

Treetops School International



Student/Parent Handbook and Student Code of Conduct

2017-2018

Treetops School International

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Preface

Dear Parents and Students,

Welcome to the 2017-2018 school year at Treetops School International! We are pleased and excited to welcome you as students and families. Together we will forge a community that places a high value on mutual respect and the education of our students. Our vision of “enabling students to climb to heights that are their own” emphasizes the personal ownership of each student’s education and moral responsibilities. Our teachers are dedicated professionals that are determined to guide each student toward fulfilling his or her own potential.

This Handbook is an overview of our school’s goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible.

The Handbook is divided into five sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. In addition to its inclusion in this document, the Student Code of Conduct is also posted on the Treetops School International website. The fifth section is especially for parents, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, electronic communication devices, and the Treetops School International grievance policy. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

This Handbook is designed to be in harmony with Board Policy, and is updated yearly. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters 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 Directors will be followed.**

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact the Head of School.

Finally, you must complete and return the last page of the Handbook – “Acknowledgement and Approval of Student/Parent Handbook” – to your students homeroom teacher.

On behalf of the entire Treetops School International staff and community, best wishes for a great school year!

Sincerely,

Lou Blanchard
Head of School

SECTION I: GENERAL INFORMATION

Mission Statement

"Our mission is to inspire students to climb to new heights in service, character, and education by creating a positive, safe community."

Treetops School International ("Treetops" or "the school") was developed to allow all students to learn, grow, and develop a sense of who they are. Founded in 1969 and based on progressive educational principles, Treetops provides a student-driven, hands-on alternative to traditional public schools. Our faculty members are sensitive, energetic professionals that seek to engage and inspire students to think critically.

Roles and Responsibilities

Board of Directors

The Board of Directors is responsible for the management, operation, and accountability of the school.

Head of School

The Head of School works under the direction of the Board of Directors, and is responsible for all daily operations of the school, including hiring, firing, training, curriculum development, enforcement of Board policies, and compliance with state and federal reporting guidelines. Additionally, the Head of School establishes parental involvement guidelines and regularly communicates with all members of the school community. Currently, the Head of School is Ms. Lou Blanchard.

Teachers and School Staff

Under the leadership of the Head of School, teachers and school staff maintain order in the school. Our teachers and staff also serve as role models and help students fulfill their potential and develop self worth. Our teachers are asked to communicate regularly with parents; maintain consistent standards of behavior for all students; demonstrate respect for all students, staff, and parents; and prepare students for the full responsibility of citizenship.

Students

Students are entitled to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behavior. Students demonstrate respect by coming to school prepared, on time, and ready to learn; showing respect for themselves, for others, and for those in authority; and following established rules and taking responsibility for their own actions.

Parents

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment. Parents fulfill this responsibility when they take an active interest in their child's education; communicate with the school; become familiar with the Student Code of Conduct; and volunteer in an effort to fulfill volunteer hours.

Admissions Policy

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

Students in secondary boundaries and outside the primary designated geographic area of the school may not be admitted to fill a vacancy until all eligible applicants within the primary geographic boundary who have submitted a timely application have been offered that vacancy and enrolled. If the school has served all eligible applicants from its primary geographic area, it may admit students from secondary geographic areas on the same nondiscriminatory basis as the students from the primary designated geographic area.

Non-Discrimination

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

When making admissions decisions, Treetops does not discriminate against students on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Exception to Admission

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

Submission of Applications and Admissions Lottery

Treetops requires applicants to submit a completed application form in order to be considered for admission. An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Each applicant will be assigned a number, and all numbers will be placed in a container and randomly drawn one number at a time by the registrar or designee. Each applicant whose number is drawn will be offered admission. Notification will be made by telephone, e-mail or U.S. Postal Service. Failure of an applicant to respond within 48 hours of the date of the telephone call or e-mail, or within three business days of a postmarked letter, will result in the forfeiture of his or her position in the application process. Parents notified by mail should call the admitting campus immediately upon receipt of the notice in order to preserve their child's position in the lottery.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants assigned to these numbers will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

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

Exceptions to the Admissions Lottery

Once admitted to the school, eligible students automatically qualify for enrollment in subsequent years without being subject to the admissions lottery. If, however, a student leaves the school, that student must reapply and will be subject to the admissions lottery.

Federal guidelines also permit the school to exempt from the lottery siblings of students already admitted and children of the charter's founders and teachers, so long as the total number of students exempted constitutes only a small percentage of the school's enrollment.

Student Information

Any student admitted to Treetops must provide records, such as report cards from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in Treetops for the first time must present documentation of immunizations as required by the Texas Department of State Health Services. See "Immunizations," page 22.

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

Treetops will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's consent.

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public

schools. To be eligible for continued enrollment in the school, each student's parent must show proof of residency at the time of enrollment.

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

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

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

Attendance

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in a serious disruption of a student's mastery of his or her instructional materials; therefore, students and parents should make every effort to avoid unnecessary absences.

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 years of age or older has more than five unexcused absences in a semester, the school may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Notice to Parents

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

Attendance for Credit

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

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

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

decision is in the best interest of the student.

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

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained, the student and/or parent may appeal the decision by filing a written request with the Head of School within 30 days following the last day of instruction in the semester for which credit was denied. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Head of School or designee shall inform the student or parent of the date, time, and place of the meeting.

Absence and Tardiness

Absence in General

Treetops requires cooperation from parents in the matter of school attendance. Parents are responsible for informing the school of any absence, and must call the office (817-283-1771) or e-mail Ms. Rene'e (reneedulock@treetops.org) on the night before or morning of a student's absence. Upon returning to school, the student must bring a note, signed by the parent describing reasons for the absence or email to reneedulock@treetops.org. **Notes must be received within two days of the student's return, or the absence will be unexcused.**

Doctor's Notes after an Absence (all grade levels)

Upon return to school, a student absent for three or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered in violation of compulsory attendance laws.

Types of Absences

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

Excused Absences

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

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

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

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

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

Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Unexcused absences would be considered in violation of compulsory attendance laws. Examples of unexcused absences include, but are not limited to:

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

Make-Up Work

Students are required to make up all work missed during an absence. **Students will be allotted one day for each day absent to complete all make-up assignments.** If the student does not complete the make-up work within the allotted time, he or she will receive a grade of 0% for the assignment.

Students who have an excused absence may request and receive homework assignments during their absence. Homework assigned before the student is absent is due as originally scheduled.

Tardiness

Students must be inside the classroom by 8:00 a.m. If a student arrives after this time, he or she must obtain a tardy slip from the office. Additionally, the parent must obtain a visitor's badge from the office and escort the student to class. A graded class activity may be assigned at the beginning of each period. Therefore, habitual tardiness may affect student attendance and could result in loss of credit, retention, and/or appropriate disciplinary actions.

Driver's License Attendance Verification

To obtain or renew a driver's license, a student under 18 years of age must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the requirements set forth by state regulation. The form verifies the student's enrollment and 90% or greater attendance in the most recently completed semester of school. Students with an attendance record of less than 90% cannot be issued a VOW form and will not be able to obtain a Texas drivers license. Eligible students may obtain the required Verification of Enrollment form from the main office.

Arriving At and Leaving School

School Hours

The **earliest** your child may be brought to school is 7:40 a.m. Our school hours are as follows:

- Kindergarten and 1st: 8:00 a.m.–3:00 p.m.
- 2nd-4th Grades: 8:00 a.m. –3:15 p.m.
- 5th–6th Grades: 8:00 a.m.–3:30 p.m.

- 7th–12th Grades: 8:00 a.m.–3:45 p.m.

Parking Lot Procedures

Treetops' parking lot procedure requires cooperation from all drivers to ensure a safe, smooth pick-up and drop-off of students. For purposes of traffic flow, drop-off times for all students are 7:40–8:00 a.m. Because of staggered release times, there are three pick-up time ranges: **PLEASE DO NOT LINE UP BEFORE:**

- Kindergarten and First: 2:50 p.m.
- 2nd-4th : 3:10
- 5th-6th: 3:20
- Middle & Upper: 3:40 p.m.

Siblings of students that are dismissed prior to their older siblings may stay on campus in their grade clusters until their older siblings are dismissed. Younger siblings will be escorted to siblings building.

At the end of the school day, your child will be considered a **late pickup** this or her ride does not arrive at the school by the time the last car in the carpool line leaves. If your child is not picked up within the time allotted, he or she will be escorted to the office. You must then sign a late log to pick up your child. If possible, parents are encouraged to call the office to inform the school if they will arrive late to pick up their child.

Treetops does not offer before or after school care. Students who are not picked up within a reasonable time or who rides are habitually or continually late may be treated as abused and a report made to appropriate authorities (FWPD and or CPS).

For the safety of our students, faculty and visitors must follow designated traffic flow patterns and posted or otherwise communicated speed limits. When dropping off or picking up children, please be cautious, patient, and courteous. Vehicles should not be left unattended. If you need to help your child bring in supplies for a classroom activity at drop off time, please park in a designated visitor spot. To help ensure safety, please follow these procedures during drop-off and pick-up times:

- Approach from the west and make a right turn into all parking lots; no left turns during listed times.
- Enter the gates in single file; do not pass around other cars waiting in line.
- Students may not exit vehicles until signaled to do so by a teacher.
- Turn right out of the 4–12 grade parking lot.
- Do not block exit gates.
- Avoid U-turns in the school zone.
- Do not park on the side of the road.
- Students must load and unload on the passenger side of vehicles, and should have easy access to supplies and belongings so as to not impede the flow of traffic by having to retrieve items from a trunk.
- All procedures listed in "Parking Regulations," page 18.

If your child is being brought to school or picked up by a daycare or carpool, please provide the office **and** your child's teachers with that information. We do not allow students to leave the school with anyone that has not previously been designated in writing by a parent as authorized to do so. If your child must go home with someone not previously authorized in writing, you must send a note with your child **and** call the office the day before or the morning of the pick up so that we may allow your child to leave with the designated person.

Withdrawal from School

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent. A withdrawal form may be obtained from the school office. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. On the student's last day, a copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. The student will also be provided with a copy of the completed withdrawal form showing the student's grades earned to date to provide to his or her new school.

A student 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 a parent's signature. Withdrawal forms must be appropriately completed and signed before withdrawal is complete.

