principal or teachers personally, they are encouraged to do so via email or to leave a voicemail so that the School Principal or teacher may return the call later. Personal conferences are welcome if a telephone conversation does not prove adequate.

Deliveries

Packages such as flowers, balloons, etc., should not be delivered to the school for scholars. These will not be delivered to the classroom. Scholars and parents may not order food to be delivered to the school.

Dress Code

The school dress code is established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards. Scholars and parents may determine a scholar's personal dress and grooming standards, provided that they comply with this dress code.

In order to maintain an orderly environment, all scholars shall be required to meet the minimum expectations of the school dress code. Dress and clothing that unduly attracts the attention of other scholar, often precipitates comments and/or other reactions that are disruptive.

Safety, general health, and hygiene are factors that are also considered in the establishment of this dress code. The provisions of this dress code shall be enforced equally with regard to all scholars to whom the provisions apply.

The following criteria for a scholar's personal dress and grooming standards provide the minimum requirements. The School Principal may implement additional guidelines.

School Uniforms

The Board of Trustees has determined that school uniforms improve the learning environment at the school. As such, each school has been authorized to adopt rules that require scholars to wear school uniforms.



TOPS:



All scholars must wear Wayside-branded polos. Polos are available in both pique and dry-fit materials, and are available in navy, red or black. In addition, polos are available in long sleeve. Polos can be purchased at Austin's Uniform Shop.

BOTTOMS:



Scholars may wear pants, shorts or skirts/skort in navy, khaki or black. Bottoms are not branded, and can be purchased from the store of your choosing. However, all bottoms must meet Wayside's dress code (shorts and skirts must be fingertip length, no excessively baggy or ripped clothing allowed).

1. Tops: Scholars may wear Wayside-branded polo-style shirts in red, navy or black.
2. Bottoms: Scholars may wear pants, shorts, skirts or skorts that are khaki, black or navy.
3. Dresses: Scholars may wear red Wayside-branded polo dresses.
4. Tights & leggings: Tights and leggings may be worn in white, black or navy. Tights and leggings may not be worn alone and must go under an approved uniform bottom.
5. Outerwear: Plain, unhooded fleece jackets, sweaters and coats in navy or black may be worn by Wayside scholars, along with Wayside-branded items purchased from the Austin's Uniform Shop. Additionally, Middle & High School scholars are permitted to wear Wayside-branded hoodie sweatshirts. While outdoors (drop-off, pick-up and high school class transition), scholars may wear any heavy outdoor coat/jacket.

Uniforms may be purchased at a reasonable cost at Austin's Uniform Shop, located at 5510 S. IH-35 Frontage Road, Austin, TX 78745.

General Criteria For Dress Code

A scholar's personal dress and grooming standards should follow the below guidelines:

1. Dress and grooming should not disrupt, interfere with, disturb, or detract from school activities, or reasonably lead school administration to believe that they will.

2. Dress and grooming should not create a health or other hazard to the scholar's safety or to the safety of others.
3. Startling, unusual, or immodest attire of any sort is not allowed. Fads in hairstyles, clothing, or anything designed to attract attention to the individual or to disrupt the orderly conduct of the classroom or school is not allowed.
4. Mustaches, beards, and other facial hair must be kept neat and trimmed.
5. Words, symbols, or designs shaved in hair (including facial hair and eyebrows) are not allowed.
6. Extremely baggy clothing is not allowed. Pants, shorts, etc., are not to be worn below the waistline and should be appropriately sized.
7. Shorts may be worn, but must reach at least fingertip length. Tight-fitting shorts or "short shorts" are not allowed.
6. Hats, scarves, bandanas, hair coverings, or sweatbands, are not allowed except as designated by the School Principal. Religious head coverings are not restricted under this rule.
7. Grills or temporary decorations on teeth are not allowed.
8. Chains, handcuffs, jewelry, or accessories that suggest weaponry are not allowed.
9. Scholars are to wear appropriate shoes or sandals at all times. House shoes and shoes with wheels are not allowed.
10. Excessive makeup is not allowed.
11. Sufficient undergarments should be worn by scholars.

Additional Criteria for Dress Code When Not Required to Be in Uniform

1. Clothing containing offensive slogans, symbols, or other suggestive or controversial designs is not allowed.
2. Clothing depicting drugs, alcohol, tobacco products, or violence is not allowed.
3. Clothing and other articles that are considered "gang-related" are not allowed.
4. Cutoffs, boxer shorts, pajama bottoms, bike shorts, short leggings as outer garments, etc., are not allowed.
5. Torn, ripped, or cut clothing is not allowed.
6. Clothing should be modest. Apparel that is too tight or low-cut is not allowed. In addition, clothing that exposes the midriff or bare back is not permitted.
7. Clothing should be designed with shoulder straps wider than 2 inches. Tank tops of any sort are not permitted, regardless of shoulder straps.

Enforcement Procedures

If the scholar's dress or grooming is inappropriate or objectionable under these provisions, the School Principal or designee shall request the scholar to make appropriate corrections. If the scholar refuses, the School Principal or designee shall notify the scholar's parent and request that the parent make the necessary correction. If both the scholar and parent refuse, the School Principal shall take disciplinary action.

Appropriate disciplinary procedures shall be followed, including removal from school until the scholar is in compliance with the dress code. Decisions of the School Principal or designee regarding dress and grooming are considered final. Failure to comply with the dress code will result in disciplinary action.

Drones

Scholars are prohibited from operating drones on campus or at school-sponsored events without prior written consent from their school principal.

Dropout Reduction

Wayside Schools uses the *15 Effective Strategies for Dropout Prevention*. These strategies were developed by the National Dropout Prevention Center in association with Franklin P. Schargel.

These strategies, although appearing to be independent, frequently overlap and are synergistic. They can be implemented as stand-alone programs (i.e. mentoring or family involvement projects.)

The Basic Core Strategies

Mentoring/Tutoring
Service Learning
Alternative Schooling
After School Opportunities

Early Interventions

Early Childhood Education
Family Engagement
Early Literacy Development

Making the Most of Instruction:

Professional Development
Active Learning
Educational Technology
Individualized Instruction

Making the Most of the Wider Community:

Emergency Closings

Weather conditions may occur which will make it necessary for schools to be closed. Parents and scholars are advised to monitor the website and listen to local radio or television for announcements that the school will be closed.

Fire and Disaster Drills

Fire, lockdown, evacuation, and tornado drill instruction will be discussed during the first week of each semester. Scholars need to understand and follow these procedures. When the alarm is sounded, scholars should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Food Allergy Information

The parent of each scholar enrolled in the School must complete a form provided by Wayside Schools that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to Wayside Schools to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

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

Wayside Schools may also require information from a child's physician if the child has food allergies.

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

Enrollment of New Scholars

Admission and enrollment of scholars shall be open to any person who resides within the geographic boundaries stated in the school's charter, and who is eligible for admission based on lawful criteria identified in the charter. The total number of scholars enrolled in the school shall not exceed the number of scholars approved in the charter or subsequent amendments. Applications for admission shall be due by a reasonable deadline to be set each year by the school. Enrollment may not be denied to children who are not legally admitted into the United States.

In accordance with state law, Wayside Schools does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

Exception to Admission

As authorized by the Wayside Schools charter and Texas Education Code § 12.111(a)(5)(A), scholars with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 37, Subchapter A may be excluded from admission and enrollment in Wayside Schools.

Bathroom Training Requirement

All scholars are required to be bathroom-trained prior to enrolling, unless otherwise authorized through Special Education service requirements and legal standards.

Scholar Information

Any scholar admitted to the school must have records such as a report card and/or a transcript from the previous school attended to verify his or her academic standing. Verification of residency and current immunization records are also required. Every scholar enrolling in the school for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in the school, the parent and school district in which the scholar was previously enrolled shall furnish records, which verify the identity of the scholar. These records may include the scholar's birth certificate or a copy of the scholar's school records from the most recently attended school.

The school forwards a scholar's records on request to a school in which a scholar seeks or intends to enroll without the necessity of the parent's consent.

Residency Information

To be eligible for continued enrollment in the school, the parent must show proof of residency at the time of enrollment. Failure to comply with this requirement will result in the immediate initiation of procedures to exclude scholars from enrollment.

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

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indicating the address and name of the residence occupiers,
5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

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

Lottery

Scholars wanting to attend Wayside Schools must submit an application during the School's open enrollment period, or as otherwise set by the administration. Enrollment forms are available online through the School's website.

If fewer applications than spots available are received, scholars will be offered admission on a first-come, first-served basis. If Wayside Schools receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (up until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

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

Families offered an enrollment seat will be sent a registration packet with instructions for registering. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential scholar on the waiting list.

Exceptions to Lottery Process: Federal guidelines permit Wayside Schools to exempt from the lottery scholars who are already attending the School; siblings of scholars already admitted to or attending Wayside Schools; and children of the School's founders, teachers, and staff, so long as the total number of scholars allowed under this exemption constitutes only a small percentage of the School's total enrollment.

Pre-K Enrollment Requirements

Wayside Schools requires that Pre-K3 and Pre-K4 scholars meet state requirements for enrollment. You can find these requirements at <https://tea.texas.gov/ece/eligibility.aspx>.

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a scholar. A scholar, however, is expected to provide his or her own pencils, paper, pens, erasers, notebooks, calculators, headsets, etc., and may be required to pay certain other fees or deposits, including payment of:

1. A fee for materials for a class project that the scholar will keep, if the fee does not exceed the cost of materials;
2. Membership dues in voluntary scholar clubs or organizations and admission fees to extracurricular activities;
3. A security deposit for the return of materials, supplies, or equipment;
4. A fee for personal physical education and athletic equipment and apparel, although a scholar may provide the scholar's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
5. Art fees for secondary art class
6. A field trip fee may be required
7. A fee for voluntarily purchased items, such as scholar publications, class rings, pictures, yearbooks, graduation announcements, etc.;
8. A fee for voluntary scholar health and accident benefit plan;
9. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
10. A fee for items of personal apparel used in extracurricular activities that become the property of the scholar;
11. A parking fee;
12. A fee for the individual scholar planner;
13. A fee for a scholar identification card;
14. A fee for a driver training course, not to exceed the actual cost per scholar in the program for the current school year;
15. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
16. A fee for summer school courses that are offered tuition free during the regular school year;

17. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of the regular school hours through which a scholar who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the scholar from attending the program;
18. A fee for lost, damaged, or overdue textbooks, library books, technological equipment, and academic curriculum materials; or
19. A fee specifically permitted by any other statute.

Leaving Campus During the School Day

Wayside Schools campuses are closed campuses and scholars may not leave campus for lunch. Because class time is important, doctor's appointments should be scheduled, if possible, at times when the scholar will not miss instructional time.

Scholars in elementary school must have a parent/guardian come to the office to sign them out of school. Scholars in secondary school who will need to leave campus during the day must submit a note to the school office from his or her parent, which provides the following information:

1. Scholar's name,
2. Reason for scholar's need to leave campus,
3. Time scholar will need to be gone from campus,
4. Phone number where parent may be reached to confirm parent's permission,
5. Parent's name, and
6. Parent's signature

No scholar will be permitted to leave campus before the school office confirms the scholar's need to leave campus with the scholar's parent by phone. Scholars who fail to check in/out before leaving and/or returning to campus will be considered truant from any instructional hours missed. Scholars will not be allowed to leave in the custody of any person not named on the Scholar Registration Card. Photo identification is required.

Lockers

If provided, lockers remain under the jurisdiction of the school even when assigned to an individual scholar. The school reserves the right to inspect all lockers. A scholar has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. Locker searches may be conducted at any time, whether or not the scholar is present. The decision to assign lockers rests with the School Principal.

Lost and Stolen Items

All articles, including books, found on campus should be taken to the school office. All articles not claimed at the end of the school year will be disposed of through proper channels. Scholars are not to bring electronic entertainment devices and other personal items to school. The school is not responsible for lost or stolen items.

McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from Wayside Schools by contacting [Matthew Abbott, Superintendent, mabbott@waysideschools.org, 512.220.9183].

“Homeless children and youth” as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001:

- Means individuals who lack a fixed, regular, and adequate nighttime residence.
- Includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals, or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Parents of scholars in homeless situations can keep their scholars in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the scholar is now residing outside the school attendance area or school district) or enroll them in any public school that scholars living in the same attendance area are eligible to attend.

Meals

The school serves breakfast or breakfast and lunch through participation in the National Breakfast and School Lunch Program. Texas Department of Agriculture (“TDA”) and United States Department of Agriculture (“USDA”) guidelines are followed to meet the nutritional needs for all scholars.

School Nutrition Program

Menus may be obtained at the school office, or from Preferred Meals website www.preferredmealsmenu.com.

Payment for Meals

Scholars are encouraged to purchase meals from the school in advance. Payments may be made to the scholar's account weekly, monthly, or yearly. Acceptable means of payment are: make payment to the cashier with cash, check, or money order, or pay through www.MySchoolBucks.com. If a scholar intends to purchase lunch, but does not have money available on their lunch account, the scholar will be provided a grace period of 5 business days to refill their account and may continue to eat on credit, which must be repaid in full. The school will notify the parent immediately to be provided the opportunity to refill the account. After the 5 day grace period the school has the right to cease serving meals to the scholar until payment has been made.

State-Mandated Nutrition Guidelines

TDA policy places strict limits on any food or drink provided or sold to scholars, other than through the school's Food and Nutrition Services. Elementary school scholars may not have access to candy or any other food of minimal nutritional value during the school day. Middle school and high school scholars also have restrictions during meal periods. The specific policy may be obtained online at www.agr.state.tx.us.

Free and Reduced-Cost Meals

You may apply for the free or reduced meal program at www.heartlandapps.com. All information must be complete, listing all members of the household, family income and frequency of income. Should the family income status change, application for the program may be requested at any time during the school year. Only one application for each household is required. Parents will be notified of the scholar's eligibility for the program within 10 business days of application.

Messages for Scholars

It is not possible to receive and deliver telephone messages and/or supplies to scholars without interrupting classes and interfering with the learning environment that the school staff works so hard to maintain. In the case of an emergency, the school office should be contacted for assistance.

Notice of Non-Discrimination

Wayside Schools does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. Wayside Schools complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

Any questions or concerns about Wayside Schools' compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is the COO or designee, hr@waysideschools.org.
- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is the COO or designee, hr@waysideschools.org.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is the COO or designee, hr@waysideschools.org.
- All other concerns regarding discrimination may be directed to Matthew Abbott, Superintendent, mabbott@waysideschools.org or to the COO or designee, hr@waysideschools.org.

Scholar Drivers/Parking Regulations/Vehicles on Campus [H]

All scholar drivers must hold a valid driver's license and insurance to obtain a parking permit. Scholars driving to school must park in the designated lot and have paid any required campus parking fees. Scholars may not go to their cars during the school day without permission from campus administration. Scholars must also drive in a manner that is safe and does not disrupt the learning environment or school community in any way. Scholars who fail to follow these guidelines will have their driving privileges suspended or revoked, and may be subject to discipline under the Scholar Code of Conduct.

