



2011 – 2012 Student – Parent Handbook

www.pineywoodsacademy.org

(936) 634-5515 Phone

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Elementary School Day 8:00 -3:20

Secondary School Day 8:00 -3:30

Updated July 2011

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Mission Statement:

The faculty and staff of Pineywoods Community Academy and PARAMUS ECHS exist to prepare students for life; college ready and career ready students who are critical thinkers and problem solvers at home, school, and the future workplace.

Pineywoods Community Academy School Anthem

**In our hallowed halls of learning
Children kind and good
Strive for excellence in knowledge
At dear Pineywoods**

Refrain:

**Lift our voices ever onward
Silver and the blue;
Loyal to our alma mater
Timberwolves be true.**

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ANTI-DISCRIMINATION

All persons must recognize and respect the rights of students as established by federal, state, and school policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in education programs which receive federal financial assistance, as do those of the school. The educational program of the school is nonsectarian and does not discriminate against any student on the basis of race, ethnicity, gender, national origin, religion, disability, sexual preference, academic or athletic ability, or need for special education services academic or athletic ability. Sexual harassment of students by employees of PCA may be actionable under federal and state law as well as subject to strict discipline, including termination of employment. All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student must be brought to the immediate attention of the Title IX Coordinator, **Mr. Delbert Murphy**, at 936-634-5515.

ATTENDANCE

The geographic area of residence for students who may attend PCA is Angelina County. Transfer students from other areas are accepted if space is available following the open enrollment period in February of every year. Students are required to be in attendance 90 percent of the scheduled class time to receive credit for a course. Students can be excused for temporary absences based on personal illness or family emergency. Upon return to school, the student is required to provide the office with proper documentation from a physician and/or parent.

MAKE-UP WORK

Make-up work must be completed within one school day following a one day absence. If a student has been absent two (2) days, or if it is known that a student will be absent at least two (2) days (illness, hospitalization, etc.), a parent may request missed assignments by calling 634-5515. Please allow 24 hours for the assignments to be returned to the secretary in the Registrar's office. The parent must pick up the assignments in the Registrar's office as specified by the secretary. If the student needs books or notebooks, that request should be given to the secretary at the time of the original request for assignments. Failure to pick up requested assignments may result in the loss of the privilege of making such requests in the future. It is the responsibility of the student to complete and turn the assignments prior to requesting additional assignments from the classroom teacher. Students participating in any school-sponsored event will not be counted absent on the day of the event. Students may not participate in school activities on a day they are counted absent. PCA is registered with Angelina County Justice Court for truancy cases.

PARENT'S NOTE AFTER AN ABSENCE

When a student must be absent for the day or leaves before school is dismissed, upon returning to school, should bring a written note from their parent/guardian within 24 hours to request an absence be excused. After 5 days of the absence, no notes will be accepted and the absence is unexcused.

After a secondary student returns to school following an absence, the student must pick up an absentee slip from the office in order to be admitted to class. A student who reports to class without an absentee slip will be given a tardy and sent to the office to pick up an absentee slip.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening, or abusive educational environment. Bullying on PCA Campus will result in disciplinary action.

COMPULSORY SCHOOL ATTENDANCE LAWS

If a student is absent from school three (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six month period:

- 1) the student's parent or legal guardian is subject to prosecution under TEC §25.093
- 2) the student is subject to prosecution under TEC §25.094

It is your duty as a parent to monitor your student's attendance, require your student to attend school and request a conference with a school official to discuss the absences. You are subject to prosecution under §25.093 (b) for failure to require your child to attend school.

A student absent without permission from school, or from any class, will be considered truant and subject to disciplinary action, which includes court actions such as : \$500 fines for each absence, suspension of driver's license a period of one (1) year, twenty (20) hours of community service, and completion of truancy programs. Truancy may also result in assessment of penalties by a court of law against the student and his/her parents.

CLOSED CAMPUS

PCA is a closed campus—students may not leave the campus at any time during the instructional day. Only a parent/guardian or parent's designee may sign out a student from school.

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CO-CURRICULAR ACTIVITIES

Activities that are part of the curriculum program that are designed to stimulate, enrich, and extend the academic experience for students; thus, co-curricular activities are not a privilege but an obligation.

CURRICULUM

PCA builds classroom instruction on the Texas Essential Knowledge and Skills (TEKS) as outlined by the Texas Education Agency and on the official Core Knowledge® sequence.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

Pineywoods Community Academy believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and school employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if 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; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, 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 engage in this behaviors.

HARASSMENT

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a 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; 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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

RETALIATION

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyance from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a school investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

REPORTING PROCEDURES

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other school employee.

INVESTIGATION OF REPORT

To the extent possible, the school will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The school will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the school.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the school's investigation indicated that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

DRESS CODE

The school's dress code is established to teach grooming and hygiene, to instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration or hair style extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operation.

Examples of inappropriate and unapproved choices of clothing, jewelry, body decoration, or hair style include, but are not limited to:

1. Hats, caps, bandanas, **toboggans, or hoods** ; **Hats, caps, bandanas, toboggans, or hoods (hoodies worn on head) taken up by a teacher or administrator will be returned at the end of the day for the 1st offense. Beginning with the 2nd offense and any thereafter; item will be kept in the principal's office until dismissal on the last day of school.**
2. **Tank top or low cut clothing (neck or underarm); shoulder straps less than 2 ½ inches wide;**
3. Clothing that exposes bare midriffs (i.e. crop tops). Top of clothing **MUST** touch bottom of clothing at all times;

4. Exposed body piercing jewelry (Example: nose/tongue, lip or eyebrow, etc);
5. No flip flops, slides, sandals, crocs, etc.;
6. Excessive or distracting makeup/hair color. Your hair color must occur in nature (Examples: brown, black, natural red, blonde, or gray);
7. Racially related symbols, emblems, pictures, words, or slogans;
8. Sagging pants are not allowed. Pants **MUST** be worn on the natural waist at all times.

OTHER DRESS CODE RULES

1. Standardized dress includes solid color navy or khaki (brown or tan) pants, **shorts/skirts/skortis must be knee length** and solid color navy or white polo style shirts; ECHS students may wear navy or white, long or short sleeve, oxford shirts as well.
2. Shoes must have leather soles and be closed toe and closed heeled. (Athletic style shoes); socks will be a solid color in navy, white, brown, or black.
3. Jacket, hooded jackets (hoodies), **or sweaters** must be navy blue or white. Only PCA logos may be on the jackets;
4. Starting at the 4th grade, belts (black or brown) must be worn by boys and girls (when garment requires a belt) and shirts must be tucked inside pants, shorts, skorts and skirts;
5. Appropriate undergarments must be worn;
6. **Shorts, skirts, skorts, and pants may not be made of spandex or other form fitting materials and must have a hemmed bottom. Cut-off jeans, shorts, or skirts are not allowed.**
7. **Jewelry (including earrings, chains, emblems), which is considered to be a safety hazard or a distraction, is not permitted. Jewelry that is considered gang related is not allowed.**
8. **No item shall be worn that will in any way damage school property, create a safety hazard, or create a distraction, such as colored make-up, colored hair spray, paint, markers, etc.**
9. **Metal hair combs, picks, or rakes are not allowed.**
10. **Sunglasses may not be worn at school.**
11. No body-piercing jewelry, accessories, etc. will be allowed. This includes no earrings for male students. **Earrings on males are prohibited. Decorative body piercing is prohibited.**
12. Hair is to be styled and worn in a way as not to interfere with the instructional program. Hair should be clean, combed, and out of the eyes at all times. For male students, hair should not extend below the shirt collar **and must be cut above the eyebrows at all times.** It should not create a health or other hazard to a student's safety or the safety of other students. Sideburns may not extend below the bottom of the ear lobes. **Designs that are cut or shaved into hair are prohibited.**
13. **Beards or mustaches shall not be worn.**
14. **Tattoos may not be exposed and must be covered.**
15. **Students are allowed to wear jeans on Fridays. Jeans must be dark denim with no bleach, rips, or tears. Privilege will be removed after 2nd warning for wearing inappropriate jeans.**
16. **Students are required to wear standard Pineywoods Community Academy polo shirt with khaki jeans or skirt on all field trips and/or college visits.**

If the principal determines a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be subject to appropriate discipline by the school administration. **FINAL DECISIONS ON THE APPROPRIATENESS OF SCHOOL DRESS REST WITH CAMPUS ADMINISTRATION.**

DRIVER LICENSE ATTENDANCE VERIFICATION

To obtain a driver license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the secondary office.