Involuntary Withdrawal

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

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

Dress and Grooming

The school dress code is established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with this dress code. In order to maintain an orderly environment, all students are required to meet the minimum expectations of the school dress code. Dress and clothing that unduly attracts the attention of other students often precipitate 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 students to whom the provisions apply.

The following criteria for a student's personal dress and grooming standards provide the minimum requirements:

General Criteria

A student's personal dress and grooming standards shall not:

1. Lead school staff to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
2. Create a health or other hazard to the student's safety or to the safety of others.

Specific Criteria

1. Chains, handcuffs, jewelry, or accessories that suggest weaponry are not allowed.
2. Clothing and other articles that are considered "gang-related" are not allowed.
3. Clothing containing offensive slogans, symbols, suggestive, or controversial designs is not allowed.
4. Clothing depicting drugs, alcohol, tobacco products, or violence is not allowed.
5. Boxer shorts, pajama bottoms, bike shorts, outer garments, etc., are not allowed. Students may not wear clothing that exposes underwear or bare midriffs.
6. Extremely baggy clothing is not allowed. Pants, shorts, etc., are not to be worn below the waistline and should be appropriately sized.
7. Grills or temporary decorations on teeth are not allowed.
8. Shorts may be worn. Tight-fitting shorts or "short shorts" are not allowed.
9. Students are to wear appropriate shoes at all times. No sandals are allowed, except for students in 9th–12th grade. House shoes and shoes with wheels are not allowed.
10. Students in all grades are required to wear athletic shoes during PE classes. A zero will be earned in PE if athletic shoes are not worn daily.

Additional Guidelines

Apparel that is too tight or too short to prevent modesty is not allowed. Skirts must reach at least fingertip length. No strapless shirts or exposed cleavage are allowed, undergarments must be worn, no exposed undergarments. The following are unacceptable: clothing designed with spaghetti straps, bare midriffs, halters, or bare backs.

Enforcement Procedures

A student whose dress or grooming is so inappropriate or objectionable under these provisions as to be disruptive to the educational environment may be required to wear appropriate clothing provided by the school until a parent can be contacted to bring a change of clothes to the school. Student dress violations are actionable offenses under the Student Code of Conduct.

Student Fees

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

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials.
2. Membership dues in voluntary student clubs or organizations and admission fees for extracurricular activities.
3. A security deposit for the return of materials, supplies, or equipment.
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety.
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, and graduation announcement.
6. A fee for voluntary student health and accident benefit plan.
7. 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.
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student.
9. A class supply fee for class t shirts, or consumable supplies.
10. A fee for a driver-training course, not to exceed the actual cost per student in the program for the current school year.
11. 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.
12. A fee for summer school courses that are offered tuition-free during the regular school year.
13. A reasonable fee for transportation of a student who lives within two miles of the campus.
14. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student 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 student from attending the program.
15. A fee for lost, damaged, or overdue library books.
16. Five copies of a student transcript will be provided free of charge. Additionally copies are \$5.00 each and require 48 hours notice.
17. Saturday school for attendance issues will be \$20.00 per hour. Maximum 3 hours per semester.
18. A fee specifically permitted by any other statute.

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

Textbooks and Curriculum Materials

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

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the damages are paid for by the

student and/or parent. However, a student will be provided textbooks for use at school during the school day. The school may reduce or waive the payment requirement if the student is from a low-income family. The release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks or supplemental materials.

Lost and Found

Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. The school has designated boxes for lost items in each grade cluster. Students who have lost these items should check the appropriate box. Students should label all books, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced. Treetops is not responsible for lost items.

Meals

Treetops offers breakfast during snack time. Every student is responsible for bringing a nutritious lunch to school each day, as well as a water bottle. Students in Kindergarten thru 8th Grade may not bring drinks other than water to school. No student may bring “energy drinks” to school. Parents may not bring fast food or restaurant takeout to the school.

Because there is no cafeteria, all students and teachers eat outside. Students will eat inside only if it is raining or the wind-chill brings the temperature below 40 degrees. During the lunch period, students are expected to clean up after themselves and throw away all trash.

Closed Campus

Treetops maintains a closed campus. This means that students are not allowed to leave campus for any reason during the school day, including during meal periods, without first obtaining permission from the office. Students returning to school must check in at the office to obtain a pass back to class.

Student Phone Usage

Students may use a school phone in emergency situations after obtaining permission from a staff member. School phones should not be used to coordinate pick-up times or carpools; this coordination **must** be done before the school day begins.

Electronic and Telecommunication Devices

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, **students are not allowed to bring any electronic or telecommunication devices to school.** This includes, but is not limited to, cell phones, cameras (digital or film), music players of any kind (iPods, MP3 players, etc.), video players, and handheld video/computer games.

If a school employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or during a school-related event, the employee shall confiscate the device and turn it into the main office. Any confiscated cell phone or telecommunications device may be powered on and searched by school officials if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. Treetops is not responsible for damage to or loss or theft of confiscated items. Fees will be enforced for retrieval of electronic devices from the office.

Any student refusing to give a cell phone or other electronic device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

Distribution of Published Materials

School Materials

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

Non-School Materials

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

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

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

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Fundraising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he or she has the written permission of the Head of School.

Sales

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

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

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

School Activities

Treetops offers a wide range of activities to enrich student learning during and after school. From time to time, students may be invited to take optional study trips that are not required as a part of their basic education program. Parents are financially responsible for such optional trips.

Students participating in any school activity are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee.

School Transportation

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

School Facilities

Certain areas of the campus will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Students will travel around campus in pairs with consent from teachers. Unless involved in an activity under the supervision of school staff, students must leave campus once school is dismissed.

No roller blades or skateboards are allowed on campus at any time.

Students in portable buildings may not carry backpacks.

Damage to School Property

Students shall not vandalize or otherwise damage or deface any property belonging to or used by the school, including furniture and other equipment, textbooks, and library books. To ensure that school facilities can serve those for whom they are intended – both this year and in coming years – littering, defacing, or damaging school property is not tolerated. In addition to disciplinary sanctions under the Student Code of Conduct, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with state law.

Playground and Athletic Fields

The school's playground areas and athletic fields are designed to provide Treetops students with an opportunity for recreation and to enhance physical fitness. While using these areas, students must observe the following guidelines to ensure the safety of others:

- Playground equipment must be used properly.
- Students must stay out of trees and bushes.
- Students must play fairly and obey the rules of the game being played.
- Pushing, kicking, or any form of fighting will not be tolerated.
- Students may not bring food into the gym.
- Students may not use profanity – including racial slurs or inappropriate language – or make obscene gestures.
- Fences and walls are off limits. Students may not throw or kick playground equipment over the fences or onto properties not owned by the school.

Parking Regulations

Driving a vehicle on campus is a privilege. The school is not responsible for damage to a vehicle occurring while the vehicle is on school property. Students have full responsibility to secure their own vehicles and must make certain that their vehicles are locked and that the keys are not given to another. Permission is required for any student who finds it necessary to go to his or her vehicle during the school day.

Students who drive to campus must park in the designated student parking area.

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, students will receive a warning and referral to the Head of School's office for the following violations:

- Parking in a fire lane;
- Failure to park in a designated student parking area;
- Driving over curbs;

- Double parking;
- Parking in a handicapped space or walkway;
- Parking in a crosswalk or ramp;
- **Ignoring instructions from school staff monitoring the parking lot; or**
- Parking on a water sprinkler.

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

Pledges of Allegiance

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

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

Recitation of the Declaration of Independence

State law requires students 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 student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, the school determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States government extends diplomatic immunity.

Prayer and Meditation

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

SECTION II: STUDENT HEALTH AND SAFETY

General Information

Student health and safety is a high priority of the school. Student cooperation is essential to ensuring health and safety. Students should:

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

Tobacco-Free School Notice

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

Alcohol-Free School Notice

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

Drug-Free School Notice

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

Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act ("AHERA") inspector. An Asbestos Management Plan has been created for the school in accordance with federal regulations. Parents may view the Asbestos Management Plan by contacting the Head of School.

Bacterial Meningitis

State law requires the school to provide the following information:

What is Meningitis?

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

What are the Symptoms?

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

How Serious Is Bacterial Meningitis?

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

How Is Bacterial Meningitis Spread?

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

How Can Bacterial Meningitis Be Prevented?

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

to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where Can You Get More Information?

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

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the Head of School so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

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

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

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

Immunizations

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

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

Provisional Enrollment

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

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

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

Exclusions from Immunization Requirements

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

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

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

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

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

Immunization Records Reporting

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

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, school employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form, which includes information about their student's allergies to medications, etc. Parents should keep emergency care information up-to-date. Please contact the Head of School or registrar to update any information.

Illness During the School Day

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

Administration of Medication

Treetops does not have a nurse on staff. All medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

1. Non-prescription medication (aspirin, ibuprofen, etc.) brought to school must be accompanied by a Medication Consent Form that is completed and signed by the student's parent.
2. Medication brought to school must be accompanied by a Medication Administration Directions Form signed by the student's physician and parent.
3. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.
4. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
5. Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.

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

Asthma and Anaphylaxis Medication

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

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

Fitness Testing

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

Dyslexia and Related Disorders

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

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students shall be screened for vision and hearing problems annually at any time during the year prior to May 31.

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

Exemption

A student is exempt from screening requirements if screening conflicts with the tenets and practices of a

recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Head of School on or before the day of admission an affidavit stating the objections to screening.

Spinal Screening

All children in 6th–9th grade must be screened for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year.

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

Exemption

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

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

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

Discrimination

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

Prohibited Harassment

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

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

Prohibited harassment includes dating violence as defined by this policy.

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

Sexual Harassment

In compliance with the requirements of Title IX, Treetops does not discriminate on the basis of sex in its educational programs or activities. The school does not tolerate sexual harassment of a student by

employees or other students. Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

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

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

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

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

Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

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

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

Retaliation

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

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

Reporting Procedures

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

to one of the officials below:

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The school's current Title IX Coordinator is:

Name: Ms. Lou Blanchard
Position: Head of School
Office Address: 12500 South Pipeline, Euless, Texas 76040
Office Telephone Number: 817-684-0892

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The school's current ADA/Section 504 Coordinator is:

Name: Ms. Lou Blanchard
Position: Head of School
Office Address: 12500 South Pipeline, Euless, Texas 76040
Office Telephone Number: 817-684-0892

The Head of School shall also serve as coordinator for purposes of school compliance with all other anti-discrimination laws.