Vehicles parked on school property and property under school control are under the jurisdiction of the school and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the scholar shall be asked to unlock the vehicle and consent to a search of the vehicle. If the scholar refuses to permit the vehicle to be searched, the school may contact the scholar's parents and/or law enforcement officials.

A scholar may be held responsible if in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Being able to bring a vehicle on campus is a privilege. The school is not responsible for damage to a vehicle that occurs while it is on campus. A scholar has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Vehicles parked on campus are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the scholar. A copy of the scholar's driver's license and insurance must be on file in the school office.

Parking Fee

Scholars who drive to campus must park in designated scholar parking areas. Scholars may be required to purchase a parking permit from the school office each year. If required, the failure to purchase a parking permit will be considered a parking infraction and will result in appropriate disciplinary action.

Operation of Motor Vehicles on Campus

Any law or ordinance regulating traffic on a public highway or street also applies to the operation of a vehicle on campus. In addition to potential city citations for violation of motor vehicle traffic laws or ordinances, scholars will receive a warning and referral to the School Principal's office for the following violations:

1. Parking in a fire lane,
2. Failure to park in a designated scholar parking area,
3. Jumping (driving over) a curb,
4. Double parking,
5. Parking in a handicapped space or walkway,
6. Parking in a crosswalk or ramp,
7. Ignoring instructions from school staff monitoring the parking lot, or
8. Parking on a water sprinkler.

A scholar who has had parking privileges revoked may have his or her car towed at the scholar's expense.

All persons driving on campus shall follow the campus traffic and parking plan. Those who fail to do so may have their car towed at their expense.

Pledge of Allegiance/Minute of Silence

As required by state law, each school day, scholars will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the School Principal at the school office to excuse their scholar from reciting a pledge.

A moment of silence will follow recitation of the pledges. During the period, each scholar may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract others. State law does not allow scholars to be excused from participation in the required minute of silence. In addition, state law requires that Wayside Schools provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Prayer

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

Recitation of the Declaration of Independence

State law requires scholars in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during "Celebrate Freedom Week." A scholar will be exempted from this requirement if a parent provides a written statement requesting that the scholar be excused, Wayside Schools determines that the scholar has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

Respect for All

The school has a diverse scholar population and strives to maintain an environment of respect and acceptance. Scholars must not engage in harassing behaviors motivated by ethnicity, gender, sexual preference, color, religion, national origin, or disability directed toward another scholar.

Scholars are expected to treat other scholars and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

School Calendar

The school operates according to the annually Board-adopted school calendar that is located in the front of this handbook and on the websites. Refer to the Campus Handbook Supplement for procedures relating to the announcement of school closings in the event of bad weather. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school website.

School Day Schedule

Half-Day Pre-K3 (REAL):	7:45 a.m. - 10:55 a.m. for morning program 12:20 p.m. - 3:30 p.m. for afternoon program No early dismissal on Friday
Elementary School:	7:45 a.m.- 3:30, p.m. Scholars may enter the building at 7:10 a.m. Early Dismissal is on Friday at 1 p.m.
Middle School:	8 a.m. -4 p.m. Scholars may enter the building at 7:10 a.m. Early Dismissal is on Friday at 1:30 p.m.
High School:	8:10 a.m. - 4 p.m. Scholars may enter the building at 7:10 a.m. Early Dismissal is on Friday at 1:30 p.m.

School Facilities Use

Certain areas of the campus will be accessible to scholars before and after school for specific purposes. Scholars are required to remain in the area where their activity is scheduled to take place. Unless the school staff member overseeing the activity gives permission, a scholar will not be permitted to go to another area of the campus. Unless involved in an activity under the supervision of school staff, scholars must leave campus once school is dismissed.

School Functions

Scholars are held responsible for their conduct while in attendance at any school function, be it literary, athletic, or social. A scholar who is on campus or in attendance at any school function at any place, night or day, is subject to all regulations of the school and will be governed accordingly. Scholar identification cards may be required to attend some school functions.

School-Sponsored Trips

Many school--sponsored trips are made each year for the various activities in which scholars participate. The following regulations govern trips sponsored by the school:

1. Scholars who miss school when on a school-sponsored trip are not counted absent, but are required to make up the work missed. Arrangements should be made with each teacher for make-up work prior to the trip.
2. Scholars must take the responsibility of observing all safety rules.
3. Scholars making a school-sponsored trip are under the supervision of a sponsor and are expected to follow the school Scholar Code of Conduct and dress code.
4. Scholars may not miss any class more than 10 times within the school year, unless they are participating in competition beyond the network level.

Service Animal Policy

“Service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition, unless otherwise allowed by Board Policy.

The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of this definition. 28 C.F.R. 35.104.

Policies, Practices, or Procedures

The School shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability, unless the School can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. 28 C.F.R. 35.130(b)(7), .136(a).

In the event the service animal affects the receipt or delivery of education to other individuals on campus, the School shall determine if the service animal is required to provide the individual with a disability with a free and appropriate public education, and whether reasonable modifications can be made to allow the service animal on campus pursuant to Section 504 and the Americans with Disabilities Act.

Access

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. 28 C.F.R. 35.136(g).

Exceptions

The School may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.
- The School is not required to permit an individual to participate in or benefit from the services, programs, or activities of the School when that individual poses a direct threat to the health or safety of others.

If the School properly excludes a service animal, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. 28 C.F.R. 35.136(b)-(c), .139.

Animal Under Handler's Control

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). 28 C.F.R. 35.136(d).

If a service animal misbehaves or responds unreasonably to a provocation or injury, the School must give the handler a reasonable opportunity to gain control of the animal. If the handler asserts that the animal was provoked or injured, or if the School otherwise has reason to suspect that provocation or injury has occurred, School personnel must determine the facts and, if provocation or injury occurred, should take appropriate steps to mitigate against further provocation or injury, which may include asking the provocateur to leave the area.

Inquiries

The School shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. The School may ask (1) if the animal is required because of a disability and (2) what work or task the animal has been trained to perform.

The School shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Generally, the School may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability). 28 C.F.R. 35.136(f).

Care or Supervision of Animal

The School is not responsible for the care or supervision of a service animal. 28 C.F.R. 35.136(e).

If, for reason due to disability, the individual with a disability is unable to fully provide for the care and supervision of the service animal, the individual with a disability shall make a request for reasonable accommodations to the school's Section 504 Coordinator.

The individual with a disability shall comply with applicable state and local laws regarding vaccinations for the service animal.

Surcharges

The School shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. An individual with a disability may be charged for damage caused by his or service animal if the School normally charges individuals for the damage they cause. 28 C.F.R. 35.136(h).

Assistance Animals

"Assistance animal" and "service animal" mean a canine that is specially trained or equipped to help a person with a disability and that is used by a person with a disability. Human Resources Code 121.002(1).

Assistance Animal Access

No person with a disability may be denied admittance to the School because of the person's disability or denied the use of an assistance animal.

The School may not limit the use of School facilities to a designated class of persons and thereby prohibit the use of School facilities by persons with disabilities who, except for their use of assistance animals, would fall within the designated class.

A service animal in training shall not be denied admittance to the School when accompanied by an approved trainer. Human Resources Code 121.003(c), (e), (i).

Harassment and Harm Prohibited

A person may not assault, harass, interfere with, kill, or injure in any way, or attempt to assault, harass, interfere with, kill, or injure in any way, an assistance animal. A person is not entitled to make demands or inquiries relating to the qualifications or certifications of a service animal for purposes of admittance to a public facility, except to determine the basic type of assistance provided by the service animal to a person with a disability. If a person's disability is not readily apparent, School personnel may inquire about whether the service animal is required because the person has a disability and what type of work or task the service animal is trained to perform. Human Resources Code 121.002, .003(j)–(l).

Transportation

The School may not refuse to provide transportation to or from school and/or school related activities to a scholar solely because of the scholar's disability, nor may a scholar be required to pay an additional fee because of his or her use of an assistance animal. Human Resources Code 121.003(b).

Responsibilities of Scholars with Disabilities

A scholar with a disability who uses an assistance animal for assistance in travel is liable for any damages done to the premises or facilities by the animal.

A scholar with a disability who uses an assistance animal for assistance in travel or auditory awareness shall keep the animal properly harnessed or leashed, and a person who is injured by the animal because of the failure of a person with a disability to properly harness or leash the animal is entitled to maintain a cause of action for damages in a court of competent jurisdiction under the same law applicable to other causes brought for the redress of injuries caused by animals. Human Resources Code 121.005.

Skateboards

Scholars are not permitted to use their skateboards, scooters, and/or roller blades on campus at any time. If a scholar is using any of the above instruments as a means of transportation to or from school, he or she must walk and carry the skateboard, scooter, and/or roller blades while on campus. Skateboards, scooters, or roller blades should be kept in a locker, or other designated place approved by a teacher or the School Principal, until the end of the school day.

Tardiness

Scholars are considered tardy if they are not in the classroom when instruction begins. Scholars who arrive at school after this time will be required to sign in at the office and take a tardy pass with them to class. When a scholar has been tardy 8 days within a semester, a conference will be held with the parent. At that time, they will be notified that after the 10th tardy in a semester, the child may be dismissed from Wayside Schools. Three tardies of more than 30 minutes after school starts will be counted as one absence.

Scholars in Pre-Kindergarten will be considered tardy if:

1. They are not in class when the class at the official start time of the class, or
2. The parent/guardian is more than 10 minutes late picking them up.

Telephone

Because of the tremendous amount of essential business that must be transacted over the school office telephones, scholars are requested not to ask for use of the telephone except in extreme emergencies. The school office staff will deliver messages in cases of emergency. No toll calls from office telephones are to be made by scholars.

Transportation

Scholars who participate in school-sponsored trips may be required to ride a school vehicle (i.e., a vehicle driven for school-related business or owned, leased, or rented by the school). The School Principal, however, may make an exception if the parent personally requests that the scholar be permitted to ride with the parent, or if the parent presents—prior to the day of the scheduled trip—a written request that the scholar be permitted to ride with an adult designated by the parent.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, scholars are held to behavioral standards established in this Handbook and the Scholar Code of Conduct. Scholars must:

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or any object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated scholars are allowed to ride in the vehicle. Scholars may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a special needs scholar is receiving bus transportation as a result of an Individual Education Plan ("IEP"), the Admission Review and Dismissal ("ARD") Committee will have discretion in determining appropriate disciplinary consequences.

Foster Care Transportation Policy

As a condition to receiving funds under Title I, Part A, Wayside Schools shall collaborate with the state or local child welfare agency to:

1. ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with 42 U.S.C. 675(4)(A) and to the extent required by law; and
2. ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, Wayside Schools will, to the extent required by law, provide transportation to the school of origin if:
 - a. the local child welfare agency agrees to reimburse Wayside Schools for the cost of transportation;
 - b. Wayside Schools agrees to pay the cost of transportation; or
 - c. Wayside Schools and the local welfare agency agree to share the cost of such transportation.

Use of Scholar's Image/Information

Photographs of scholars (including video images) along with scholar names, activities, honors, and achievements will be allowed for use in official school projects and events unless a parent specifically requests in writing that such usage be denied.

Visitors

Wayside Schools encourages parents and family members to regularly visit the school and become involved in scholar activities. The impact that positive parental involvement has on the learning and development of scholars is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

Visitors **MUST** sign in at the main office whenever they are on campus. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.

When visiting a campus to meet with teaching staff, visitors must have a prearranged time set up with the teacher(s) in question, except for in the event of urgent matters. Times are best arranged via email. An email directory is located on our website. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.

Visitors to campus must be the parents, guardians, or other adult family members with permission of the parent/guardian. Scholars' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.

Volunteers **MUST** go through a background check conducted by our network office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Additionally, the Principal or designee may take the following actions whenever there is a school visitor:

- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by Wayside Schools.
- Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

Withdrawals

A scholar under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. Less than three days' notice may result in forms being mailed. A withdrawal form may be obtained from the school office.

A scholar who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature. In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

The school may initiate withdrawal of a scholar for non-attendance if:

1. The scholar has been absent 10 consecutive school days and repeated efforts by the school to locate the scholar have been unsuccessful,
2. The scholar is 18 years of age or older has more than five unexcused absences in one semester,
3. The scholar has been absent more than 12 days within a school year or tardy more than 10 times within a semester.
4. A scholar in Pre-Kindergarten has been picked up more than 30 minutes late on 3 occasions.

SECTION II: HEALTH AND SAFETY INFORMATION

Scholar safety on campus and at school--related events is a high priority of the school. Although the school has implemented safety procedures, the cooperation of scholars is essential to ensure school safety. A scholar should:

1. Avoid conduct that is likely to put the scholar or other scholars at risk;
2. Follow the behavioral standards in this Handbook, including the Scholar Code of Conduct, as well as any additional rules for behavior and safety set by the School Principal, teachers, or school staff;
3. Remain alert to and promptly report to school staff safety hazards, such as intruders on campus and threats made by any person toward a scholar or school staff;
4. Know emergency evacuation routes and signals; and
5. Immediately follow the instructions of school staff who are overseeing the welfare of scholars.

Asbestos Management Plan

The school has every facility inspected for asbestos before use by a licensed Asbestos Hazard Emergency Response Act ("AHERA") inspector.

An Asbestos Management Plan is created for the school in accordance with Federal regulations by AHERA. Parents may view the Asbestos Management Plan by contacting the school office.

Bacterial Meningitis

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

What Are The Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Scholars and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both scholars and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How Serious Is Bacterial Meningitis?

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

How Is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing and sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How Can Bacterial Meningitis Be Prevented?

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

What Should Scholars Do If They Think They or a Friend Might Have Bacterial Meningitis?

Scholars should seek prompt medical attention.

Where Can Scholars Get More Information?

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

Child Abuse Reporting and Investigations

The school cooperates with official child abuse investigators as required by law. The school provides training to its teachers and scholars in preventing and addressing incidents of abuse of scholars, including knowledge of likely warning signs indicating that a scholar may be a victim of abuse.

Scholar Interviews at School

The school may not interfere with an investigation of a report of child abuse or neglect conducted by the Texas Department of Family and Protective Services (“DFPS”). The school shall permit the investigator to conduct the required interview with a scholar at any reasonable time at the school. The school may not require the investigator to permit school staff to be present at a scholar interview conducted at school.

Notification of Parents

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

Communicable Diseases

To protect other scholars from contagious illnesses, scholars infected with certain diseases are not allowed to come to school while contagious. Parents of scholars with a communicable or contagious disease should notify the Principal or designee so that other scholars who might have been exposed to the disease can be alerted. School authorities will report those scholars who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services website at: <http://www.dshs.state.tx.us/ideu/investigation/conditions/>.

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

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

Please contact the school nurse if you have questions or if you are concerned about whether a child should stay home.

Dyslexia and Related Disorders

From time to time, scholars may be tested and, when appropriate, treated for dyslexia and related disorders in accordance with programs, rules, and standards approved by the State. Parents will be notified should the school determine a need to identify or assess their scholar for dyslexia and related disorders.

Emergency Medical Treatment

If a scholar has a medical emergency at school or a school-related activity and the parent cannot be reached, school staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization.