EMERGENCY PROCEDURES

EMERGENCY DRILLS

Pineywoods Academy students, teachers, and employees will participate in drills of emergency procedures according to state requirements. When the alarm is sounded, students should quickly follow the direction of teachers or others in charge in a quiet and orderly manner.

EMERGENCY SCHOOL CLOSING INFORMATION

The Principal shall have the authority to dismiss school for a part of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such actions require the alteration of the annual school calendar, the Principal shall prepare recommendations to the Board for approval of a revised calendar as soon as practicable. Emergency closures for the school will be announced over the radio on KAFX 95.5, KICKS 105.1 and KSWP 90.9. The school will also announce school closing through KTRE (channel 9) and KETK Region 56 television stations.

ENROLLMENT

PCA is a second generation open-enrollment charter school as provided by the Texas Education Code, Chapter 12, Subchapter D, 12.101 (b). We are not obligated to admit students who have been referred to an alternative school setting for discipline infractions. Students with multiple prior discipline problems will have their applications returned. Enrollment is not complete until all application forms have been received in the school office, along with required supporting documentation. Incomplete or falsified applications will be returned. To verify the identity of the student, parents are required to furnish birth certificates AND one or more documents from this list: passport, social security card, driver's license, military ID, hospital birth record, adoption records, or alien registration card.

EQUAL ACCESS

Non-curriculum related student groups, as defined by the Federal Equal Access Act, will be provided opportunity to hold student-initiated, voluntary meetings on school premises during non-instructional times as further defined by the Act. Permitting such meetings does not limit the authority of PCA to assure that the meetings maintain order and discipline; to protect the well-being of students and faculty; to assure that the attendance of students at such meetings is voluntary, not directed, conducted, controlled or regularly attended by non-school persons, and does not materially and substantially interfere with the orderly conduct of educational activities within the school. Groups wishing to qualify for such meetings must submit a written request to the school principal who will establish reasonable rules for the posting of notice of such meetings and may not deny such request on the basis of the religious, political, philosophical, or other content likely to be associated with the group's meeting.

EXTENDED-DAY SERVICES

EARLY BIRDS

PCA provides free early morning supervision for students beginning at 6:30 A.M. in the Timberwolf Café.

AFTER SCHOOL CARE PROGRAM

The after school care program sponsored by the Board of Directors of Pineywoods Community Academy is designed to offer child care supervised by adult school personnel, in a group setting, for students in kindergarten through sixth grade. The after school program does not provide educational services to students and is not intended to be an educational program. Group activities, in which the students will participate, include physical activity, homework, computer time, and play time. The program is funded entirely through fees paid by parents/guardians of children enrolled in the program. No state or federal funds are used to help with the costs of the after school care program.

The program operates from the time of school dismissal until 6:00 P.M. There will be no after school care when there is early release for students. These early release days will be used for staff development. The program will be provided from the first day of school until the last day of student attendance. In addition, there will be no after school care program on days designated for "Staff Development."

Fees collected from the program will be used to pay salaries and purchase materials and supplies necessary for the operation of the after school program. Fees will be required to be paid in advance each week. Checks are to be payable to Pineywoods Academy. No daily enrollment is offered. Children must be enrolled for the entire week. Enrolled students who are unable to attend every day due to illness or other reasons must still pay for the entire week. Days in which students are paid but not in attendance may be carried forward. Short weeks due to holidays or days in which school is not held will be pro-rated or carried forward.

Students in grades Pre kindergarten through sixth grade enrolled at Pineywoods Academy are eligible to enroll in the after school care program. Enrollment in the after school program may be denied or terminated if:

- 1) A student's behavior is so disruptive or dangerous that, even with the provision of reasonable accommodations, continued enrollment poses a significant risk of physical or emotional harm to the students or staff;
- 2) If after one week, the fee for after school care is not paid;
- 3) If a specific accommodation would require the school to change architectural barriers or additional requirements for the student;
- 4) A student's needs require the provision of services which are determined to be a "fundamental alteration" or an "undue burden"; or
- 5) A student's medical needs are beyond the scope of the program to safely address even with reasonable accommodations.

Parental Responsibilities:

- 1) Parents are expected to complete all registration forms and pay all fees associated with the after school care program in a timely manner;
- 2) Parents are responsible for daily pick up of their children in a timely manner; and for payment of late fees imposed for late pick up;
- 3) Parents shall notify staff if someone other than the parent or designated contacts will pick up the child; and
- 4) Parents should keep staff informed of any concerns that either the parent or the child has regarding the after school care program.

The schedule of fees for the After School Program for 2011 - 2112 is as follows per family:

1st child attending after school care	\$30.00 per week
2nd child attending after school care	\$30.00 per week
Additional children attending after school care	\$25.00/week/child

Payment for after school care must be paid in advance. Payment must be in the amount according to the above schedule. Payment must be received in the school office no later than 8:00 A.M. on Monday. If payment is not made by this time, child/children will not be able to stay in after school care. Once payment is received, child/children will be eligible to attend after school care.

HIGH SCHOOL AFTER SCHOOL STUDY HALL

Students in grades 7 – 11 will report to the cafeteria or designated area at 3:45pm each day if they have not been picked up by their parent/guardian. Students will remain in the cafeteria supervised by PCA Faculty/Staff until the parent/guardian arrives. Parents must come in the cafeteria and sign student(s) out.

Students that leave PCA Campus to go to Kurth Memorial Library and/or The Boys and Girls Club will not be allowed to return to PCA Campus. Parents that wish to give their child/children permission to go to the library or Boys and Girls Club need to complete appropriate paperwork that can be obtained by contacting the secondary office.

The secondary after school study hall does not provide educational services or snacks to students.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter

than those for students in general. If a violation is also a violation of school rules, the consequences specified in the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

OFFICES AND ELECTIONS

All class officer, clubs, and organization officer elections will be governed by the following guidelines and procedures.

Prerequisites for Nominations to Office

1. Students running for office will sign up in the secondary office on the designated sign up sheet. The secondary principal will verify all candidates. Dates for signing up will be posted by the secondary principal.
2. Students must be passing all classes during the prior nine weeks to run for office and must maintain passing grades in order to stay in office. Failure to maintain passing grades will result in removal from office.
3. Students who run for office may not have more than three referrals to the office.
4. A student may be removed from office, if three discipline referrals are received within his/her term of office.
5. Should a vacancy in an office occur, in the case of presidency, the vice president will advance to the presidency. All other offices will be filled by a new election, to be held within fourteen days of the vacancy.
6. All special elections will be held with the same guidelines as stated in regular elections.

Campaign and Pre-Election Regulations

1. A student must sign himself/herself up to run for office.
2. Two campaign posters may be posted in the secondary hallway. All posters must receive approval from the secondary office before being posted in the hallway.
3. The size of the posters is limited to no larger than normal poster board (18 x 24).
4. All campaign posters are to be removed by 4:00pm on the day of the election, or that candidate may be disqualified. The counting committee will determine disqualification.
5. All candidates will have three days to campaign before an election.