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

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

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

Confidentiality

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

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the school's grievance procedure. See "Parent and Student Complaints and Concerns," page 51. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying

Treetops prohibits bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and ostracism.

Reporting Procedures

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

Investigation of Report

The Head of School shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. See "Freedom from Discrimination, Harassment, and Retaliation," page 25. The Head of School 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 Head of School shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the authorities. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The school may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality

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

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the school's grievance procedure. See "Parent and Student Complaints and Concerns," page 51.

Law Enforcement Agencies

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

- The school shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school;
- The school shall make reasonable efforts to notify the student's parent.
- Unless prohibited by law or when the student has been arrested or taken into police custody, a staff member shall be present during the questioning or interview.

When the investigation involves allegations of child abuse, special rules apply. See "Child Abuse Reporting and Programs," page 29.

Procedures for Assuming Custody of a Student

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

- Pursuant to an order of the juvenile court;
- Pursuant to the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;

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

Child Abuse Reporting and Programs

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

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

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

Plan for Addressing Sexual Abuse of Students

What is Sexual Abuse of a Child?

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

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>.
- [Insert Local Police Department and Phone Number].
- Call 911 for emergency situations.

The school has established the following Plan for Addressing Sexual Abuse of Children (the "Plan"). The Plan may be accessed at www.treetops.org, and copies of the plan are also available at the Head of School's office and central administrative office.

Methods for Increasing Awareness Regarding Sexual Abuse of Children

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

For Students: School officials will address issues to increase awareness regarding sexual abuse of children and anti-victimization programs with age appropriate conversation and materials no less than once per [school year/semester]. Sexual abuse awareness will be discussed in classroom group settings for students in grades Pre-K–8, and in homeroom classes for students in grades 9–12.

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

child, confides in you. Reassure the child that he or she did the right thing in coming to you.

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

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

The Head of School will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse. DFPS also provides early abuse intervention through counseling programs. The Tarrant County location may be contacted at 800252-5400. Services available in your county can be accessed at the following web address:

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

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
<http://www.tea.state.tx.us/index2.aspx?id=2820>
- Sexual Abuse Prevention Programs:
<http://www.childwelfare.gov/preventing/programs/types/sexualabuse.cfm>
- Promoting Healthy Families in Your Neighborhood:
http://www.childwelfare.gov/pubs/res_packet_2008/
- Signs of Child Abuse:
http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- DFPS – How to Stop Child Abuse; Texas Statutes:
http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- DFPS – How to Report Child Abuse or Neglect:
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse?
https://www.oag.state.tx.us/AG_Publications/txts/child_abuse.shtml
- Prevent Child Abuse.org – Texas Chapter:
<http://www.preventchildabuse.org/chapters/statecontact.cfm?stateabbrev=tx>
- Texas Council on Family Violence – Abuse Prevention Links:
<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse

Psychological and behavioral signs of possible sexual abuse 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 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, but the presence of several signs is the time you should begin asking questions and seeking help. Signs often first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

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

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

Available Counseling Options:

www.dfps.state.tx.us

Interrogations and Searches

Students shall not place, keep, or maintain any article or material prohibited by school policy or that would lead school officials to reasonably believe that a substantial disruption would occur at school or a school-related activity. The Head of School and teachers have the right to question students regarding their conduct or the conduct of others. In the context of school discipline, students have no claim to the right to incriminate themselves.

School staff may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Desk Searches

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

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

Vehicles on Campus

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 student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, the school may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Items seized by the school following any search may be held by the school, returned to the student's parent, or turned over to an appropriate law enforcement agency.

Procedures for Use of Restraint and Time-Outs

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

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

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

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

School Visitors

Visitors for educational purposes are welcome at the school. Visitors must sign in with the office and present a valid photo ID upon arrival to obtain a visitor's badge. Parents who wish to accompany their child to the classroom should obtain a visitor's badge from the office. Parents and graduates may visit during lunch hours, but must obtain a visitor's badge from the office.

The Head of School may take the following actions whenever there is a school visitor:

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

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

Disruptive Activity

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

- Interferes with the movement of people in an exit, entrance, or hallway of a school building without authorization from the Head of School;
- Interferes with an authorized activity by seizing control of all or part of a building;
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;
- Uses force, violence, or threats to cause disruption during an assembly;
- Interferes with the movement of people at an exit or an entrance to school property;

- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the Head of School;
- 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; or
- Interferes with the transportation of students in school vehicles.

“Disruption” includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity; entering a classroom without the consent of either the Head of School or the teacher; and, through acts of misconduct or the use of loud or profane language, disrupting class activities.

Fire and Emergency Drills

Fire and emergency drills are held at irregular intervals throughout the school year.

Closings for Weather

Weather conditions that make it necessary for the school to close may occur. Please check the school website (www.treetops.org) and news channels 5, 8, and 11 for announcements that the school will be closed.

SECTION III: ACADEMICS AND GRADING

Report Cards and Grading Scales

The school will issue progress reports every three weeks and report cards every at the end of each nine-week reporting period within a semester. Parents are encouraged to schedule a conference with their child's teacher if the student is not making adequate progress.

Kindergarten students will be assigned grades according to their individual mastery of academic work, classroom behavior, and social skills.

All classes in 1st–12th grade will follow a standard scale for assigning letter grades for each grading period. 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 are weighted as follows:

A = 4.0 B = 3.0 C = 2.0 F = 0.0

Advanced Placement or dual enrollment course letter grades are weighted as follows:

A = 5.0 B = 4.0 C = 3.0 F = 0.0

Academic Dishonesty:

A violation may include **cheating, plagiarism, or other forms of academic dishonesty**. All assignments submitted by a student must represent her/his own ideas, concepts, and current understanding or must cite the original source. Academic dishonesty includes assisting a student to cheat, plagiarize, or commit any act of academic dishonesty. Attempts to violate academic integrity do not have to be successful to be considered academic dishonesty. **Academic dishonesty will result in an automatic zero on the assignment.**

Academic dishonesty may include, but is not limited to:

- Stealing and/or possessing unauthorized material, including the unauthorized appropriation, possession or use of the property of another and the forgery or misuse of documents;

- Fabrication and falsification, including the unauthorized alteration or invention of any information or citation;

- Multiple submission, including the submission of substantial portions of the same assignment for credit more than once without the prior permission of all involved faculty members;

- Abuse of academic material, including destroying, stealing, or making inaccessible library or other academic resource material;

- Complicity in academic dishonesty, including intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty; and

- Research misconduct, which includes but is not limited to, fabrication and falsification of data, and sabotage of another's experiment.

Homework Policy

Homework is a regular part of the school's academic program and serves several purposes. For example, homework provides students with opportunities to practice and study. It is also a vehicle for developing personal responsibility, and allows parents to know what their child is learning in school.

Teachers will assign homework that fosters individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. Each student 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 student or parent has questions about homework, contact the teacher who assigned it.

Promotion Requirements

A student 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, a student must demonstrate mastery on grade-level standards and meet the school's requirements for attendance. In addition, students at certain grade levels – with limited exceptions – will be required to pass state-mandated assessment tests as a further requirement for promotion.

Students with Disabilities

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

A student 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 student 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 student will only be allowed to participate in one graduation ceremony.

Summer School

Treetops holds summer school for **high school students only** to help students recoup credit for selected classes through Texas Virtual Schools. Students in 2nd–8th grade that are not promoted to the next grade level must enroll in summer school at their local school district before advancing to the next grade level. All students that did not pass any section of a state-mandated assessment examination must attend summer school to prepare for a retest.

State Assessments

Elementary and Middle School Students

Students at certain grade levels will take state-mandated assessment tests in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in Grades 3–7 without the aid of technology and in Grade 8 with the aid of technology on any assessment test that includes Algebra;
- Reading, annually in Grades 3–8;
- Writing, including spelling and grammar, in Grades 4 and 7;
- Social studies in Grade 8;
- Science in Grades 5 and 8; and
- Any other subject and grade required by federal/state law.

Certain students may be eligible for exemptions or accommodations to state-mandated exams.

High School Students

To receive a high school diploma, students must successfully pass exit-level tests. Test results will be reported to students and parents. Certain students may be eligible for exemptions or accommodations.

STAAR

STAAR testing will be administered in 3rd–12th grades.

Students in 9th grade will be required to take the End-of-Course ("EOC") assessments during high school. These include the following EOC exams:

- English I, English II,

- Algebra I
- Biology,
- US History

To graduate under STAAR, a student must achieve a cumulative score from each foundation content area (English/language arts, mathematics, science, and social studies) that indicates satisfactory performance.

Students taking the STAAR assessment will receive a report indicating their level of performance on the assessment (both raw score and scale score) and whether they demonstrated the performance level required to indicate college and career readiness. In addition, students graduating under the distinguished achievement program must meet or exceed the college- and career-readiness performance standard on Algebra I and English III as part of their assessment graduation requirement. Those students who meet the college- and career-readiness performance standards for English III will be exempt from the Texas Success Initiative testing requirement in that content area.

A student's score on each assessment is worth 15% of the final grade for the course. A student may retake an assessment as many times as necessary to improve his or her score and cumulative average; however, the school is not required to use the student's performance on the subsequent administration or administrations of the assessment instrument to determine the student's final grade for the course. If a student is in a special education program, the student's Admission, Review, and Dismissal ("ARD") Committee must determine whether any allowable modification is necessary in administering an assessment instrument to the student.

Alternative Assessment

Students with disabilities who are receiving special education services in grades 6–11 and who are exempt from STAAR in one or more subject areas will participate in state-approved assessment instruments in the applicable subject(s).

TELPAS

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

Special Programs

Bilingual/ESL Services

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

Special Education Services

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

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

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

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from the Special Education Director or at the Texas Education Agency Special Education Website: <http://www.tea.state.tx.us/special.ed/>.

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

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

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

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

The designated person to contact regarding options for a child experiencing learning disabilities or a referral for evaluation for special education is the Special Education Coordinator.

Section 504 Services

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

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

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

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

Services for Title I Participants

Information regarding the school's Title I program may be obtained from the Head of School.

Tutorials

Tutorials are typically provided upon teacher invitation only. If a student is struggling with a classroom assignment, parents may make arrangements for extra help from a teacher.