Therefore, parents are asked each year to complete an “Emergency Care Consent Form,” which includes information about their scholar’s allergies to medications, etc. Parents should keep emergency care information current (e.g., name of doctor, emergency phone numbers, allergies, etc.). Please contact the school office to update any information.

Fire and Disaster Drills

Fire drills are conducted for two purposes:

1. To train scholars to leave the building quickly and in an orderly manner in case of an emergency alarm, and,
2. To teach self-control in times of emergency.

When the fire alarm is sounded, all scholars should immediately walk out of the room and proceed to the designated exit. They should walk in an orderly manner, with no talking or pushing. When the scholars reach the safety zone designated by the teacher, they should face the building but remain in line.

In addition to fire drills, disaster drills may also be conducted.

Freedom from Discrimination, Harassment, and Retaliation

Wayside Schools prohibits discrimination, including harassment, against any scholar on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law. Wayside Schools also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

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

Prohibited Harassment

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

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

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

Sexual Harassment and Gender-Based Harassment

In compliance with the requirements of Title IX, Wayside Schools does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a scholar, including harassment committed by another scholar, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

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

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

Wayside Schools also does not tolerate sexual harassment of a scholar by school employees. Romantic or inappropriate social relationships between scholars and school employees are prohibited. Any sexual relationship between a scholar and a school employee is always prohibited, even if consensual.

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

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

Gender-based harassment includes harassment based on a scholar's gender, expression by the scholar of stereotypical characteristics associated with the scholar's gender, or the scholar's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a scholar, regardless of the scholar's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a scholar may include physical or

sexual assaults, name-calling, put-downs, threats to hurt the scholar or the scholar's family members or members of the scholar's household, destroying property belonging to the scholar, threats to commit suicide or homicide if the scholar ends the relationship, attempts to isolate the scholar from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this Handbook, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

Retaliation

Wayside Schools prohibits retaliation against a scholar alleged to have experienced discrimination or harassment, including dating violence, or another scholar who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include threats, rumor-spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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

Reporting Procedures

Any scholar who believes that he or she has experienced prohibited harassment or believes that another scholar has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Principal or designee, or other school employee. The report may be made by the scholar's parent.

If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy, an investigation of bullying will also be conducted. The network will promptly notify the parent of any scholar alleged to have experienced prohibited conduct involving an adult associated with the network. In the event alleged prohibited conduct involves another scholar, the network will notify the parent of the scholar alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

A scholar shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Ag Discrimination Coordinator may be directed to the COO or designee, hr@waysideschools.org. If a report is made directly to COO, or designee, Wayside Schools shall appoint an appropriate person to conduct an investigation.

Investigation of Complaints

After receiving a complaint of prohibited discrimination or harassment, Wayside Schools may, but need not, require the scholar to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Compliance Coordinator or other authorized School official shall promptly authorize and undertake an investigation. Following completion of the investigation, the Compliance Coordinator or other authorized School official will prepare a written decision regarding the complaint, including a determination of whether prohibited discrimination or harassment occurred.

When appropriate, Wayside Schools may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, Wayside Schools shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. Wayside Schools may take disciplinary action based on the results of an investigation, even if the School concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

To the extent possible, Wayside will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. If a law enforcement or other regulatory agency notifies the network that it is investigating the matter and requests that the network delay its investigation, the network will resume the investigation at the conclusion of the agency's investigation. During the course of an investigation and when appropriate, the network will take interim action to address the alleged prohibited conduct. If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. Wayside may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. All involved parties will be notified of the outcome of the network investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA). A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy.

Confidentiality

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

Appeal

A scholar or parent who is dissatisfied with the outcome of the investigation may appeal through the Wayside Schools grievance procedure listed in this Handbook. A scholar shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Health Care Appointments

A scholar may be excused for a temporary absence resulting from a visit to health care professionals if that scholar begins classes or returns to school on the same day of the appointment. A note from the health care professional must be provided to the school office upon return of the scholar to school. Scholars whose absences are excused for these reasons may not be penalized for that absence and will be counted as if the scholar attended school for attendance purposes. The scholar will be allowed a reasonable time to make up the missed schoolwork.

Illness during School Hours

A scholar who becomes ill during school hours is to report to the teacher, who will then send him or her to the school office. The scholar's parent will be contacted. No scholar is allowed to go home without the parent being notified. Scholars are not to call parents from pay phones or cell phones asking to go home; such calls are to be made from the school office by school staff.

Scholars should stay home from school due to illness if any of the following are present:

1. Fever of 100 degrees Fahrenheit or higher in the past 24 hours;
2. Vomiting and/or diarrhea in the past 24 hours;
3. Itchy, red eyes with discharge;
4. Unknown rash;
5. Ringworm (until treatment has been started);
6. Head lice or nits; or
7. Jaundice.

To protect scholars at school, scholars assessed with any of the signs and symptoms listed above will be sent home.

Immunizations

The State of Texas requires that every child in the state be immunized against vaccine-preventable diseases caused by infectious agents in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your scholar, please read "2016–2017 Texas Minimum State Vaccine Requirements for scholars Grades K–12." For specific immunization requirements, please contact the school nurse or visit the Texas Department of State Health Services at <http://www.dshs.state.tx.us/immunize/school/>.

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

Provisional Enrollment

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

A scholar may be enrolled provisionally if the scholar has an immunization record that indicates the scholar has received at least one dose of each specified age appropriate required vaccine. To remain enrolled, the scholar must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. The school shall review the immunization status of a provisionally enrolled scholar every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a scholar has not received a subsequent dose of vaccine, then the scholar is not in compliance and the school shall exclude the scholar from school attendance until the required dose is administered.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for:

1. Medical reasons;
2. Reasons of conscience, including a religious belief; and
3. Active duty with the armed forces of the United States.

To claim an exclusion for medical reasons, the scholar must present a statement signed by the scholar's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the scholar, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the scholar or any member of the scholar's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

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

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

Immunization Records Reporting

The school's record of a scholar's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and the DSHS and transferred to other schools associated with the transfer of the scholar to those schools.

Pregnancy-Related Services (PRS)

The mission of Pregnancy-Related Services (PRS) in the Wayside Schools district is to provide support services to pregnant scholars in order to improve school attendance and increase graduation rates. Through our services, we also strive to help scholars adjust academically, mentally, and physically to parenthood.

PRS Eligibility Information

Any pregnant scholar that is enrolled in Wayside Schools is eligible for the PRS program. This also applies to scholars who suffer a miscarriage or who place their baby up for adoption.

We provide a comprehensive approach to supporting scholars by offering a coordination of services and monitoring grades and attendance regularly to ensure academic success.

This is best accomplished by working closely with counselors, teachers, and families to promote a smooth transition during prenatal and postpartum periods.

PRS Support Services Offered

- Counseling services provided on campus
- Schedule modifications based on individual academic, medical, and social needs
- Assistance in obtaining available services from government agencies or community service organizations
- Compensatory Education Home Instruction (CEHI) during six weeks after baby's birth

PRS Procedures

1. Verify the pregnancy with the *Medical Practitioner's Report of Eligibility Form* and *Parent Authorization for Release of Medical Records*.
2. Complete and distribute the *PEIMS Coding Form* to school PEIMS coordinator.
3. Complete *Intake Form*.
4. Complete *Scholar Service Plan*: request academic support, provide resources, provide counseling services as needed.
5. Conduct ARD for Homebound, when needed, if scholar is in Special Education.
6. Implement Compensatory Education Home Instruction (CEHI)
 - a. Two weeks prior to delivery, provide the scholar with the *Responsibilities of Parents of Scholar Receiving CEHI Services Form*. Have scholar return signed document.
 - b. If student has a pregnancy complication, the doctor may order prenatal CEHI using *Physician's Request for PRS Prenatal Homebound/CEHI Form*.
 - c. CEHI teacher submits scholar's attendance weekly to School Registrar through the *CEHI Instruction Log*.
7. When scholar returns to school full time (or the date PRS services ends), the scholar will be exited from PRS program, providing *PEIMS Coding Form* to PEIMS coordinator.
8. All documentation will be updated as needed on the *PRS Scholar Data Record*.

Injuries/Accident Insurance

The school is not responsible for medical costs associated with a scholar's injury.

Interrogations and Searches

Scholars shall not place, keep, or maintain any article or material prohibited by school policy or that would lead school officials to reasonably believe that it would cause a substantial disruption at school or at a school-sponsored or school-related function. School Principals and teachers have the right to question scholars regarding their conduct or the conduct of others.

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

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

School staff may search a scholar's outer clothing, pockets, or property by establishing reasonable suspicion or securing the scholar's voluntary consent. However, consent obtained through threat of contacting parents or the police authorities is not considered to be voluntarily given.

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

Scholar lockers, desks/offices, backpacks, vehicles parked on campus, and any other area that is owned or jointly controlled by the school, are under the jurisdiction of the school. As such, they may be searched any time there is reasonable cause to believe that they contain articles or materials prohibited by school policy, with or without the presence of the scholar. The parent will be notified if any prohibited items are found in the scholar's possession.

Vehicles parked on school property and property under school control are under the jurisdiction of the school and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the scholar shall be asked to unlock the vehicle and consent to a search of the vehicle. If the scholar refuses to permit the vehicle to be searched, the school may contact the scholar's parents and/or law enforcement officials. A scholar may be held responsible for and be found in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Random Drug Searches [M] [H]

In order to ensure a drug-free learning environment, the school conducts random drug searches of the school facilities. The school may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on campus. Searches of classrooms, common areas, or scholar belongings may be conducted by trained dogs when scholars are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts, may be searched by school officials.

Law Enforcement Agencies

Procedures for Law Enforcement Interviews

The following procedures shall be followed when law enforcement officers and other lawful authorities want to question or interview a scholar at the school:

1. The school shall verify and record the identity of the official and request an explanation of the need to question or interview the scholar at school.
2. Unless prohibited by law or when the scholar has been arrested or taken into police custody, a school staff member shall be present during the questioning or interview.

When the investigation involves allegations of child abuse, special rules may apply.

Procedures for Assuming Custody of Scholar

The school shall permit a scholar to be taken into custody:

1. Pursuant to an order of the juvenile court;
2. Pursuant to the laws of arrest;
3. By a law enforcement officer if there is probable cause to believe the scholar has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
4. By a probation officer if there is probable cause to believe the scholar has violated a condition of probation imposed by the juvenile court;
5. Pursuant to a properly issued directive to apprehend; or

6. By an authorized representative of the Texas Department of Family and Protective Services (“DFPS”), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the scholar’s physical health or safety.

Before a scholar is released to a law enforcement officer or other legally authorized person, the Principal or designee will verify the officer’s identity and, to the best of his or her ability, verify the official’s authority to take custody of the scholar.

The Principal or designee will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Principal or designee considers to be a valid objection to notifying the parents. Because the Principal or designee does not have the authority to prevent or delay a scholar’s release to a law enforcement officer, any notification will most likely be after the fact.

Medication Policies

All Medication

Medication should be administered at home whenever possible. The school must receive a written request from the parent to administer medication during school hours (including acetaminophen, aspirin, ibuprofen, etc.). This request must be submitted annually and is active only for the current school year.

All medications must be presented in an original container, be properly labeled, and must be checked into the school office upon arrival on campus. Failure to comply with the medication policy will result in a Code of Conduct violation.

Parents may provide no more than a two weeks’ supply of medication at a time, excluding inhalers. Please note that most pharmacies will provide families with an extra empty, but labeled, container for use at school.

Prescription Medication

Prescription medication administered during school hours must be prescribed by a physician or advanced nurse practitioner (“ANP”) and filled by a pharmacist licensed in the State of Texas. In accordance with the Texas Board of Nursing, Nurse Practice Act, Wayside Schools will not administer medications prescribed or fulfilled in Mexico.

Prescription medication labels must include the scholar’s name and instructions, and be clearly legible. Written instructions from a physician or a nurse practitioner are required and must include the following information:

1. Name of the scholar,
2. Name of the medication,
3. Reason the medication is being given,
4. Specific amount to be given,
5. Time the medication is to be given, and
6. The method used to administer the medication.

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

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and scholars with those conditions may be allowed to possess and self-administer prescription medications for those conditions during the school day or at school-related events. Scholar possession and self-administration of asthma or anaphylaxis medication at school require the scholar to demonstrate his or her ability to self-administer the medication for the physician or licensed health care provider and the School Principal. Requirements also include written authorization from the scholar’s parent and physician or other licensed health care provider on file in the school office indicating the scholar is capable of independently administering his or her own asthma or emergency anaphylaxis medication. With these safeguards in place, the scholar may possess and self-administer his or her prescribed medication at his or her discretion during school hours or at school-related events.

Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the physician.

Medication in a scholar’s possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request. If a scholar is not qualified to or is unable to administer his or her own anaphylaxis medication, a trained school staff member will administer the medicine in compliance with all legal guidance.

Diabetes Management

Scholars with diabetes may possess equipment and medication used in the treatment of diabetes during the school day and at school-related events given certain conditions. According to Texas Health and Safety Code Chapter 168, a diabetes management and treatment plan must be developed and implemented by the scholar’s parent and the physician responsible for the scholar’s diabetes treatment. This plan must evaluate the scholar’s ability to manage diabetes and his or her level of understanding of diabetes, and it must

be signed by the parent and physician responsible for the scholar's diabetes treatment. An individual health plan must be implemented by the school and must incorporate components of the scholar's diabetes management and treatment plan. In accordance with the scholar's individualized health plan, which incorporates the diabetes management and treatment plan signed by the parent and physician that indicates the scholar's ability to manage diabetes and his or her level of understanding of diabetes, a school shall permit a scholar to attend to the management and care of his or her diabetes, which may include:

1. Performing blood glucose level checks;
2. Administering insulin;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing necessary monitoring and treatment equipment designed for diabetes care; and
5. Attending to the management of his or her diabetes in the classroom, in any area of the school grounds, or at any school-related activity.

Suicide Awareness and Mental Health Support

Wayside Schools is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students.

If you are concerned about your child, please access the following resources or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- If it is an emergency, call 911.
- The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
- Austin Travis County Integral Care: 512-472-4357.
- Contact your child's pediatrician or doctor.

Schools have an important role in preventing youth suicide, and being aware of potential warning signs is vital. Warning signs of suicidal ideation include, but are not limited, to the following:

- Talking or joking about suicide.
- Making suicide threats.
- Seeking out weapons, pills, or other ways to die.
- Making statements about feeling hopeless, helpless, or worthless.
- Saying things like, "I'd be better off dead," "I wish I could sleep forever" or "People would be better off if I died."
- Apathy or loss of interest in things one cares about.
- Taking unnecessary risks or exhibiting self-destructive behavior.
- Writing social media posts about death, dying or suicide
- Giving away prized possessions.
- Saying goodbye to friends and family as if for good.

A change in behavior can also be a warning sign:

- Changes in eating habits (eating too little or too much).
- Changes in sleeping habits (sleeping too little or too much).
- Changes in school attendance or grades.
- Increased use of alcohol and/or drugs.
- Isolation-change in friendships or withdrawing from friends and social activities.
- Out of character behavior.
- Mood swings or personality changes.
- Loss of interest in activities or things one cares about.
- Engaging in reckless behavior.
- A deepening depression and increased anxiety.