Voting Regulations

1. All voting will be held by secret ballot.
2. All students will have to sign a voter sheet in order to receive a ballot for voting. Verification of the voter eligibility will be made by the election official in charge of the election station.
3. Each ballot will have all candidates listed for each position up for election in the class.
4. Late ballots will not be accepted. Winners of the office will be posted in the secondary hallway.
5. All ballots with more than one person marked for an office will be disqualified. All candidates will have until 4:00pm on the day following the election in which to protest any election. All protests must be in writing and given to the secondary principal.
6. The counting committee will sign the posted sheet containing the winner's name. They will also sign a final tally sheet of the number of votes received by each candidate as their form of verification.

Clubs and organizational elections will be governed by the by-laws of that organization and must have a copy of the by-laws on file in the secondary office.

All candidates in any school election must be passing all subjects in order to participate.

FIELD TRIPS

At various times during the school year, the school may sponsor field trips to various locations. The Student Code of Conduct applies when students are on school related field trips. Students may be denied the opportunity to attend the field trip if they have not proven responsibility with their conduct. Students will be denied the opportunity to attend a field trip if they do not turn in a Permission Form signed by their parent or guardian. The decision of whether a student attends a school sponsored field trip rests with the classroom teacher and administration.

SECONDARY FIELD TRIPS/COLLEGE VISITS

Secondary students will not be allowed to participate in school sponsored field trips or college visits if they have three or more discipline referrals. This includes dress code violations. Referrals are cumulative each nine week grading period.

SOCIAL EVENTS

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

MEDICAL POLICIES

ABNORMAL SPINAL CURVATURE SCREENING

PCA, in compliance with the Texas Department of Health, conducts mandatory spinal screenings for abnormal spinal curvature for students in grades 5 and 8. The school may engage a non-health practitioner to conduct the screenings, but the school shall ensure that any individual conducting the screenings shall be properly trained and certified. Report forms prescribed by the Texas Department of Health will be mailed to parents and kept in the student's health file. Spinal screenings are mandatory for all students, unless the parent or guardian substitutes a professional examination, and provides PCA proof that such an examination has been performed or the screening conflicts with the tenets and practices of a recognized religion and the parent signs an affidavit stating the objection to the screening.

ACCESS TO MEDICAL RECORDS

All school personnel is entitled to access a student's medical records maintained at the school on a "need to know" basis, which exists when such personnel is:

- handling a medical emergency or student injury that occurs at school or a school-related event
- working directly with a student in the classroom
- considering disciplinary or academic actions
- reviewing or developing an IEP for a student with disabilities
- compiling statistical data
- investigating a school-related matter
- evaluating a school program
- acting as an after-school care provider.

All medical record information is confidential. PCA cannot require any student to be tested to determine a medical condition or status.

ADMINISTRATION OF MEDICATION

PCA allows administration of prescription medication obtained only in the United States. In order for the school to administer any medication, the medication must be in its original container, properly labeled, and accompanied by a permission form signed by the parent. Students are not permitted to carry any prescription or over-the-counter medications unless permission is first obtained from the school nurse. The school will not administer vitamins, herbal remedies, or other home remedies to any student. The school will not administer aspirin or other over-the-counter medicines without a written prescription by the student's physician.

Students with asthma are permitted by law to self-administer their asthma medication provided that the parent has signed a permission form and that the student's medical provider has approved. This form must be renewed yearly. This form is kept in the Nurse's Office.

BACTERIAL MENINGITIS

Meningitis is an inflammation of the covering of the brain and spinal cord. Bacterial meningitis is dangerous and has potential for serious, long term complications. It is an uncommon disease but, if acquired, it requires urgent treatment with antibiotics to prevent damage or death. Children (over one year old) and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright light, neck stiffness, joint pains, drowsiness and/or confusion. In both children and adults, there may be a rash of tiny red-purple spots which can occur anywhere on the body. Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not airborne or spread by casual contact. The bacteria live naturally in the back of our noses or throats, but they do not live outside the body for long. They are spread when people exchange saliva (such as kissing, biting, or sharing drinking containers, utensils, or cigarettes). While there are vaccines for some other strains of bacterial meningitis, they are used only in certain circumstances. These include when there is a disease outbreak in a community or when people traveling to a country where there is a high risk of getting the disease. When diagnosed early and treated promptly, the majority make a complete recovery.

If the school becomes aware that a student or staff member is diagnosed with or may have been exposed to someone diagnosed with bacterial meningitis, the Angelina County Health Department will be contacted immediately. The Health Department will provide specific information at that point regarding further actions that the school and parents should take.

COMMUNICABLE DISEASE

State law prohibits all public schools from allowing children with certain communicable diseases (those which may be passed directly or indirectly from one person to another) to attend school. The Texas Department of Health publishes a complete list of communicable diseases which may require a student to be excluded from attending school. A copy of the list may be obtained by contacting the school nurse. A student may return to school when one of the following occurs:

- the school receives a written medical clearance from the student's physician;
- the school receives a readmission permit from the local health district; or,
- The guidelines published by the Texas Commissioner of Health show that the communicable disease in question is no longer considered contagious.

Common communicable diseases include, but are not limited to: common cold with fever; ringworm of the scalp; pink eye; scabies; hepatitis; impetigo; measles (initial outbreak); chickenpox (initial outbreak); and whooping cough.

GUIDELINES FOR ILLNESS AT SCHOOL:

CONDITION	SHOULD YOU STAY HOME?	WHEN CAN YOU RETURN TO SCHOOL
Chicken Pox	Yes	When all pox have scabbed over
Cold	No, unless you have a fever	24 hours fever free- 8 hours without fever reducing medication
Coxsackie (hand, mouth and foot disease)	No	
Diarrhea	Yes	24 hours after last diarrhea episode
Ear Infection	No	
Temperature greater than 99.6F	Yes	24 hours fever free – 8 hours without fever reducing medication
Fifth Disease	No, unless fever	See Fever Guidelines
Giardia	Yes	When diarrhea subsides or you medical provider releases you
Impetigo	Yes	Once treatment has begun
Lice	Yes	Until one treatment has been given
Pink Eye	Yes	24 hours after treatment is started
Unidentified Rash	Yes	Until rash is gone, or medical provider releases you
Ringworm	No – But you must keep the area covered	
Roseola	Yes, with fever	See fever guidelines
Rota Virus	Yes	When diarrhea is gone or your medical provider releases you

Strep Throat	Yes	24 hours after beginning treatment or when you are fever free
Thrush	No, but seek treatment	
Vomiting	Yes	24 hours after last vomiting

HEALTH STATUS OF STUDENT

A student may be sent home because of a health needs if he/she has any of the following conditions. These guidelines are established to protect your child and all students.

1. Appears ill and unable to do school work
2. It suspected of having a contagious disease/condition
3. Sustains an injury that may need medical attention
4. Vomiting or diarrhea during school hours
5. Temperature above 99.6F

What do I do when my child is sick? Listed below is a guideline to help parents and teachers make decisions about sending or keeping children home from school. It is not a comprehensive list of illnesses children might be sent ho me with, so when you are in doubt do not hesitate to call us or your child’s medical provider.

IMMUNIZATION

In compliance with state law, each student shall be fully immunized against the following diseases: diphtheria, rubella, mumps, tetanus, and poliomyelitis. Proof of immunization is required upon enrollment, with the following exceptions:

1. Student’s parent has submitted to PCA a signed affidavit stating that the immunizations conflict with the tenets and practices of a recognized religion of which the student is a member, except that this exception does not apply in time of epidemic or emergency as declared by the Commissioner of Public Health; and,
2. Student’s parent submits an affidavit signed by a licensed physician stating that, in the physician’s opinion, the immunizations would be injurious to the health of the student or the student’s family or household.

Students may be provisionally admitted to PCA if the student has begun the required immunizations and continues to receive the necessary immunizations as soon as is medically possible. PCA will keep on file immunization records for each student during the term of attendance at the school, in compliance with all laws and regulations governing inspection of such records. These records may be transferred to other schools with or without parental or student consent as required by law.

LICE

Students with an active case of lice shall be sent home. PCA requires that the condition be treated with medicated shampoo or lotion prior to returning to school.

Children with an extreme case of head lice that are resistant to over-the-counter products should contact the school nurse for further advice and assistance.

MEDICATION POLICY

Only medication for First Aid treatment will be administered by the nurse. Examples of this are: Hydrogen Peroxide

The nurse will administer Caladryl, Orajel or , Antibiotic Ointment only with parental approval.

The nurse will not stock or administer Aspirin, Ibuprofen, Tylenol or Cough Drops. If you child is in need of any of the above, please refer to the Short Term Medication Administration Policy.

It is our desire to accommodate parents and students in every possible way, but it is our primary responsibility to provide the safest and most healthful atmosphere for our students.

1. The nurse will give only those medications which cannot be given at home:
 - a. Medications that are to be given daily, twice daily, or three times, must be given at home unless prescribed by a physician to be given at lunch.
 - b. Medications that are to be given four times a day may be given once at school.
2. Medications sent to school by parents are the only medications that will be given at school.
3. Medications sent to school will be given only under the following instances:
 - a. Medication is in the original, properly labeled container (no foil packets).
 - b. Medication must be accompanied by a note from the parent giving permission and directions for administration. The note and the medication label must coincide exactly in name, dosage, and frequency.
 - c. Over-the-counter drugs will be given for five days only, unless a new note is sent to school. These records will be kept on file in the nurse's office.
4. Students with asthma are permitted by law to self-administer their asthma medication provided that the parent has signed a permission form and that the student's medical provider has approved. This form must be renewed yearly. This form is kept in the Nurse's Office.

We appreciate your cooperation in giving your child's medications at home. This will provide the best possible situation for their prompt return to good health. If you have any concerns or questions, please contact our school nurse.

SUICIDE PREVENTION

All suicide threats are taken seriously by all school staff. Students making such threats will be required to call parents for a meeting with the school counselor and principal to address the student's safety. All suicide attempts are treated as medical emergencies and appropriate authorities will be notified.

VISION AND HEARING

PCA, in cooperation with the State Board of Health, provides screening to detect vision and hearing disorders and any other special senses or communication disorders specified by the State Board of Health. A parent or guardian may substitute one or more evaluations performed by an outside professional for the required screenings. PCA will not reimburse parents for private or outside evaluations obtained in these areas. A student may be exempt from the screenings if the screening procedure conflicts with the tenets and practices of a recognized religion of which the student is a member. The school nurse must receive an affidavit signed by the student's parent or guardian on or before the day of admission stating the objection to the screening. The school nurse shall maintain records of the screenings on forms provided by the State Board of Health. Such records shall be available for inspection by the state and/or local health departments.

NUTRITION

CAFETERIA SERVICES

- 1.) Pineywoods Academy participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced priced meals are available based on financial need. Information on this program can be obtained from **James McLeod, Director of Student Nutrition Services.**
- 2.) Due to state school food service regulations parents will not be able to bring in food for classroom parties, except for the designated dates throughout the year. Designated party days are Christmas party day (the last day before the Christmas holiday,) Valentine's Day, and the last day of school. Please contact the cafeteria director if you have any questions.

CHARGING MEALS

Elementary and Primary Students

Students will be served one regular lunch if he/she is out of money. Any following day where the student is out of money the student will be offered peanut butter and jelly and milk only if they fail to comply with the charge policy. Notices will be sent home (by the teacher) with students when accounts reach a \$5.00 or less balance. Do not wait until notices are sent. Payments need to be made on a daily or weekly basis. When student accounts are in arrears all monies received will go toward the owed balance. All checks written to the PCA cafeteria will be credited toward the designated student account.

Middle School and High School Students

Students will be served one regular lunch if he/she is out of money. Any following day where the student is out of money the student will be offered peanut butter and jelly and milk only if they fail to comply with the charge policy. These students will receive verbal notification when their accounts reach a balance of \$5.00 or less. When student accounts are in arrears all monies received will go toward the owed balance. All checks written to the PCA cafeteria will be credited toward the designated student account. **Students that owe for breakfast or lunch charges will not be allowed to purchase food from the snack bar.**

Vending machines are for the use of PCA Faculty and Staff. Students are not allowed to use vending machines.

Energy drinks are prohibited on PCA Campus.

Food and drinks are not allowed outside the cafeteria. This includes outside drinks in the mornings prior to the start of school. Students who bring food or drink in the morning must proceed directly to the cafeteria when they arrive at school and finish their breakfast prior to class.

CHECK ACCEPTANCE AND RECOVERY POLICY

To be an acceptable form of payment, a check must include your accurate name, address, telephone number, and driver's license number.

In the event that your bank returns a check written to Pineywoods Community Academy in an unpaid status, resulting from Non-Sufficient Funds or Account Closed, Pineywoods Community Academy or its agent will charge a returned check fee of \$35 and payment of check amount in cash. The use of a check for payment is your ACKNOWLEDGMENT and ACCEPTANCE of this policy and its terms.

Furthermore, if a trend is established by an individual or particular vendor with regard to returned checks for any reason, your checks will no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment (cash, money order) may be accepted instead of a check.

Pineywoods Community Academy reserves the right to determine acceptable method of payment based on the payment history of the individual or vendor.

For special or unique circumstances, please contact our office to negotiate an acceptable resolution as quickly as possible. You can contact the Business Office at 936-634-5515 for any further matters pertaining to resolution of payment or acceptable method of payment.

COST FOR MEALS AND SNACKS

Student Breakfast Full Pay	\$1.30	Visitor Breakfast	\$2.35
Student Reduced	.35	Staff Breakfast	\$2.10
Student Lunch Full Pay	\$2.05	Visitor Lunch	\$3.35
Student Reduced	.45	Staff Lunch	\$3.10
Extra Student Breakfast	\$2.05		
Extra Student Lunch	\$2.80		
Juice 4oz.	.35	Snack bar prices:	\$.50 - \$1.25
Milk 8 oz.	.50		

DEPARTMENT OF CHILD NUTRITION

The Pineywoods Community Academy Child Nutrition Department is operated under the direction of the Texas Department of Agriculture and the National School Lunch & Breakfast Program. The State and Federal Government set guidelines that dictate meal pattern and nutritional requirements.

TEXAS PUBLIC SCHOOL NUTRITION POLICY—Adopted August 1, 2004

Foods of Minimal Nutritional Value (FMNV) - Foods with little or no contribution to daily nutritional requirements. Items that are included but not limited to are carbonated beverages, water ices, chewing gum, certain candies such as hard candy, jellies and gummies, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.

Competitive Foods—Any food and beverage sold or made available to students that compete with the school’s operation of the National School Lunch Program, School Breakfast Program, and/or After School Snack Program. This definition includes but is not limited to, food and beverages sold or provided in vending machines, in school stores, or as fundraisers. School fundraisers include food sold by school administrators or staff, students or student groups, parents or parent groups, or any other person, company or organization.

How this affects our School:

1. Competitive foods may not be offered or given to students anywhere on the school premises throughout the school day until the end of the last scheduled class.
2. French fries or fried potato products may not exceed three oz. and may only be served once a week.
3. Classrooms may allow one nutritious snack per day under the teacher’s supervision. The snack may be in the morning or afternoon but may not be at the same time as the regular meal period for that class. The snack must comply with fat and sugar limits of the Public School Nutrition Policy and may not contain FMNV’s or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts).

TEXAS PUBLIC SCHOOL NUTRITION POLICY EXEMPTIONS

1. Schools are allowed three exempt days throughout the year. They must be determined by the campus administration and posted on the school’s calendar. During exempt days, FMNV, candy and other restricted items are allowable. However, they are not allowed

- during the mealtime in areas where schools meals are being served or consumed AND regular meal service must be available to students on these days
2. Students may be provided with one additional snack per day during TAKS testing. The snack must comply with sugar limits of the policy and may not contain FMNV or consist of any chips, candy or dessert type items.
 3. The policy does not restrict what parents may provide for **their** own child's lunch or snack but does not allow parents to provide restricted items to other students at school.

FREE AND REDUCED LUNCH & BREAKFAST MEAL PROGRAM

Application for the free and reduced meal program will be sent home with students at orientation, first day of school, or upon request. Applications must be renewed each year. Only one application is required per family. Parents may apply for benefits at any time throughout the school year. The program is based on family size and income levels set by USDA. Students are required to pay full price for all meals until applications are processed and approved. All charging policies apply to students that are applying for free meals until the time of approval. Eligibility notification will be sent by mail or by teacher to all households within ten days of application.

PAYMENT BY CHECK FOR MEALS

All students paying for meals by check will be required to put the full amount of the check in their account. WE WILL NOT CASH CHECKS FOR STUDENTS.

Payment by check is highly encouraged. Payment by check is your receipt for payment of meals. Meals and snacks come from the same account, so if a student purchases snacks this amount is deducted from the same account that they purchase meals from.

Be advised that any negative account balance will be resolved before applying a payment to the students account. (Example: A student owes \$3.00 and the parent sends \$10.00. The student will only have \$7.00 available for use).

If you have any questions regarding these policies, you may contact the Director of Child Nutrition at 634-5515.

In accordance with the federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. (800) 795-3272 or call (202) 720-6382 (Voice and TDD). USDA is an equal opportunity provider and employer.

RELIGIOUS ACTIVITY

Students may individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. No instructional time shall be devoted to the inculcation of sectarian religious doctrine. PCA may teach classes whose subject is religion and/or sacred religious books when the instruction is undertaken solely for secular purposes, including historical, literary, and sociological perspectives. Students may be excused from attendance for religious observances provided that parents/guardians submit advance written notice to the school. Parents who have a religious objection to a classroom activity may request that their child be removed from the classroom while that activity is conducted.

SCHOOL FACILITIES

USE BY STUDENTS BEFORE AND AFTER SCHOOL

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing the activity gives written permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under supervision of a teacher, students must leave campus immediately.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before- or after- school activities on school premises and at school sponsored events off campus. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

USE OF HALLWAYS DURING CLASS TIME

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

SPECIAL EDUCATION SERVICES

PCA offers a full continuum of Special Education services, instructional arrangements, and related services as required by the Individuals with Disabilities Education Act (IDEA) to those enrolled students who qualify. A student must have one or more of the disabilities listed in federal regulations or in state law or both in order to qualify for Special Education and related services. PCA evaluates each student who is suspected to have a disability. Testing is conducted in accordance with federal and state regulations.

For each enrolled student who is determined to be eligible for services, an Admission, Review, and Dismissal (ARD) Committee shall develop an Individual Education Plan (IEP) for the student. The IEP may be modified at any time, but in no event shall the IEP remain the same for longer than twelve months.

For a student who is new to the school, an ARD Committee meeting shall be convened when the student enrolls and the parent informs the school that the student was receiving Special Education or related services in the previous school. Special Education services and/or related services shall be set up temporarily and will be contingent upon:

1. Receipt of valid assessment data from the previous school; or
2. Collection of new assessment data.

A second ARD meeting will be convened within 30 days from the date of the first ARD meeting held to finalize or develop a new IEP based on the assessment data.

Parents are encouraged to contact the Special Education Director if at any time during the school year they suspect that their child has a disability that would make him/her eligible to receive Special Education and/or related services. Staff members who suspect a child may be eligible for Special Education or

related services at any time during the school year should notify the Special Education Director as soon as the suspicion arises.

Parents interested in having the school assess their child to determine eligibility, or who wish to receive more information about the Special Education services at PCA, or parents of children experiencing difficulty with academic success, should contact the school's Special Education Director for more information and a copy of the Procedural Rights Handbook published by the Texas Education Agency.

COUNSELING

PCA will not refer any student to an outside counselor for care for any reason unless the school contacts the student's parents and obtains prior written consent, discloses any relationship between the school and the counselor, and informs the student and parents of any alternate public or private source of care or treatment reasonably available in the area. Before a student can be referred for treatment or care and before a referral is suggested as being warranted, the approval of the school counselor and the school principal is required. Disclosure of student records is prohibited in any of the above situations if such disclosure would violate state or federal law.

DYSLEXIA SERVICES

PCA evaluates and provides treatment for students with dyslexia and related disorders in accordance with a program developed by the State Board of Education. Parents who suspect that their child may have dyslexia or a related disorder should contact the child's teacher and the Special Programs Director for more information on available services.

ESL SERVICES

PCA offers services in English-as-a-Second Language based on the home language surveys that are part of every student enrollment packet. If the home language survey indicates a language other than English is used at home, the student will be tested for eligibility.

Details of the program and available services are available through the Special Programs Director.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within sixty calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Kayla Martin

Phone Number: 936 - 634-5515

STANDARDIZED TESTS

GRADE PLACEMENT TESTING

The Wide Range Achievement Test (WRAT-R) may be administered to any student enrolling in Pineywoods Community Academy.

STAAR EXAMS

All students are administered the State of Texas Assessments of Academic Readiness (STAAR) beginning in 2011-2012 in grades 3-8. This series of tests includes reading, writing, math, social studies, and science. PCA implements the STAAR as prescribed by the State Board of Education and set forth in the Texas Education Code, Chapter 39, Subchapter B. A student may take the alternative assessment as provided by the Texas Education Code Chapter 39.027 if the student is eligible for special education services and the ARD committee deems it necessary. In addition, beginning this year students in grade 9 will begin taking EOC (End of Courses) assessments for the four core subject areas. Students in grades 10 and 11 will continue to take TAKS tests at their grade level.

DRA

The Developmental Reading Assessment (DRA) is administered to students in Kindergarten through second grade. Each grade level will be tested at the beginning, middle and end of each academic year.

STUDENT ASSESSMENT

CORRESPONDENCE COURSES

PCA permits high school students to take correspondence courses by mail or via the internet for credit toward high school graduation. Correspondence courses taken for college credit are not permitted. Prior to enrollment in correspondence courses, students shall make a written request to the secondary principal to enroll in the course. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment.

A maximum of two credits may be earned through correspondence courses. These credits may be applied toward state and local graduation requirements. Students may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall not be used in computing class rankings.

Seniors who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty days prior to the graduation date in order to be eligible for graduation at the end of the term.

Students will not be permitted to take a correspondence course if they have numerous discipline referrals or excessive absences.

The Director may exercise discretion in approving correspondence course credit or waiving provisions stated above for hardship cases on an individual basis.

STUDENT ACHIEVEMENT – AWARDING OF CREDIT TOWARDS GRADUATION

REQUIREMENTS FOR GRADUATION

Pineywoods Community Academy shall adhere to the most current requirements for graduation as set forth in the Texas Education Code, Section 28.025. PCA shall not require additional course requirements for graduation in addition to those established in the most current Texas Education Code nor shall those requirements be modified.

A student shall be certified as a graduate only by fulfilling the curriculum requirements identified by the State Board of Education as set forth in TEC Section 28 and has performed satisfactorily on the exit-level assessments established by the state; or has completed the requirements of an individualized education program (IEP) developed under Education Code 29.005.

GRADUATION PLAN

PCA students will complete requirements established in the Advance/Distinguished achievement plan. Students unable to fulfill requirements under the A/D plan must meet requirements set forth by the state under the Recommended graduation plan.

PCA shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education for the recommended or advanced high school program unless the student, the student's parent or other person standing in parental relation to the student, a secondary school administrator, and the PCA Director agree in writing signed by each party that the student should be permitted to take courses under the minimum high school program and the student:

- (1) is at least 16 years of age;
- (2) has completed two credits required for graduation in each subject of the foundation curriculum under TEC Section 28.002(a)(1); or
- (3) has failed to be promoted to the tenth grade one or more times.

AWARDING OF CREDIT

The award of credit for a course affirms that a student has satisfactorily met state and local requirements. PCA may offer courses designated for grades 9–12 in earlier grade levels. Credit must be awarded if the student has demonstrated achievement by meeting the standard requirements of the course, including demonstrated proficiency in the subject matter, regardless of the time the student received instruction in the course or the grade level at which proficiency was attained. The academic achievement record shall reflect that students have satisfactorily completed courses at earlier grade levels from grades 9–12 and have been awarded state graduation credits.

A student who is able to successfully complete only one semester of a two-semester course can be awarded credit proportionately. Unless credit is awarded by the attendance committee, or regained in accordance with a principal's recommendation, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Credit for courses for high school graduation may be earned only if the student received a grade equivalent to 70 on a scale of 100, based upon the essential knowledge and skills of each course.

CREDIT AWARD – DUAL CREDIT THROUGH COOPERATING IHE

Institutions of Higher Education (IHEs) who have a cooperative agreement with PCA shall award college credit for dual credit classes based on the course standards established by the IHE. Notwithstanding the award of college credit, PCA students must receive a grade of 70 in a dual credit class to receive high school credit. PCA will provide the opportunity for dual credit to all eligible students in grades 9-12 for classes that are part of a student's graduation requirements for the Recommended or Advanced/Distinguished Achievement plan at no cost to the student, subject to the provisions stated in

this policy. Costs for college courses that are not part of the student's graduation requirements shall be borne by the student.

CREDIT RECOVERY

Students in grades 9-12 who make a grade below 70 in a regular or dual credit class must retake the class in order to obtain high school credit. Students are prohibited from retaking the same dual credit class at the IHE for credit recovery if the equivalent course is available at PCA. All courses retaken at PCA for credit recovery will be available for high school credit only. In the event that an equivalent course is not available at PCA the student will be enrolled in a dual credit class at the IHE with the consent of the IHE. PCA students will be subject to all requirements of the IHE in regards to Academic Probation and any prohibitions resulting from dual credit course failure. PCA will reserve the right to prohibit a student from enrolling in a dual credit class based on the student's academic achievement record.

If available, a state-approved Credit by Examination test will be provided for students whose final course grade is between 60 and 69 for a particular course. This exam must be administered in a timely manner and not more than 20 school days after the end of the semester. This examination will be provided at no cost to the student. Students who score at least a 70 on the Credit by Examination instrument for purposes of credit recovery will receive a grade of 70 and credit for the course. Students will only have one opportunity to take a Credit by Examination for credit recovery for a particular course. Students who score less than 70 on the Credit by Examination test will be required to retake the course for high school credit.

CREDIT ACCELERATION - CREDIT BY EXAM WITHOUT PRIOR INSTRUCTION

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction if a test is available for that subject through the state-sponsored provider of SBE tests. . A student will earn credit with a passing score of a least 90 on the exam. Students are allowed one opportunity per subject/class to take a CBE Without Prior Instruction. At least two opportunities for these exams will be offered during the year. Students will be asked to pay a deposit to cover the cost of ordering the exam. The deposit will be refunded in full after the test is taken. Students who order an exam and who choose not to take the test will forfeit their deposit.

ACADEMIC ACHIEVEMENT RECORD

Credit earned toward state graduation requirements in an accredited school district shall be transferable and must be accepted by any other school district in the state. PCA shall use the academic achievement record (transcript) form designated by the State Board. This form shall serve as the academic record for each student and shall be maintained permanently by PCA. Any credit earned by a student must be recorded on the academic achievement record, regardless of when the credit was earned.

Copies of the record shall be made available to students transferring to another district. The information may be provided to the student or to the district to which the student is transferring, or both. The District shall respond promptly to all requests for student records from receiving districts.

Students who complete high school graduation requirements shall have attached to the academic achievement record the State Board-approved seal.

CLASSIFICATION

Students are classified as follows according to high school credits earned:

Freshman – 0 to 7.5 credits

Sophomore – 8.0 to 15.5 credits

Junior – 16 to 23.5 credits

Senior – 24 or more credits

Calculation of credits and classification of students shall occur after the end of the spring semester each year prior to the beginning of the new academic year.

Additional information regarding credit recovery, credit acceleration, and graduation requirements is included in PCA Board Policy which can be obtained from the Director or on the PCA website.

GRADING

As students progress toward mastery of skills and concepts required by the Texas Essential Knowledge and Skills (TEKS) and Core Knowledge, teachers will use multiple indicators to monitor and assess student progress. Indicators may include, but not be limited to, a combination of the following, with attention given to student learning styles:

- * Teacher observations
- * Group participation
- * Homework
- * Oral interviews
- * Portfolios
- * Textbook tests
- * Teacher tests
- * Daily work
- * Compositions
- * Checklists
- * Book reviews
- * Projects
- * Demonstrations
- * Curriculum-Based Assessments (CBAs)

Evaluation of student work will be reported in numerical grades. Summative exams will be given at the end of each nine grading period.

<u>Quality of Work</u>	<u>Numerical Grade</u>	<u>Letter Grade</u>
Excellent progress	90 to 100	(A)
Above-average progress	80 to 89	(B)
Average progress	70 to 79	(C)
Failure to progress	below 70	(F)

PARAMUS ECHS GRADING POLICY (Secondary)

- **Daily Average Grade = 45% (minimum of 9 daily grades for each 9 week period)**
- **Test grade average = 55% (minimum of 4 test grades and 1 nine week test, referred to as a Curriculum Based Assessment.)**
- **State Assessment Benchmarks in the core areas will be administered several times during the year. Benchmarks will count as a test grade.**

ELEMENTARY GRADING POLICY FOR GRADES 3-6

- **Daily Average Grade = 80-90% (minimum of 9 daily grades for each nine weeks period)**
- **Test average grade = 10% to 20% (generally one CBA for each core area)**
- **State Assessment Benchmarks in grades 3-6 will be administered several times during the year. Benchmarks will count as a test grade.**

ELEMENTARY GRADING POLICY FOR GRADES K-2

- **Daily Average Grade is 90% to 100% of the class grade. Grades are based on written assignments, teacher observation, small-group work, individual informal and formal assessments,**

HIGH SCHOOL GPA

Grade points shall be awarded each semester according to the following grading scale:

Grade	Dual Credit* or Advanced Placement Points	Regular Program Points
100	5.0	4.0
99	4.9	3.9
98	4.8	3.8
97	4.7	3.7
96	4.6	3.6
95	4.5	3.5
94	4.4	3.4
93	4.3	3.3
92	4.2	3.2
91	4.1	3.1
90	4.0	3.0
89	3.9	2.9
88	3.8	2.8
87	3.7	2.7
86	3.6	2.6
85	3.5	2.5
84	3.4	2.4
83	3.3	2.3
82	3.2	2.2
81	3.1	2.1
80	3.0	2.0
79	2.9	1.9
78	2.8	1.8
77	2.7	1.7
76	2.6	1.6
75	2.5	1.5
74	2.4	1.4
73	2.3	1.3
72	2.2	1.2
71	2.1	1.1
70	2.0	1.0

*Note – Dual Credit PE classes are not eligible for weighted grade points.

College credit shall be awarded for a Dual Credit class grade between 60 and 69 but no grade points will be awarded nor will high school credit be awarded.
10 points will be added to a student’s numeric grade for Dual Credit, honors, and AP classes for purposes of determining UIL eligibility.

COLLEGE GRADING

Angelina College will report a letter grade (A, B, C, D, F, or S/N when appropriate) to PARAMUS. PARAMUS will transfer each letter grade into the equivalent numerical value to be posted on the student high school transcript:

A = 100 B = 89 C = 79 D = 69 F = 60

The letter grade will remain on the student college transcript.

HOMEWORK

Homework is valuable independent practice. Homework is included in a student's total grade. Unexcused late homework assignments may or may not be accepted at the discretion of the teacher and are always subject to a grade penalty. Each grade level will set procedures and guidelines for homework.

ONLINE GRADES

Parents can visit a secure site on PCA's web page that contains only their child's grades that have been recorded to that date.

PASSING CRITERIA

ELEMENTARY AND JUNIOR HIGH

To receive credit in a core course, students must have an average of at least 70 *the entire year*. If a student passes the first semester, but fails the second semester and has a yearly average of 70 or above the student passes the class for the year. If a student fails either the first or second semester and has an average below 70 for the year the student WILL NOT receive credit for the course.

HIGH SCHOOL

If a student passes one semester and does not pass the other, but has a yearly average of 70 or above, the student will receive credit for the course. If a student fails the first or second semester and has a below average for the year, they must take the semester that was not passed over to receive credit for the course.

Example #1: 1st semester average 80
 2nd semester average 60
 Yearly average 70
(This student would pass because of the yearly average)

Example #2: 1st semester average 60
 2nd semester average 70
 Yearly average 65
(This student would fail because of the yearly average and would have to retake the first semester over to receive credit.)

Example #3: 1st semester average 60
 2nd semester average 80
 Yearly average 70
(This student would pass because the yearly average)

PROGRESS REPORTS

Academic progress reports will be sent home with students at the end of each four week period. These reports must be signed by the parent and returned the following day.

PROMOTION AND RETENTION

Students will be promoted from one grade level to the next based on academic performance. If a student fails two or more core classes—English, Math, Science, Social Studies, and Spanish, he/she may not be promoted to the next grade level.

REPORT CARDS

Report cards may be issued to parents in conference with teachers during the week following the end of each nine-weeks grading period. Report cards may be sent home with students. **The official end-of-year report cards will be mailed two weeks after school ends for students in the secondary grades.**

TUTORIALS

After school tutorials will be provided for students needing additional assistance in one or more of the core area subjects. The core subjects include Reading/Language Arts, Math, Science, and Social Studies. Teachers will be available to work with students, individually or in small groups, Monday through Thursday of each week. If a student is in danger of dropping below 75 in any class, the teacher has the option of requiring tutoring for the student.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The Administration will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS/VOLUNTEERS

Any visitor or volunteer to the building must sign/check in at the secretary and obtain a visitor's pass before going into the hall or a classroom.

WITHDRAWAL

Parents must inform the school at least 24 hours prior to withdrawing a student from PCA to allow time for proper processing of the request. Textbooks and other school property must be returned, any fees or charges owed must be paid, and all grades must be recorded by teachers before records can be forwarded to the receiving school.

***Pineywoods Community Academy
PARAMUS Early College High School***

***Discipline Management Plan
and
Student Code of Conduct***

STANDARDS FOR STUDENT CONDUCT

The Student Code of Conduct is designed to identify appropriate behavior and consequences for student behavior. The Student Code of conduct will provide methods and options for managing students in the classroom, on school-sponsored trips, disciplining students, and preventing and intervening in student discipline problems.

The Student Code of Conduct has been adopted by the Board of Directors of Pineywoods Academy Charter School. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. The Code will provide specific behaviors and consequences that will be supported by the Pineywoods Academy Pledge to Excellence.

DISCIPLINE MANAGEMENT PLAN

Pineywoods Academy Charter School is committed to providing each student with a quality educational program. This requires the school environment to be free of disruption which interferes with the educational process. If there is to be an orderly education process, students must behave in an acceptable manner. Each student must contribute to the establishment and maintenance of an environment which maximizes all students' opportunities to learn.

To foster the proper school atmosphere, the Code of Conduct and Discipline Management Plan has been developed to enhance appropriate self-control and behavior by all students.

DISCIPLINE MANAGEMENT TECHNIQUES

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of Pineywoods Academy. Disciplinary action will draw on the professional judgment of teachers and administrators and on an array of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses. The school has established guidelines in which all disciplinary procedures will be based upon.

DISCIPLINE PROCEDURE

Each Teacher shall design an effective discipline policy for the classroom that will ensure the success of each student. The teacher may assign teacher detention (which can be before or after school), call the parent, or temporarily remove the student from the classroom. Each teacher shall attempt to handle discipline problems in the classroom before referring any student to the principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities shall be disciplined in accordance with their Individual Education Plans (IEP) and with state and federal law.

Any student who commits an assault upon a teacher, administrator, board member, or other employee of PCA, acting in performance of his/her duties and in a situation where his/her authority to act is apparent, or as a result of the victim's relationship to an institution of public education of the state, shall be immediately suspended from PCA consistent with the procedural due process pending expulsion proceedings before the PCA Board of Directors. These proceedings shall take place no more than twenty-one (21) calendar days following the day on which the student is suspended.

PROCEDURE

No student shall be deprived of the right to an education at PCA without notice of the charges and an opportunity to be heard in his/her own behalf before the person or body with the authority to reinstate him/her. Each student will be afforded an *informal* hearing before the start of a short-term suspension or, if circumstances prohibit, as soon as possible after the suspension begins. All parents/guardians of suspended students will be notified immediately by telephone.

A student may be suspended by the principal or the principal's designee and the principal will report such action to the board at its next regular meeting. The suspended student may be reinstated by the principal or the principal's designee prior to the next meeting of the PCA Board of Directors after the start of the suspension or by the board at such meeting.

Students and parents must understand the student must follow all rules and regulation in the Student/Parent Handbook, administrative policies and procedures, and all rules and procedures instituted in the classroom. Students and parents must understand their signature on the Pineywoods Academy Pledge to Excellence will be enforced and followed on a daily basis. The violation of any of the rules in the school's behavior policies and procedures may result in permanent removal from Pineywoods Academy Charter School.

PINEYWOODS PLEDGE TO EXCELLENCE

STUDENT'S PLEDGE:

As a student at Pineywoods Academy, I pledge to:

- ❖ arrive at school by 8:00 A.M. each day and remain until dismissal time;
- ❖ attend after-school tutorials when assigned;
- ❖ always work to the best of my ability, respect my classmates, follow all classroom directives and rules, and do whatever it takes to make sure my fellow classmates and I will have a safe, respectful, and outstanding classroom setting;
- ❖ follow the instructions and directions of my teacher;
- ❖ complete all my class work, complete all my homework, and ask questions when I do not understand the work;
- ❖ seek help from my parents;
- ❖ always come prepared to work each day by having my homework, pencils and paper, and all books;
- ❖ always follow the dress code; and
- ❖ understand that I am responsible for my own behavior.

PARENT/GUARDIAN PLEDGE:

As parents/guardians of a Pineywoods Academy student, we pledge to:

- ❖ make sure our child arrives at school no later than 8:00 A.M. each day and remain at school until dismissal time;
- ❖ make sure our child will come prepared to school each day by having his/her homework completed, all materials needed each day, and to follow the dress code;
- ❖ attend all parent conferences requested by the teacher or administration; and
- ❖ make sure our child misses school only if he/she is ill or an emergency arises.

All students must follow all rules and regulations in the Student/Parent Handbook, administrative policies and procedures, and all rules and procedures instituted in the classroom.

SCHOOL AUTHORITY AND JURISDICTION

School rules and the authority of the school to administer discipline apply whenever the interest of the school is involved, on or off school grounds, in conjunction with or independent of classes, and school-sponsored activities.

The school has disciplinary authority over a student:

1. During the school day and while the student is going to and from school on district transportation;
2. While the student is in attendance at any school-related activity, regardless of time or location;
3. For any school-related misconduct, regardless of time or location;
4. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
5. When criminal mischief is committed on or off school property or at a school-related event;
6. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
7. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another school district in Texas; and
8. When the student commits a felony.

The school has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the school.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

STANDARDS FOR STUDENT CONDUCT

Each student is expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a reasonable manner, always exercising self-discipline and self-control;
3. Attend all classes, regularly and on time;
4. Prepare for each class; take appropriate materials and assignments to class;
5. Meet schools standards of grooming and dress. (See Dress Code)
6. Obey all school and classroom rules;
7. Respect the rights and privileges of students , teachers, and other school staff and volunteers;
8. Respect the property of others, including school property and facilities;
9. Cooperate with and assist the school staff in maintaining safety, order, and discipline; and
10. Adhere to the requirements of the student code of conduct.

2011-2012

PINEYWOODS COMMUNITY ACADEMY/ PARAMUS ECHS

STUDENT CODE OF CONDUCT

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the authority of the Academy to administer discipline apply whenever the interest of the Academy is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The Academy has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on Academy transportation;
2. While the student is in attendance at any school-related activity, regardless of time or location;
3. For any school-related misconduct, regardless of time or location;
4. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
5. When criminal mischief is committed on or off school property or at a school-related
6. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
7. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
8. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
9. When the student is required to register as a sex offender.

PCA has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the Academy. The Academy has the right to search a student's backpack or desk when there is reasonable cause to believe it contains articles or materials prohibited by PCA.

Reporting Crimes

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet campus standard of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other Academy staff and volunteers.
- Respect the property of others, including Academy property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the **Student Code of Conduct**

General Conduct Violations

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Out-of-School Suspension, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on school buses.
- Refuse to accept discipline management techniques assigned by a teacher or principal.
- Skip class but remain on campus.
- Be tardy to class.
- Fail to identify.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle.
- Threaten an Academy student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists. (See glossary for all three terms)
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including an Academy student, employee, or volunteer.
- Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others.
- Deface or damage school property—including textbooks, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code.
- Litter or leave cafeteria trash.

Possession of Prohibited Items

Students shall not:

- Possess or use:
 - fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - firearms, knives, clubs or other prohibited weapons under the law;
 - a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - a “look-alike” weapon;
 - an air gun or BB gun;
 - ammunition;
 - a stun gun or shocking device;
 - a pocketknife or any other small knife;
 - mace or pepper spray;
 - pornographic material;
 - tobacco products;
 - matches or a lighter
- a laser pointer for other than approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

POSSESSION OF TELECOMMUNICATION DEVICES

The possession of a cellular telephone or any other telecommunications device will not be allowed on campus during the school day or a school-sponsored trip for all students in grades Kindergarten through fifth grade. Students in grades sixth through tenth MAY have cellular telephones, but the cell phone must remain off during the hours of 7:30 A.M. -3:30 P.M.

Electronic devices, including Game Boys, MP3 players, iPods, or any other electronic device will not be allowed on campus during the school day. Electronic devices, including Game Boys, MP3 players, iPods, or any other electronic device may be allowed on school trips. The decision to allow these devices will be at the discretion of the sponsor of the activity. .

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, sell, or give away seeds or pieces of marijuana in a useable or less than a usable amount
 - Be under the influence of marijuana
 - Possess, use, sell, or give away any drug or narcotic prohibited by local, state, or federal law.
 - Be under the influence of a drug or narcotic prohibited by local, state or federal law
 - Possess, use, sell, or give away alcoholic beverages, including any products that contain alcohol but are not marketed specifically as alcoholic beverages
 - Be under the influence of alcohol
- Possess, use, give, or sell paraphernalia related to any prohibited substance.
 - Possess, use, sell, or give away look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug or drug prescribed to another person, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event
- Abuse over-the-counter drugs.
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by Academy’s policy.

Misuse of Computers and the Internet

Students shall not:

- Violate computer use policies, rules, or agreements as communicated in the student handbook.
- Attempt to access or circumvent passwords or other security-related information of the Academy, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable Academy's computer equipment, Academy data, the data of others, or other networks connected to the Academy's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten Academy students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Participate in inappropriate public displays of affection.
- Violate extracurricular standards of behavior.
- Sleep in class or appear that they are sleeping in class.
- Repeatedly violate other communicated campus or classroom standards of conduct.

Pineywoods Community Academy may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Consequences for Violations of Campus Rules, Classroom Rules and the Student Code of Conduct

The following consequences may be implemented—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.
- Sending the student to the office or other assigned area
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations’ extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
 - Other consequences that are reasonable and appropriate for the conduct violation, considering the student’s age and grade level and any other factors related to the violation including the severity of the offense and a history of any previous infractions.
 - Short term In-School Suspension (ISS), not to exceed 20 days
 - Long Term In-School Suspension (ISS), not to exceed 120 days
 - Emergency removal from school (remainder of the school day)
 - Suspension from school, not to exceed 3 days at one time or 10 days total
 - Referral to law enforcement
 - Referral to juvenile court
 - Referral to criminal court
 - Removal from PCA back to the student’s home campus
 - Expulsion from PCA if the offense alone or in combination with other offenses constitutes an expellable offense under section 37.007 of the Texas Education Code

Offenses under Texas Penal Code and Violations of Federal Statutes

- Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:
- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
- A 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), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department. Pineywoods Community

Academy PARAMUS High School currently has NO school-sponsored shooting sports competition or shooting sports educational activity as described above.

- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
 - Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

Consequences

- Expulsion (for those offenses labeled as expellable offenses under Texas Education Code section 37.007)
- Referral to law enforcement
- Referral to juvenile court
- Referral to criminal court

PARENT LETTER OF COMMITMENT

I have received and read the 2011 – 2012 PCA Student Handbook and the Code of Conduct concerning the rules and procedures of the school. I will support the school by discussing the handbook with my son/daughter to assure that he/she understands the expectations, and I will support the school's efforts to provide the best possible education for every child. I agree to work cooperatively with the school in discipline should there be a need to discipline my son/daughter. I expect the school to support my child and provide for his/her individual needs. This commitment assures an effort on the part of the parent and the school to work together positively for the success of the student.

The Student Handbook is designed to coincide with Board Policy and the Student code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that modify student handbook provisions will be communicated to students and parents. These changes will generally supercede the provisions made obsolete by the newly adopted policy. In case of conflict between Board Policy or the Student Code of Conduct, any provisions of Board Policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Students and parent are to be familiar with the PCA Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. Students with a documented history of a criminal offense, juvenile court adjudication, or discipline problems under TEC Subchapter A, Chapter 27 may be excluded from PCA. See TEC 12.111(6).

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities, dates of attendance, grade level, enrollment status, honors and rewards received in school, most recent previous school attended, and school e-mail address. Directory information may be released by the school to anyone who requests it or may be posted on school-approved websites unless I object to the release of any or all of the information with ten (10) days of the time this handbook is issued to my child.

I understand that I am responsible for reading this Student Handbook and Student Code of Conduct and for knowing the rules and procedures of PCA. I will discuss the contents with my son/daughter to assure that he/she understands as well.

PRINT NAME OF STUDENT: _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

DATE: _____