Credit and Acceleration by Exam (Middle and High School)

The school uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam. Students in grades six and above will earn credit for a subject upon scoring 90% or above on a Board-approved examination in that subject. If a student is given credit in a subject on the basis of an examination, the examination score will be entered on the student's transcript.

Students in grades 6–12 who have previously taken a course or subject – but have not received credit – may earn credit by passing an exam with a score of at least 70% 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, credits transferred from a non-accredited public or private school, correspondence courses, or independent study supervised by a teacher. The Head of School will determine if a student may take an exam for this purpose.

Students in grades 6–12 who have not received prior instruction in a course or subject area may earn credit by passing an exam with a score of at least 90% on the essential knowledge and skills defined for that course or subject. The Head of School will determine if a student may take an exam for this purpose.

Classification of Students (High School)

The classification of a student depends upon the number of credits earned and not the number of years spent in high school. After the ninth grade, students are classified according to the following schedule:

- Sophomore: 6 completed units of credit
- Junior: 12 completed units of credit
- Senior: 18 completed units of credit

Dual Credit Programs (High School)

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit is also known as concurrent enrollment.

A student is eligible to enroll in dual credit courses in the 11th or 12th grade if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the Texas Success Initiative as set forth in section 4.57, Texas Administrative Code, on relevant section(s) of an assessment instrument approved by the State Board of Education; or
- Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in section 4.54, Texas Administrative Code.

An 11th grade student is also eligible to enroll in dual credit courses if he or she:

- Achieves a score of 2200 on mathematics and/or English Language Arts with a writing subsection score of at least 4 on the tenth grade STAAR relevant to the courses to be attempted; or
- Achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on critical reading and/or mathematics test relevant to the course(s) to be attempted; or
- Texas Success Initiative Accuplacer Math 356, Reading 355 and Writing 5 essay or 4 with 363 multiple choice
- Achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics and English.

Students may not enroll in more than two dual credit courses per semester. A student may be exempt from this requirement only through approval by the Head of School and the Chief Academic Officer of the participating college if the student demonstrates outstanding academic performance and capability.

Courses may be taken on campus during the school day or at the college campus. In order to receive the high school credit portion of dual credit, the course grade must be at least a "C".

Honor Graduate Certificate (High School)

The Texas Education Agency allows each public high school in Texas one "Honor Graduate Certificate." This certificate will be presented to the highest-ranking graduate in the senior class. The recipient of this honor must:

- Be enrolled in the school for a minimum of three consecutive calendar semesters prior to graduation and meet state and school attendance requirements;
- Graduate under either the Recommended or Distinguished Graduation Program; and
- Be the highest-ranking graduate with the highest GPA of all students meeting these criteria, with not less than a cumulative 3.7 GPA. Under no condition will the GPA be rounded up.

All calculations for this honor will be conducted at the end of the Spring semester (before graduation) each school calendar year. An eligible student must have attended at least one of the calendar semesters during the school year that the honor is granted.

High School Graduation Standards

To receive a high school diploma, a student must successfully complete the required number of credits, pass a statewide exit-level exam, and meet all attendance requirements. A student with disabilities who is receiving special education services may be permitted to graduate under the provisions of his or her Individualized Education Plan. See "Students with Disabilities," page 34.

Valedictorian/Salutatorian (High School)

Selection method to determine the valedictorian for a graduating senior class:

1. The student who is selected as the highest-ranking graduate eligible to receive the Honor Graduate Certificate and Declaration will also serve as valedictorian.
2. In the event no student meets the criteria to receive the Honor Graduate Certificate, a valedictorian will be selected who meets all of the following criteria:
 - a. The student must have been enrolled with the school campus for no less than three calendar semesters or all semesters the school has been opened if less than three calendar semesters; and
 - b. By the date of graduation the student must have met all Texas State Graduation Requirements applicable to him/her including meeting all state assessment requirements; and
 - c. The student with the highest cumulative grade point average graduating under the Recommended or Distinguished Program will be selected as valedictorian, with the second ranking student serving as salutatorian. Under no circumstance will a student with a higher GPA who is graduating under the Minimum Graduation Program rank higher than a student graduating under the Recommended or Distinguished Program; or
 - d. In the case where no students are graduating under either the Recommended or Distinguished Program, the student with the highest cumulative grade point average out of all graduating seniors will be selected valedictorian, and the student with the next highest GPA will serve as salutatorian.

All calculations for this honor will be conducted at the end of the spring semester (before graduation) each school year. An eligible student must have attended at least one of the calendar semesters during the school year that the honor is granted. Grade Point Average will be calculated in accordance with the existing policy adopted by the Board of Directors.

College Days (High School)

High school students who meet the following criteria will be allowed to have two excused days of absence for

a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must have passed the required parts of the TAKS test for the previous year.
- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.
- The student must be passing all course work.
- The student must have no truancy or other attendance problems.

Students 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 student 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.

Computer Resources

To prepare students for an increasingly computerized society, the school has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students with access to the school's computers and their parents are required to sign and follow the Student Acceptable Use policy found at the back of the Handbook. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mails sent from or received on school computers, are not private and may be monitored by school staff.

SECTION IV: STUDENT CODE OF CONDUCT

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. This includes an appreciation for the rights of others. Treetops is committed to helping every student fulfill his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, Treetops has established this Student Code of Conduct ("the Code"). The Code outlines prohibited behaviors and consequences for such behavior. The school has the responsibility and authority to enforce the Code, question students, counsel them, and assign discipline when appropriate.

The Code does not define all types and aspects of student behavior. The Board of Directors may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, the Head of School may establish certain rules and regulations not inconsistent with those established by the Board.

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 students is prohibited.

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

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

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

When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior and consequences.

Jurisdiction

The school may discipline a student:

1. For any violation of the Code committed while a student is
 - a. On school property;
 - b. In transit to and from school;
 - c. Attending any school-related or school-sponsored activity, so long as the student is under the direction of a school employee;
 - d. On the school property of another Texas school district;
2. Attending another district's school-sponsored or school-related activity;
3. When a school employee or volunteer is a victim of retaliation no matter when or where it takes place; or
4. When a felony is committed, as provided by Texas Education Code §§ 37.006, 37.0081.

Note

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

Discipline

A student's attitude toward school will play a large role in determining how well he or she does in school. The

primary purpose for coming to school should be to grow through classroom and extracurricular activities. Students must remember that they are responsible for their own actions and be willing to accept consequences for unacceptable behavior. Students are accountable for their behavior on the way to and from school and during any school sponsored activities.

School personnel may counsel students any time regarding their behavior. Students should accept this advice and understand that it is provided as a means to help them grow. No student has the right to impede the education of another student.

It is important that parents strive to work with their children and the school personnel in establishing clear expectations for student behavior. The staff has a systematic discipline plan, which will be reviewed with the students the first day of class and reiterated throughout the school year. Every effort will be made to develop positive consequences, which can be applied to individual students as well as classrooms. Consistency is important. The overall plan will establish firm and consistent limits for students and established a positive educational environment for both the student and the teacher. Generally, the following levels will be used to determine consequences for disregarding classroom rules:

1. Warning from teacher or staff member.
2. Discipline from classroom teacher.
3. Teacher discipline and parent notification.
4. Coordinator's discipline and parent notification.
5. Head of school discipline and parent notification.

Code of Conduct Violations

Abuse

Action or threats of action that constitute verbal or physical abuse of any employee or volunteer of the school by a student or any other individual will not be tolerated.

Academic Dishonesty

Students found to have engaged in academic dishonesty and shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes, but is not limited to, cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student 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 students.

Alcoholic Beverages

Any student 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 Student Code of Conduct. An "alcoholic beverage" means any beverage containing alcohol, including wine or beer. A student is considered "in possession" if he or she has contact with the alcohol regardless of the amount of time it is in the student's possession. If a student 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."

Bomb Threats

Any threat of this type will not be tolerated. A student 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 Head of School shall take steps to maintain acceptable student conduct while riding a vehicle to a school-related event. Violations include, but are not limited to fighting, gross insubordination, and other acts that may cause a safety hazard.

Threats

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

expulsion.

Electronic Devices

Students are not permitted to possess electronic devices (e.g., electronic games, iPod and mp3 players, pagers, radios, cameras, etc.) at school. School staff will collect the items and turn them into the school office.

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.

Electronic Equipment in the Classroom

Students 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 videotaping 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

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

Gang-Free Zones/Gang Activity

Any student found to have engaged in organized criminal activity, gang-related, and other criminal acts will be subject to appropriate disciplinary action. Student 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.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassing behavior directed toward another student. See "Freedom from Discrimination, Harassment, and Retaliation," page 25.

Harmful Drugs

Any student 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 Student Code of Conduct. A student 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 student's possession. If a student becomes in possession of one of these substances, he or she needs to immediately inform an adult on campus. Those students 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 Student 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 student may not keep in his or her possession any medication, even medication for which he or she has a prescription. See "Administration of Medication," page 23. Failure to comply may result in Level II discipline. The only exception to this policy is doctor-prescribed asthma medication. See "Asthma and Anaphylaxis Medication," page 24.

Bullying

A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a bullying incident will be subject to discipline. See "Freedom from Bullying," page 27.

Inappropriate Sexual Conduct

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

Sexual Harassment

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or school staff. See "Freedom from Discrimination, Harassment, and Retaliation," page 25.

Tobacco

Matches, lighters, etc. are not permitted at school or at school-related functions. A student 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 student's possession. If a student becomes in possession of tobacco or a tobacco product, he or she needs to immediately inform an adult on campus.

Weapons

A student 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 student is considered "in possession" if he or she has contact with a weapon regardless of the amount of time it is in the student's possession. If a student 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. Air gun;
2. Any object used in a way that threatens to inflict bodily injury on another person;
3. BB gun;
4. Chains;
5. Chemical dispensing device (such as mace or pepper spray);
6. 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;
7. Explosive weapon;
8. Firearm ammunition;
9. Firearm silencer;
10. 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;
11. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
12. Location restrictive knife: or hand instruments designed to cut or stab, daggers, bowie knives, swords and spears.
13. Knuckles (i.e. brass knuckles);
14. Pellet gun;
15. Razors (including box cutters);
16. Stun gun;
17. Toys that imitate weapons ("look alikes"); and
18. Zip gun.

Offenses and Consequences

Corporal punishment is never an acceptable form of school discipline.