Seek help immediately if you have any concerns about your child.

Surveillance Cameras/Video Recordings

Campus Video Monitoring

Video recording equipment shall be used for safety purposes to monitor scholar behavior on school property. Video equipment will not be used in locations where an individual would have a "reasonable expectation of privacy" (e.g. no video equipment in bathrooms or changing rooms) but may be used in common areas, staff workrooms, and classrooms as allowable by law.

The school shall post signs at major school building entrances notifying scholars and parents about the school's use of video equipment. Scholars shall not be notified when the equipment is turned on.

If a guardian of a scholar receiving special education services in a self-contained classroom requests the addition of video monitoring in classrooms where the scholar is receiving self-contained special education services, Wayside schools will follow adopted

board policy, Texas Education Agency guidance, and applicable laws to ensure compliance concerning the review, timing and processing, and potential implementation of the request.

Use of Electronic Images

Electronic images may be reviewed on a routine basis by authorized school personnel, including the School Principal, and evidence of scholar misconduct may be obtained from the tapes or images. A scholar who violates the school's Scholar Code of Conduct shall be subject to appropriate disciplinary consequences. Evidence of misconduct by non-scholars may be used in administrative, civil, and criminal proceedings.

Access to Electronic Images

Recordings shall remain in the custody of authorized school personnel and shall be maintained and used for purposes allowed by applicable law.

Archival of Images

Images that are captured by this system shall be retained locally until (1) the data storage device is at full capacity and the data is automatically recorded over, (2) until no longer needed in disciplinary or legal proceedings.

Technology Acceptable Use Policy

To prepare scholars for an increasingly computerized society, Wayside Schools has made a substantial investment in computer technology for instructional purposes. Use of those resources is restricted to scholars working under a teacher's supervision and for approved purposes only. Scholars with access to Wayside Schools computers and their parents agree to follow the following user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mail using Wayside Schools computers, are not private and may be monitored by school staff.

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

Wayside Schools is proud to bring network and Internet access to school staff and scholars. Wayside Schools believes the Internet offers many diverse and unique resources to both scholar and staff. Wayside Schools' goal in providing these services to staff and scholars is to promote educational excellence by facilitating resource sharing, innovative teaching, and communication skills.

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

Scholar Safety

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

User Responsibilities

- The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. Wayside Schools is providing Internet resources for educational purposes only. Scholar/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.
- The use of the School's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of Wayside Schools.
- Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
- Individual accounts may be used only by the owner of the account, except where specifically authorized by administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
- The user is responsible for safeguarding their computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Acceptable Use

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

Scholars are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Scholar Code of Conduct and may, in certain circumstances, be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, scholars involved in "sexting" or the sharing of inappropriate images or other content may also be disciplined for violating the school's anti-harassment and bullying policies.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by scholars and employees shall not be considered confidential and may be monitored at any time by designated Wayside Schools staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the School's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Vandalism

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

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

Network Etiquette

Each network user is expected to:

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

Consequences

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

- Loss of computer privileges/Internet access, with length of time to be determined by school administration.
- Any disciplinary consequence, including suspension or expulsion, as deemed appropriate by the administration.
- Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
- Expulsion may be considered in instances where scholars have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another scholar's work files.
- Violations of law may also result in criminal prosecution as well as disciplinary action by the School.

Electronic Communication Device Commitment

Electronic communications at school and at school-related functions are subject to regulation by Wayside Schools.

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

The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a scholar on school property or at school-related events is subject to regulation by Wayside Schools.

If a scholar possesses such devices on school property or while attending school-related events, Wayside Schools is authorized and, through acknowledgment of this handbook, has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Scholar Code of Conduct, school policy or regulation.

SECTION III: ACADEMICS AND GRADING

Classification of Scholars [H]

Final class rank will be determined at the end of the third nine weeks of the senior year.

Scholars who are in the top 10 percent of their graduating class are eligible for automatic admission to the majority of public universities in Texas under admissions policies.

To be eligible for automatic admission at the majority of public universities in Texas, a scholar must:

1. Graduate in the top 10 percent of his or her class;
2. Graduate with an approved Texas Endorsement;
3. Enroll in college no more than two years after graduating from high school; and
4. Submit an application to a Texas public university for admission before the institution's application deadline (check with the university regarding specific deadlines).

Scholars admitted through this route may still be required to provide American College Test ("ACT") or Scholastic Aptitude Test ("SAT") scores, although these scores are not used for admissions purposes. Scholars must also take the Texas Higher Education Assessment ("THEA") test, unless exempted from the test requirement. Check with the admissions office regarding THEA, SAT, and ACT requirements.

After a scholar is admitted, the university may review the scholar's high school records to determine if the scholar is prepared for college-level work. A scholar who needs additional preparation may be required to take a developmental, enrichment, or orientation course during the semester prior to the first semester of college.

Admission to a university does not guarantee acceptance into a particular college of study or department. Remember that scholars may not be admitted even if they are eligible if they do not meet the admission deadline.

College Days [H]

High school scholars who meet the following criteria will be allowed to have two excused days of absence for college visits during their junior year and two excused days of absence for college visits during their senior year:

1. The scholar must have passed the required parts of the state mandated test for the previous year.
2. The scholar must be on track to graduate on time.
3. The scholar must be classified as a junior or senior based upon credits earned.
4. The scholar must be passing all course work.
5. The scholar must have no truancy or other attendance problems.

Scholars must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the scholar participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

The scholar will be required to make up any work missed, but will not be charged with an absence if official documentation of the visit is received by the school office within one week. Official documentation will be:

1. A letter on the college official letterhead giving the scholar's name, date, and reason for visit; and
2. An official visitation form from the college dated with scholar name and signed by a college official.

If the college visit cannot be made on the date specified on the approved written request, a new request must be submitted for consideration.

College Requirements [H]

Most colleges require either the American College Test ("ACT") or the Scholastic Aptitude Test ("SAT") for admission. Scholars are encouraged to talk with school staff during their junior year to determine the appropriate exam to take, as entrance exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, most scholars must also take an assessment test, such as the Texas Higher Education Assessment ("THEA") test.

Credit By Examination [H]

If a Scholar Has Prior Instruction

A scholar who has previously taken a course or subject but did not receive credit for it, may, in circumstances determined by the teacher, School Principal, or Attendance Committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, a non--accredited public or private school, correspondence courses, or independent study supervised by a teacher.

The School Principal will determine if the scholar can take an exam for this purpose. If approval is granted, the scholar must score at least 70 on the exam to receive credit for the course or subject. The Attendance Committee may also offer a scholar with excessive absences an opportunity to earn credit for a course by passing an exam.

If a Scholar Has Not Had Prior Instruction

A scholar will be permitted to take an exam to earn credit for an academic course for which the scholar has had no prior instruction. A scholar will earn credit with a passing score of at least 90 on the exam.

Graduation Expenses [H]

Because scholars and parents will incur graduation expenses—such as the purchase of invitations, senior ring, cap and gown, senior pictures, etc.—both scholars and parents should monitor progress toward completion of all requirements for graduation.

Current Required State Minimum Graduation Standards [H]

The following is the current state standards required of all students to be eligible for graduation in Texas and Wayside Schools for the classes of 2019, 2020, and 2021.

All scholars entering Grade 9 during the 2014-2015 school year and thereafter are required to enroll at minimum in the Foundation High School Program with an endorsement as required by the Texas Education agency, current endorsements include, STEM, Humanities and Multidisciplinary.

To receive a high school diploma, a scholar entering Grade 9 in the 2014-2015 school year and thereafter must complete the following at minimum:

- Requirements of the Foundation High School Program
- Pass English I and II, Algebra I, Biology, and HS US History End of Course STAAR Exams

A scholar entering Grade 9 in the 2014-2015 school year and thereafter shall enroll in the courses necessary to complete the curriculum requirements for the Foundation High School Program specified in §74.12 of this title and the curriculum requirements for at least one endorsement specified in §74.13 of this title (relating to Endorsements).

A scholar may earn a distinguished level of achievement by successfully completing the curriculum requirements for the Foundation High School Program and the curriculum requirements for at least one endorsement required by the Texas Education Code (TEC), §28.025(b-15), including four credits in science and four credits in mathematics to include Algebra II.

Furthermore, a scholar may graduate under the Foundation High School Program without earning an endorsement if, after the scholar's sophomore year:

- (1) the scholar and the scholar's parent or person standing in parental relation to the scholar are advised by a school counselor of the specific benefits of graduating from high school with one or more endorsements; and
- (2) the scholar's parent or person standing in parental relation to the scholar files with a school counselor written permission, on a form adopted by the Texas Education Agency (TEA), allowing the scholar to graduate under the Foundation High School Program without earning an endorsement.

To receive a high school diploma from a public school, a scholar must at least successfully complete the required number of credits, pass the required statewide end of course exams, and meet all attendance requirements.

If a scholar does not qualify for graduation based on the above minimum requirements as set in law, or the more challenging local Wayside Schools Graduation Requirements listed below, a graduation committee will review additional criteria to evaluate whether or not a scholar is eligible to graduate. The criteria used for evaluation will be applied equally for all scholars requiring committee review.

Updated Graduation Requirements for the Class of 2022 and beyond:

To exceed state requirements and best prepare all scholars for college the board has adopted the following graduation standards that are meant to meet and exceed state standards and prepare all scholars for college.

A scholar must earn at least 26 credits of high school coursework, including at least one endorsement (STEM, Humanities, or Multidisciplinary) and the following minimum requirements:

English	4 credits in English, which must include: English I, English II, English III, and English IV <i>IB Language & Literature may be substituted for English III & English IV</i>
Mathematics	4 credits in Mathematics, which must include: Algebra I, Geometry, Algebra II, and Math Modeling or Advanced Quantitative Reasoning (AQR) <i>IB Math Studies may be substituted for Algebra II and AQR</i>

Social Studies	4 credits in Social Studies, which must include: World Geography, World History, US History, and Government/Economics <i>IB History may be substituted for World History</i>
Science	4 credits in Science, which must include: Physics, Chemistry, Biology, and Environmental Science <i>IB Biology may be substituted for Biology and Environmental Science</i>
World Languages	2 credits in a Language Other Than English
Fine Arts	1 credit
Physical Education	1 credit
Electives	6 credits
Total Credits	26.0 total credits

Every Wayside Schools scholar, unless exempt from these requirements by their ARD committee, must receive passing scores on required state assessments as set forth by the State of Texas. These assessments include STAAR End-of-Course for English I, English II, Algebra I, Biology, and US History.

Additional Local Graduation Requirements [H]

Wayside Schools commits to preparing each scholar for success in college or university coursework. To earn a high school diploma from Wayside Schools, each scholar must fulfill the following local board-defined requirements, unless exempt from such requirements by the scholar’s ARD committee. More information about the Texas high school graduation plans is available via the campus counseling team.

High School IB Course Requirement

Beginning in the 2021-2022 school year every Wayside Schools scholar, unless exempt from these requirements by their ARD committee, must have at least **1.0 credits of an International Baccalaureate course** on their transcript to be eligible to receive his or her high school diploma from Wayside Schools. The 2018-19 school year will be considered a transition year, therefore this requirement will not impact scholars expecting to graduate in May of 2019.

College Acceptance Requirement

Every Wayside Schools scholar, unless exempt from these requirements by their ARD committee, must be accepted to at least one **two or four-year** college or university to be eligible for a Wayside Schools diploma.

NOTICE: Beginning in the 2021-22 school year every Wayside Schools scholar, unless exempt from these requirements by their ARD committee, must be accepted to at least one **four-year college** or university to be eligible for a Wayside Schools diploma.

Exceptions to Graduation Requirements

Wayside Schools is dedicated to meeting the needs of each individual scholar. In the case of scholars who qualify for special education, 504 services, or other limited and extenuating circumstances, Wayside Schools may choose to amend or waive any of the above requirements for graduation, while ensuring compliance with state standards. Requests to amend the required academic program will be considered on a case-by-case basis. The issuance of a Wayside Schools diploma to scholars who do not meet Wayside Schools Graduation Requirements, but meet state-required minimum Foundation Diploma standards and/or required graduation committee standards, must be approved by the Superintendent and/or a designee.

Scholars with Disabilities

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

A scholar who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the scholar participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the scholar will only be allowed to participate in one graduation ceremony.

Physical Education

Requirements K-8 [E] [M]

All scholars in grades K-5 will have physical education as a class as well as daily “recess” time in which to engage in physical activity. Scholars in grades 6-8 must engage in a physical education for at least four semesters during those grade levels as part of the school’s physical education.

Physical Education Exemption

Short-term exemption from physical education is possible for scholars who have physical handicaps, illnesses, or other incapacities that a physician deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Each case is handled on an individual basis as follows:

1. Each request for exemption or for modified activity must be accompanied by a physician's certificate. Such certificates are honored, but must be renewed each year.
2. When the certificate will allow modified activities in class, the scholar should remain in physical education class. The teachers adjust the activities of the scholar to the disability.
3. An exempted scholar may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption..

Physical Education Substitutions [M] [H]

Beginning with entering ninth-graders in fall 2013, scholars who receive prior network approval can earn a maximum of four state credits for physical education through substitution of appropriate private or commercially--sponsored physical activity, provided the program meets school criteria. Questions regarding the process of yearly approval should be addressed to the School.

Physical Fitness Assessment

Except for scholars for whom, as a result of disability or other condition identified in law, assessment is inappropriate, the school will assess the physical fitness of scholars annually.

Promotion Requirements [E] [M] [H]

A scholar may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a promotion at the elementary level (1-5), a scholar must receive a grade of at least 70 and successfully complete all assigned coursework, along with successfully passing the State of Texas required assessments.

At the middle school level (6-8), promotion is based upon mastery of core classes (math, English language arts, science, and social studies). Mastery is demonstrated by a final grade of at least 70 or above in each class along with successfully passing the State of Texas required assessments.

To earn credit in a course at the high school level (9-12), a scholar must receive a grade of at least 70 and successfully complete all assigned coursework each semester, along with successfully passing the State of Texas required assessments. If a scholar fails a semester of a required two-semester course, they must complete credit recovery within the next school year, or they must retake the full course for credit. Credit recovery will be done through a network-approved program and will be completed at the expense of the scholar. **High school class status is as follows for the class of 2019, 2020, and 2021:**

- 0 to <6 credits** = Freshman
- 6 to <12 credits** = Sophomore
- 12 to <18 credits** = Junior
- 18+ credits** = Senior

In addition, at certain grade levels, a scholar—with limited exceptions—will be required to pass the state--mandated assessment tests.

Starting with the class of 2022 (9th graders in 18-19), the following will be the required standards for promotion:

- 0 to <6 credits** = Freshman (Must have earned 1 Credits of Core English, Math, Science and Social Studies to advance to Sophomore)
- 6 to <12 credits** = Sophomore (Must have earned 2 Credits of Core English, Math, Science and Social Studies to advance to Junior)
- 12 to <18 credits** = Junior (Must have earned 3 Credits of Core English, Math, Science and Social Studies to advance to Senior)
- 18+ credits** = Senior

In addition, at certain grade levels, a scholar—with limited exceptions—will be required to pass the state--mandated assessment tests.