Level I Offenses

Prohibited Conduct

1. Accessing restricted areas – i.e., using classrooms without teacher permission or removing items from a teacher's desk.
2. Accumulating four offenses within a period of 45 rolling school days.
3. Computer systems violations, including violations of the Acceptable Use Policy found on page 58.

4. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person.
5. Failure to attend class or tutorial sessions.
6. Failure to complete assigned homework.
7. Failure to comply with directives of school staff (insubordination).
8. Failure to comply with school dress and grooming code policies.
9. Failure to report harassment or bullying of students.
10. Inappropriate physical contact not defined as a Level II or III offense.
11. Oral or written offensive language directed toward other students or school staff.
12. Parking or vehicle operation infractions.
13. Persistent tardiness.
14. Possessing matches, lighters, etc.
15. Possession of any electronic devices (i.e., CD players; MP3 players; iPod; Game Boys; Nintendos; or other video, listening, or entertainment device) during school hours.
16. Posting materials or holding student gatherings without administrative approval.
17. Profanity or obscene gestures directed toward other students.
18. Use any telecommunications or other electronic device during school hours without permission.
19. Use of a skateboard, scooter, and/or roller blades while on school property.
20. Verbal harassment or bullying of students.
21. Verbal or written abuse – i.e., name-calling, racial or ethnic slurs, or derogatory statements – that disrupt the school environment.

Disciplinary Consequences

1. Assignment to Detention or Work Detail: The student is assigned to detention or up to an hour of work detail.
2. Classroom management techniques.
3. Closure from Activities: The student is temporarily suspended from attending or participating in school activities, including sports, club activities, dances,, eligibility for seeking and holding honorary offices, and field trips.
4. Closure from Classes: The student is temporarily removed from one or more classes, but remains at school. The student may receive other disciplinary actions, including detention or suspension.
5. Conference: A formal conference is held between the student and one or more school officials.
6. Confiscation of cell phones or other electronic devices.
7. Cooling-off time or "time-out."
8. Detention.
9. Grade reductions for academic dishonesty.
10. In-school suspension.
11. Informal Talks: A teacher or school official will speak with the student to try and reach an agreement regarding how the student should behave.
12. Parent Involvement: A conference between the student, parent, and appropriate school official(s) may be held.
13. Restitution or restoration, if applicable.
14. Seating changes within the classroom.
15. Temporary confiscation of items that disrupt the educational process.
16. Verbal correction.

Level II Offenses

Prohibited Conduct

1. Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
2. Academic dishonesty.
3. 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.
4. Causing an individual to act through the use of threat of force (coercion).
5. Engaging in any conduct that constitutes sexual harassment. See "Freedom from Discrimination,

- Harassment, and Retaliation," page 25.
6. Engaging in conduct that constitutes dating violence. See "Dating Violence," page 26.
7. Failure to comply with conditions of in-school suspension placement.
8. Failure to comply with school medication policies. See "Administration of Medication," page 23.
9. False accusations of conduct that would constitute a misdemeanor or felony.
10. Falsification of school records.
11. Fighting.
12. Gang activity.
13. Interference with school activities or discipline.
14. Leaving a classroom, school property, or school-sponsored events without permission.
15. Making an obscene gesture.
16. Persistent Level I offenses.
17. Physical harassment or bullying of students. See "Freedom from Bullying," page 27.
18. Possessing a look-alike weapon (any device designed to appear to be a firearm or other weapon).
19. Possessing ammunition.
20. Possessing drug paraphernalia.
21. Possessing or using fireworks or other explosive devices.
22. Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual nature in any media format.
23. Possession of a stun gun, mace, or pepper spray.
24. Refusing to allow student search.
25. Refusing to give a cell phone or other electronic device to school staff upon request.
26. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with students.
27. Use of profanity or vulgar/offensive language.
28. Willful destruction of school property or property belonging to another student or a school employee/volunteer.

Disciplinary Consequences

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

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

Level III Offenses

Prohibited Conduct

1. Aggravated assault.
2. Aggravated kidnapping.
3. Aggravated robbery.
4. Aggravated sexual assault
5. 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.
6. Arson.
7. Arson.
8. Assault.
9. Burglary of a motor vehicle on campus.
10. Capital murder.
11. Commission of a felony offense listed under Title 5, Texas Penal Code.
12. Conduct punishable as a felony.
13. Criminal attempt to commit murder or capital murder.
14. Criminally negligent homicide.
15. Deliberate destruction or tampering with school computer data or networks.
16. False alarm or report.
17. Felony criminal mischief against school property, another student, or school staff.
18. Gambling.

19. Gang activity (violent).
20. Inappropriate sexual conduct.
21. Indecency with a child.
22. Indecent exposure or inappropriate public displays of affection, including kissing, hugging, physical conduct, etc.
23. Issuing a false fire alarm.
24. Manslaughter.
25. Murder.
26. Persistent Level I offenses.
27. Persistent Level II offenses.
28. Possessing, selling, distributing, or being under the influence of any drug or look-alike substances, drug paraphernalia, non-approved prescription or over-the-counter medication.
29. Possessing, selling, distributing, or being under the influence of alcohol.
30. Possessing, selling, or distributing any tobacco or tobacco products.
31. Public lewdness.
32. Required registration as a sex offender.
33. Setting or attempting to set fire on school property (not arson).
34. Sexual abuse of a young child or children.
35. Sexual assault.
36. Targeting another individual for bodily harm.
37. Theft (stealing property belonging to the school or another person).
38. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.
39. Verbal or physical threats or actions against school employees.

Disciplinary Consequences

1. Out of school suspension for five–ten days.
1. Expulsion.

Conferences, Hearings and Appeals

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

Process for Suspensions Lasting Under Five Days

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

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

Prerequisites to Suspension

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

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

Notification to Parents/Guardians

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

Credit During Suspension

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

Process for Suspensions Over Five Days/Expulsion

Notice

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

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

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

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

Hearing Before Head of School

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

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

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

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

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

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

Appeal to the Board of Directors

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

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

No Credit Earned

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

Emergency Placement and Expulsion

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

Placement of Students with Disabilities

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

Suspension/Expulsion Requirement

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

Gun-Free Schools Act

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

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

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

SECTION V: ESPECIALLY FOR PARENTS

Your Involvement as a Parent

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

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides.
2. Becoming familiar with all of your student's school activities and academic programs, including special programs, offered in the school. Discuss with the teacher or Head of School any questions you may have about the options and opportunities available to your student.
3. Monitoring your student's academic progress and contact teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed.
5. Becoming a school volunteer or participating in campus parent organizations.

Parental Notifications

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

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

Class Celebration

Parents are encouraged to assist teachers and other school staff in planning parties for students during scheduled events.

Parents are not permitted to plan surprise parties for their children at school. Students may pass out invitations to private parties while at school **only if the entire class receives an invitation.**

Notification of Teacher Qualification

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

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

Parent and Student Complaints and Concerns

Students or parents who have a complaint should request to meet with the individual involved to try and resolve any concerns. If an informal resolution is not reached, student and/or parental complaints shall be submitted in writing on a form provided by the school. Copies of documents that support the complaint shall be attached to the complaint form or presented at the Level One conference. After the Level One conference, no new documents may be submitted unless their existence was unknown to the complainant before the Level One conference. A complaint that is incomplete may be dismissed.

For purposes of this policy, “days” shall mean calendar days and announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision.

Level One

The student or parent shall request in writing a conference with the Head of School within seven days from the time the event(s) causing the complaint were or should have been known. Following a conference, the Head of School shall have seven days to respond.

Level Two

If the student or parent are not satisfied with the Level One decision, or if no decision is provided, the student or parent may submit to the Head of School or designee in writing a request for a hearing before the charter-holder Board of Directors. The request must be filed within seven days of the Level One decision or the response deadline if no decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors shall hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and the school will be considered. An audiotape recording of the hearing shall be made.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the Level One decision shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

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

Parent/Teacher Conferences

Parents may schedule conferences with teachers through the faculty e-mail system or by leaving a voicemail for a teacher. Conferences will be held with the parent, teacher, and grade cluster coordinator. Students may attend the conference only when invited by the teacher.

School Website

If you have access to the internet, please check the school website www.treetops.org regularly, as it is your best source of information regarding classroom activities and school functions. Additionally, faculty members have individual web pages that contain monthly lesson plans. This Handbook is also located on the school website.

Surveys and Activities

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

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

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

Teacher Contact

Please e-mail your child's teacher or call the office and leave a message on the teacher's voicemail if you have a question about your child's progress. Teachers will check their voicemails and emails each day during their planning period. Please **do not** stop a teacher in the parking lot during drop-off and pick-up times, and **do not** enter a teacher's classroom for an unscheduled conference.

Volunteering at School

Volunteers perform essential functions for our school program. Parents are encouraged to volunteer 60 hours per year to help facilitate a healthy learning environment. Volunteers assist the school by listening to individual students or small groups of students read; tutoring; assisting teachers with cleaning classrooms and restrooms' and providing transportation for field trips.

All volunteers must submit to a criminal background check and display a visitor's badge while on campus. Parents are asked to complete and return a volunteer/co-op form each time they participate in a school activity so that the school may keep track of volunteer hours. Volunteer hours may roll over to the next year. These hours may also be donated to another family.

Parents with questions or concerns about the school's volunteer program should e-mail the Volunteer/Co-Op Coordinator, Ms. Renee Dulock, at reneedulock@treetops.org. reneedulock@treetops.org.

SECTION VI: IMPORTANT NOTICES

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

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

The Right to Inspect and Review

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

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

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

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

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

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

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

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

The Right to Consent Prior to Disclosure

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the school as an administrator, supervisor,

instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, the school discloses education records without consent to officials of another open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The Right to File a Complaint

Parents and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. These complaints should be addressed as follows:

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

Access to Medical Records

Parents are entitled to access their students' medical records.

Notice for Directory Information

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

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

- Student's name;
- Student's address; and
- Student's telephone listing.

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

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

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

You have the right to choose whether your student's information is released or not. Please check a box in the appropriate column below and return this form to your student's school no later than the end of the first week of instruction after the student is enrolled. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs, and consent to release directory information to the military (grades 9–12 only).** If you do not wish to allow disclosure of this information, please return this form directly to the school either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

INFORMATION ABOUT THE MILITARY

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks Box C in the high school portion of this form. The military typically requests this information in the Fall semester of each academic year. **If you do not want information to be released to the military, you must return this form by October 1st in order to ensure that your preferences are entered in time.** Parents, guardians and eligible students are encouraged to remember that checking Box C means that the school will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the school.

ALL STUDENTS	ALL STUDENTS IN GRADES 9–12
<p>PLEASE MARK EACH APPLICABLE SPACE:</p> <p>A. _____ I do NOT consent to the release of directory information about the student named below outside Treetops School International to sources such as an institution of higher education or newspapers and other media, except as authorized by law.</p> <p>B. _____ I do NOT consent to the release of photographs or directory information within Treetops School International for publications and other materials such as yearbooks, rosters for sports information, programs or articles.</p>	<p>RELEASE TO MILITARY:</p> <p>C. _____ I do NOT consent to the release of the above directory information to the military about the student named below.</p>

PRINT Student's Full Legal Name

Students Signature & Date of Birth (month/day/year)

PRINT Parent/Guardian/Full Legal Name

Parent/Guardian Signature

 Date (month/day/year)

Student Acceptable Use Policy

Technology Mission Statement

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

Instructional Resource

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

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

Student Safety

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

Purpose

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

User Responsibilities

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

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

Policy – Terms and Conditions

Acceptable Use

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

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually

oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Monitored Use

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

Vandalism

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

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

Network Etiquette

Each network user is expected to:

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

Consequences

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

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the administration.
3. Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
4. Expulsion may be considered in instances where students have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

Treetops School International

Acceptable Use Agreement Acknowledgement Form

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

Student Name

Student Signature

Date

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

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

Parent/Guardian

Date

Treetops School International

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

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

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

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

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

SIGNATURE LINES AND DATES.

_____ Date: _____
(Signature of student)

(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

Treetops School International

Student/Parent Handbook

Acknowledgment and Approval of Student/Parent Handbook

My signature below acknowledges that I have received and agree to abide by the Treetops School International Student/Parent Handbook, that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled at the school, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

Student Name: _____ (Please Print)
Last First MI

Grade: _____

Student Signature Date

Parent/Guardian Signature Date

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

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

TREETOPS SCHOOL



Chromebook Guide

The policies, procedures, and information within this document apply to all Chromebooks used at Treetops School.

July 2017

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Program Goal

The goal of the 1:1 Chromebook program at Treetops is to create a learning environment that is consistent with advances in technology and facilitate resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

What is a Chromebook?

A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional Laptops.



Receiving your Chromebook

Chromebooks will be distributed during select dates in September. **Parents and students must sign and return the Chromebook Agreement before a Chromebook will be issued the child.**

Training

Students will be provided with a brief overview of how to log in to the device and access Google Drive and Gmail. Training documents will be available online for students to refer to when needed.

Return

While enrolled at Treetops School, the District maintains the ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection.

The Chromebook will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. The student's failure to return the equipment in a timely manner will be considered unlawful appropriation of District property.

Using your Chromebook*Grades K-4 At School*

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

Students are to pick up his/her issued Chromebook from his/her designated Chromebook slot in the Chromebook Cart every morning. They are also required to return his/her Chromebooks before their last seated class and PLUGGED IN FOR CHARGING at the end of the day. STUDENTS ARE RESPONSIBLE FOR PLUGGING IN CHROMEBOOKS WHEN RETURNING THE DEVICE.

The Chromebooks are also to be returned to his/her designated slot during lunch. The devices are not to be allowed out during lunch unless authorized by the Campus Principal and in agreeance with the Technology Department.

Grades 5-12 At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

Students are to pick up his/her issued Chromebook from his/her designated Chromebook slot in the Chromebook Cart every morning. **They are also required to return his/her Chromebooks before their last seated class and PLUGGED IN FOR CHARGING at the end of the day. STUDENTS ARE RESPONSIBLE FOR PLUGGING IN CHROMEBOOKS WHEN RETURNING THE DEVICE.**

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired at school. A limited number of “loaner” Chromebooks are available so a loaner cannot be guaranteed.

At Home

At this time, Treetops is **NOT** going to allow Chromebooks to go home. All Chromebooks are to remain on campus.

Sound

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes. Students are encouraged to have earbuds available for use for when sound is required.

Printing

At this time printing from a Chromebook is available at school, but can be subject to shutdown if printing becomes misused. If printing is unavailable then the assignment needing to be printed will be performed by the teacher requiring the printing. This can be done by sharing the document with the teacher through Google Docs.

Managing your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible for the student from any computer with internet access. Some files may be stored locally, but that is discouraged.

- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the Office and logged for repair. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability).

General Precautions

- No food or drink should be placed next to the Chromebook.
Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Objects (light or heavy) should never be placed on top of the Chromebooks
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.
- Students should never disassemble the Chromebooks and attempt their own repairs.
- The Chromebook should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, marking, engraving or otherwise defacing the Chromebook or case, if one is given, is not allowed and will result in loss of privileges and disciplinary consequences.

Cases

- Each Student may be issued a protective case for his/her Chromebook if the device is going home with the student. This case should be used whenever the Chromebook is being transported or not in use.
- Students must use the “district-issued” case for their Chromebooks or a personally owned case of their choosing.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the responsibility of the student to care for and protect his/her device.

Charging

- It is the **responsibility of the student** to ensure that his/her Chromebook is fully charged daily for school use. (Carts are available for chromebooks staying at school.)
- Devices may also be charged at Lunch, but are not required. It is encouraged to charge during lunch to ensure a full day of use if the devices are being used frequently.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes, but is not limited to, books, musical instruments, and sports equipment.
- Do not store the Chromebook with the screen open.
- Do not place anything in the protective cases that will press against the cover.
- Makes sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a District Asset Tag.
- Asset tags may not be modified or tampered in any way while the student is enrolled in the Treetops School.

Storing Your Chromebook

- When students are not monitoring his/her Chromebooks, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include school grounds, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, cars, or any other area that is not locked and secured or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal.
- The District is not responsible for the safekeeping and protection of Chromebooks that are not secured in the assigned carts in the designated areas.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

The district does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

The District utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and internet connection, will have internet activity filtered and monitored. Despite the filter, District cannot guarantee that all controversial or inappropriate materials will be blocked.

Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

Personalizing your Chromebook

Students may add appropriate applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Treetops Electronic Communication System. Currently, only approved apps can be downloaded from the Chrome Store and Google Play for Education.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at school. Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing or Replacing your Chromebook

Vendor Warranty

- Chromebooks include a three year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.

Protection Plan

“Protection Plans” are currently not available at Treetops. Treetops does not cover for the loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and/or abuse. Replacement is at the discretion of the principal. Treetops does not charge a usage fee for the chromebooks. If your Child’s Chromebook is properly cared for, he/she will not have to pay any money out of pocket for the use of the device. The below chart shows current cost of complete replacement of equipment if the items are unusable due to misuse, neglect, intentional damage, or loss.

Incident	Damage	Complete Chromebook Replacement	Charger Replacement Only	Case Replacement Only
Any Replacement	Misuse, Neglect, Intentional Damage or Loss	\$280	\$45	\$10.00

Repair Procedures and Cost

- Students who need to have their Chromebook repaired or replaced should leave the device with the designated school employee at each campus to be logged for repair.
- The employee will document the issue for the technology department. The technology department will collect the device for repair.
- If one is available, a loaner Chromebook will be issued to the student. If repair is needed due to malicious damage, the school may refuse to provide a loaner or reissue a Chromebook.
- Students will be notified by Electronic Mail when their Chromebook has been repaired. Repaired Chromebooks can be picked up at the designated area at each campus. If a loaner is not available, then the student will be notified that their computer has been repaired.
- A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.
- **Cost for repairs of the Chromebook due to accidental damage will be charged to the student. First Repair will cost the student \$45.00. Second repair will cost \$75.00. The Third repair be the cost to replace the Chromebook. Cost for intentional damaging a Chromebooks with instantly be the cost of replacement of the Chromebook. (Average Cost of Chromebooks are \$280.00)**

at 100% of the repair cost. Warranty repairs or hardware failures not due to misuse will be repaired at no cost to the student.

Digital Citizenship

District-issued Chromebooks should be used for educational purposes and students must adhere to the Treetops Authorized Use Policy as well as related policies and procedures at all times when using Chromebooks.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself** - Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. **Protect Yourself** - Ensure that the information, images and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. **Respect Others** - Show respect to others. Do not use electronic medium to antagonize, bully, harass, or stalk people.
4. **Protect Others** - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. **Respect Intellectual Property** - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. **Protect Intellectual Property** - Do not use pirated software or distribute music or media in a manner that violates license agreements.

Related Documents

Chromebook Agreement

ECS Agreement

Google Apps for Education Permission

Form Date : 7/2/17

TREETOPS School Chromebook Agreement

2017-2018

I acknowledge that we have received the following documents and will ensure that we have read and understood them, in full, prior to my child receiving their Chromebook.

- Treetops School Chromebook Guide
- Treetops School Chromebook Agreement
- Treetops School ECS

Treetops School has inspected and confirm that the Chromebook issued is in good working order unless otherwise indicated.

I understand that, at all times, legal title to the equipment is maintained by Treetops School ("District") and is being loaned to the student for educational purposes for the academic school year.

The student's right of possession and use is limited to and conditioned upon the student's complete compliance with this Agreement, all applicable Board Policies and the Acceptable Use Policy.

Student Agreement

As a student, I agree that I will:

- Use my Chromebook for educational purposes.
- Follow the procedures and policies outlined in the Chromebook Guide and Treetops School Acceptable Use Agreement both at school and at home.
- Protect my Chromebook by carrying it securely in my district-issued carrying case (if applicable) and preventing careless or malicious damage.
- Care for the equipment and ensure that it is maintained in accordance with manufacturer's instructions. (Found Under Technology on the AISD Website)
- Never leave my Chromebook unattended in an unsecure or unsupervised location.
- Plug in my Chromebook when returned to cart each day.
- Promptly report all damages to or issues with my Chromebook to the designated employee.
- Never alter or attempt to change the management settings on my Chromebook or delete school-supplied software.
- Never share my Chromebook with other students or individuals.
- Never apply any marks, stickers, or other decorations to my Chromebook.