Report Cards/Grading

A scholar may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. A scholar must demonstrate mastery on grade level standards and meet school requirements for attendance. In addition, scholars at certain grade levels will be required to pass the state--mandated assessment test as a further requirement for promotion.

The school will issue progress reports for each scholar during the 5th week within each grading period. Report cards will be issued for each scholar at the end of each nine-week grading period within a semester. Each scholar at grades 7-12 will receive a final exam grade for the semester, which will be averaged together with the nine week reporting periods. The grades from each reporting period will be weighted at 25%. Scholars in grades 7-11 who take courses for high school graduation are required to take STAAR End-of-Course examinations according to TEA's testing calendar, along with a final exam in the class at the end of the year.

Scholars at grades K-6 will not be given final examinations.

Special Education: A scholar's ARD committee shall determine the accommodations for the assessment to be administered and how their score on an EOC assessment shall be used for graduation requirements.

Parents are encouraged to schedule a conference with their child's teacher if the scholar is not making adequate progress.

All classes will follow a standard scale for assigning number grades for nine-week periods, finals and semester work. Individual teachers will establish the grading policies and procedures for their classes, with grades corresponding to the following scale:

A = 90–100% B = 80–89% C = 70–79% F – 69% and below

Regular academic course letter grades have GPA weights and are listed in Appendix #1, GPA Crosswalk.

The report card for Pre-K and Kindergarten is scripted evaluation style, and does not follow the traditional grading system.

Scholars taking online classes will receive credit for the class by averaging the two semester grades together for a final grade.

Final Exam Exemption for High School

A scholar may be granted an exemption from taking final examinations at the end of the year if the scholar:

1. Has a final average grade of 90; has a final average grade of 85 for seniors.
2. Has no more than five (5) excused absences, and/or one (1) unexcused absence, for the year. For exemption purposes, three tardies will equal one absence.
3. Has not been suspended from school during the year. An eligible scholar must determine whether or not he/she is satisfied with grade average before making the requests for an exemption from a final exam.

If the scholar qualifies for the exemption, it is the scholar's option to take the test for the class. If the scholar elects to take the final examination, the examination grade shall be used to calculate the scholar's final grade for the year only if the examination grade improves the final average.

Academic Dishonesty

Scholars found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Scholar Code of Conduct.

Academic dishonesty includes cheating or copying the work of another scholar, plagiarism, and unauthorized communication between scholars during an examination. The determination that a scholar has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from scholars.

Homework Policy

Homework is an essential part of each scholar's successful education. Homework assignments help to develop many valuable skills, including good study habits, time management, responsibility, and perseverance. Teachers will assign homework that fosters individual learning and growth and that is appropriate for the subject area. Homework is part of all scholars' regular evaluations. Each scholar is responsible for completing and turning in homework on time. The teacher's record is final in cases of conflict regarding homework assignments. If a scholar or parent has questions about homework, they should contact the teacher who assigned it. Scholars not completing homework will be subject to disciplinary penalties in accordance with the Scholar Code of Conduct.

Grade Acceleration Policy

Most often, the classroom teacher can provide enrichments while the social needs of the child are met in the classroom with their peers. When a scholar has successfully mastered the coursework at a grade level, there are circumstances where it might benefit the child to skip a grade. For a child to be considered for skipping a grade, they must have mastered the TEKS required for the grade level they are currently in, and have been working in academic content of the next higher grade for at least half of the academic year prior to the grade skip request. The parent may request the grade acceleration by notifying the teacher that they would like to meet to discuss the grade acceleration process. A team made up of the parents, classroom teachers, administration and the network Licensed Specialist in School Psychology. Together the team will decide on the best placement for the child.

When grade advancement is requested, the network will use the Iowa Acceleration Scale, 3rd Edition as a tool to help make effective decisions regarding a grade-skip. The *IAS* guides the team (including educators, teachers, parents, and other professionals) through a discussion of the academic and social characteristics of the scholar.

Testing requirement

Scholars in grades K-6 who wish to be placed into a higher grade must take a Credit by Exam, offered through the University of Texas, evaluation that covers the core subject areas in the grade to be skipped. Parents will be responsible for the cost of the test(s). Scholars must score an 80% or better to be considered for advanced grade placement.

Full Educational Evaluation

The scholar must also receive a full educational evaluation performed by the network diagnostician to determine levels of performance and social/emotional development. Parental consent is required prior to testing and full disclosure with parents will be provided in a post test follow-up.

PSAT/NMSQT [H]

Wayside Schools is dedicated to providing a comprehensive college preparatory program that facilitates each scholar's ambition to pursue higher education at the nation's top university and colleges. As a part of this process, Scholars in grades 9-11 are required to take Preliminary Scholastic Aptitude/ National Merit Scholarship Qualifying ("PSAT/NMSQT") Test or the ACT each fall. The most common reason for taking the PSAT/NMSQT is to receive feedback on scholar strengths and weaknesses so scholars can focus their preparation on those areas that could most benefit from additional study or practice. This test also gives scholars a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

Scholars with Special Needs

General Intervention Strategies Team

The General Intervention Strategies Team is a school-level committee comprised of key personnel from each school. Recommendations for scholar assistance are based on scholar achievement data and teacher checklists. Committee members evaluate scholar progress and make recommendations for individual accommodations.

Each scholar's progress is monitored and adjustments are made as necessary. All requests for special screening/testing begin with this committee.

Bilingual/ESL Services

The schools offer Bilingual/English as a Second Language ("ESL") services for English language learners who are limited in their English proficiency. This program is designed to assist scholars identified as having Limited English Proficiency in grades K-12 language assistance to scholars, enabling them to become academically successful in all classes. Scholars are assessed with state-approved Oral Language Proficiency and Norm-Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the scholar (with parent approval) is provided additional English language support.

Special Education Services

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the School Principal.

If a scholar is experiencing learning difficulties, the parent may contact the School Principal to learn about the school's overall general education referral or screening system for support services. This system links scholars to a variety of support options, including referral for a special education evaluation. Scholars having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all scholars, including a process based on Response to Intervention ("RTI"). The implementation of RTI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling scholars.

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 informed written consent for the evaluation. The school must complete the evaluation and the report within 60 calendar days of the date the school 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 scholar will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the network. 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 "Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities" can be obtained from the school office or at the Texas Education Agency Special Education Website: www.tea.state.tx.us/special.ed.

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

Section 504 Services

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a scholar must be determined, as a result of an evaluation from a medical professional, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a scholar has, or is suspected of having, a disability, or requires special services, parents or teachers should contact the School Principal for information concerning available programs, assessments, and services.

State Assessments

The State of Texas Assessments of Academic Readiness (“STAAR”) is the state assessment tool.

Grades 3-8 [E] [M]

Scholars at certain grade levels will take state-mandated assessment tests in core subject areas, as well as routine testing and other measures of achievement. For a full updated list of assessments please visit the Texas Education Agency Website at: www.tea.texas.gov

Grades 9-12 [H]

Scholars in Grades 9-12 will be required to take 5 End-of-Course (“EOC”) assessments during high school. For a full updated list of assessments, please visit the Texas Education Agency Website at: www.tea.texas.gov

Alternative Assessment

Scholars with disabilities who are receiving special education services in grades 3 through 12 will take the STAAR tests, with the ARD committee deciding on the appropriate accommodations.

Texas English Language Proficiency Assessment System (“TELPAS”)

The Texas English Language Proficiency Assessment System (“TELPAS”) is a system of statewide assessments administered to all Limited English Proficient (“LEP”) scholars in grades 3 through 12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP scholars by providing a state-level measure of both their current academic English levels and their annual progress in English.

Textbooks

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the scholar as directed by the teacher, and treated with care. A scholar who is issued damaged materials should report the damage to the teacher. Scholars will be expected to pay for lost or severely damaged materials. A scholar whose textbook record is not clear will not be issued any school textbooks until the records are cleared (although a scholar will be provided textbooks for use at school during the school day). Release of scholar records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks. Any electronic devices issued to the scholars will be treated as textbooks and the parent accepts responsibility for such items.

Title I Services

Federal Program grant funding is to be used to improve the educational programs and to benefit all the scholars at all schools. The Title I program will use funds to implement research based supplemental activities and parent involvement activities along with ongoing staff development for staff members. Districts must supplement, not supplant, local and state funding with federal funding.

A public meeting will be held each year to inform parents of the Title I services available at their school.

Waysides Schools, as a condition of receiving funds for Title I, has implemented a policy dealing with violent crime.

If a scholar attends a persistently dangerous public school or a scholar becomes a victim of violent criminal offense while on the grounds of a public school, the scholar is offered the option and allowed to attend another local education agency.

Many of our teachers hold multiple certificates to make them highly qualified in many different areas. If scholars are being taught by a teacher who is not highly qualified for more than 30 days, parents of the scholars in that classroom will be notified in writing.

Each school will have a School Planning Team (SPT)/ School Advisory Committee (SAC) that will be comprised of parents, staff and administration to plan activities for the school that will benefit the entire scholar population. The SPT/SAC will meet quarterly to help make recommendations related to all aspects of the school, including policy and programs.

Parents, scholars, and staff and community will participate in the yearly comprehensive needs assessment. The results of this assessment will be used in the planning for the following year's Title I program.

Transcripts

The school maintains as complete a set of records as possible to assist in scholar guidance. The academic achievement record (transcript) for each scholar enrolled lists complete personal scholar data and gives complete scholastic grades and a report of attendance, activities, honors, and scores on standardized achievement tests.

Every scholar who graduates is entitled to two free transcripts. For each additional transcript, a charge of \$10 is made. This fee must be paid at the time the request is made.

Official transcripts may be picked up from the school registrar five business days after the request is submitted except at the end of the semester. GPA and class rank are recalculated at the end of each semester and updated transcripts are not available until the end of the third business week after the end of the semester.

Tutoring

Scholars needing extra tutoring may be required to attend sessions before school, during the school day, after school, or on Saturday. Teachers will contact scholars prior to assigning tutoring that goes beyond the regular school day. Private tutoring is the responsibility of the parent.

Highest Ranking Graduate-Valedictorian Policy

The purpose of the Wayside Schools class rank policy is to support the Network's goal of achieving 100% of scholars graduating with the highest diploma plan possible requiring participation in advanced coursework.

Consistent Application

The Network shall apply the same class rank calculation method and rules for local graduation honors to all scholars in a graduating class, regardless of the school year in which a scholar first earned high school credit.

Determination of Grade Point Averages

To determine grade point averages (GPAs), numerical final course grades shall be converted via the established weighting system. Actual grades earned shall be recorded on report cards and official transcripts. The GPA shall be calculated totaling the weighted final credit points and dividing by the number of credits attempted.

The following courses shall not be used to determine a scholar's GPA:

- Athletics
- Physical education waivers courses;
- Local credit courses;
- Summer school coursework taken outside of the Network;
- Pass/Fail non-credit courses.

The following shall be used to determine a scholar's GPA:

- TEKS-based courses;
- IB courses;
- Advanced Placement (AP) Courses;
- Articulated courses;
- Traditional correspondence courses;
- Credit by examination scores (with or without instruction)
- Dual credit courses;
- Summer school courses taken within the Network; and
- High school courses that are delivered in one semester of high school and delivered in two semesters in middle school;
- High school courses that are delivered in one year of high school and two years in middle school (LOTE courses).

Class Rank

Class standing shall be calculated using the official GPA. Final official class rank shall be determined at the end of the first semester of the senior year after all grades have been calculated.

Grades Included In Class Rank Calculations

All courses that are state-approved, are assigned a numerical grade, and can be used for graduation shall be assigned to one of three tiers and shall be used to calculate the weighted GPA and used to determine class rank.

Top Ten Percent

All scholars whose GPAs make up the top ten percent of the graduating class shall be recognized. The GPA shall be reported on the scholar's transcript and made available in accordance with the applicant deadline for the college or university when requested by the scholar.

Valedictorian and Salutatorian

The valedictorian and salutatorian shall have completed the credit requirements for the foundation with endorsements program or foundation with endorsements distinguished level of achievement program and shall have the highest and second highest GPAs based on high school credits earned. The valedictorian and salutatorian must also have been continuously enrolled at the same Network high school (enrolled by the first school day) for the four semesters immediately preceding graduation and must be full-time scholars (enrolled in at least four clock hours).

Ties

In case of a tie in weighted GPAs among scholars, the Network staff shall compute the weighted GPA to a sufficient number of decimal places until the tie is broken. If this process does not break the tie, the District will use SAT or ACT scores to make a determination.

Honor Graduates Foundation Program Candidates and IB Graduates

Scholars who complete all credit and endorsement requirements for the performance acknowledgment or distinguished levels of academic achievement programs shall be designated as “Performance Acknowledgement” or “Distinguished Level of Achievement” graduates in the commencement program. Additionally, graduates who complete all credit and endorsement requirements for the International Baccalaureate Diploma Programme or Career Pathways Programme shall be designated as “International Baccalaureate Scholar” in the commencement program.

Early Graduates

To graduate early, a scholar must complete all required coursework and state testing required of other scholars within her/his grade entering freshman-level cohort, submit a request for early graduation in writing to the school administration and meet with a school administrator to establish a compelling reason that justifies a distinct need for early graduation.

Early Graduate Class Ranking

A scholar that completes the high school program requirements in fewer than four years shall be ranked in the class with which he or she actually graduates. Early graduates may participate in the end-of-year graduation ceremony but must meet all registration deadlines in order to do so. Midterm or between-term graduation shall disqualify a scholar for valedictorian and salutatorian honors. Participation in end-of-year senior class sponsored activities shall not be affected by a mid- or between- term graduation.

Transfer of Credit

For the purposes of determining GPA, transfer grades from other accredited institutions shall receive weighted credit in accordance with the Network’s scale, provided the previous district/institution has the same or comparable course offerings. Scholars transferring into the Network shall receive the numerical grade that was earned in courses at another accredited institution.

Wayside Schools Grade Point Average Calculation System

Numerical Grade	4.0 Scale All state accredited elementary and high school courses	5.0 Scale Dual Credit Courses	6.0 All IB Courses	IB Grades *A 2 in IB is considered unacceptable
100	A/4.0	5.0	6.0	6-7
99	A/4.0	5.0	6.0	
98	A/4.0	5.0	6.0	
97	A/4.0	5.0	6.0	
96	A/4.0	5.0	6.0	
95	A/4.0	5.0	6.0	
94	A/4.0	5.0	6.0	
93	A/4.0	5.0	6.0	
92	A/4.0	5.0	6.0	
91	A/4.0	5.0	6.0	
90	A/4.0	5.0	6.0	5
89	B/3.9	4.9	5.9	
88	B/3.8	4.8	5.8	
87	B/3.7	4.7	5.7	
86	B/3.6	4.6	5.6	
85	B/3.5	4.5	5.5	
84	B/3.4	4.4	5.4	
83	B/3.3	4.3	5.3	

82	B/3.2	4.2	5.2	
81	B/3.1	4.1	5.1	
80	B/3.0	4.0	5.0	
79	C/2.8	3.8	4.8	4
78	C/2.6	3.6	4.6	
77	C/2.4	3.4	4.4	
76	C/2.2	3.2	4.2	
75	C/2.0	3.0	4.0	
74	C/1.8	2.8	3.8	3
73	C/1.6	2.6	3.6	
72	C/1.4	2.4	3.4	
71	C/1.2	2.2	3.2	
70	C/1.0	2.0	3.0	
Below 70	Below 1.0	Below 2.0	Below 3.0	

The Purpose of the GPA calculation is to determine class rank and top 10% of graduating class. Colleges apply their own GPA calculation to scholar's grades when reviewing transcripts.

SECTION IV: SCHOLAR CODE OF CONDUCT

Preface

To function properly, education must provide an equal learning opportunity for all scholars by recognizing, valuing, and addressing the individual needs of every scholar. In addition to the regular curriculum, principles and practices of good citizenship must be taught and modeled by the school staff. This includes an appreciation for the rights of others.

However, no school or school system can discharge these responsibilities if it permits scholars to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The school has both the responsibility and authority to enforce the Scholar Code of Conduct, question scholars, counsel them, and assign discipline when deemed appropriate.

Scholars live and function, as do adults, in the general community. As citizens, scholars are entitled to our society's benefits; but as citizens, they are also subject to its national, state, and local laws and rules governing various aspects of their conduct. Not all laws are easy to follow, nor need one necessarily agree with each and every law or rule. Often a law or a rule seems unjust or inappropriate, but the law or rule must be obeyed.

In much the same manner, scholars live and function in a second community as well—namely, the school community. Education confers its own benefits, but it, too, requires acceptance of individual responsibilities. It must, at the same time, have an orderly and manageable framework within which to operate.

The rules and standards set forth in this Handbook apply to conduct:

1. During the regular school day and while the scholar is going to and from school on Wayside Schools transportation;
2. During lunch periods in which a scholar is allowed to leave campus;
3. While the scholar is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on Wayside Schools property or while attending a school-sponsored or school-related activity of Wayside Schools or another school in Texas;
6. While the scholar is in transit to or from school or to or from school-related activities or events;
7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
8. When the scholar commits a felony, as provided by Texas Education Code §§ 37.006 or 37.0081; and
9. When criminal mischief is committed on or off Wayside Schools property or at a school-related event.

Reporting Crimes

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

This handbook does not define all types and aspects of scholar behavior; however, the Board of Trustees has the responsibility to set forth policies, rules, and regulations to help each scholar conduct himself or herself in a proper manner as a good citizen of the school community. If changes in state law become effective after the printing of this Handbook, the state law will supersede the local policy.

The Board of Trustees and the Superintendent may establish written policies, rules, and regulations of general application governing scholar conduct in all schools. In addition, each School Principal, within his or her school, may establish certain rules and regulations consistent with those established by the Board and the Superintendent.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other scholars is prohibited.

A teacher may send a scholar to the School Principal's office to maintain effective discipline in the classroom. In addition, a teacher may remove from class a scholar:

1. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the scholars in the class or with the ability of the scholar's classmates to learn; or
2. 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 scholars in the class or with the ability of the scholar's classmates to learn.

The Board of Trustees has authorized detention, in-school and out-of-school suspension, and expulsion as methods of disciplining scholars. The Board of Trustees has also given authority to the Superintendent or his designee to use any other disciplinary actions, which, in his or her judgment, is appropriate for the violation.

Responsibilities of Staff, Parents, and Scholars

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among staff, parents, and scholars requires that:

School Staff

1. Provide high-quality curriculum and instruction using the IB Program and provide interventions using scientifically based instruction.
2. Provide a safe, orderly, and welcoming learning environment for all scholars.
3. Teach and model our school rules, Code of Conduct, and Character Education programs, including Restorative Practices.
4. Meet annually with parents to discuss Title I requirements, programs, and funds.
5. Communicate regularly with scholars and families regarding scholar progress through informal conferences, annual Parent/Teacher Conference Day, interim reports, report cards, and the daily behavior and homework assignment charts.
6. Provide conference times to parents/families throughout the year, annual parent-teacher conference day and be accessible to parents via conferences, text, email, or phone.
7. Parents are always welcome to visit their child and volunteer during the school day.
8. Provide volunteer training and opportunities for parent involvement in our educational decision-making process during family involvement meeting and Title I Family Nights.

Parents

1. Ensure that my child attends school every day, on time, gets adequate sleep, and receives regular medical attention and proper nutrition.
2. Make certain that my child is in uniform and dressed appropriately for school.
3. Assist my child in organizing their school supplies for school every day.
4. Regularly monitor my child's progress in school by reviewing assignments, homework, class work, planner, and Parent Portal (to review grades).
5. See to it that my child attends recommended tutoring beyond the school day, to include Saturday School when needed.
6. Pair with the school staff to implement academic and behavioral plans.
7. Communicate with my child's teacher through email, phone calls, and conferences, reading and writing notes, reviewing the daily take-home folder and signing daily behavior charts.
8. Communicate regularly with members of the academic team and attend conferences.
9. Use school resources (planners, newsletter, school website and take home folders) to keep updated about school issues and activities.
10. Attend family involvement meetings, volunteer training, academic nights, the annual Title I meeting, and parent workshops.
11. Volunteer whenever possible.

Scholars

1. Come to school every day, on time, ready to learn, and do my best.
2. Follow our school rules and the Scholar Code of Conduct.
3. I will be respectful, responsible, safe, and prepared and ready to learn.
4. Demonstrate understanding of our Learner Profile values using my words and actions.
5. Listen and participate fully in daily lessons
6. Complete all classroom and homework assignments.
7. Come to school wearing the appropriate school uniform.
8. Ask for help when needed.
9. Talk to my family about what I learn and do at school every day.
10. Share my folder / planner with my parents every night.
11. Share school forms with my family and show responsibility by returning the forms to school.
12. Attend additional tutoring such as Saturday School when assigned.

Jurisdiction

The school may discipline a scholar:

1. For any violation of the Scholar Code of Conduct committed while a scholar is:
 - a. On school property;
 - b. Within 300 feet of school property as measured from any point on the real property boundary line;
 - c. Attending any school--related or school--sponsored activity no matter when or where it takes place,
 - d. On the property of another school, or
 - e. Attending another school's school-sponsored or school-related activity; and
2. Any offense listed in Sections 37.006(a) or 37.007(a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.

Code of Conduct Violations

Scholar Code of Conduct violations shall fall into three subgroups. Levels I, II, and III are based on severity of violations. Below are listed the three levels of behaviors that are not acceptable to the high standards set for scholars of Wayside Schools, along with the possible consequences.

Level I Offenses:

Prohibited Conduct

1. Computer system violations, including violations of the school's Acceptable Use policy.
2. Dress and grooming code violations.
3. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another scholar or any other person.
4. Failing to comply with directives of school personnel.
5. Failing to attend (unexcused) class or required tutorial sessions.
6. Inappropriate physical contact.
7. Offensive language, orally or in writing.
8. Parking infractions or violations of campus vehicle operation regulations.
9. Possessing a laser pointer on school property or at school-sponsored events.
10. Possessing/selling "look-alike" drugs/tobacco/dispensing medicine violation.
11. Possessing/distributing/exhibiting/transmitting obscene materials, including pornography.
12. Lack of engagement in the learning process causing the scholar to have three or more "0"s on assignments or one "0" on a project.
13. Profanity/obscene gestures toward other scholars.
14. Scuffling.
15. Littering
16. Single acts of disruptive behavior, including non-compliance and insubordination.
17. Throwing objects not considered illegal weapons that can cause bodily injury or property damage.
18. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the scholars in the class.
19. Use of a skateboard, scooter, and/or roller blades while on school property.
20. Accumulating five or more, but less than ten, tardies to school or to class.
21. Posting materials or holding scholar gatherings without school approval.
22. Accessing restricted areas.
23. Any violations of "Standards for Scholar Conduct."

Disciplinary Consequences (not in order of progressive disciplinary measures)

1. Lunch Detention.
2. After School Detention.
3. Saturday Detention.
4. In School Suspension.
5. Assignment of school duties such as scrubbing desks or picking up litter.
6. Behavioral contracts or individually developed behavior management plans.
7. Confiscation of cell phone; a fee of \$10.00 may be charged for the return of the phone. The school is not liable for lost or stolen cell phones.
8. Classroom management techniques.
9. Cooling-off time or "time-out."
10. Counseling by teachers, counselors, or administrative personnel.
11. Confiscation of electronic devices used during the instructional day.
12. Grade reductions for academic dishonesty.
13. Parent/guardian contracts to restrict home privileges.
14. Parent/guardian observations in scholar's classes.
15. Parent/guardian conference with teacher or Principal.
16. Peer mediation.
17. Placement in another appropriate classroom.
18. Restitution/restoration, if applicable.
19. Seating changes within the classroom.
20. Temporary confiscation of items that disrupt the educational process.
21. Verbal correction.
22. Voluntary peer mediation/family management classes/community service.
23. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses:

Prohibited Conduct

1. Repetitive Level I Offenses – i.e., two or more Level I offenses within a semester.
2. Abusing prescription drugs, giving a prescription drug to another scholar, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
3. Verbal or written abuse, i.e., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment
4. Academic dishonesty.
5. Recurrent tardiness to class. Accumulating 10 or more tardies to school or to class within a semester.
6. Absenteeism. Accumulating 12 or more unexcused absences within a school year.
7. Assault– scholar-on-scholar.
8. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by Texas Education Code § 37.121.

9. Bullying. Bullying will be considered, but not limited to, any of the following: verbal or physical harassment or threat thereof, taunting, hazing, intimidating or any other action whereby one or more individuals deliberately single out another scholar for cruel, mean and/or humiliating treatment.
10. Dating Violence or Retaliation as defined herein.
11. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
12. Failure to comply with rules of bus safety or disturbing others.
13. False accusation of the commission of a misdemeanor or felony.
14. Falsification of school records.
15. Fighting or Arranging a Fight: School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one scholar simply assaults an innocent bystander, any fight will involve disciplining all scholars involved in the fight. Scholars who involve themselves in fighting will, at a minimum, be suspended for the remainder of the day.
16. Forgery of school documents at school or otherwise.
17. Gang activity.
18. Harassment under Texas Education Code § 37.001(b)(1).
19. Hazing under Texas Education Code § 37.151(6).
20. Hit list under Texas Education Code 37.001(b)(2).
21. Indecent exposure or inappropriate public displays of affection, including kissing, hugging, etc.
22. Intentionally providing incorrect information.
23. Knife possession.
24. Loitering after school at the surrounding businesses.
25. Leaving school classrooms/grounds/events without permission.
26. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
27. Possessing a stun gun, mace, or pepper spray.
28. Possessing ammunition.
29. Possessing, exhibiting, or threatening with a look-alike weapon, including without limitation, BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon.
30. Possession of stolen property.
31. Possession or use of fireworks or other explosive devices.
32. Possession or use of tobacco or related products on school property or at school-related events.
33. Profanity/obscene gestures toward personnel.
34. Refusal to follow directions from a teacher/administrator/staff.
35. Sending or posting abusive, obscene, sexually oriented, threatening, harassing, defamatory or illegal electronic messages
36. Sexual harassment/sexual abuse not defined as a Level III or IV offense by the Texas Penal Code
37. Stealing/theft.
38. Truancy.
39. Malicious mischief, specifically graffiti.
40. Gambling.
41. Public Nuisance.
42. Drug/alcohol involvement.
43. Threats – scholar-on-personnel/facility.
44. Threats – scholar-on-scholar.
45. Using the Internet or other electronic communications to threaten scholars or employees, or cause disruption to the school program.
46. Vandalism/criminal mischief not a felony.

Disciplinary Consequences

1. Any applicable Level I Disciplinary Consequence.
2. Out-of-school suspension up to four days.
3. Expulsion up to one year (upon Discipline Committee recommendation).

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

Level III

Prohibited Conduct

1. Deliberate destruction or tampering with school computer data or networks.
2. False alarm or report.
3. Felony criminal mischief against school property, another scholar, or school staff.
4. Gang activity (violent).
5. Inappropriate sexual conduct.
6. Indecency with a child.
7. Issuing a false fire alarm.
8. Persistent Level I offenses (four Level I offenses).
9. Persistent Level II offenses (two Level II offenses).
10. Possessing, selling, distributing, or being under the influence of inhalants.
11. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
12. Public lewdness.
13. Theft.

14. Shoplifting.
15. Required registration as a sex offender.
16. Retaliation against any school employee or volunteer at any time or place.
17. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
18. Setting or attempting to set fire on school property (not arson).
19. Sexual abuse of a young child or children.
20. Sexual assault.
21. Targeting another individual for bodily harm.
22. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.

Disciplinary Consequences

1. Any applicable Level I or Level II Disciplinary Consequence
2. Out of school suspension for five–ten days.
3. Expulsion for up to one year.

Abuse

Actions or threats of actions which constitute verbal or physical abuse of any employee or volunteer of the school, by a scholar or any other individual, will not be tolerated. Appropriate measures necessary to correct these situations shall be taken by the school, including expulsion.

Academic Failure to Thrive

Scholars at Wayside Schools are participating in a rigorous college preparatory educational experience and are expected to do classwork, homework, and projects to extend the learning opportunities and to gain/show mastery of concepts. Scholars who fail to do these assignments will face penalties in accordance with the Scholar Code of Conduct ranging from a verbal warning to expulsion/nonrenewal.

Alcoholic Beverages

Any scholar found to have sold, given, delivered, been in possession of, or been under the influence of any alcoholic beverage while in school or while a participant in or spectator of a school-sponsored event, shall be subject to disciplinary penalties in accordance with the Scholar Code of Conduct. An “alcoholic beverage” means any beverage containing alcohol, including wine or beer. A scholar is considered “in possession” if he or she has contact with the alcohol regardless of the amount of time it is in the scholar’s possession. If a scholar becomes in possession of alcohol, he or she needs to immediately inform an adult on campus. The smell of alcohol detectable on one’s breath is sufficient evidence to indicate being “under the influence.”

Armor-piercing ammunition is handgun ammunition used principally in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

Arson is defined by Texas Penal Code § 28.02 and occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

- Any vegetation, fence, or structure on open-space land; or
- Any building, habitation, or vehicle:
 - Knowing that it is within the limits of an incorporated city or town,
 - Knowing that it is insured against damage or destruction,
 - Knowing that it is subject to a mortgage or other security interest,
 - Knowing that it is located on property belonging to another,
 - Knowing that it has located within it property belonging to another, or
 - When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Arson also occurs when a person:

- Recklessly starts a fire or causes an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starts a fire or causes an explosion and in so doing recklessly damages or destroys a building belonging to another, or recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code § 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another.

Bomb Threats

Any threat of this type will not be tolerated. A scholar making a bomb threat will be subject to expulsion and dealt with to the full extent of the law.

Conduct While Riding in School Vehicles

The School Principal shall take steps to maintain acceptable scholar conduct while riding a school vehicle. Scholars who fail to follow the behavioral standards described in this Handbook may be denied the privilege of school transportation. Parental involvement will be sought before a scholar is excluded from riding a school vehicle, except in situations involving a flagrant violation. Flagrant violations include fighting, gross insubordination, and other acts that may cause a safety hazard. It should be understood by all that the driver has the responsibility for maintaining order in his or her school vehicle. It is the duty of the School Principal—not the driver—to exclude a scholar from riding a school vehicle. However, the driver is not prohibited from exercising reasonable judgment in order to protect other passengers from bodily harm.

Death Threats

Threats to an individual of this nature, whether written or oral, will not be tolerated or ignored and may result in expulsion.

Disruptive Activity

In order to protect scholar safety and sustain an educational program free from disruption, state law permits the school to take action against any person—scholar or non-scholar—who:

1. Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from the School Principal;
2. Interferes with an authorized activity by seizing control of all or part of a building;
3. Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;
4. Uses force, violence, or threats to cause disruption during an assembly;
5. Interferes with the movement of people at an exit or an entrance to school property;
6. Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the School Principal;
7. Disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property (disruption includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a scholar from attending a required class or school activity; entering a classroom without the consent of either the School Principal or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities); or
8. Interferes with the transportation of scholars in school vehicles.

Electronic Equipment in the Classroom

Scholars may only use audio visual or electronic equipment in the classroom with permission of the teacher. These items include but are not limited to audio or video taping equipment. The school is not responsible for the damage, loss, or theft of these items.

Exposure

Inappropriate exposure of body parts, even without any sexual intent, is a serious offense and will be subject to disciplinary action.

Gambling

Scholars are forbidden to gamble in a school building or on school property.

Gang-Free Zones/Gang Activity

Any scholar found to have engaged in organized criminal activity, gang--related, and other criminal acts will be subject to appropriate disciplinary action. Scholar behavior considered to be “gang related” will not be tolerated at school or at any school activity regardless of the location of the activity. This includes, but is not limited to: articles of clothing, hand signs, graffiti, and any other behaviors considered by the administration to interfere with the educational program of the school.

Gun-Free Schools Act

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

For the purposes of this section, “firearm” means:

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

designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

Harassment

Harassment on the basis of race, color, religion, national origin, sexual orientation, gender identity or disability is unacceptable. Scholars must not engage in harassing behavior directed toward another scholars.

Scholars are expected to treat other scholars and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school encourages parental and scholar support in its efforts to address and prevent harassment in any form in schools. Scholars and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher or with their School Principal.

A scholar who believes he or she has been harassed by another scholar or by school staff is encouraged to report in writing the incident to the School Principal. The allegations will be investigated and addressed. A substantiated complaint against a scholar will result in appropriate disciplinary action, according to the nature of the offense and the Scholar Code of Conduct.

The scholar or a parent may appeal the decision of the School Principal in accordance with the school grievance procedure.

Harmful Drugs

The use of harmful drugs poses a serious threat to the physical, psychological, and emotional health of individuals, their families, and their communities. In recognition of this fact, the school enforces this policy.

Any scholar found to have had a controlled substance, depressant, or stimulant substances, narcotics, marijuana, or dangerous drugs in his or her possession, or found to have been under the influence thereof while in school or while a participant in or spectator at a school--sponsored event, shall be subject to disciplinary penalties in accordance with the Scholar Code of Conduct. A scholar is considered "in possession" if he or she has contact with the substances listed above regardless of the amount of time it is in the scholar's possession. If a scholar becomes in possession of one of these substances, he or she needs to immediately inform an adult on campus. Those scholars involved in selling or distributing a controlled substance, inhalant, or dangerous drug while in school or while a participant in or spectator at a school--sponsored event will be subject to disciplinary penalties in accordance with the Scholar Code of Conduct. Other sanctions may include completion of a drug rehabilitation program or referral for prosecution.

The substances covered and prohibited include all those substances considered to be marijuana, dangerous drugs, narcotics, depressant, or stimulant substances, controlled substances and simulated controlled substances listed in the state and federal codes covering the possession, sale, and use of such controlled substances, drugs, and narcotics. The policy also covers and prohibits all forms and species of the plant substance known as marijuana as well as any abusable chemical substance used for inhalation such as glue, aerosol paint, thinners, etc.

A scholar may not keep in his or her possession any medication, even medication for which he or she has a prescription (see "Medication Policies,") Failure to comply may result in disciplinary action. The only exception to this policy is doctor--prescribed asthma medication.

Hazing/Bullying

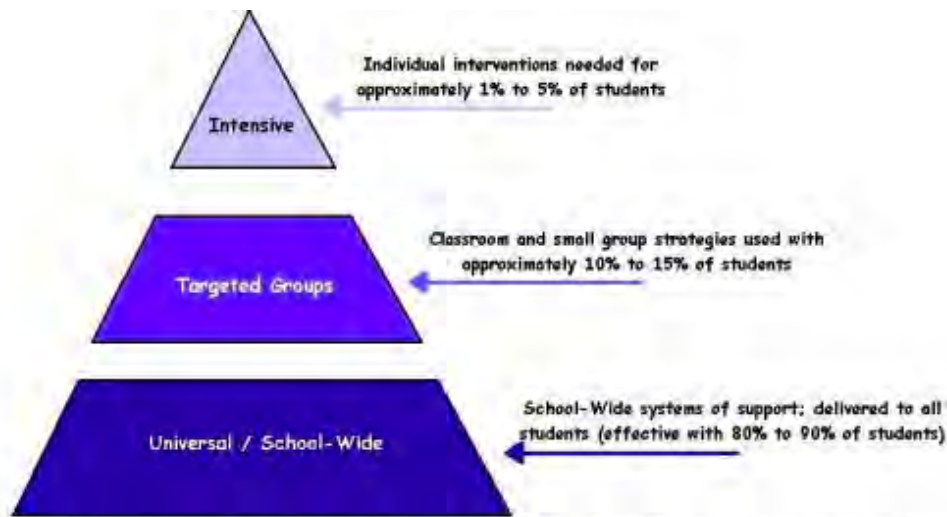
Texas Laws prohibit scholars from engaging in, encouraging, aiding, or assisting in hazing or bullying. Hazing is defined as harassment, humiliation, and/or embarrassment of other scholars, which may or may not include some physical abuse. Bullying is defined as written, verbal, or physical conduct that, in the judgment of the School Principal, is sufficiently severe, persistent or pervasive enough to create an intimidating, threatening, or abusive educational environment for the scholar and is harmful to a scholar or a scholar's property. A scholar found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a hazing or bullying incident will be subject to discipline.

Conflict Resolution Programs

Wayside has adopted the tenets of SEL focusing on restorative justice. Training is provided to all staff in these areas and scholars actively participate in restorative circles (MS/HS) and peace corners (ELEM).

Positive behavior interventions and support, including interventions and support that integrate best practices on grief-informed and trauma-informed care.

Wayside Schools employs positive behavior interventions and support that fit national best practices and are divided into three levels, Intensive, Targeted and School-Wide.



Source. Department of Program Evaluation (DPE), adapted from Sugai et al. (2001)

Freedom from Bullying and Cyberbullying

Wayside Schools prohibits bullying, as well as retaliation against anyone involved in the complaint process.

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Section 3.10.2 below, and that;

1. Has the effect or will have the effect of physically harming a scholar, damaging a scholar's property, or placing a scholar in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a scholar;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or Wayside Schools; or
4. Infringes on the rights of the victim at school.

The school also prohibits cyberbullying, which means bullying done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Application of Policy

This Policy applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of scholars to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a scholar's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, Wayside Schools, or a school-sponsored or school-related activity.

Reporting Procedures

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

False Claim

A scholar who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Wayside Schools investigation regarding bullying and/or cyberbullying shall be subject to appropriate disciplinary action.

Notice to Parent or Guardian

The Principal or designee shall provide notice of an incident of bullying to:

1. A parent or a guardian of the alleged victim on or before the third school day after the date the incident is reported; and
2. A parent or guardian of the alleged bully, within a reasonable amount of time after the incident.

Investigation of Report

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

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

Confidentiality

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

Retaliation

Wayside Schools prohibits retaliation against any person, including a victim, witness, or another person who, in good faith, provides information concerning an incident of bullying.

Appeal

A scholar or parent who is dissatisfied with the outcome of the investigation may appeal through the School's grievance procedure.

Assistance from Principal

Any scholar who feels that he or she may be the victim of bullying should contact the Principal to obtain assistance and intervention in response to the potential bullying.

The Principal or designee shall notify the victim, the scholar who engaged in bullying, and any student(s) who witnessed the bullying of available counseling options.

Bullying Report Form

Note to Person Reporting: This form will be confidentially maintained in accordance with the Family Educational rights and Privacy Act (“FERPA”), and generally will not be shared with anyone except those working to investigate or respond to the report. You **ARE NOT** required to provide your name when completing this form.

Please return completed forms to the front office. Anonymous forms may be placed in a sealed envelope with directions to provide the envelope to the Principal.

Name of Person Submitting Report (NOT REQUIRED):		Grade:
Name of Potential Victim:		Grade:
Name of Potential Bully:		Grade:
Date of Incident:	Time:	Location
What Happened?	Describe what happened:	
Please tell us if physical force or threats were used, or if cyberbullying was involved.	Please describe:	
What did the potential victim do?		
Was anyone else involved? If so, who?		
Were there any witnesses? If so, who?		
How often has this happened?		
Describe what happened immediately before the incident?		
You may attach documentation to this report.		

Inappropriate Sexual Conduct

Inappropriate sexual conduct encompasses any inappropriate, indecent, or offensive act that implies or involves contact of a sexual nature.

Inensitivity to Others

Inappropriate verbal or physical behavior that is motivated due to race, ethnicity, culture, gender, or disabilities will not be tolerated.

Interference with School Activities or Discipline

Any scholar whose conduct, whether in class or out, materially and substantially interferes with school activities, school-sponsored functions (whether on public or private property), or school discipline, or invades the rights of school staff or other scholars, shall be subject to disciplinary penalties in accordance with the Scholar Code of Conduct.

Lockers: Security and Search

Lockers, if provided by the school, are purchased, furnished, and maintained by the school and remain the property of the school. The decision to assign lockers rests with the School Principal. No charges are made for their use. Items of non-school nature should not be placed or kept in lockers as they are subject to inspection at any time without prior notice to or permission from scholars. A scholar has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time, whether or not the scholar is present.

Any scholar who shall place, keep, or maintain any article or material in a school-owned locker that is of a non-school nature and materially and substantially interferes with, or the School Principal has reasonable cause to believe would materially and substantially interfere with, school activities or school-sponsored functions or with the rights of school staff or other scholars, shall be subject to discipline.

Plan for Addressing Sexual Abuse and Other Maltreatment of Children

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

What is Other Maltreatment of a Child?

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

Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services (“DFPS”). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only;
- <http://www.txabusehotline.org>;
- Your local police department; or
- Call 911 for emergency situations.

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

For Staff: Wayside Schools trains staff annually in all content areas addressed in the Plan. Training is provided by school staff, administrative staff, or outside agencies as determined by the school administration.

For scholars: School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

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

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

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

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

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

These websites are also helpful:

Texas Education Agency – Prevention of Child Abuse Overview:

http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/

Sexual Abuse Prevention Programs:

<https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>

Promoting Healthy Families in Your Neighborhood:

<https://www.childwelfare.gov/pubPDFs/packet.pdf>

Signs of Child Abuse:

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

DFPS – Prevent Child Abuse (HelpandHope.org)

<http://helpandhope.org>

DFPS – How to Report Child Abuse or Neglect

http://www.dfps.state.tx.us/Contact_us/report_abuse.asp

Texas Attorney General – What Can We Do About Child Abuse?

<https://www.texasattorneygeneral.gov/cvs/what-can-we-do-about-child-abuse>

Prevent Child Abuse.org – Texas Chapter

www.preventchildabusetexas.org

Texas Council on Family Violence – Abuse Prevention Links

<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse or Other Maltreatment

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

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

Physical symptoms of possible sexual abuse or other maltreatment include:

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

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

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

Take

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

A list of counseling providers can be found at:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/

Physical Restraint and Time Outs

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

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the scholar and others.
- The scholar may not be deprived of basic human necessities.
- At no time, however, may a scholar be placed in seclusion.

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

School Property

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to him or herself, as well as to the scholar body in general.

Any scholar found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full extent of the damage and shall be subject to disciplinary measures. Scholars found to have intentionally, knowingly, or recklessly damaged or destroyed school property may be refused admittance to school or school--sponsored functions until full restitution has been made for such damages.

Self Defense

The privilege of self--defense is limited. A claim of self-defense in the use of physical force will not exempt a scholar from discipline when:

1. The scholar provokes, invites, or encourages the use of physical force by another person;
2. The scholar has an opportunity to avoid physical force or to inform school staff of the threatened use of force;
3. The scholar uses physical force after the other party abandons or attempts to abandon a fight or confrontation;
4. The scholar does not attempt to walk away from a confrontation; or
5. The scholar does not attempt to get help from school staff.

Sexual Harassment

Scholars must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another scholar or school staff. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All scholars are expected to treat other scholars and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school will notify the parents of all scholars involved in sexual harassment by scholar(s) and will notify parents of any incident of sexual harassment or sexual abuse by school staff. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another scholar or sexual harassment or sexual abuse by school staff may be presented in writing by a scholar and/or parent in a conference with the School Principal or designee. Scholars who believe they are the subjects of sexual harassment by other scholars or school staff should report the incident immediately to a teacher or the School Principal. School staff members who receive complaints of sexual harassment are to report the matter as soon as practically possible to the School Principal, or staff with the authority to undertake investigations of sexual harassment complaints.

The scholar or parent may appeal the decision regarding the outcome of the investigation in accordance with Board Policy.

Telecommunications or Other Electronic Devices

Scholars are prohibited from using a telecommunications device, including a cellular telephone or other electronic devices (unless explicitly allowed in writing and adopted by approved school-level administration procedures), within a school building before or during school hours or on a school campus during school hours and devices are to remain off during the school day.

. Devices that are on and/or cause a disruption during the school day will be confiscated. The school will not be responsible for damage, loss, or theft of these items. Once a device has been confiscated, the following procedure will be used to return the device:

1. First Confiscation: The device can be picked up by the scholar or parent no earlier than the end of the school day.
2. Second Confiscation: The device can be picked up by the scholar or parent no earlier than the following school day. An administrative fee of \$10 will be charged before the device can be returned.
3. Third Confiscation: The device will be kept until the end of the school year.

Any scholar refusing to give the device to school staff shall be subject to disciplinary penalties in accordance with the Scholar Code of Conduct.

School Principals shall have the discretion to determine the appropriate use of phones for scholars participating in extracurricular activities while on school property or while attending school-sponsored or school--related activities on or off school property.

Possession and use of cell phones, computers, and other devices capable of electronic communications at school is a privilege, not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and

regulations. Any such devices may be confiscated, powered on and searched by school officials if there is a reasonable cause to believe that the devices have been used in the transmission or reception of communications prohibited by law, policy.

Without such permission, teachers will collect the items and turn them into the School Principal's office. The School Principal will determine whether to return items to scholars at the end of the day or to contact parents to pick up the items.

For safety purposes, the school permits scholars to possess cell phones; however, cell phones must remain turned off during the instructional day (unless explicitly allowed in writing and adopted by approved school-level administration procedures), including during all testing.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited and dealt with to the full extent of the law.

Tobacco

Matches, lighters, etc. are not permitted at school or at school-related functions. A scholar is considered "in possession" if he or she has contact with tobacco or tobacco products, regardless of the amount of time it is in the scholar's possession. If a scholar becomes in possession of tobacco or a tobacco product, he or she needs to immediately inform an adult on campus.

Smoking and using smokeless tobacco are not permitted in school buildings, vehicles, or on school property, 300 feet from school property, or at school-related or school-sanctioned events off school property.

Weapons

A scholar shall not possess, exhibit, use or threaten to exhibit or use any firearm, explosive weapons, knife, or materials that could be used as a weapon to inflict physical harm or damage to persons or property on school property or at any school-related function, whether on or off school property. A scholar is considered "in possession" if he or she has contact with a weapon regardless of the amount of time it is in the scholar's possession. If a scholar becomes in possession of a weapon, he or she needs to immediately inform an adult on campus. Weapons include, but are not limited to:

1. Firearm: any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use;
2. Knife: blade or a hand instrument designed to cut or stab another by being thrown, a dagger, a Bowie knife, a sword or a spear;
3. Club: an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument;
4. Explosive weapon;
5. Firearm silencer;
6. Knuckles (i.e. brass knuckles);
7. Chemical dispensing device (such as mace or pepper spray);
8. Zip gun;
9. Any object used in a way that threatens to inflict bodily injury on another person;
10. Firearm ammunition;
11. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
12. Chains;
13. Razors (including box cutters);
14. Pellet gun;
15. BB gun;
16. Stun gun;
17. Air gun; and
18. Toys that imitate weapons ("look-alikes")

Conferences, Hearings, and Appeals

All scholars are entitled to conferences, hearings and or appeals of disciplinary matters as provided by state and federal law and school policy. The principal has the authority to suspend a scholar for any of the following additional reasons:

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

Suspension Process

Prerequisites to Suspension

Prior to suspending a scholar, the School Principal must attempt to hold an informal conference with the scholar to:

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

Notification to Parents

If the School Principal determines the scholar's conduct warrants suspension during the school day, the School Principal will make reasonable effort to notify the scholar's parents that the scholar has been suspended before the scholar is sent home. The School Principal will notify a suspended scholar's parents of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the School Principal.

Credit during Suspension

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

Expulsion Process

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

Hearing

Scholars alleged to have committed an expellable offense will receive a hearing before the School Principal within a reasonable time following the alleged misconduct. Prior to the hearing, the school will send a written notice to the scholar and the scholar's parents.

After making a good faith effort to inform the scholar and the scholar's parents of the time and place of the hearing, the school shall hold the hearing regardless of whether the scholar, the scholar's parents, or another adult representing the scholar attends. The School Principal shall audio record the hearing.

Expulsion Order

Within seven days following the hearing on expulsion, the School Principal will notify the scholar and the scholar's parents in writing of his or her decision. If the outcome of the expulsion hearing is that the scholar will be expelled, the School Principal will enter an expulsion order and provide a copy to the scholar and the scholar's parents specifying:

1. The length of the expulsion;
2. The procedures for re-admittance at the end of the expulsion period, if applicable; and
3. The right to appeal the School Principal's decision.

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

Appeals

The scholar or a parent may appeal the decision of the School Principal in accordance with the school grievance procedure.

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

Effect of Scholar Withdrawal

If a scholar withdraws from the school before the expulsion hearing is conducted or an expulsion order is entered, the school may continue with the proceedings and enter an order. If the school fails to enter an expulsion order after the scholar withdraws, the next district in which the scholar enrolls may complete the proceedings and enter an order.

No Credit Earned

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

Suspension/Expulsion Requirements for Special Education

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

Emergency Removal

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

Placement of Scholars with Disabilities

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

SECTION V: PARENTAL RIGHTS

Parents are responsible for notifying Wayside Schools of any changes in their address, telephone number, and/or email address so that we can update our records accordingly. Parents are encouraged to check the school website on a regular basis as it is our primary means of communication. It is important for parent communication that Wayside Schools has a valid, working parent email address.

Your Involvement as a Parent

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

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

Surveys and Activities

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

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

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

“Opting Out” of Surveys and Activities

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

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

Requesting Professional Qualifications of Teachers and Staff

Parents may request information regarding the professional qualifications of their scholar's teachers, including:

1. Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and
3. Undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree.

Parents also have the right to request information about the qualifications of any paraprofessional who may provide services to their scholar.

Scholar or Parent Complaints and Concerns

The purpose of this policy is to secure, at the lowest possible administrative level, prompt and equitable resolution of scholar or parent complaints and/or concerns. Usually, scholar or parent complaints can be resolved simply by an informal phone call or conference with the teacher or School Principal who is the subject of the complaint. Generally, should the complaint involve a problem with a teacher, the scholar or parent is expected to discuss the matter with the teacher before requesting a conference with the School Principal. For those complaints that cannot be handled informally, the school has adopted the following grievance policy.

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process.

Definitions

For the purposes of this policy, “days” shall mean class days.

For the purposes of this policy, “parent” shall mean a person standing in parental relation, but does not include a person as to whom the parent–child relationship has been terminated or a person not entitled to possession of or access to a child under a court order. Except as provided by federal law, all rights of a parent under Education Code Title 2 and all educational rights under Family Code 151.003(a)(10) shall be exercised by a scholar who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Family Code Chapter 31, unless the scholar has been determined to be incompetent or the scholar’s rights have been otherwise restricted by a court order.

Level One

A scholar or parent who has a complaint that could not be resolved informally shall request a conference with the School Principal by filing the complaint in writing on a form provided by the school. The form must be filed with the school office within seven days of the time the scholar or parent knew, or should have known, of the event or series of events about which the scholar or parent is complaining. Copies of any documents that support the complaint should be attached to the complaint form. If the scholar or parent does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the scholar or parent did not know the documents existed before the Level One conference. A complaint form that is incomplete in any material way may be dismissed, but may be re-filed with all the requested information if the re-filing is within the designated time for filing a complaint.

The School Principal shall hold a conference with the scholar or parent within seven days of the request. The seven-day timeframe for holding the Level One conference may be extended if mutually agreed to by both the scholar or parent and the School Principal. An adult may represent a scholar at this and any level of the complaint.

The School Principal shall have seven days following the Level One conference within which to respond. Announcement of a decision in the scholars or parents presence shall constitute communication of the decision.

Should the complaint involve a problem with the School Principal, a written complaint should be submitted to the Chief Academic Officer at the following address:

Wayside Schools
Complaint: Level One
Attn: Chief Academic Officer
6405 S IH 35
Austin, TX 78744

Level Two

If the outcome of the Level One conference with the Principal is not to the scholar’s or parent’s satisfaction or the time for a response has expired, the scholar or parent may appeal the Level One decision to the Chief Academic Officer by filing the appeal notice in writing on a form provided by the school.

Note: In the event that the Level One conference was held by the Chief Academic Officer or designee, the Level Two conference shall be held by another Network Level Administrator

The appeal notice must include a copy of the Level One complaint, a copy of the Level One decision (if applicable), and a copy of any documents presented at the Level One conference.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Wayside Schools
Complaint: Level Two

Attn: Chief Academic Officer
6405 S IH 35
Austin, TX 78744

The Chief Academic Officer or designee shall hold a conference with the scholar or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Two conference may be extended if mutually agreed to by both the scholar or parent and the Chief Academic Officer or designee.

The Chief Academic Officer or designee shall have seven days following the Level Two conference within which to respond. Announcement of a decision in the scholars or parents presence shall constitute communication of the decision.

Level Three

If the outcome of the Level Two conference with the Chief Academic Officer is not to the scholar's or parent's satisfaction or the time for a response has expired, the scholar or parent may appeal the Level Two decision to the Superintendent by filing the appeal notice in writing on a form provided by the school.

Note: In the event that the Level Two conference was held by the Superintendent or designee, the Level Three conference shall be held by another Network Level Administrator

The appeal notice must include a copy of the Level One and Level Two complaints, a copy of the Level One and Level Two decisions (if applicable), and a copy of any documents presented at the Level One and Level Two conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Wayside Schools
Complaint: Level Three
Attn: Superintendent
6405 S IH 35
Austin, TX 78744

The Superintendent or designee shall hold a conference with the scholar or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Three conference may be extended if mutually agreed to by both the scholar or parent and the Superintendent or designee.

The Superintendent or designee shall have seven days following the Level Three conference within which to respond. Announcement of a decision in the scholars or parents presence shall constitute communication of the decision.

Level Four

If the outcome of the Level Three conference with the Superintendent or designee is not to the scholar's or parent's satisfaction or the time for a response has expired, the scholar or parent may appeal the Level Three decision to the Board of Trustees by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two and Level Three appeal notices; a copy of the Level One, Level Two and Level Three decisions being appealed (if applicable); and a copy of any documents presented at the Level One, Level Two and Level Three conferences. The school shall make an audiotape record of the Level Four proceedings for documentation purposes.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Wayside Schools Complaint: Level Four
Attn: Board of Trustees
6405 S IH 35
Austin, TX 78744

The appeal will then be placed on the agenda of a future Board meeting. The Superintendent or designee shall inform the scholar or parent of the date, time, and place of the meeting.

The Board of Trustees is not required to consider documentation not previously submitted or issues not previously presented. The presiding officer may set reasonable time limits. The Board of Trustees shall hear the complaint and may request a response from the school. The school shall make an audiotape record of the Level Four proceedings before the Board of Trustees. The Board of Trustees shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board of Trustees fails to reach a decision regarding the complaint by the end of the next regularly scheduled Board meeting, the lack of a response by the Board of Trustees upholds the decision at Level Three.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board of Trustees in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

Consolidation of Complaints

When the school determines, in its sole discretion, that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, the complaints may be consolidated.

Modification of Procedures

The Superintendent may, at his sole discretion, modify this complaint process or require an alternative process, so long as the Board of Trustees retains final authority to hear and decide complaints and concerns brought hereunder.

Wayside Schools Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars who are 18 years of age or older (“eligible scholars”) certain rights with respect to the scholar’s education records. These rights are:

1. The right to inspect and review the scholar’s education records within 45 days after the day the Wayside Schools receives a request for access. Parents or eligible scholars should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected
2. The right to request the amendment of the scholar’s education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar’s privacy rights under FERPA. Parents or eligible scholars who wish to ask Wayside Schools to amend a record should write the school principal and clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the scholar’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar’s enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or scholar of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wayside Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure from scholars’ education records, without consent of the parent or eligible scholar, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible scholar, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible scholars have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a scholar without obtaining prior written consent of the parents or the eligible scholar —

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible

scholar's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal -or State--supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

4. In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the scholar whose records were released, subject to §99.38. (§99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer scholar aid programs; or (c) improve instruction. (§99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
8. To parents of an eligible scholar if the scholar is a dependent for IRS tax purposes. (§99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
11. Information the school has designated as "directory information" under §99.37. (§99.31(a)(1))

Section VI: IMPORTANT NOTICES

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

The Family Education Rights and Privacy Act (“FERPA”) affords parents and scholars over 18 years of age (“eligible scholars”) certain rights with respect to the scholar’s educational records. These rights include the following:

The Right to Inspect and Review

Parents and/or eligible scholars have the right to inspect and review the scholar’s educational records within 45 days of the day the school receives an access request. Parents or eligible scholars should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. Wayside Schools will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible scholar from exercising the right to inspect and review the scholar’s educational records, Wayside Schools shall provide the parent or eligible scholar with a copy of the records requested to make arrangements for the parent or eligible scholar to inspect and review the requested records.

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

The Right to Seek Amendment of the Scholar’s Educational Records

Parents or eligible scholars may ask Wayside Schools to amend a record that they believe is inaccurate, misleading, or in violation of the scholar’s privacy rights. Parents or eligible scholars should submit to the Principal or designee a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the scholar’s privacy rights. Wayside Schools will decide whether to amend the record as requested within a reasonable time after receiving the request. If Wayside Schools decides not to amend the record as requested by the parent or eligible scholar, the School will notify the parent or eligible scholar of the decision and advise them to their right to a hearing to challenge the content of the scholar’s education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the scholar’s privacy rights.

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

The Right to Consent Prior to Disclosure

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A “school official” is a person employed by Wayside Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Wayside Schools has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or scholar serving on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, Wayside Schools discloses educational records without consent to officials of another school in which a scholar seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the scholar’s enrollment or transfer.

The Right to File a Complaint

Parents and/or eligible scholars have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education (“Office”) concerning alleged failures by Wayside Schools to comply with the requirements of FERPA. These complaints should be addressed as follows:

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

Access to Medical Records

Parents are entitled to access their scholar’s medical records.

Notice for Directory Information

Certain information about students is considered “directory information” and will be released to anyone who follows procedures for requesting it unless the parent or eligible student objects in writing to its release within ten calendar days of receiving notice of FERPA rights. A parent or eligible student may also choose to opt out the release of directory information at any time during the school year. At any time after restricting the release of directory information, a parent or eligible student may in writing authorize the School to release directory information.

The School has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

- Scholar name;
- Address;
- Telephone listing;
- E-mail address;
- Photographs (including video image);
- Date and place of birth;
- Major field of study;
- Degrees, honors and awards;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities;
- Weight and height of members of athletic teams.

School-sponsored/school-affiliated purposes are those events or activities that the School conducts and/or sponsors to support the educational mission of the School. Examples include, but are not limited to:

- Extracurricular programs or events (school plays, concerns, athletic events, graduation ceremonies, etc.).
- Publications (newsletters, yearbook, etc.).
- Honor roll and other scholar recognition lists.
- Marketing materials of Wayside Schools (print media, website, videos, newspaper, etc.).

Wayside Schools has designated the following categories of information as directory information for purposes of disclosure to military recruiters and institutions of higher education, but only for secondary scholars:

- Scholar’s name, address, and telephone number.

Wayside Schools shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes or for the purposes of disclosure to military recruiters and institutions of higher education for secondary scholars.

A PARENT OR ELIGIBLE SCHOLAR MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS “NOTICE OF PARENT AND SCHOLAR RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE).”

Section VII: COVID-19 POLICIES

The 2020-21 school year will be heavily impacted by the COVID-19 pandemic. All policies and updates on scholar requirements related to COVID-19 safety procedures and schedules can be found in the Fall 2020 Reopening Plan, located on the Wayside Schools website at this URL: <https://waysideschools.org/covid-19-resources/>.

Acknowledgement and Approval of Parent – Scholar Handbook and Code of Conduct

My signature below acknowledges that Wayside Schools has made its Parent–Scholar Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Scholar Code of Conduct; that I have been informed that when I or my child is enrolled in Wayside Schools, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Scholar Code of Conduct contained within and to abide thereby.

Printed Name of Scholar: _____ Grade: _____

Signature of Scholar: _____

Signature of Parent: _____

Date: _____