- Return my Chromebook to the school if allowed to bring device home on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. The failure of the student to return the equipment in a timely manner will be considered unlawful appropriation of District property.
- Maintain the equipment in a manner to protect it from harm, including: not leaving the equipment exposed to direct sun for extended periods of time; avoiding dropping, throwing, or otherwise recklessly handling the equipment; not using the equipment in close proximity to food or drink, or otherwise placing the equipment in proximity to substances, such as liquids of any sort, potentially harmful to the equipment. I further agree to abide by any manufacturer recommendations which may be contained in the owner's manual, which can be located on Treetops's Website under Technology. I represent that I have been provided an opportunity to review the owner's manual and agree to abide by the manufacturer's recommendations contained therein.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations.

Parent Agreement

I understand that the responsibility of the family include:

- Ensuring my child meets the expectations outlined in the Chromebook Guide and the Treetops School Acceptable Use Agreement.
- Protecting the Chromebook, within reason, against damage, loss or theft while it is at home (if allowed to bring home) or outside of school.
- Ensuring my child reports damage to the designated school employee promptly.

In consideration of the privileges and opportunities afforded by the use of AISD technology resources by the student, I hereby release the AISD, its employees and directors from any and all claims of any nature arising from the use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I agree to indemnify the District from any claim occurring during or resulting from the possession or use of the Chromebook, by student including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to the student's use of the Chromebook and any claim of misuse of the equipment, including, but not limited to any claims which may arise from "cyber--bullying" or placing, receiving, or sending inappropriate issues or messages. However, if the student is deemed by the District to have used the equipment to

violate Board Policies, I agree that the District can, among other disciplinary and preventative acts, seize the Chromebook and deny the student further access to the same.

I also understand that it is impossible for Alvord School District to restrict access to all controversial materials and I will not hold the District responsible for materials accessed with a District Chromebook.

I accept full responsibility for the use of the Chromebook while not in a school setting and understand that the Chromebook use by my child is subject to the same rules and requirements when used off-campus. I understand that the Chromebook privileges by my child may be suspended or revoked for violation of this agreement.

THE DISTRICT MAKES NO WARRANTY WITH REGARD TO THE SERVICE OR EQUIPMENT. OTHER THAN MANUFACTURER'S WARRANTIES, THERE ARE NO WARRANTIES EITHER EXPRESS OR IMPLIED WHICH ACCOMPANY THE EQUIPMENT OR SERVICES PROVIDED. ALL WARRANTIES ARE HEREBY DISCLAIMED BY THE DISTRICT AND WAIVED BY USER TO THE FULLEST EXTENT ALLOWED BY LAW, INCLUDING BUT NOT LIMITED TO, ANY AND ALL EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY, HABITABILITY, CONDITION, FITNESS FOR A PARTICULAR PURPOSE, AND WORKMANSHIP.

CAREFULLY READ THIS RELEASE AND INDEMNITY AGREEMENT. IT INCLUDES A RELEASE OF CLAIMS AGAINST THE DISTRICT AND ITS BOARD OF TRUSTEES, EMPLOYEES, AGENTS AND VOLUNTEERS, (CUMULATIVELY THE "DISTRICT") INCLUDING A RELEASE OF CLAIMS CAUSED BY THE NEGLIGENCE OR STRICT PRODUCTS LIABILITY OF THE DISTRICT. IN CONSIDERATION OF THE RECEIPT OF THE EQUIPMENT AND OPPORTUNITY TO USE THE SAME, ON BEHALF OF MYSELF AND, IF THE STUDENT IS UNDER THE AGE OF 18, THE STUDENT, I AND THE STUDENT RELEASE AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT FOR ALL CLAIMS, DAMAGES, DEMANDS, OR ACTIONS ARISING FROM, RELATING TO OR GROWING OUT OF, DIRECTLY OR INDIRECTLY, MY POSSESSION OF THE EQUIPMENT, INCLUDING CLAIMS ARISING FROM THE NEGLIGENCE, SOLE OR CONTRIBUTORY, OF THE DISTRICT. THIS RELEASE IS TO BE CONSTRUED AS BROADLY AS POSSIBLE. IT INCLUDES A RELEASE OF CLAIMS AGAINST THE DISTRICT FOR THEIR, JOINT OR SINGULAR, SOLE OR CONTRIBUTORY, NEGLIGENCE OR STRICT LIABILITY, INCLUDING LIABILITY ARISING FROM THE ALLEGED VIOLATION OF ANY STATUTE (OTHER THAN THOSE WHICH PROTECT AGAINST DISCRIMINATION BASED ON RACE, AGE, SEX, OR OTHER CLASSIFICATION WHICH HAS EXPERIENCED HISTORICAL DISCRIMINATION), RESULTING FROM, RELATING TO, OR ARISING OUT OF, DIRECTLY OR INDIRECTLY, MY POSSESSION OF THE EQUIPMENT. KNOWING THIS I ASSUME ANY RISKS.

Insurance Agreement

I understand that Treetops School is currently not requiring an Insurance agreement for use of the Chromebooks. I understand that should damage occur to the Chromebook assigned to my child due to intentional damage, I will be solely responsible for reimbursing the school for repair or replacement costs.

Treetops School Chromebook Agreement

2017-2018

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____

-----FOR DISTRICT USE ONLY-----

Form Processed and Chromebook Issued

IT Signature: _____

Asset Tag: _____

Date: _____

Student Google Apps for Education Permission Form Treetops School

In order to facilitate our district's 21st Century Learning initiative, Treetops School will provide students with Google Apps for Education accounts in grades 2-12. Google Apps for Education includes free web-based programs like document creation tools, shared calendars, and collaboration tools. All of these resources are filtered and restricted according to our district's online policy. This service is available through an agreement between Google and Treetops School; however, according to the Children's Online Privacy Act of 1998, Google does require parental permission for students younger than 13 to use given names in account creation. Google Apps for Education is intended exclusively for educational use; and is the selected medium for our district's curriculum. The teachers of your student will be using Google Apps in the core curriculum for lessons, assignments, and communication. Google Apps for Education is also available at home, the library, or anywhere with internet access. If permission is not given for a child under 13 to have an account based on their given name; then an anonymous login will be created and assigned to the student for participation in online coursework.

Parent/guardian:

_____ I give permission for my child to be assigned a Google Apps for Education account using their given name: *"janesmith@students.treetops.org"*

_____ I do not give permission for my child to be assigned a Google Apps for Education account based on given name; but instead an anonymous account *"student12345@students.treetops.org"*

Student name: _____ Grade: _____

Parent signature: _____

Agreement for Participation in an Electronic Communications System

By signing below, the student agrees to follow the provisions set forth in the attached policies, and understands that violation of these provisions may result in suspension or revocation of the system. This access agreement must be renewed each academic year. This first page is the only form that needs to be returned to the campus office.

STUDENT USE OF TECHNOLOGY AGREEMENT

Student Name (Printed)

Grade

Student Signature

Date

SPONSORING PARENT OR GUARDIAN: USE OF INTERNET AGREEMENT

By signing below, the parent agrees to support the provisions set forth in the attached policies, and understands that violation of these provisions may result in suspension or revocation of system privileges for their student.

In consideration for the privilege of having access to and using the District's ECS and public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

Parent Name (Printed)

Parent or Guardian Signature

Date

OPT OUT

If you wish your student to have access to all of these resources, leave the boxes BLANK. If you want your student to NOT have access, indicate by an X in the box.

- ☐ DISTRICT DOES NOT HAVE PERMISSION TO PUT STUDENT PICTURES ON THE
TREETOPS WEB SITE
- ☐ DISTRICT DOES NOT HAVE PERMISSION TO PUT VIDEOS OF STUDENTS ON THE
TREETOPS WEB SITE
- ☐ DISTRICT DOES NOT HAVE PERMISSION TO PUT SAMPLES OF CLASS WORK AND/OR
PROJECTS ON THE TREETOPS WEB SITE
- ☐ DISTRICT DOES NOT HAVE PERMISSION TO IDENTIFY STUDENT BY NAME IN
PICTURES, WORK, OR PROJECTS ON THE TREETOPS WEB SITE

TREETOPS SCHOOL

ELECTRONIC COMMUNICATIONS SYSTEM ACCEPTABLE USE POLICY

Treetops School offers Internet access for students and teachers primarily for educational purposes that allow access to expert knowledge transmitted through a variety of media. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. This document contains the Acceptable Use Policy (AUP) of the district for using the Treetops Electronic Communication System (ECS or system). The District will provide training in proper use of the ECS which will emphasize the ethical and safe use of the Internet. The District will provide all users with copies of this policy through the student handbook and District's website.

Access to the District's Electronic Communications System shall be made available to students and employees in accordance with administrative regulations and all users are subject to the policies stated within this document. Access to the District's ECS is a privilege not a right. There can be no guarantee of privacy and some sites may contain information that is inaccurate or offensive to some users. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the ECS and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in the matter being turned over to the authorities and criminal prosecutions followed as well as disciplinary action by the District..

The Superintendent or designee will oversee the District's Electronic Communication System. Any violation of the purpose and goal of the District's network is considered inappropriate use. The system's administrators with review by the Superintendent, as needed, will deem what is inappropriate use of the ECS and their decision is final. Additionally, the system administrators may close an account at any time.

Parents of all minor students will have the opportunity to restrict access of their child's access to the Internet or the posting of their images. Failure to actively restrict access will be considered acceptance of ECS usage and consent to post their images.

MONITORED USE

Electronic mail transmissions, Internet browsing and all other use of the ECS by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of the District's system for educational or administrative purposes.

FILTERING

The District will maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors in compliance with the Children's Internet Protection Act (CIPA). All Internet access will be filtered to minors and adults as appropriate on computers with Internet access provided by the school.

System users and parents of students with access to the District's ECS should be aware that despite the District's use of technology protection measures, the Internet is a global network that may contain inaccurate and/or objectionable material. It should also be understood that material objectionable to some individuals may not be objectionable to others and the final determination if necessary will be made by the superintendent and district administration.

SYSTEM ACCESS

- Access to the District's Electronic Communications System is a privilege, not a right.
- All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines.
- Non-compliance with applicable regulations will result in disciplinary action consistent with District policies and regulations.
- Violations of law may result in criminal prosecutions as well as disciplinary action by the District.
- Access to the District's Electronic Communications Systems will be governed as follows:
 1. As appropriate and with the approval of the immediate supervisor, district employees will be granted access to the District's system.
 2. Students in grades PK through 12 will be granted access to the District's system by their teachers, as appropriate.
 3. Students in grades 2 through 12 will be assigned individual accounts as deemed necessary by the technology director or campus designee.
 4. Any system user identified as a security risk or having violated the District and/or campus computer use guidelines may be denied access to the District's system.

SCHOOL CONTROL

- The superintendent and technology director will oversee the District's Electronic Communication System.
- The principal or designee of each campus that affords students telecommunication network access shall cause records to be maintained that include:
 1. A yearly acknowledgement of technology policies signed by a parent or other responsible adult for each student who is afforded telecommunication access; all relevant passwords.

2. A denial of permission for Internet access should parents decline the student's access to such.
 3. Codes, account numbers, etc., provided to such students in connection with telecommunication access.
- The principal or designee is authorized to monitor or examine all system activities deemed appropriate to ensure proper use of the system.
 - The district reserves the right to search the activities on the computer or device of any user of district owned computers or devices when reasonable suspicion dictates the need to do so.

DISTRICT RESPONSIBILITY

The technology director or designee for the District's ECS will:

- Be responsible for disseminating and enforcing applicable District Acceptable Use Policies.
- Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use.
- Ensure that employees supervising students who use the District's ECS provide instruction emphasizing the appropriate use of this resource.
- Ensure that all software loaded on computers is consistent with District standards and needs and is properly licensed.
- Be authorized to monitor or examine all system activities, including electronic mail transmissions and Internet browsing as deemed necessary to ensure proper use of the system.
- Be authorized to maintain a retention schedule for email messages as required by law and to monitor media posting sites utilized by district employees or students as part of their educational experience. Any inappropriate postings will be removed.
- Set limits, if necessary for data storage within the District's system.

SUPERVISING TEACHER

The supervising teacher will have the following responsibilities regarding student usage of the District's ECS:

- Ensure that no student whose parent or responsible adult has denied permission to the Internet is allowed on the District's system. Alternative assignments must be provided for these students.
- Ensure that all students have a properly signed Acceptable Use Form and are aware of the District policy regarding the proper use of the District's Electronic Communication System.
- Provide training if needed to ensure students understand proper uses of the District's ECS and Internet.
- Monitor all students with the expectations that they abide by the District's Acceptable Use Policy.
- Do not leave students alone on computers or send them to classrooms where no supervision is present.

- The supervising teacher will not be responsible or liable for any student misuse by the student of the District's electronic network if said student has not followed the rules established in the District's Acceptable Use Policy.
- Teachers may have classes and/or activities that give students the opportunity to have pictures, announcements and /or examples of student work published on the District's Website. Teachers may publish student images but are responsible for ensuring no images are published in which permission has been denied.

The supervising teacher will not be responsible for any student's misuse of the District's electronic network if said student has not followed the rules established in the District's Acceptable Use Policy.

ACCEPTABLE USE OF DISTRICT'S ELECTRONIC COMMUNICATION SYSTEM

The following standards will apply to all users of the District's Electronic Communications Systems:

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- System users may not use system accounts of another person without written permission from the campus administrator or technology director or their designee, as appropriate.
- The ECS may not be used for illegal purposes, in support of illegal activities, for the purpose of profit, or any other activity prohibited by District policy or guidelines.
- Students may not distribute any home address, phone number, or personal information about themselves or others by means of the ECS.
- System users must purge electronic mail in accordance with established retention guidelines.
- No user will place any copyrighted software or data on any system connected to the District's ECS without written permission from the holder of the copyright.
- No user will plagiarize information received in any form.
- No user will share his/her password with anyone else.
- No user may attempt to circumvent the District's internet filtering process.
- No user may knowingly bring prohibited materials into the school's electronic environment.
- System users may not participate in unlawful online conduct such as but not limited to piracy, and copyright infringement, publishing defamatory information or committing fraud.
- No user may disrupt or interfere with other users, services or the District's technology network, or resources by but not limited to distributing viruses or spam, phishing, attempting to gain unauthorized access (hacking, stealing passwords) to network resources, the distribution of large quantities of information or data that overwhelms the system or any other form of electronic threat.
- System users may not send or post messages on the District's ECS that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, bullying, hate-based, or illegal.
- System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, bullying, racially

unacceptable, or illegal unless it is in the framework of an approved assignment (exception –assignments that are illegal cannot be made).

- Users of the District's ECS are prohibited from sending, sharing, viewing or possessing pictures, text messages, e-mails or other material of a sexual or socially unacceptable nature in electronic or any other form on a cell phone or other electronic device.
- System users may not spoof or pretend to be some else while emailing, posting messages, or creating accounts (e.g. text, images, audio or video).
- System users may not waste District resources related to the ECS.
- Computer games or simulation games are allowed when they are used to enhance current classroom curriculum or for student rewards as deemed appropriate by the classroom teacher and/or the district administration.

Additional acceptable use guidelines may be developed by individual campus or department entities, as may be necessary.

LIMITED PERSONAL USE

- Limited personal use of the ECS by an employee shall be permitted if the use:
- Imposes no tangible cost to the District.;
- Does not unduly burden District computers or network resources;
- Is not used for commercial or political purposes;
- Has no adverse effect on the employee's job performance or on a student's academic performance as determined by District administration.

NETWORK ETIQUETTE

All users will follow the guidelines of network etiquette which includes but is not limited to:

- Using polite responses and appropriate language
- Do not use profanity, vulgarities, ethnic or racial slurs, inflammatory language or any other inappropriate language as determined by school administrators.
- Transmitting obscene or sexually oriented messages, pictures or videos is prohibited.
- System users should be mindful that use of school related electronic resources to send mail or post messages might cause some recipients or other readers to assume they represent the District or school, whether or not that was the intention of the user.

VANDALISM

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's ECS or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

Such prohibited activity includes, but is not limited to, stealing, intentional breaking, and the uploading or creating of computer viruses.

Vandalism as defined above may result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

DISCIPLINE

The guidelines for appropriate use stated in this document are applicable to all use of Treetops School computers and refer to all electronic communication systems and information resources, whether individually controlled, shared, standalone or networked. Disciplinary action for students, staff, and other users, shall be consistent with District policies and administrative regulations. The use of the District's ECS is a privilege and violations in the policies and guidelines stated herein may result in:

- Suspension from the ECS for a period of time;
- Revocation of access privileges/closing system account;
- Assigned to Temporary Alternative Placement;
- Termination of employment ;
- Other school disciplinary or legal action, in accordance with the Treetops School and campus policies and applicable laws.
- Specific disciplinary measures will be determined on a case-by-case basis.

DISTRICT WEBSITE

The District will maintain a District Website for the purpose of informing employees, students, parents and members of the community of District programs, policies, and current activities. Requests for publication of information on the District Web site must be directed in digital form to the designated Webmaster. The technology director will establish guidelines for the development and format of web pages controlled by the district.

No personally identifiable information regarding a student will be published on a web site controlled by the district without written permission from the student's parent or guardian. Only first names will be published for students in grades PK-6 with permission from their parents. First and last names may be used for students in grades 7 through 12 with permission from their parents. No home addresses, phone numbers or other personal information will be used.

STUDENT/CLASS WEB PAGES

Students or classes may establish websites with the approval of the Technology Director and link them to the District's website. However, all material presented on the website must be related to the

educational activities of the student. If the websites express opinions, the following notice must be included: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District." Any links from a student's web page to sites outside the District's computer system must receive approval from the Technology Director.

INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's Electronic Communications System.

As agents of the District, employees shall have limited rights to work they create using the District's Electronic Communication System. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the district.

STUDENT DATA

The educational staff of Treetops School may be given access to student performance data to evaluate for the purpose of instructional decisions that will increase the opportunity for student success. Results of individual student performance on academic skills assessment instruments administered are confidential and may be released only in accordance with the Family Educational Rights and Privacy Act of 1974.

INFORMATION CONTENT/THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the systems of the District should be aware that use of the system may provide access to other electronic communications in the global electronic network that may contain inaccurate and/or objectionable material.

- A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.
- A student knowingly bringing prohibited materials into the electronic environment of the school will be subject to suspension of access and/or revocation of privileges on the systems of the District and will be subject to disciplinary action in accordance with District policies.

DISCLAIMER

- The District's ECS is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including without limitation those of merchantability

and fitness for a particular purpose with respect to any services provided by the ECS and any information or software contained therein.

- The District shall not be liable for the inappropriate use by the user of the District's ECS or violation of copyright restrictions, mistakes or negligence, or costs incurred by the user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District's system will be used only for administrative and instructional purposes consistent with the District's policies with the exceptions noted herein.
- The District assumes no responsibility that the content of any advice or information received by a student or employee from a source outside the Treetops School or that the information or software contained on the system is accurate or will meet the user's needs.
- The district does not warrant that the functions or services performed by, or that the information or software contained on the ECS will meet the system user's requirements, or that the ECS will be uninterrupted or error free, or that defects will be corrected.

SOCIAL MEDIA POLICY FOR FACULTY AND STAFF

The Treetops School realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this aim, Treetops School has developed the following guideline to provide direction for instructional employees and the school district community when participating in online social media activities. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. The Treetops School social media guidelines encourage employees to participate in online social activities. But it is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by Treetops School teachers and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki, podcast or any type of social media.

Personal Responsibility in Use of Social Media such as Facebook, Blogs, Wikis and Twitter

- Treetops School employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards.
- Remember that blogs, wikis, podcasts and all other social media are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.

- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a Treetops School employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Treetops School
- When contributing online do not post confidential student information.
- By posting your comments or having online conversations etc. on social media sites you are broadcasting to the world. Be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- Remember your association and responsibility with the Treetops School in online social environments. If you identify yourself as a Treetops School employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.
- Be cautious how you setup your profile, bio, avatar, etc.

An employee who uses electronic media to communicate with students shall observe the following:

- If an employee chooses to communicate with students via a social network page regarding school matters, the employee must create a professional social network page or account and only communicate through this professional page. The employee must allow district and campus level administrators and parents to access these social network pages or accounts. Treetops employees are prohibited from communication with students through a personal social network

page with one exception. Employees who are also parents of students can “friend” their child or child’s friend from a personal site; but this is not recommended by the district.

- Employees are prohibited from following students on student twitter accounts.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators.
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- The employee will not put up any image of students who have not signed a media release form.
- Respect copyright and fair use guidelines. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate.