2014-2015
PARENT/STUDENT HANDBOOK

FOCUS ACADEMIES

“Enlightening Minds for a Brighter Tomorrow”
2014-2015 SCHOOL YEAR CALENDAR

SCHOOL BEGINS
Monday, August 11

SCHOOL ENDS
Friday, May 22

BAD WEATHER/MAKE-UP DAYS (SCHOOL IS IN SESSION)
April 3 and May 29

HOLIDAYS
September 1  Labor Day
September 26  State Fair
November 24-28  Thanksgiving Holiday
December 22-January 5  Christmas Holiday
January 19  Martin Luther King, Jr. Holiday
February 16  President’s Day
March 9-13  Spring Break
April 3  Good Friday
May 25  Memorial Day Holiday

SIX WEEKS/SEMESTER (175 INSTRUCTIONAL DAYS)
1st Six Weeks: Aug. 11-Sept. 19=29 days
2nd Six Weeks: Sept. 22-Oct. 31=28 days
3rd Six Weeks: Nov. 3-Dec. 19=29 days
First Semester=86 days
4th Six Weeks: Jan. 6-Feb. 20=32 days
5th Six Weeks: Feb. 23-April 10=28 days
6th Six Weeks: April 13-May 22=29 days
Second Semester=89 days

STAFF DEVELOPMENT (5 DAYS/STUDENT HOLIDAY) (SD)
Oct. 3, Nov. 7, Jan. 5, Feb. 27, May 15

EARLY RELEASE (6 HALF DAYS [ER])
Sept. 12, Oct. 17, Dec. 19, March 8, April 10, May 22

REPORT CARDS
Oct. 3 (Parent Conference), Nov. 6, Jan. 9
Feb. 27 (Parent Conference), April 17, May 22

TESTING DATES (TERRANOVA/STAAR/EOC)
*STAAR/EOC based on TAKS calendar and subject to change

Aug. 15-20  TERRANOVA pre-test
Sept. 15-19  District Benchmark #1 (pre-test)
Dec. 1 (Mon)  Retest STAAR/EOC English I
Dec. 2 (Tues)  STAAR/EOC US History
Dec. 3 (Wed)  Retest STAAR/EOC Algebra
Jan. 12-16  District Benchmark #2 (post-test)
Mar. 16-April 8  Grade K-12 TELPAS
Mar. 30 (Mon)  STAAR/EOC English I (includes writing)
Mar. 31 (Tues)  STAAR Grade 4 & 7 Writing Day 1
Mar. 31 (Tues)  STAAR Grade 4 & 7 Writing Day 2
Mar. 31 (Tues)  STAAR Grade 5 & 8 Reading
Apr. 20 (Mon)  STAAR Grade 5 & 8 Mathematics
Apr. 21 (Tues)  STAAR Grades 3-4, 6-7 Mathematics
Apr. 22 (Wed)  STAAR Grade 8 Social Studies
Apr. 22 (Wed)  STAAR Grades 3-4, 6-7 Reading
May 5 (Tues)  STAAR Algebra I
May 6 (Wed)  STAAR Biology & STAAR US History
May 12-15  TERRANOVA post-test
May 13 (Wed)  STAAR Grade 5 & 8 Reading (retest)
June 23 (Tues)  STAAR Grade 5 & 8 Reading (retest)
July 7 (Tues)  STAAR/EOC English I & U.S. History
July 8 (Wed)  STAAR/EOC English II & Algebra I
July 9 (Thurs)  STAAR/EOC Biology

## Daily Hours

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## Emergency Information

Please keep your address and phone numbers updated at the School Office.

## Illness

Child must be fever-free for 24 hours before returning to school. Some contagious diseases may require a doctor’s note to return to school.

## Dismissal during the School Day

All students must be signed-out at the School Office before leaving the campus.

## Dress Code

All students must come to school in the appropriate FOCUS uniform each day.

## Lost and Found

Please label all your child’s belongings. Lost and Found is located in the School Office.

## Medicine at School

All medications must be taken to the School Office in their original container. Parent must send a note indicating dosage and when to administer.

## Report Cards

Report cards are issued every six-weeks.

## School Phone Numbers

- FOCUS Learning Academy Office Number: 214.467.7751
- Triple A Academy Office Number: 972.283.1414

## SCHOOL CLOSINGS (WEATHER)

Closings will be broadcast on KXAS-Channel 5, FOX-Channel 4, and KRLD1080 AM.

## Tardies

Students arriving after 8:05 a.m. are required to go to the office for an admit slip. Parents must escort Kindergarten–Second grade students directly to class after 8:05 a.m.

## Visitors

Visitors (including parents) must sign-in at the School Office upon arrival on campus. Parents are not allowed to visit classrooms during instructional periods or dismissal. An appointment must be made to meet with the teacher.
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Section 1: Preface

Welcome to school year 2014-2015! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this an incredibly successful year for our students.

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

The handbook is includes general information regarding school policy and procedures, health and safety, academics and grading, and the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. In addition to its inclusion in this document, the Student Code of Conduct is also posted on FOCUS Academies’ website.

This handbook is designed to be in harmony with Board Policy, and is updated yearly. Changes in policy and procedure that affect handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between Board Policy and any provision of this handbook, the provision that was most recently adopted by the Board of Directors will be followed.

We ask our parents to review the entire 2014-2015 Student Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact their Academic Cluster Supervisor/School Director.

Finally, you must complete and return to your child’s front office main area the following forms included in this packet:

1. Acknowledgement and Approval of the Student Handbook and Student Code of Conduct
2. Student Directory Acknowledgement
Section 2: History and Overview

ABOUT CHARTER SCHOOLS
In February of 1996, the Texas Legislature authorized the creation of state chartered schools. These are public schools, required to meet state accreditation requirements. Charter schools are designed and managed by concerned teachers, parents, administrators and community members. Once the charter is created, it is submitted to the State Board of Education for approval. The charter is granted to a 501 (c) (3) non-profit organization. The non-profit organization governing the Academy is called FOCUS Centre of Learning, Inc.

The Board of Directors is the governing body of the charter school. The Board creates and implements the policies and procedures of the charter school. The school must conduct itself in agreement with its charter. Charter schools are accountable to the State Board of Education and are monitored by the Texas Education Agency to insure that they meet both state and federal guidelines. Many rules and regulations that apply to public schools have been removed from charter schools, yet with this freedom there is a great deal of fiscal and student academic accountability.

ONE MISSION: ONE VISION
FOCUS Learning Academy is a school of choice that provides an academic atmosphere for the learning different at-risk child as well as the traditional or gifted learner. Recognizing each child's individual talents and strengths, the model at FOCUS Learning Academy is designed to deliver instruction and activities utilizing multi-sensory, structured techniques.

FOCUS Learning Academy utilizes the CSCOPE scope and sequence to ensure the Texas Essential Knowledge and Skills are taught at the appropriate grade level and at the appropriate level of rigor.

MISSION STATEMENT
The stakeholders of FOCUS Academies will provide world-class, innovative and multisensory educational experiences that inspire all students to achieve positive life goals with global impact.

FOUNDER/HISTORY
Leroy McClure, the founder and CEO of FOCUS Learning Academy, abiding interest in teaching students with learning disabilities was a result of having observed the learning struggles of his brother Sam. McClure is first African-American male in the United States to achieve certification as an Academic Language Therapist, which he has used this experience and skills to help design the FOCUS education program and curriculum that both identifies and enrolls special needs students (far beyond the requirements of Child Find), and teaches them to reach levels of recognized performance.

Bolstered by his passion for students with learning difficulties, and urged on by the failing public school districts in surrounding areas, the FOCUS 501 c3 board applied for and received the FOCUS charter in 1998, opening with 100 K-6 students, and holding classes in a South Dallas church.

Through commitment, determination and teamwork, and by employing small-class sizes, flexible groupings, academic interventions, alphabetic phonics program and an administrators, faculty and staff, FOCUS has become a high-performing Texas charter school. FOCUS has also received accreditation from the Southern Association of Colleges and Schools.

FOCUS Learning Academy received a Texas State charter in 1998 and began educating 100 kindergarten through sixth grade students at its campuses located within the facilities of two Dallas churches. Leroy McClure, the founder and current CEO/Superintendent, established the academy to fulfill his vision after watching his brother (diagnosed with dyslexia) face numerous academic challenges, and witnessing the staggering dropout and illiteracy rates among African Americans. The superintendent felt called to assist non-affluent students with learning challenges who might not otherwise receive help. In addition, Mr. McClure was the first male African–American Certified Academic Language Therapist (CALT) in the United States of America. Academic Language Therapy is a technique for teaching learning-disabled children how to learn to read, as well as read to learn.

Since opening, the Academy has grown tremendously and now serves over 990 students at the Organization's Dallas headquarters. In 2003, through a Texas Education Agency renovation grant, the Focus Learning Academy initiated plans then moved into permanent building. As growth continues, the 2012 fall semester began with educational services for ninth-twelfth grade students at Triple A Academy (Attitude, Academics, Athletics) – the high school extension of FLA. Grade 12 will be added next with the first graduating class commencing after the spring semester of 2014. The campus includes a 61,171 square foot building that has been completely upgraded from retail space into a newly constructed facility designed to function specifically as an academic learning environment.

Mr. McClure and the teachers at FLA use methods that emphasize the relationship of sounds and symbols in teaching reading, writing, and spelling. More broadly, FLA is a charter school, which means it is a public school largely without boundaries, district or otherwise. FLA offers dual learning tracks, one for children with learning disabilities and another for the more gifted. For children with dyslexia, ADHD or other challenges to traditional learning, In 2003 FLA was profiled by the Texas Center for Educational Research (TCER) as an example of a high-performing Texas Open-Enrollment Charter School:

www.tcer.org/research/charter_schools/high_perf_charter/documents/focus.pdf.

In the 2010-2011 academic year, FLA was assigned a "Recognized District" rating, with Gold Performance Acknowledgements in Reading, Math, Writing, and Social Studies. In the 2012-2013 School Year, FLA Met Standard.
Section 3: RESPONSIBILITIES OF THE SCHOOL DIRECTOR, TEACHERS, PARENTS, AND STUDENTS

1. Responsibilities of the Chief Academic Officer and Principal
   - Exhibit exemplary behavior in terms of attitude, actions, dress, and speech.
   - Develop a cooperative working relationship among parents, staff, and students.
   - Help create and maintain an atmosphere, which respects the rights of all participants in the educational process.
   - Administer the school environment to provide the proper learning atmosphere.
   - Solicit the support of students, parents, and teachers in carrying out the established educational programs and policies of the Academy.
   - Encourage parents to communicate regularly with the school and participate in school programs.
   - Support students by providing appropriate assistance in learning mature self-discipline.
   - Assume responsibility and leadership in implementation of the Discipline Management Plan.
   - Provide leadership in the use of a flexible curriculum to meet the needs of all students.
   - Maintain a safe environment to keep school staff and students from physical or emotional harm.
   - Provide leadership in emergencies to protect persons or property.

2. Responsibilities of Teachers
   - Show respect for all school personnel, parents, and students.
   - Establish rapport and an effective working relationship with parents, students, and other staff.
   - Maintain an orderly classroom atmosphere conducive to learning.
   - Inform students of classroom rules and procedures.
   - Maintain an atmosphere conducive to good behavior through the application of positive reinforcement.
   - Set a good example of self-discipline through the preparation of excellent daily lessons.
   - Provide a flexible curriculum to maintain a high standard of academic achievement and to meet the needs of all students.
   - Evaluate student assignments in a fair and impartial manner.
   - Maintain accurate records of student progress and attendance.
   - Teach students to accept responsibility for their own character development and behavior.
   - Encourage work habits that will lead to the accomplishment of both long and short-term goals.
   - Consistently administer disciplinary measures as outlined in the Discipline Management Plan of the Academy in order to maintain a positive learning climate.

3. Responsibilities of Parents (Parents shall also include a single parent, legal guardian, or other person in lawful control of the child.)
   - Strive to prepare the child physically, emotionally and socially to be receptive to learning.
   - Ensure the child's compliance with school attendance requirements.
   - Ensure that the child is appropriately attired at school and at school-sponsored activities.
   - Encourage and lead the child to develop proper study habits at school and at home.
   - Provide the child with the resources needed to complete homework assignments.
   - Participate in parent-teacher conferences, parent meetings, and parent volunteer opportunities.
   - Support appropriate behavior and the discipline management policies of the school.
   - Assist the school in caring for textbooks, instructional items, and the school facility.
   - Bring to the attention of the school any problems or conditions that affect the child's education.
   - Keep informed of school policies, administrative decisions, and academic requirements.
   - Promptly provide the school with up-to-date telephone numbers, address changes, etc.

4. Responsibilities of Students
   - Exercise courtesy and respect for others at all times.
   - Attend class daily and on time.
   - Be prepared for each class with appropriate materials.
   - Take advantage of the educational opportunities offered by cooperating with the teacher.
   - Be properly attired each day.
   - Exercise freedom in such a way as to not offend the rights of others.
   - Obey the rules, and make suggestions in a positive, reasonable manner.
   - Take responsibility for your actions, and accept correction and discipline.
   - Refrain from acts or actions that would endanger self or others, or harm school property.
   - Keep informed of school decisions, academic requirements, and classroom rules and procedures.

5. Responsibilities of Student
   - Encourage student care for the materials, equipment and physical facilities of the school.
Section 4: ATTENDANCE AND ABSENCES

ATTENDANCE AND ABSENCES
Prompt and regular attendance is essential in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between good school attendance and academic success.

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. It is also critical to the Academy’s success because it is a determining factor in the amount of state financial aid the Academy is entitled to receive. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance
State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the Academy may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school:

from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

- If the student is over age 18, the student’s parents shall not be subject to penalties as a result of their child’s violation of state compulsory attendance law.

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

Exemptions to Compulsory Attendance
State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such visit, and makes up any work missed.

Attendance for Credit
To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student an opportunity to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the Attendance Review Committee (ARC) to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate
absences only after he or she has enrolled in the Academy. For a student enrolling into the Academy after school begins, including a migrant student, only those absences after enrollment will be considered.

- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the CEO/Superintendent within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting.

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

**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 high school office.

**ABSENCES**

Parents should call the school office early each and every day the student is absent, giving the reason for the student missing school. All students who have been absent must bring a written statement signed by the parent or guardian stating the reason for the absence and complete an attendance tracking form. The attendance tracking form and the parent note must be received in the front office within 2 days of the absence. It shall then be the responsibility of the building School Director or appointee, to determine whether such absence is excused or unexcused.

Absences are considered excused for school-related activities and illness, family emergencies and deaths relating to immediate family only. Prior arrangements must be made for excused student absences for religious holidays, and other family matters. **So that your child does not lose valuable instructional time, please schedule dental and other elective appointments for the after-school hours.**

If a student is absent and the parent does not call or furnish a note or complete the attendance tracking form when he/she returns, the school will give a two-day grace period during which the student will be given an unexcused absence until he/she provides an excuse note. If the student fails to provide a note or complete the attendance tracking form between the date they were absent and the end of the two-day grace period, the absence will remain unexcused.

If too many days are missed, the student may also be required to:
- Complete additional assignments.
- Attend tutorial sessions before or after school.
- Maintain the attendance standards for the rest of the semester.
- Attend mandatory Saturday School.

In order to be excused from physical education classes for a period of more than three consecutive days, the student shall have a statement from a medical doctor specifying the need for such an excuse and approximate length of the recuperative period.

**Make-up Work**

A student must submit an "excused absence slip" to be eligible for make-up work. Students who are absent for school-related reasons or for an anticipated or planned absence must make arrangements for make-up assignments prior to the absence.

For any class missed, the teacher may assign make-up work based on the instructional objectives for the subject or course and the student's needs in mastering the essential knowledge and skills or in meeting subject or course requirements. Students are responsible for obtaining and completing make-up work in a satisfactory manner and within the time specified by the teacher.

Students will be allotted one day for every day absent to complete make-up assignments. A student who does not complete make-up assignments within the time allotted will receive a grade of "F" or 0% for the assignment.

If a student misses a test due to an excused absence, a make-up test will be scheduled by the teacher. Students are responsible for taking the test at that time. Teachers are not obligated to reschedule a make-up exam. Students may not make up work following an unexcused absence. An unexcused absence may result in an "F" or grade of 0% for each assignment missed.

**Unexcused/Excused Absences**

All school days (including field trip days) are mandatory attendance days. In Texas, a child between the ages of 6 and 17, depending on the specific birth date, is required to attend school unless otherwise exempted by law. School officials must investigate and report violations of the state compulsory attendance law. This law requires that a student be in attendance for at least 90% of class days before receiving grade-level credit for a class.

The Texas Education Code also provides a list of reasons that must be consulted to define excused, unexcused, and absences due to extenuating circumstances:

**Excused Reasons:**

Students may be excused for temporary absence resulting from any cause acceptable to the Academic Cluster Supervisor/School Director or designee. As discussed above, students must provide a written explanation for the absence to be excused. The excuse will be filed in the attendance office and become part of the student’s record.

An absence will be considered excused if the absence is for one or more of the following reasons:
• School Related Activities – must have prior approval from the School Director
• Personal Illness – after three consecutive days missed, parent must provide a doctor’s note
• Family illness – immediate family only, subject to approval
• Death in Family
• Family Emergency – immediate family only, Quarantine of the home, subject to approval
• Religious Holidays – must have prior approval from the Academic Cluster Supervisor/School Director or designee
• Doctor’s Appointments – documented health care appointments, if the student begins classes or returns to school on the same day as the appointment, and required screening, diagnosis, and treatment for Medicaid-eligible students; and must have doctor’s note
• Court Related - serving as an election clerk, juvenile court proceeding documented by a probation officer, appearing at a governmental office to complete paperwork required in connection with the student’s application for United States citizenship, student participation in a United States naturalization oath ceremony.
• College Visits - documented college visits by junior or senior students. A student will not be excused for this purpose for more than two days during the student’s junior year and two days during the student’s senior year.
• Other - Temporary absence resulting from any cause acceptable to the student’s teacher, Academic Cluster Supervisor/School Director, Chief Academic Officer, or CEO/Superintendent.

Unexcused Reasons:
Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:
• Failure to bring a written note within three school days following an absence
• Truancy
• Suspension, unless assignments are satisfactorily completed
• Leaving school without approval of school administration and parents
• Barber shop or beauty shop appointments
• Babysitting of self or others
• Walking out of class
• Receiving a pass to report to a certain school area and failing to report
• Trips not approved in advance; or
• Other reasons determined by the school administration to be unacceptable

Students who accumulate an excessive number of absences may be required to furnish a statement from a medical doctor in order to continue to receive excused absences.

Excused Absences under Extenuating Circumstances
• Days of suspension for which the student satisfactorily completes assignments.
• Participation in court proceedings or child abuse/neglect investigation.
• A migrant student’s late enrollment or early withdrawal.
• Days missed as a runaway.
• Completion of a competency-based program for at-risk students.
• Late enrollment or early withdrawal of a student under the Texas Youth Commission.
• Participation in a substance abuse rehabilitation program.
• Homelessness, as defined in federal law.

Students absent from school or from any class without permission will be subject to disciplinary action.

AFTER-SCHOOL DISMISSAL
Students are to be picked up promptly at the end of the school day at the designated entrance. Students may only be picked-up by persons authorized on the Student Release Authorization form. If a person not listed on the original form is to pick up the child, parents/guardians must advise the School Office in advance and in writing. Such persons will be required to show photo identification in order to pick up a child.

Students must never be taken from the school premises without the knowledge of school personnel, and must never run out to meet cars in the drive-up area at dismissal time.

Students will be placed in the After-School Extended Care program unless they are picked up within 15 minutes of dismissal time at the end of the school day and all applicable fees will be charged.

EARLY MORNING ARRIVAL
We are a closed campus. This means, upon arrival on school grounds, students may not leave the campus at any time or for any reason.

As a service to parents, we offer early morning arrival starting at 7 a.m. until class begins for students needing to arrive early.

This is a free service to parents. If it is violated in any way, your child will be asked to arrive at 7:50 a.m. when classes officially begin. Furthermore, other consequences may become necessary.

Please do not allow them to walk into the building without knowing for sure that an adult supervisor is on duty. Students will be seated in grade level order until the teacher escorts the children to class at 7:50 a.m.

DISMISSAL DURING THE SCHOOL DAY
We are a closed campus. Upon arrival on school grounds, students may not leave the campus at any time or for any reason, without being signed-out at from the school office.

Parents who come to pick up their students during regular school hours are required to sign them out from the School Office.

The School Director, principal or nurse may also determine if a student should be sent home for illness, and will notify the student’s parent or guardian. If the parent/guardian cannot
be reached, the school will contact an alternative person listed on the Emergency Care form. Parents or designees may be required to show picture identification to school personnel when signing out a child for any reason.

**SCHOOL HOURS**

School begins for all students at 7:45 a.m. At this time, our closed campus policy is in effect. A closed campus means that upon arrival on school grounds, students may not leave the campus at any time or for any reason. If it is violated in any way, your child will receive consequences commensurate with the offense.

**TARDIES**

The school’s tardy policy has been developed to emphasize the importance of each student arriving on time to school every day and remaining in the classroom for the entire period. Learning personal responsibility by arriving at school and class on time is an integral part of the school’s standard of excellence, which helps prepare students for success.

Students arriving for school after 8:05 a.m. are required to go to the office for an admit slip. Students arriving at school after 9:30 a.m. without prior arrangement and/or acceptable excuse will be considered absent for the day. Reasons such as traffic, waking up late, car problems and transportation problems, (i.e. missed bus, ride didn’t pick up, etc.) are not excuses for tardiness.

Students should be inside the classroom by the schools announced start time. A student arriving after this time must report to the front office and obtain a tardy slip. Tardiness to school will be unexcused, unless the student arrives to campus late for one of the following reasons:

- Personal illness.
- Attendance at a required court appointment.
- Appointment with a doctor, dentist, or other professional.

For a tardy to be excused, the student must present a note from the parent explaining the student’s late arrival. The school may also require a written note from a doctor, dentist, or other professional.

Repeated instances of tardiness will result in more severe disciplinary action as outlined below and in accordance with the Student Code of Conduct. If a student is involved in an extracurricular activity the consequent will be the suspension from the activity. If the student is not involved in the extracurricular activity the after school detention would apply.

First Tardy: No consequence
Second Tardy: Suspension from one extracurricular activity or one after school detention
Third Tardy: Suspension from two extracurricular activities or two days of after school detention
Fourth Tardy: Suspension from three extracurricular activities or Saturday detention
Fifth Tardy: Suspension from extracurricular activities for the remainder of the semester or two Saturday detention

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**TRUANCY POLICY & WARNING NOTICE**

Notice: Laws and FOCUS Academies (FOCUS Learning Academy/ Triple A Academy) Rules Governing Compulsory Attendance in Texas Schools OFFICIAL NOTICE PURSUANT TO EDUCATION CODE 25.095, TO THE CHILD AND PERSON(S) STANDING IN PARENTAL RELATION TO THE CHILD. Failure to comply with the laws and rules governing compulsory attendance may result in legal action or other consequences.

Texas requires a child who is at least 6 years of age, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has not yet reached his/her 18th birthday to attend school unless exempt by Sec. 25.086. Students enrolled in pre-kindergarten or kindergarten shall attend school. **Education Code 25.085**

Except as provided by Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days class is offered. **Education Code 25.092**

If a student is absent from school on 10 or more days or parts of days within a 6-month period in the same school year or 3 or more days or parts of days within a 4-week period (tardies are considered parts of days), the student’s parent is subject to prosecution under Texas Education Code Section 25.093, and the student is subject to prosecution under Texas Education Code Section 25.094. An offense under either section is a Class C misdemeanor punishable by a fine not to exceed $500 for each offense. Each day may be a separate offense. The burden of showing that an absence should be excused is on the student or parent. **Education Code 25.093; Education Code 25.094; Education Code 25.095**

A parent/guardian of a school age child has the responsibility to require that their child attend school regularly. When sickness or other obligation necessitates an absence, a note signed by the parent/guardian explaining the reason for the absence is required the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused and the student will be allowed three (3) days to submit a written note (emails acceptable) excusing the absence. The absence will be unexcused if a parent/guardian fails to provide a note within the specified time. A student shall be excused from attending school for the purpose of observation of religious holy days, including travel for that purpose, such days shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. Additionally, a student may be excused for temporary absence resulting from an appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. **Education Code 25.087; 19 TAC 129.21**

A person required to attend school may be **excused for temporary absence** resulting from any unusual cause acceptable to the Superintendent, the School Director, or principal of the school in which the student is enrolled. Such causes may include, but are not limited to: 1) personal sickness; 2) family emergency; 3) documented juvenile court proceeding; 4) Board-approved extracurricular activity; or 5) approved college visitation. **Education Code 25.087**

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When a student's absence for **personal illness exceeds four (4) successive days**, the student shall provide a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school (the school nurse is available to verify an illness on the day of the absence). The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. Absences such as non-school related **vacations and trips**, babysitting, working (including modeling), and non school-sponsored athletic events and programs shall be considered unexcused.

Unless specifically exempt, an enrolled student who is eligible **must attend** an extended-year program or **required tutorial classes** that are provided by the Academy for students identified as likely not to be promoted to the next grade level; an accelerated reading instruction program to which the student is assigned; an accelerated instruction program to which the student is assigned; a basic skills program to which the student is assigned; or a summer program provided as a disciplinary program. **Education Code 25.085**
Section 5: ACADEMIC PROGRAMS

ACADEMIC COUNSELING

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the

ADVANCED PLACEMENT, PRE A.P. COURSES

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

Advanced placement course offerings are optional. Enrollment in an advanced placement level course is by self-selection only. Students should consider enrolling in these courses based upon their motivation and interest, past academic performance, and teacher recommendations.

The PreAP/AP Program allows students to participate in college preparatory courses and college level courses while still in high school. Secondary schools and colleges cooperate in this program to give students the opportunity to show mastery in college level courses by taking AP exams in May of each school year.

With successful completion of an AP exam, many colleges will issue college credit. If a student scores a 3, 4 or 5, FOCUS will reimburse the registration fee for taking the AP Exam. This gives students an opportunity to receive college credit at no cost.

AWARDS AND HONORS

Awards and Honors include, but are not limited to, National Honor Society, all "A" Honor Roll, and highest and second highest rankings.

To be eligible for honors, a student must be continuously enrolled in the Academy high school and eligible for grades in each of the three reporting periods of the first semester in grade 12 and must continue as a full-time student in good standing through the semester in which graduation occurs. For two school years following his or her graduation, a student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the Guidance Counselor at 972-283-1414 for further information about the application process and deadlines.

GRADE CLASSIFICATION

The following standards apply to grade classification. Standing is determined at the start of each school year. Classification is for the complete school year.

Core Classes (4X4):
- English I, II, III, IV
- Math: Algebra I, Geometry, Algebra II and/or 4th Math
- Science: Biology, IPC, Chemistry, and/or Physics or other approved
- Social Studies: World Geography, World History, US History, Govt/Eco

Freshman- A student entering high school for the first time or having fewer than 6 credits.

To Become a Sophomore- A student who has earned a minimum of 6 credits with 3 of the 4 earned in Core courses will be classified as a sophomore. He/she must have earned the following:

- 6 total credits: 3 credits earned from any of the following courses:
  - English I
  - Algebra I or Geometry if Algebra I was earned in middle school
  - Biology or other eligible 9th Grade Course (IPC, Physics)
  - World Geography or other required social studies if moved in

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Grade 10 (Sophomore)</td>
</tr>
<tr>
<td>12</td>
<td>Grade 11 (Junior)</td>
</tr>
<tr>
<td>18</td>
<td>Grade 12 (Senior)</td>
</tr>
</tbody>
</table>

TAKS: If you are retained in the in 9th or 10th grades at the end of the 2010-2011 school year, you will take the TAKS test for that grade level even though you may have taken and passed that test the previous year.

GRADUATION

Requirements for a Diploma

Texas law requires that students who enter 9th grade in 2010-2011 or before must pass all parts of the exit level TAKS to receive a high school diploma from a Texas public school. The exit level TAKS includes four subject areas: English language arts, mathematics, science, and social studies. These four exit level TAKS tests are given to students for the first time in spring of their eleventh grade year. If your child passes all these tests on the first try, he or she has fulfilled the state’s testing requirement for graduation. However, if your child failed one or more subject-area tests, he or she will have multiple opportunities to retake those tests. For each test your child failed, your child’s school is required to help your child improve his or her knowledge and skills in that subject area.

The STAAR graduation requirements apply to students first entering the ninth grade in fall 2011.

To graduate, a student must have a yet-to-be determined cumulative score on all of the EOC assessments taken in each content area: English, math, science, and social studies. Besides meeting the cumulative score requirement in each of four core content areas, students on the
Recommended High School Program, which is the standard graduation plan, must pass the Algebra II and English III EOC assessments.

The Commissioner of Education for the Texas Education Agency must adopt a transition plan to implement the bill and replace the MHSP, RHSP, and DAP with the foundation program beginning with the 2014-2015 school year.

GRADING SYSTEM & GUIDELINES
Report cards will be distributed at the end of the each six weeks. The Academy uses a grading system that not only indicates academic performance, but also reflects behavior, effort, and character.

Students will receive report cards based on the following system:

**Kindergarten:**
- E= Excellent
- P= Progressing
- S= Satisfactory
- N= Needs Improvement
- U= Unsatisfactory

- Grades 1–12:
  - A = 90 – 100
  - B = 80 – 89
  - C = 79 – 75
  - D=74-70
  - F= 69 – below

- Elective classes may use either scale, as appropriate to the grade level and/or subject.

- Character or conduct grades are noted as follows:
  - E = Excellent
  - P = Progressing
  - S = Satisfactory
  - N = Needs Improvement
  - U = Unsatisfactory

- The grades of Special Education students may be based on progress toward mastery of their Individual Education Plan (IEP) goals.

- Grade Distribution is as follows:
  - Class Assignments- 45%
  - Teacher Generated Projects & Tests- 35%
  - Common Assessments (Six Weeks & Semester) Exams- 15%
  - Homework- 5%

A grade of 70 or above in both reading and math, with a passing grade average of all other subjects, will generally be necessary for promotion to the next grade level (see PROMOTION/RETENTION).

For high school, student academic evaluation is achieved through the use of a grading system. An average grade of 70 is required for successful completion of a course.

Exceptions to the percentage recommendations shall be based on a specific rationale and mutual agreement between the teacher, principal, and School Director. Blanket grades shall not be given. Grades should be based on effort/mastery.

According to Texas Education Agency policy, student transcripts will include a final course average for all courses requiring a state-mandated STAAR End Of Course (EOC) exam.

GRADUATION PROGRAMS
The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program.

Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator.

Students who entered the ninth grade during the 2010-11 school year or after must meet the following credit requirements for graduation:

- Minimum Program 22 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits
- Fourth year seniors are required to attend school all day.

The Commissioner of Education for the Texas Education Agency must adopt a transition plan to implement the bill and replace the MHSP, RHSP, and DAP with the foundation program beginning with the 2014-2015 school year.

Graduation Requirements and EOCs
Students must receive credit for all coursework based on state law and FOCUS Academies policy.

A student must earn at least the "minimum" score (as defined by TEA) on all End-of-Course STAAR assessments taken.

A student must achieve a cumulative score that is greater than or equal to the number of EOC assessments taken multiplied by the satisfactory standard for each subject area (Math, English, Science, and Social Studies).

Performance Labels
The labels for the performance categories are

- Level III: Advanced Academic Performance
- Level II: Satisfactory Academic Performance
- Level I: Unsatisfactory Academic Performance

EOC Intervention Camp

- Intervention/tutoring will be provided by FOCUS Academies for students failing to meet the Level 2, Satisfactory Standard for each tested area.
- Parents and students will receive a detailed calendar of specific dates that the tutoring will take place.

Certificates of Coursework Completion
A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

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

Graduation Activities
Graduation activities will include:
- Recognition of National Honor Society Members
- Scholarship Recipients
- Recognition of Salutatorian and Valedictorian
- Recognition of Graduates

HOMEWORK
The Academy endorses homework as a valued extension of learning beyond the classroom and an integral part of the instructional program. Homework has a definite place in the learning process. Study habits may originate in the school but must be developed in the home, on the student’s own initiative, and with the support of his/her parents and community.

To be effective, homework should:
1. be meaningful, purposeful, and directed toward specific learning objectives;
2. build upon concepts and skills previously introduced in the classroom;
3. encompass a variety of activities;
4. encourage independent learning, responsibility, and self-discipline;
5. never be assigned as punishment.

An inordinate amount of homework shall be avoided. The Academy recommends:
- Grades K-3: 45 minutes to 1 hour maximum per night
- Grades 4-6: 1 to 1 ½ hours maximum per night
- Grades 7-12: 2 hours maximum per night

For all grades, a minimal amount of homework shall be given on Wednesday night to allow for family activities.

The teacher shall establish a due date, and students will be expected to have assignments ready by the date assigned by the teacher. While not doing the assignment for the student, parents are expected to provide support and supplies to ensure that homework is completed. Homework shall be checked by the teacher and returned to students.

A consistent policy for homework assignments will be developed on each campus. An explanation of the policy will be provided to parents and students. The policy may vary from campus to campus.

Makeup Work: Routine and In-depth Work Assignments
For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student will be permitted to make up tests and to turn in projects due in any class missed because of an excused absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

OFFICIAL TRANSCRIPTS
No fees will be charged for unofficial transcripts, nor will fees be charged for official transcripts that the student picks up. When students ask for official transcripts to be mailed, they will be given the opportunity to provide a stamped and addressed envelope and not be charged a fee. If they decline to provide the stamped envelope, then they will be charged $1.00 for each transcript. Fees charged will be deposited into the campus account from which the postage will be paid.

PROGRESS REPORTS
Progress reports will be sent home after the third week of each grading period for all students. These reports are to be signed by a parent/guardian and returned to the teacher as directed. At the end of the first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

PROMOTION & RETENTION
General Requirements (All Students)
1. All promotions shall be based on the degree of mastery of the grade-level TEKS.
2. Testing procedures will be used to assess the required elements for each grade level.
3. A grade of 70 or above in both reading and math, with a passing grade average in all other subjects, will be necessary for promotion to the next grade level.
4. Variations in procedures and academic achievement level expectations for special education students shall be determined by the ARD committee and included in the student's IEP.
5. Generally, a student will not be given passing grades and/or promoted unless he/she is in attendance for at least 90 percent of the school year.

Specific Requirements
A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level.

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades kindergarten-grade 1, promotion is based on mastering the grade-level standards (essential knowledge and skills) as identified on the district report card.

In grades 2-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in
In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the STAAR is administered the first time.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

Parents of a student in grade 5 or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student.

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Once at school, a student is not permitted to leave campus anytime during the school day (this includes the student's lunch period) without following sign-out procedures. A student with a valid driver's license who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, the student will not be released from school at times other than at the end of the school day. Students who do not follow these procedures are considered absent without permission (truant).

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse or designee. The nurse/designee will decide whether or not the student should be sent home and will notify the student's parent. Students should follow all proper procedures for signing out.

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks. At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. Teachers follow District grading guidelines that are designed to reflect each student's academic achievement for the grading period, semester, or course.

**REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA**

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

**REPORT CARDS**

Report cards will be issued during the week following the end of six weeks grading period. Report cards, with the exception of the end of the year report card, are to be signed and returned to school as directed. Parents are asked to keep the end-of-year report card in a safe place at home.

Teachers must follow grading guidelines that are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

**SAT AND ACT**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission.

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"Enlightening Minds for a Brighter Tomorrow"
Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

Schedule changes are normally made only under the following conditions: a student fails a course; a credit was earned in summer school; to balance classes within the master schedule; a schedule that is not educationally defensible; an election or assignment to an activity within the school; or the administrator feels it is in the best interest of the student.

SCHEDULE CHANGES
Schedule changes are normally made only under the following conditions: a student fails a course; a credit was earned in summer school; to balance classes within the master schedule; a schedule that is not educationally defensible; an election or assignment to an activity within the school; or the administrator feels it is in the best interest of the student.

High School Adding & Dropping Procedures and Timelines
- Deadline is the end of first week of fall semester to submit a schedule change request.
- Deadline is the end of first six weeks for change from advanced to regular classes. (academically misplaced students) - same subject area only
- Spring semester of a full year course: Deadline is the end of first week of semester for all classes, including advanced to regular classes.
- Students may not drop an advanced or regular class to acquire an off period after the above deadlines have passed.

Middle School Changes
Schedule changes are normally made only under the conditions listed below:
- A student fails a course
- Change needed as a result of a credit earned in summer school
- Change needed to balance classes within the master schedule
- Student has a schedule that is not educationally defensible
- Change as a result of a student being elected to or administratively assigned to an activity within the school
- Any change which, in the judgment of the principal, is in the best interest of the student and/or teacher
- Students must request schedule changes within the time frame established by the principal

Students may be required to request changes prior to the beginning of each semester. Changes not requested in accordance with established guidelines may be denied.

TESTING
Continuous evaluation of student learning is an integral part of the instructional process. Assessment of student learning is done in many ways, depending on the type of data being sought.

The State of Texas Assessment of Academic Readiness, or STAAR, is a new assessment implemented during the 2011-2012 school year. During the 2011-2012 school year, STAAR replaced TAKS for students in grades 3-9. In 2012-2013, 10th grade STAAR will be added. In 2014-2015, 11th grade will be added and STAAR will be fully implemented.

In grades 3-8, STAAR will test the exact same grades and subjects as TAKS. Middle school students enrolled in high school EOC tested courses will take the STAAR EOC for the course rather than the grade level STAAR for that content area.

Beginning in 9th grade, STAAR will consist of 5 End-of-Course exams, three exams in each of the four core subject areas. The subjects tested with EOC include: Algebra I, Biology, Chemistry, Physics, English I, English II, and U.S. History. In order to graduate, students must pass the EOC exam for each of the associated courses in which they are registered.

Students in the graduating Class of 2015, who were in the eighth grade at the end of the 2010-2011 academic year, will be the first students who must meet the end-of-course testing requirements, as well as pass their classes, in order to earn a diploma.

Testing: Student Assessment Program
The FOCUS Student Assessment Program is designed to provide accurate assessment data that will impact the delivery of instruction for the ultimate purpose of increased academic performance, enabling each student to maximize his/her potential and achieve lifelong success. The FOCUS Student Assessment Program is an integral component of the instructional process enabling educators to make informed decisions regarding curriculum choices, resources, instructional accommodations and forms of accountability. In addition to state-mandated assessments, FOCUS Learning Academy administers benchmarks and common assessments - a series of sequential testing that provide teachers a scaffolding of assessment data to be utilized for future instructional planning. Below is a short description of various types of assessment tools used at the Academy.

- **State of Texas Assessments of Academic Readiness (STAAR).** The STAAR name, pronounced the same as star, will replace the Texas Assessment of Knowledge and Skills (TAKS), which is the criterion-reference assessment program that has been in place since 2003. The STAAR program encompasses STAAR, STAAR Spanish, STAAR L, STAAR Modified, and STAAR Alternate. The STAAR will be used for the new grade 3-8 assessments mandated by HB 3 in the 2009 legislative session and the 12 end-of-course assessments mandated by SB 1031 in 2007. The new tests were used beginning in the 2011-2012 school year.

STAAR tested subjects are as follows:
- Mathematics, annually in grades 3-11
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
Students in the graduating Class of 2015, who were in the eighth grade at the end of the 2010-2011 school year, will be the first students who must meet the end-of-course testing requirements, as well as pass their classes, in order to earn a diploma. STAAR includes assessments of mathematics, reading, writing, science, and social studies in grades 3 through 8 and twelve EOC assessments.

- **Texas English Language Proficiency Assessment System (TELPAS).** TELPAS assesses the progress that grades K–12 English Language Learners (ELLs) make in learning the English language in the domains of listening, speaking, reading, and writing.

- **TerraNova.** TerraNova is a series of standardized achievement tests used in the United States designed to assess K-12 student achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The test series is published by CTB/McGraw-Hill. The results are nationally norm-referenced, meaning that students’ scores reflect their achievement in comparison to all students who took the test nationally. Typically this is expressed as a raw score that is then converted into a percentile ranking. This is different from criterion-referenced tests, which measure student performance based on mastery of the material.

- **FOCUS Academies Benchmark.** The FOCUS Benchmark is a TEKS-based assessment utilized to ascertain student mastery of the State curriculum. It is administered twice per year (fall/spring) to students in grades K-12.

- **Dynamic Indicators of Early Basic Literacy Skills (DIBELS).** The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures for early literacy development.

- **The FOCUS Alphabetic Phonics Benchmark.** The FOCUS AP Benchmark is used to determine student progress in the Academy’s Alphabetic Phonics (AP) structured language program. It may be given several times yearly by the AP teacher.

### TESTING/CELL PHONE GUIDELINES

Cell phones or other electronic devices used for communication are banned from classrooms during standardized testing (STAAR/TerraNova) or other testing administrations. Phones or other electronic devices may not be kept in pockets, jackets, purses, backpacks, etc. within the designated testing rooms.

This policy will be announced prior to test day and students will be reminded the morning of testing. A student discovered to be in possession of a cell phone or other electronic device once testing has begun may be subject to disciplinary actions and the test in progress marked “no score.”

### TRANSFER STUDENTS

Transfer students from public school and non-public schools recognized as accredited by the Commissioner of Education will be placed in classes promptly. Students who transfer from non-accredited schools will be placed in courses commensurate with their previous education.

Final grade-placement may only occur after the Academy staff performs appropriate enrollment testing, and receive standardized test scores, report cards and transcripts from the previous school.

### TUTORIALS

The Academy will provide tutorial assistance for students who may be having difficulty in the mastery of required essential elements. Tutorials shall be mandatory for students who are failing any course or subject at the end of any three-week or six weeks grading period. Tutorials may be scheduled before or after school.
SECTION 6: GENERAL INFORMATION

ADDRESS AND PHONE NUMBER CHANGES
Parents must report any change of address or phone number to the school office immediately, so that records may reflect accurate information. This is most important because of the possibility of an emergency or accident and the need to reach the parent quickly.

ADMISSION/ENROLLMENT/REENROLLMENT
The enrollment process will take place each school year from March 1 – May 31 to fill openings for the upcoming and subsequent school years.

ADMISSION POLICIES AND PROCEDURES/REENROLLMENT FOR FOCUS ACADEMIES

Beginning and Ending Dates of Application Periods
FOCUS Academies require applicants to submit a complete application form in order to be considered for admission. The enrollment process will take place each school year from March 1 – May 31 to fill openings for the upcoming and subsequent school years.

Lottery Procedures and Date when a grade or class is oversubscribed
A lottery is to be conducted if the number of applicants exceeds the maximum enrollment. The lottery shall take place within fifteen days after the closing date of the application period. The lottery will be conducted via lottery selection software. The Admissions Office or designee of each campus will conduct the computerized lottery, with supervision by at least one member of the sponsoring entity or his/her designee and a representative from the FOCUS Academies Corporate Office. This ensures that the winner list and the waiting list are selected randomly. Results of the lottery shall be certified by a notary public.

Development of a Waiting List
The lottery will be paused momentarily after the computerized lottery fills all available seats allowed by the enrollment cap. The drawing will then continue, and the randomly-selected numbers will be used to create a waiting list. As space become available, applicants will be called from the waiting list beginning with applicants with the lowest number assignment.

Admission Process of Returning Students
Returning students (students who currently attended the school and intend to return the next school year) are given priority in admission, if they notify the school of their intent to return for the next school year by February 1st of the each school year.

Siblings Policy and Children of the School’s Founders and Employees
Siblings of returning students currently enrolled at FOCUS Academies and who timely notify the school of their intent to return for the next school year are exempt from the lottery and, space permitting, are automatically enrolled. For this policy “sibling” shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

Children of the school’s founders, teachers, and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program.

Applications that are submitted outside of the designated application period
If a student applies to the school outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.

Students with documented histories of a criminal offense and/or misconduct
Students who have a documented history of a criminal offense, juvenile court adjudication, listed in TEC, §12.111(6), or other serious discipline problems listed under TEC, Chapter 37, Subchapter A will be excluded from enrollment as TEC, §12.111(6) authorizes a charter school to do so.

Documents and Information Applicants are Required to Provide
Applicants must submit a completed application form in order to be considered for admission. The application form must be signed and dated by the parent(s). The application form must include the following items:

- Applicant’s name (first, last, and middle names)
- Applicant’s birth date
- Applicant’s current grade level and grade applied for
- Applicant’s residential address
- Phone numbers
- Applicant’s current school and district names
- Applicant’s parents’ name and signature
- Whether the applicant has a sibling already admitted to attending the school

Whether the applicant has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Chapter 37 of the Education Code. Applicants are not required to provide transcript or other academic records until after they are offered admission.

Reporting Transfer Students Pursuant to Civil Action 5281
Civil Action 5281 requires that TEA not approve student transfers where the effect of such transfers changes the majority or minority percentage of the school population by more than one percent in either the sending or receiving district.

FOCUS Academies complies with reporting transfer students pursuant to Civil Action 5281 by using the student transfer system provided on the Texas Education Agency website under PEIMS section.

Non-discrimination Statement as Part of the School’s Admission Policy
It is the policy of FOCUS Academies to comply with all state and federal regulations regarding admission and not to discriminate during the admission and the lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend.
Student Information
Any student admitted to FOCUS Academies must provide records, such as report cards from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling at FOCUS Academies for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

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

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

AFTER-SCHOOL EXTENDED CARE PROGRAM
The After-School Extended Care Program is provided on school days from 4:30 p.m. to 6 p.m. Students will be placed in the program unless they are picked up within 15 minutes of dismissal time at the end of the school day.

Information about costs for the After-school program will be distributed to parents at the beginning of the school year. Fees for the after-school program are to be paid in advance for the entire month. Envelopes for fees are available in the Business Office and School Office. Parents who pick up their students later than 6 p.m. will be charged a $2 per minute late fee.

For the security of our students, it is important that all families give the names, relationship and driver’s license numbers of individuals who are allowed to pick-up their student(s). Parents/guardians are required to sign their student(s) out when they pick them up from the After School Extended Care Program. Students are released only to the persons whose names are listed on the Student Release Authorization Form. If a person not listed on the original form is to pick up the student, parents/guardians must advise the After-School Program Director in advance and in writing. Identification (picture I.D. or license) will be requested from those non-parental authorized persons before they are allowed to pick up a student.

Students must never run to meet cars, but will be instructed to wait until proper identification has been made of the driver and then the student will be dismissed to walk to the car.

ASSEMBLIES
Periodic assemblies will be held during the school year to celebrate certain holidays, provide character education, and to focus on the achievements of our students.

Award Assemblies will also be held during the year to highlight commendable attitudes, character qualities, and academic achievement. Parents are welcome to attend.

A student’s conduct in assemblies must meet the same standard as in the classroom. A student who does not follow Academy rules of conduct during an assembly will be subject to disciplinary action.

BACTERIAL MENINGITIS
State law requires FOCUS Academies to provide the following information:

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

What are the symptoms?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over one (1) year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

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

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

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

How can Bacterial Meningitis be prevented?
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances.

These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What should you do if you think you or a friend might have Bacterial Meningitis?
Seek prompt medical attention.
For More Information:
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for disease control and Prevention: http://www.cdc.gov and the Texas Department of Health: http://www.dshs.state.tx.us.

BUILDING DAMAGES
Students are to keep classrooms clean, hallways, bathrooms and common areas clean at all times. Damages to these areas by students may result in an invoice for damages given to the student’s parent/guardian.

BUS TRANSPORTATION & REGULATIONS
The bus driver has the responsibility for the safety and conduct of students riding the bus to and from school. Students are to obey the driver at all times. Failure to abide by bus rules could result in a bus referral, suspension or revocation of bus riding privileges.

FOCUS Learning Academy/Triple A Academy has adopted the following rules of conduct for pupils while being transported by school buses owned, operated, or controlled by the school and/or other transportation companies. These rules have been formulated to provide for the safety of all pupils to and from school and/or related activities. Any violation of these rules will be reported by the bus driver or bus monitor to the respective SCHOOL DIRECTOR or principal for corrective action, which may include the temporary or permanent withdrawal of riding privileges, depending upon the seriousness of the violation and all other circumstances of each individual case.

School Bus Riders Safety Rules and Regulations
1. Students must remain seated at all times and face the front of the bus.
2. Any or all seats may be assigned any time at the driver's discretion.
3. Nothing may be extended outside the windows at any time.
4. Emergency doors and windows may not be entered or exited except for emergency purposes.
5. No type of weapon, explosive, fireworks, sharp, or pointed articles will be permitted.
6. No type of alcoholic beverage, controlled drug, or substance will be permitted. No type of tobacco product will be permitted.
7. Students must follow the driver's and bus monitor’s instructions at all times.
8. Cursing, obscenities, harassment and scuffling are forbidden.
9. Students may not depart at any unauthorized stop unless approval is granted by a school administrator.
10. No objects may be thrown, tossed or pitched inside or outside the bus.
11. All items brought on board must fit in the student’s lap. Seats will not be taken by large backpacks, schoolwork, projects, or any item that takes up another student’s seat. Please make special arrangements for transporting these large articles.
12. Drivers are not required to wait for students at the bus stop, or to sound the horn while students come out of their residence. Students must be at the stop before the bus arrives.

13. No type of animal, pet, or bird is permitted on buses.
14. Fighting is absolutely forbidden.
15. Students may not eat, drink or litter while on the bus.
16. Students may be denied bus privileges and required to pay for any damage to any part of the bus including seats and equipment.

Misconduct will be punished in accordance with the Student Code of Conduct; bus riding privileges may be suspended. The bus driver will submit a disciplinary report to a campus administrator. An administrator will contact the parent.

Drivers are not allowed to hold parent conferences while in route. Please feel free to call Student Services at 469-576-5605 to discuss any matters of concern regarding bus services.

CARE OF SCHOOL PREMISES
We try to instill pride in the appearance of our school. Students will be held responsible for the care of school property. Students must not mark school furniture, wall, ceilings, floors, or equipment with pen, pencil, marker, paint or any other instruments. Students must not tamper with fire alarms, fire extinguishers, or the electrical system. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of other students and staff will be referred to the proper law enforcement agency.

Parents will be required to pay for any damage caused by student neglect and/or misuse.

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

All cellular phones must be turned off and kept in the child’s backpack during school day and while in school building. The school will not be responsible for damage to, loss, or theft of any cellular phone or electronic device a student brings to school. The school is not responsible for items lost or stolen from any campus facility.

Devices that are visibly found on students will be confiscated. If a school employee observes a student using any cell phone or other telecommunication device during the school day or on a school bus to or from the school or a school-related activity, the school employee shall confiscate the device and turn it in to the front office. Any such device may be powered on and searched by school officials if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

The school administration will return confiscated items to the parent. The school will not be responsible for damage to or loss or theft of confiscated items. The school will charge the parent a $25.00 fee for the release of certain telecommunications or electronic devices. School administrators shall have the discretion to determine the appropriate use of phones for students participating in extracurricular activities or attending school-sponsored or school-related activities or on off school property.
The use of camera phones for recording is strictly forbidden on the school premises at any time.

The school further prohibits students from possessing other electronic devices – including but not limited to radios, tape or CD players, iPods, electronic games, and other similar devices – on school property during the school day. These devices disrupt classes and distract others from learning. If a school employee observes a student using any electronic device during the school day or on a school bus to or from the school or a school related activity, the school employee will confiscate the device and turn it in to the front office. The school administration will return confiscated items to the parent. The school will not be responsible for damage to or loss or theft of confiscated items.

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

Phone Messages
The instructional day is from 8 a.m. to 4 p.m. Students needing to use the telephone during the school day may use the student phone in the front office.

During school hours, parents should not try to reach a student’s cell phone. Parents should call the main office in emergency situations. The school will then notify the student of any emergency.

CHILD FIND UNDER IDEA
FOCUS Learning Academy/Triple A Academy is responsible for identifying, locating, and evaluating children with known or suspected disabilities who reside within the school Academy's boundaries to determine whether a need for special education and related services exists.

As part of this Child Find effort, FOCUS’ Special Education Services maintains a free information and referral service. This service helps identify children who may need assistance with learning challenges. By pinpointing and addressing learning problems early, every infant, child and youth is offered the opportunity for educational success. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and is provided other procedural safeguards under federal and state law.

CHILD SEXUAL ABUSE
As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you. Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at http://www.txabusehotline.org).

CLASSROOM PARTIES
Class party plans are under the control of the school and must be approved by the School Director or Principal. Parents will be notified by the teacher or room parents of these events.

Individual birthday parties are not allowed at the school. Parents may not send food, flowers, balloons, or gifts to school in celebration of birthdays or other special occasions. To avoid hurt feelings, invitations to private birthday parties are not to be distributed at school.

CLINIC
When a student becomes ill, he/she will be sent to the School Nurse. If the student has a fever or is in need of further care, a parent/guardian will be contacted. Students will not be allowed to leave the campus unless a parent/guardian has been notified and the student is signed-out at the School Office.

The nurse and/or office personnel will also dispense medication to students, as prescribed by doctors and directed by parents/guardian. All medicines must be in their original containers. Prescribed medications must be labeled with the student’s name, dosage, physician’s name, pharmacy and date filled. Over-the-counter medications (Tylenol, Advil, etc.) may be dispensed but must be clearly labeled as to content, expiration date, and instructions for dispensing. A medication form must be filled out for each medication.

All medicines are to be brought to the School Nurse upon arrival to school, accompanied by a note from the parent requesting administration. Parents may request that a student carry inhalant medication(s). This request must be given to the School Nurse and filed with the student’s medical records.

CLOSED CAMPUS
The school operates a closed campus. Students are not allowed to leave for any reason during the school day without properly checking out in accordance with campus rules and procedures.

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

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

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

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

COMPLAINTS AND CONCERN

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the School Director or principal. If the outcome of the conference with the School Director or principal is not satisfactory, the student or parent may appear before the CEO/Superintendent.

COMPUTER ACCESS AND RESOURCES

To prepare students for an increasingly technological society, FOCUS has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Only students who have been authorized by the Academy and who are under direct supervision of designated FOCUS employees are permitted to use FOCUS computers or to access any local network or outside telecommunications services such as the Internet.

Students are not permitted to bring or install any software on school computers. Students and their parents should be aware that e-mails using FOCUS computers are not private and will be monitored by the Administrative staff.

CONFERENCES

Parents who have questions about their student’s behavior, progress report, or report card are requested to call the school to arrange for a private conference with the teacher.

Although teachers are generally not available by phone during the school day, a message may be left for the teacher at the school office and the teacher will return the call within 24 hours.

DAMAGE TO SCHOOL PROPERTY

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

DELIVERIES TO STUDENTS

Flowers, balloons, food items etc. should not be delivered to the school for students. These will not be delivered to the classroom. Student may not receive any form of delivery (balloons, food, flowers etc.) except by a parent/guardian in person and as necessary for the school day. Food items, including but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to the students. However, parents are welcome to join students for a cafeteria lunch in our school cafeteria.

All deliveries to students (i.e., homework, lunch) must be received at the school office. No deliveries are to be made directly to classrooms. Deliveries made to students will be held in the office and delivered to students by school personnel.

Parents who want to organize activities in school such as birthday parties, pizza parties etc., must receive prior approval from the Academic Cluster Supervisor/School Director or designee. All food items must be store-bought; homemade items will not be allowed.

DETENTION

A student may be detained before school hours or assigned to a Saturday class for one or more days if he/she violates the Student Code of Conduct or Student Handbook rules. The student’s parents/guardian will be notified of the reason for the detention and should make arrangements for the student’s transportation.

DISCIPLINE

At FOCUS, discipline is maintained which is firm and consistent, yet tempered with compassion. The student is to
be obedient to and cooperate with any adult with whom he/she is working at any given time. However, when disobedience occurs and disciplinary action becomes necessary, it is firmly carried out. Complete disciplinary policies and procedures are listed in the Student Code of Conduct in this handbook.)

DISTRIBUTION OF PUBLISHED MATERIALS

School Materials
Publications prepared by and for the school may be posted or distributed with prior approval by the Academic Cluster Supervisor/School Director and teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials
Students must obtain express prior approval of the Academic Cluster Supervisor/School Director before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

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

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

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

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, it 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 inter-Academy 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—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—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 12 absences not related to post-Academy competition, an unlimited number of absences for post-Academy competition prior to state, and 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 the choir, cheerleader, dance 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 by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

EMERGENCY MEDICAL TREATMENT

Parents must complete an Emergency Care Form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents will also be asked to supply other information that could be required in case of an emergency. This information should be updated as often as is necessary. Having current information will be of critical importance should an accident or injury occur. During the school year, please contact the school office to update any information (new phone numbers, etc.) that might be needed in an emergency situation.

If an emergency occurs, and the parent cannot be immediately reached, the school will obtain emergency medical treatment for the child. However, FOCUS is not responsible for expenses associated with any student medical care while on campus. For students participating in the after-school program or sports program, parents are strongly encouraged to purchase additional insurance to cover their child. The school only carries general liability insurance with which to cover normal activities during the school day.

FIELD TRIPS/STUDY TRIPS

Field trips offer exciting ways to learn. Students will have the opportunity to go on field trips at various times during the school year.

All field trips are approved on the basis of contribution to the educational program of the students. A signed parental permission form is required before the student is allowed to make the trip with the class. Teachers will notify parents prior to all field trips, and request parental chaperones as necessary. Some field trips will also require admission or participation fees. While the school desires that all students participate in scheduled field trips, there are occasions on which student participation is conditional. One such occasion...
is when a student has a demonstrated and documented history of behavior problems that the teacher deems a possible hindrance to the success of the field trip. In these instances, a parent/guardian will be required to accompany and provide supervision for the student on the trip. If a parent/guardian is unable to provide accompaniment, the student will remain at school under the supervision of a designated staff member.

The following rules apply to all field trips:
- Students must return a Field Trip Permission Slip signed by his or her parent(s) by the specified date.
- Students must wear their school uniforms, unless otherwise specified.
- Students will abide by the Student Code of Conduct while on the field trip.
- Students will be responsible to make up any missed assignments.
- The group will leave within five minutes of the scheduled departure time. After a group returns from a field trip, the school is not responsible for students who are not picked up at the designated time.

FUND RAISING
There shall be no fund-raising activities except those approved school activities which have been sanctioned by the CEO/Superintendent or designee.

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

GUIDANCE SERVICES
Guidance services are available to all students at FOCUS Academies. The Guidance Counselor offers services in the following areas: academics, course selections, career and occupational awareness, as well as testing (achievement, interests, and college-entrance), selecting a college, obtaining financial aid for college, and armed forces information.

A full selection of current college catalogs, occupational exploration literature, and armed forces information are found online. For more specific information, see the Guidance Counselor. College entrance test registration forms and financial aid applications are available for the asking. Students are urged to take advantage of the materials and services available to them through this department.

HALL PASSES
Only the following students will be permitted in the halls during classes:
- Students with hall passes authorized by a teacher, administrator, or staff member
- Students with tardy or admit slips authorized by the school office

Elementary students are sent to the office, nurse, etc., with another student(s). Students in the hall without passes will be subject to disciplinary action.

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.

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

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

Provisional Enrollment
A student may be enrolled provisionally for no more than 30 days if he or she transfers from one Texas school to another, and is awaiting the transfer of immunization records. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. FOCUS Academies shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude him or her from school attendance until the required dose is administered.

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

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

If a student should not be immunized for medical reasons, the student must present a statement signed by the child’s
are locked, and that the combinations are not available to desks and lockers. Students must be responsible for the security and contents of their assigned lockers to an individual student.

Student desks and lockers are school property and remain with any student injury while on campus. The school only carries general liability insurance to cover normal activities during the school day.

For students participating in the after-school and/or sports programs, parents are strongly encouraged to purchase additional insurance to cover their child. If you would like to have an additional insurance plan, which is separate from any other health insurance your family might have, please contact the school’s Business Office.

LOCKERS AND STUDENT DESKS
Student desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Students are not to post any material on or in their locker with tape or glue or any other adhesive material that will damage the surface of the lockers.

LOST AND FOUND
Please label all of your student's belongings. Many items are lost each year and labels help us return them to the owner.

Articles found on school grounds should be taken to the school office, and will be placed in the lost and found container by school staff. Articles not claimed at the end of each semester will be disposed of through appropriate channels.

LUNCH/CAFETERIA SERVICES
The school participates in the National Breakfast and School Lunch Program. Guidelines set by the Texas Department of Agriculture (“TDA”) and United Stated Department of Agriculture (“USDA”) are followed to meet the nutritional needs of all students. Menus may be obtained at the school office.

Nutritious breakfasts and lunches are supplied to FOCUS by a designated food vendor.

FOCUS participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact the Business Office to apply.

Students are not allowed to leave campus during the lunch hour. The principal may make exceptions for consideration of special circumstances on a case-by-case basis. Students leaving campus without administrative approval shall be subject to disciplinary action.

Breakfast/Lunch
The school serves breakfast from 7:50 a.m. – 8:05 a.m. in the classroom at no cost. Students may participate in the school hot lunch program offered daily. For the daily or weekly costs for breakfast/lunch, please contact the Business Office.

All students may be eligible to receive breakfast free of charge or reduced cost if they qualify under a special federal program. Parents need to fill out an application for free and reduced lunch. Free or reduced lunch will be based on the size and income of the family.

Cafeteria Procedures
All students will remain on-campus during the lunch period. Students may buy lunch at school or bring a packed lunch. During the lunch period, students are expected to display good manners and courtesy.

Students may eat only in the lunch area, and must clear their place and dispose of all trash appropriately. The lunch area will be monitored by teachers.
FOCUS does not discriminate on the basis of race, color, creed or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

FOCUS does not discriminate on the basis of gender, national and/or ethnic origin, or disability in administration of its educational programs. However, students may be denied admission or re-admission based upon documented behavior problems.

The following guidelines apply to the cafeteria.
- Students are required to enter the eating area quietly, pick up their food and eat.
- There will be no talking for the first 10 minutes of lunch. This encourages students to eat more. After 10 minutes students may talk softly.
- Students will sit with their teachers unless otherwise specified.
- Children are to observe lunchroom rules as given by the teacher.
- Students must dispose of plates and utensils in garbage bins.
- Students must keep tables, seats, and floors clean.
- Students must talk in a normal voice. No shouting is allowed.
- Students must use appropriate language at all times.
- Students must keep cafeteria lines orderly; no pushing, running, horse playing or cutting in lines.
- Students may not loiter in the cafeteria and hallways during lunch. Students must remain seated unless otherwise instructed.
- Students must keep hands, feet, personal belongings and food to themselves.
- No backpacks or books are allowed in the lunch area.
- Students who deface school property will be fined an amount necessary to cover the cost of restoring the damaged property.
- Students may not order food from outside FOCUS without approval from an administrator.
- Students who do not follow these guidelines may be subject to disciplinary action.

State-Mandated Nutrition Guide
TDA has issued a nutrition policy to be followed by all Texas public schools. The policy places strict limits on any food or drink provided or sold to students, other than through our Food and Nutrition Services. Elementary students may not have access to candy or any other food of minimal nutritional value during the school day. Middle school and high school students also have restrictions during meal periods. The specific policy is available through the school principal or online at www.agr.state.tx.us.

NEWSLETTERS AND WEBSITE
A bulletin from the school’s administration will be sent home with each child each six weeks. Please take time to read these over. They will contain important information to keep you current on school meetings, issues, policies and services. Grade level newsletters are sent home each six weeks. These newsletters will keep you informed of class activities and instruction. Please discuss newsletters, notes, and reports with your child.

NON-DISCRIMINATION POLICY
FOCUS admits students of any race, color, creed or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

FOCUS does not discriminate on the basis of gender, national and/or ethnic origin, or disability in administration of its educational programs. However, students may be denied admission or re-admission based upon documented behavior problems.

PARENT COMMUNICATION
Parent Portal: txCONNECT
FOCUS Learning Academy/Triple A Academy utilizes the txConnect online software for Region 11. This system enables families to view students’ grades as well as acquire student attendance, report card and various other items of information. In order to access this system, you must have access to the internet and simply follow the step-by-step instructions below.

First time login
The txConnect web site serves as a portal to your child's success. By acquiring an account through txConnect, you will be able to view your child(ren)'s grades and attendance for students in grades K through. The application process is as follows.

You will need:
- Child's student portal ID (only obtained through the Academy’s PEIMS Coordinator)
- Child’s birthday
- An email address

After you complete the application, your account is immediately processed. Grades that appear on txConnect are as current as the teacher's electronic gradebook.

PARENT-TEACHER CONFERENCES
Parent-Teacher conferences allow for strengthened relationships between the home and school. Two parent conferences will be held during the school year. Additional conferences may be scheduled as needed by the parent or requested by the teacher.

RALLYHOOD
Rallyhood lets parents build a mini website, called a rally-site, where they can centralize communication, share files, calendars, and photos. You can sign-up for signups and even collect money. Rallyhood eliminates the frustration of trying to manage these kinds of activities over email and sign-up sheets (i.e. the hunt for lost attachments and the chaos of reply-all emails). Rallyhood sends email alerts about changes or upcoming signups and events make it easier to keep track of the “who, what, when, and where.” And Rallyhood also gives you a way to create a positive forum within these small, sometimes temporary communities, in which we live, work, give, and play.

PARENT MEETINGS
Parents will have the opportunity to attend monthly parent meetings to help them learn about special-needs children and other school related issues.

Notices will be sent home with students prior to monthly parent meetings and other parental-involvement activities.

PARENT VOLUNTEERS
Participation by parents in volunteer activities that support the classroom and school is key to the success of the Academy. Available opportunities include:
- Lunchroom assistant
- Room Parent
- Teacher helper (including items that can be done by the parent volunteer at home)
- Extracurricular activity leader
- Monthly newsletter or Yearbook assistant
- Chaperone for field trips
- Assembly or Seminar speaker
- Volunteer to assist with computer technology
- Book Fair Assistant
- Office assistant

Specific volunteer opportunities are available by talking with your child’s teacher, the School Director, or the principal. All volunteers who work frequently with our students will be required to undergo a criminal background check. Please contact the school for more information.

PARKING REGULATIONS

Policy
Students will be expected to abide by all state, county, city, school traffic laws, and regulations at all times. The following rules and regulations have been established to promote this policy. Please read this carefully before you buy a parking hanger. Parking on campus is a privilege that can be denied or revoked by the Administration. By purchasing a parking hanger, you agree to attend over 90% of the school days and will follow all rules and regulations. Students who fail to adhere to the rules and regulations below will have their parking privileges suspended or revoked.

Middle school students do not have the privilege of driving and parking on campus. Students who drive vehicles to school are required to park in the designated student parking areas. FOCUS is not responsible for damage to a vehicle that occurs while it is on school property. Permission is required for any student who finds it necessary to go to his/her vehicle during the school day. Students are required to purchase a parking sticker from the office each year, and failure to do so will result in appropriate disciplinary action.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students are responsible for the contents of the vehicle they drive to school.

Parking Protocol
- All student drivers must have the following items on file:
  - A completed Student Parking Registration Form
  - A copy of insurance with the student's name
  - A copy of a valid driver's license
  - and must pay $15.00 fee in the FA TAA Student Parking Spaces
  - or a student can buy a “Stallion” parking space for $25.00 (it will be their very own parking space all year)
  - The proceeds for parking go to the Senior Class.

Other Guidelines
- Student Drivers are required to register vehicles and purchase a FOCUS Academies Student Parking Hanger through Campus Security Officer @ A113. H a n g e r s are to be displayed while the registered vehicle is parked on the FOCUS Academies Triple A Academy Campus. Parking Hangers are to be hung from the rearview mirror or secured to the front window on the Driver's side.
- Parking Hangers are not free and are the responsibility of the driver.
- In the event of loss, damage or theft, drivers are required to pay $25.00 to obtain another sticker.
- Drivers are required to notify the Campus Security Officer in the event a hanger is lost or stolen.

- Student parking hangers are the property of FOCUS Academies. Hangers may not be traded, loaned, given away, borrowed or sold. The parking hanger is intended for the sole use of the student registering the car. If driver withdraws from school or the parking hanger is no longer needed, it must be returned.
- Students are not permitted to park on campus without a parking hanger. Contact the Campus Security Officer if you are driving an alternate car without a parking hanger.
- The FOCUS Academy Campus Security Officer will issue only one “warning sticker” to drivers in violation of these school parking policies.
- Students are responsible for any damages caused to school property or other vehicles.

Students who violate these FA TAA Campus Student Parking policies will face disciplinary consequences detailed below, regardless of the circumstance under which the policy was violated.

Parking Procedures
1. Every student must exercise extreme caution when entering and leaving the parking area and school grounds. Excessive speeding or reckless driving is prohibited.
2. Campus Security demands that upon arrival in the parking lot students leave their vehicles and immediately enter the building.
3. Under no circumstances may a student go to his/her car during the school day without a written pass or verbal agreement from an administrator.
4. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence or permission of the student.
5. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.
6. Vocational students who must leave the parking lot during the day must have their vocational pass and student identification available and must not loiter in the parking lot before leaving or after returning to the campus. The use of a car is a privilege and can be revoked.
7. Drivers are expected to exercise good judgment behind the wheel at all times.
8. On campus, ten miles per hour (10 MPH) is the maximum speed limit. Violation of any of these regulations is considered misconduct and may result in the suspension and final removal of parking privileges.
9. Students should not use their automobiles as lockers. Students found in the parking lot during the school day without authorization are subject to disciplinary action.
10. Student Drivers are required to park in the designated student parking spaces. Cars must be parked between yellow lines on the parking pavement. Cars which are not parked in the proper manner or area may be booted or towed away at the owner’s expense and the student driver will be subject to disciplinary action.
11. Vehicles must ONLY be parked in designated student parking spaces. NO VEHICLE is to be driven/parked on playing fields, bus lanes, fire lanes, delivery zones, behind any campus buildings or other
such areas not intended for regular vehicle use or parking.
12. The use and possession of tobacco products is prohibited in the parking lots.
13. Fighting or encouraging others to fight in the parking lot is not allowed.
14. Campus Security will patrol the parking lot every day.
15. Students are expected to identify themselves when asked, present their student ID Cards and to cooperate with the Campus Security Officer at all times.
16. Parking Hangers must properly hung or permanently affixed to inside bottom left corner of windshield. (Not taped to window or sitting on the dashboard)
17. Pedestrians and school buses will always be given the right of way; the latter is especially important when the buses are leaving after school.
18. Drivers are not to allow other students to ride on any exterior part of their car.
19. Triple A Academy has a closed campus lunch policy. Students may not leave campus for lunch. A parent may come to school and sign their student out to eat lunch with them.
20. If the student should lose their parking hanger, a replacement must be obtained in the Campus Security Officer A113.

Student Parking Violation Consequence
1st Violation: Warning posted on vehicle
2nd Violation: a $25.00 Ticket will be issued
3rd Violation: Vehicle may be booted (or towed)

*A $20 administration fee will be assessed for a boot to be removed from a vehicle parked on the FA TAA campus illegally.

Failure to comply with the rules and regulations above, including all posted signs and notices pertaining to parking can result in:
• Vehicle booted
• Vehicle towed
• Suspension of driving privileges for a period of time to be determined by the Principal or Assistant Principal
• Loss of driving privileges
• School disciplinary action

Accident on Campus
In the event of an accident on campus, please adhere to the following procedures:
Exchange name, phone number, and insurance information if no one is in the other vehicle, leave a note with your name and phone number.
Please notify the administration immediately. If necessary, the school will call the police and assist in the investigation.

PERSONAL COUNSELING
(COMMUNITIES IN SCHOOLS)
The school counselor is available to assist students with a wide range of personal concerns, including such areas as social/family/emotional/behavioral issues, or substance abuse as they relate or interfere with school performance. The counselor may also make available information about community resources to address these concerns.

PHYSICAL FITNESS ASSESSMENT
Annually, the Academy will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the principal, to obtain the results of his or her child's physical fitness assessment conducted during the school year.

PLEDGE OF ALLEGIANCE
Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Academic Cluster Supervisor/School Director to excuse their child from reciting a pledge.

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

POORNOGRAPHIC MATERIALS
The possession, writing/drawing, delivery, or receipt of any licentious, sexually offensive material, whether written, visual, or auditory, is strictly prohibited.

PRAYER
Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. One minute of silence will follow recitation of the pledges.

PUBLICATIONS AND PRIOR REVIEW
All school publications edited, printed, distributed in the name of, or within the school, shall be under the control of the CEO/Superintendent/designee and the Board. The School Director and principal will be responsible for all matters pertaining to the editorial control, organization, issuance and sale of publications, subject to the CEO/Superintendent’s approval.

FOCUS shall prevent the distribution or posting of material, which would materially and substantially disrupt or interfere with normal school operation. Student material which is or could be perceived as sponsored by the school may not attack any individual or group on the basis of gender, race, creed, ethnicity or religion.

All signs and posters that students wish to display must first be submitted to the School Director with final approval from the CEO/Superintendent. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

Student material criticizing school officials, advocating violations of school rules or encouraging actions that endanger the health or safety of students may be prohibited when there is evidence that reasonably supports that the material is substantially disruptive to school operations.
The teacher and the Academic Cluster Supervisor/School Director must review all classroom posting of work for content and accuracy.

RESTROOMS
Every student is expected to display responsible behavior in the restrooms. Any damage to the restroom is the responsibility of that child’s parent/guardian. If your child has a medical condition that requires him/her to frequently use the restroom, a note must be sent to the teacher and the main office.

SCHOOL BOARD
The Board of Directors sets FOCUS’ policies. Board meetings are held monthly, with public notification given as required by law.

SCHOOL CLOSINGS
Information about emergency school closings due to inclement weather and other situations will be broadcast on the following television and radio stations: KXAS-Channel 5, FOX-Channel 4, and KRLD 1080 AM. Classes will continue as normal if an announcement is not broadcast on the designated station.

SCHOOL DAY
The school day begins at 8 a.m. and ends at 4 p.m. Students are not to be in any unsupervised areas of the building before or after school. The doors of FOCUS open to students at 7:30 a.m. daily. From 7 a.m. until students have been dismissed to the care of parents/guardians, student safety is the responsibility of FOCUS. Prior to 7:30 a.m., student safety rests with parents and guardians. FOCUS strongly discourages parents dropping students off at FOCUS and leaving them unsupervised until the doors open at 7:30 a.m. All manner of harm could come to students (of all ages) when they are unsupervised. Furthermore, it is sometimes dark (and scary for some students), cold and rainy as students stand outside for 10-30 minutes until the school doors open at 7:30 a.m. Parents must make arrangements for their students’ safety, and drop them off at school between 7:30 a.m. and 8 a.m. FOCUS reserves the right to notify the proper authorities on behalf of any FOCUS student deemed improperly supervised.

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 FOCUS employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be 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.

SCHOOL REACH
FOCUS Learning Academy/Triple A Academy has implemented a new automated calling service. This service may be used for calling parents and staff about school closings, events, late starts, etc. In order for this service to work properly the school needs each parent’s current primary phone number and/or work number.

SOLICITATIONS
Any solicitations by individuals, organizations connected with the school, or any other organization, must have the prior approval of the School Director or Superintendent. No solicitation for sales of any type is permitted on campus unless prior approval is received. This includes sales of merchandise between staff, parents, students, and outside vendors or solicitors, and also extends to companies or individuals who seek parental contact information with which to solicit parents outside of school hours.

All fund-raising projects that involve the school, parents or students, either directly or indirectly, must have prior administrative approval.

SPECIAL NEEDS
A parent is entitled at any time to request evaluation for special education services. According to an amendment to TEC, §29.004, the timeline for completion of the full individual and initial evaluation of a student for special education begins on the date FOCUS receives written consent for the evaluation. Also, students who need individualized instruction or other arrangements to succeed in FOCUS’ curriculum may be referred for assessment by the teacher.

If a student meets the criteria, the multidisciplinary team (appropriate staff, parent, student, and teachers) will conduct an Admissions, Review, and Dismissal (ARD) meeting to determine an appropriate Individual Educational Plan for the student. Special needs students, as identified through IDEA, will be served in accordance with IEP, as determined by Section 504, or as mandated by the Texas Dyslexia Law.

SPORTS PROGRAMS
FOCUS offers an organized after-school sports program for its students. For students participating in the sports program, parents are strongly encouraged to purchase additional insurance to cover activities during the school day only.

STEROID LAW NOTICE (POSTING)
TEC SEC. 38.008
State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Where grades 7-12 physical education classes are conducted, FOCUS will the following notice:

Anabolic steroids are for medical use only. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid information html.

STUDENT CLUBS AND ORGANIZATIONS
Extra-curricular activities are an important part of the FOCUS program. The purpose of such activities is to provide
enrichment opportunities for the personal, social and educational growth of each student. The number of activities available will depend on the involvement and leadership of adult volunteers. Possibilities include: yearbook, school newspaper, student council, clubs, choir, drama, etc.

All volunteers who work consistently with our students will be required to undergo a criminal background check. Please contact the School Office for more information.

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

- A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials.
- Membership dues in voluntary student clubs or organizations and admission fees for extracurricular activities.
- A security deposit for the return of materials, supplies, or equipment.
- A fee for personal physical education and athletic equipment and apparel, although a student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety.
- A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, and graduation announcement.
- A fee for voluntary student health and accident benefit plan.
- A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school.
- A fee for items of personal apparel used in extracurricular activities that become the property of the student.
- A parking fee or a fee for an identification card.
- A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school’s regular staff.
- A fee for summer school courses that are offered tuition-free during the regular school year.
- A reasonable fee for transportation of a student who lives within two miles of the campus.
- A reasonable fee, not to exceed $50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class will keep, if the fee does not exceed the cost of materials.

The nurse will provide the following required tests, unless the parent chooses to submit test results with the signature of a doctor.

* Screenings apply to all new students (unless records indicate that screenings were already done) and students in grades 1, 3, 5, & 7.
1. Vision & Hearing
2. Spinal Screenings
3. Type 2 Diabetes (Acanthuses Nigricans)
4. Other screenings as indicated by student needs.

Human Growth and Development
The school will follow state policy and local guidelines for human growth and development instruction in health education and related subjects. All staff that teaches this subject will have training provided.

PARENTS HAVE THE RIGHT TO REMOVE STUDENTS FROM ANY PART OF HUMAN GROWTH AND DEVELOPMENT INSTRUCTION OFFERED BY THE SCHOOL. REQUESTS FOR INFORMATION OR TO REMOVE STUDENTS FROM THE INSTRUCTION SHOULD BE MADE THROUGH THE TEACHER.

School Health Advisory Council
Senate Bill 28.004 calls for the board of trustees to establish a local school health council to assist the school in ensuring that local community values are reflected in the school’s health education. The Health Council is to consist of primarily parents who have students in the school and are not employed by the school. The trustees should also appoint the following representatives to the council: (1) teachers, (2) administrators, (3) students, (4) nurse or doctor, (5) nonprofit health organizations, (6) clergy and (7) law enforcement. This council is to review any materials for instruction on human sexuality (see senate bills on the state’s web site).

If films, videos, etc. are used as part of Human Growth and Development instruction, they must be reviewed by the Health Advisory Council.

STUDENT ID CARDS
Student ID cards are issued to each student at no charge. All students must wear student ID as part of their uniform. Students may be asked to show their ID card in order to order breakfast or lunch. If a student loses an ID card, he or she should go to the main office before or after school to order breakfast or lunch. If a student loses an ID card, he or she should go to the main office before or after school to order breakfast or lunch. If a student loses an ID card, he or she should go to the main office before or after school to order breakfast or lunch. If a student loses an ID card, he or she should go to the main office before or after school to order breakfast or lunch.

Any FOCUS employee designated by the School Director may administer medications.

STUDENT MEDICATION AT SCHOOL
Students are not allowed to have any medications in their possession at school. This includes prescription meds, over-the-counter meds, vitamins, and herbs. A student in possession of medicines may be subject to disciplinary action. Medications to be administered to students during school hours must be turned in to the nurse or an administrator upon arrival at school.

All medicines must be brought to the School Office upon arrival at school, accompanied by a note from the parent...
requesting administration. Parents may request that a student carry inhalant medication(s). This request must be given to the office and filed with the student’s medical records.

No employee shall administer any medication to a student unless the school has received a request to administer medication from the parent, legal guardian, or other person having legal control of the student.

No prescription medicine shall be administered to a student unless, prior to administering the medicine, the medication appears to be in the original container and is properly labeled in English with the student’s name, dosage, physician’s name, pharmacy and date filled.

Exceptions: A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal. In accordance with a student’s individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

FOCUS will not purchase oral nonprescription medication for students. In order for students to receive FOCUS-approved oral nonprescription medication (Tylenol, Advil, Benadryl, Tums, Cough Drops, & Throat Strips) while at school, the parent/guardian must complete & sign the “Request for Administration of Medication Form” and send the medication to school in the original, properly labeled container. The nurse may give up to 10 doses of the FOCUS-approved oral nonprescription medications. After 10 doses are given, a doctor’s note will be needed in order to continue the issuance of the medications.

A list of medications that are used in the school clinic is available on request from the school nurse.

All other nonprescription medications must have a signed note from the physician and must be in their original containers. No baggies with medications are permitted. The physician may give the school a note for the medication. A Request for Administration of Medication form must be completed and signed in the clinic for all medication dispensed at school. At the end of the school year, all medications must be picked up from the clinic by a parent/guardian. All medications not picked up by the end of the day on the last day of school will be destroyed.

Fever: A student with a temperature of 100 degrees or above will be excluded from school. The student’s temperature must be below 100 degrees for a full 24 hours (without taking a fever reducing medication) before returning to school.

Psychotropic Drugs: Teachers and other FOCUS employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

A FOCUS employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

STUDENT RECORDS

A cumulative record is maintained for each student from the time the student enters FOCUS until the student withdraws or graduates. This record moves with the student from school to school.

A student’s school records are confidential and are protected from unauthorized inspection or use. Parents of a minor student, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. However, certain officials from various governmental agencies may also have limited access to the records when required by law. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The Business Office will be the designated custodian of all master records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Duplicate copies of certain student records will be kept in the School Director’s office on the student’s designated campus.

Certain information about FOCUS students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the School Director within 10 school days after the issuance of this handbook. Directory information includes: a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Parents shall be given annual notification of directory information through the student handbook. If a parent for school sponsored purposes does not wish FOCUS to disclose this directory information from his or her child's educational records without prior written consent, the parent shall notify the school of this in writing within ten days of receiving the annual notification.
A complete explanation of student privacy and confidentiality laws is available from the school.

Family Educational Rights and Privacy Act (FERPA) and Student Education Records
Family Educational Rights and Privacy Act (FERPA) and Student Education Records

A parent is entitled to access to all written records of FOCUS concerning the parent's child, including attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, and reports of behavioral patterns.

"Parent" includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. FOCUS shall presume that a parent has authority to inspect and review the student's records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. A court may order the custodian of records to delete all references in a child's records to the place of residence of either party appointed as conservator before their release to another party appointed as conservator.

Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

Personally identifiable information in education records shall not be released without the written consent of the student's parents, except to the following or as otherwise outlined by law:

- School official, such as employees, trustees, or agents of FOCUS, of cooperatives of which FOCUS is a member, or of facilities with which FOCUS contracts for placement of students with disabilities. Officials can also include attorneys; consultants; independent contractors who are retained by FOCUS, by cooperatives of which FOCUS is a member, or by facilities with which FOCUS contracts for placement of students with disabilities; and parents or students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an education record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

FOCUS must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the Academy not to release their child's information without prior written consent.

A parent may grant or deny any request from FOCUS to make videotape or voice recordings of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is used for school safety
- When it relates to classroom instruction or a co-curricular or extra-curricular activity; or
- When it relates to media coverage of the school

Throughout the year FOCUS has the privilege of taking video footage of FOCUS students and the programs, activities, and honors in which they are involved. This film is used for video yearbooks, educational access programming and the FOCUS website for promotional and educational purposes as an avenue to honor student achievement. FOCUS also gives your child the opportunity to participate in distance learning field trips to places all over the world.

If for some reason you do not authorize your child’s photograph/image to be taken, you must make objection to the SCHOOL DIRECTOR or principal in writing within 10 days of receipt of this notification.

Please note that FOCUS uses a child's image on the website or other school publications, FOCUS will not associate his/her full name directly with his/her image unless FOCUS has received special permission, such as in the case of members of broadcast teams and video production classes.

The School Director or CEO/Superintendent is custodian of all records for currently enrolled students at the assigned school. The School Director or CEO/Superintendent is the custodian of all records for students who have withdrawn or graduated. The Director of Special Education is the custodian of additional records of students in special education.

Records may be inspected by a parent or eligible student during regular school hours.

If circumstances effectively prevent inspection during these hours, FOCUS will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If FOCUS refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by FOCUS policy.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours,
one copy of the record will be provided at no charge upon written request of the parent.

**TELEPHONE USE**

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

**TEXTBOOKS AND CURRICULUM MATERIALS**

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

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the damages are paid for by the student and/or parent. However, a student will be provided textbooks for use at school during the school day. The school may reduce or waive the payment requirement if the student is from a low-income family. The release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks or supplemental materials.

Electronic textbooks shall be returned free of viruses or any other malicious software, and free of any plug-ins or software not specifically approved by the school. All components or applications that are a part of the electronic textbook when issued must be returned.

**UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ACTIVITIES**

The FOCUS Board of Trustees encourages participation in competitive events sponsored by University Interscholastic League. No events shall be scheduled and no student shall be allowed to participate in any UIL event unless all rules and regulations pertaining thereto are strictly enforced. The Superintendent or a designated representative will maintain all necessary records and reports and see that all UIL rules and regulations are met.

**VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct.*

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

**VISION AND HEARING SCREENING**

**Vision Screening**

All students in grades K4, K5, 1st, 3rd, 5th, 7th - 9th and students new to the school will be screened each year for evidence of abnormalities. Letters of referral will be mailed home when abnormalities are found.

**Hearing Screening**

All students in grades K4, K5, 1st, 3rd, 5th, 7th - 9th and students new to the school will be screened with the Acoustical Audiometer for evidence for any hearing abnormalities. Letters of referral will be mailed home when abnormalities are found.

**VISITS TO THE SCHOOL**

Parents and others are welcome to visit the school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office, sign in, and receive a visitor’s identification sticker. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as the duration or frequency of the visit does not interfere with the delivery of instruction or disrupt the normal school environment.

Since visitors serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct. Visitors are reminded that entering a classroom without the consent of either the principal or the teacher, acts of misconduct, use of profane language, and disruption of class activities is strictly prohibited.

Visitors on campus without the knowledge of school officials will be considered as trespassers and may be subject to arrest.

**WITHDRAWAL FROM SCHOOL**

**Voluntary Withdrawal**

A parent wishing to withdraw a student from school should notify the school at least 24 hours in advance. By providing this information in advance, parents help facilitate the withdrawal process. A withdrawal form may be obtained from the school registrar’s office. The Principal or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. On the student’s last day, a copy of the withdrawal form will be given to the student and a copy placed in the student’s permanent record. The student will also be provided with a copy of the completed withdrawal form showing the student’s grades earned to date to provide to his or her new school.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without a parent’s signature.

Withdrawal students and parents are expected to:
- Return all textbooks and checked-out materials and equipment;
• Complete any make-up work assigned;
• Pay any unpaid balance for student fees, if any; and
• Sign a release of student records.

Involuntary Withdrawal
The school may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:
• The student has been absent ten consecutive school days; and
• Repeated efforts by the attendance officer and/or Principal to locate the student have been unsuccessful.

Withdrawal Procedures
FOCUS believes that children thrive best in an atmosphere of consistency and orderliness. In order to encourage continued enrollment at FOCUS, and discourage “school hopping”, FOCUS subscribes to a rigorous NO RETURN policy once a student is withdrawn. Therefore, parents should consider carefully before hastily withdrawing their student from FOCUS, as re-enrollment will not generally be permitted.

A student under 18 may be withdrawn from school only by a parent. Due to block scheduling, students wishing to withdraw from school must give the registrar 24 hours notice prior to the intended withdrawal date.

The student will be given a copy of the withdrawal form to take to his/her new school. Official records will be forwarded upon the request of the receiving school. Failure to follow this procedure may cause a delay or a block of all records. The process is as follows:
• Advance notice of 24 hours is recommended prior to any withdrawal, and is required when copies of records and/or transcripts are requested.
• The parent is requested to confer with the School Director or designee in an exit interview, at which time a Withdrawal Form will be completed and then signed by the School Director (or designee) and the parent.
• A copy of the Withdrawal Form will then be submitted to the classroom teacher for final grades and textbook-fee clearance.
• The form will then be forwarded to the Business Office for clearance from cafeteria and other outstanding fees.
• Any 8th-12th grade student withdrawing will then meet with the counselor for an exit interview at which time the student will officially be withdrawn from FOCUS.
• After all clearances are received, and all outstanding fees paid, the completed Withdrawal Form and records may be picked up by the parent from the Business Office.

If the parent is requesting copies of other student records (such as medical records), the Business Office will also request the name of the receiving school and the parent’s permission to release such records. This will be needed to forward other student records and/or answer questions from the student’s new school.
SECTION 7: DRESS CODE AND UNIFORM SUPPLIER

DRESS CODE AND UNIFORM SUPPLIER
As authorized by state law and the school’s charter, students are required to wear uniforms to school. The school’s uniform policy and grooming standards are established to teach grooming and hygiene, create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. The school relies on student common sense and the support of parents to help maintain this dress code.

Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. The school may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Academic Cluster Supervisor or School Director, and include evidence of the inability to pay.

FOCUS Learning Academy/Triple A Academy is a school of choice that requires students to wear uniforms. Student uniforms make a statement of belonging to a unique school community committed to excellence in learning. The uniqueness of the student does not rest in the apparel they wear, but in the inner qualities and gifts of the student.

All students are required to attend each school day in full uniform. Uniforms are to be worn from the first day of school through the last day of school.
- There are no designated days when street clothes may be worn unless the school sends out a notice stating otherwise.
- Students will not be allowed to wear pants, skirts or shorts that are not the proper color, fabric and style.
- All students must have the official, embroidered FOCUS shirts.
- In order to minimize loss and simplify identification, all clothing should be labeled.

The School Director will designate special days to wear “Spirit Day” t-shirts with nice blue-jeans (no frayed or torn places, not excessively tight or too baggy, etc.). Parents are required to purchase all pieces of student’s uniform through the chosen supplier. This will prevent inconsistency and unify the students. Please see the chart in the back of this handbook for details of the dress code.

Dress Code Violations
If a child comes to school without the proper uniform attire, he/she will not be able to attend class and will be subject to the following consequences:
1st Offence: Verbal Warning
2nd Offence: Write Up/Parent Contact
3rd Offence: Contact/Uniform Shield Violation (USE)

UNIFORM REQUIREMENTS FOR PREK-6TH GRADE

BOYS DAILY (M, T, TH, F)
White oxford with the logo
Gray pants (cotton)
Maroon sweater vest (October-March) Black tennis shoes

Black braided belt
School tie—official school tie

BOYS WEDNESDAY ONLY
White oxford with the logo
Black pants
Black sweater vest (October-March)
Black tennis shoes
Black or white socks
School tie—official school tie

GIRLS DAILY (M, T, TH, F)
White oxford with the logo
Maroon/Gray pleated skirt
Maroon sweater vest (October-March) Maroon socks/Footed Black/White Tights in winter
School tie—official school tie

GIRLS WEDNESDAY ONLY
White oxford with the logo
Maroon/Gray pleated skirt (PreK-6th)
Maroon sweater vest (October-March) Maroon socks/Footed Black/White Tights in winter
School tie—official school tie
UNIFORM REQUIREMENTS FOR 7th-12th Grade

BOYS DAILY (M, T, TH, F)
White oxford with the logo
Gray pants (cotton)
Red/Black sweater vest (October-March)
tennis shoes
Black or white socks
School tie—official school tie

BOYS WEDNESDAY ONLY
White oxford with the logo
Black pants
Red/Black sweater vest (October-March)
Black or white socks
Black braided belt
School tie—official school tie

GIRLS DAILY (M, T, TH, F)
White oxford with the logo
Red/Black/Gold pleated skirt
Red/Black sweater vest (October-March)
Red/White/Black socks/Footed Black/White Tights in winter
School tie—official school tie

GIRLS WEDNESDAY ONLY
White oxford with the logo
Black pleated skirt
Black sweater vest (October-March)
Black/white socks or Footed Black/White Tights in winter
School tie—official school tie

SLACKS AND PANTS
- All slacks and jeans must fit at the waist and have finished inseams.
- No sagging, bagging, or dragging the ground allowed.
- No writing or advertisement (other than product logo).
- Slacks and jeans require a belt worn within the belt loops.
- Pants that are tight at the knees and ankles are not permitted.
- Pants may not be tucked into shoes.
- NO CARGO PANTS.
- No holes allowed.

SHIRTS
- Shirts must be appropriately sized in the shoulders, sleeves and length.
- No shirts that reveal skin (at midriff) or undergarments.
- No tank tops, halter tops, sleeveless tops, tube tops, see-through tops, low cut tops (front or back).
- Shirts may not have lettering of any kind (unless it is a school-approved shirt), cap sleeves or sleeveless styles, visible stripes, checks or other designs.
- Shirts may not be thermal style or zipper. Tight, form-fitting or low-cut blouses are not allowed.
- All shirts regardless of style must remain tucked in under all circumstances.

OUTERWEAR
- With the exception of dusters or trench coats, students may wear any outerwear garment while traveling to and from school. However, while in the classrooms, students may only wear FOCUS Academy or Triple A Academy vests, jackets or sweaters.
- “Hoodies” may not be worn inside the school building.

- No pullovers or sweatshirts are allowed.
- No pictures, emblems, or offensive writing that is lewd, suggestive, vulgar, obscene, or that advertises pornography, tobacco products, alcoholic beverages, drugs or any other prohibited substance.
- Any outerwear garment that does not fit the approved description above MUST be removed upon entering the school building. Students who are concerned about being cold while inside the school building must follow the guidelines above. No other outerwear garments may be worn inside of the school.

PERSONAL APPEARANCE/OTHER GUIDELINES
- No nose rings, etc. is allowed. Girls may wear only one pair of stud earrings; no large dangling or hoop earrings are allowed.
- No spike/gaged earrings. No spike dangling or hoop earrings are allowed.
- Necklaces must be tucked into uniform shirt.
- Necklaces are limited to 1 or 2.
- No tattoos (permanent or temporary) are allowed.
- No extreme hairstyles or extreme colored hair are allowed. Boys' hair may not pass the neck.
- Sunglasses are not permitted.
- No facial hair for high school male students. Boys must be clean shaven.
- No writing or advertisement (other than product logo). No pullovers or sweatshirts are allowed.
- Boys' hair may not pass the neck.
- No nose rings, etc. is allowed. Girls may wear only one pair of stud earrings; no large dangling or hoop earrings are allowed.
- No spike/gaged earrings. No spike dangling or hoop earrings are allowed.
- Necklaces must be tucked into uniform shirt.
- Necklaces are limited to 1 or 2.
- No tattoos (permanent or temporary) are allowed.
- No extreme hairstyles or extreme colored hair are allowed. Boys' hair may not pass the neck.
- Sunglasses are not permitted.
- No facial hair for high school male students. Boys must be clean shaven.
- No hair rollers may be worn.
- Boys are not allowed to wear earrings. This includes plastic straws, plastic pieces, etc. Girls may wear a maximum of two earrings per ear. No other jewelry as a result of body piercing is allowed.
- No nose rings, etc. is allowed. Girls may wear only one pair of stud earrings; no large dangling or hoop earrings are allowed.
- No spike/gaged earrings. No spike dangling or hoop earrings are allowed.
- Necklaces must be tucked into uniform shirt.
- Necklaces are limited to 1 or 2.
- No tattoos (permanent or temporary) are allowed.
- No extreme hairstyles or extreme colored hair are allowed. Boys' hair may not pass the neck.
- Sunglasses are not permitted.
- No facial hair for high school male students. Boys must be clean shaven.
- No hair rollers may be worn.
SECTION 8: HEALTH AND SAFETY

HEALTH

ALCOHOL AND DRUG FREE

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

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

SEXUAL ABUSE OR OTHER MALTREATMENT OF CHILDREN

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

For Students
School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per semester. These discussions will occur in classroom group settings for students in grades K–8, and in health or PE classes for students in grades 9–12.

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

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

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

The Academic Cluster Supervisor/School Director or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. Texas Department of Family and Protective Services also provides early abuse intervention through counseling programs.

Services available in your county can be accessed at the following web address:
http://www.dfps.state.tx.us/prevention_and_early_intervention/programs_available_in_your_county/default.asp

The following websites are also helpful:
Texas Education Agency – Prevention of Child Abuse Overview:
http://www.tea.state.tx.us/index2.aspx?id=2820

Sexual Abuse Prevention Programs:
http://www.childwelfare.gov/preventing/programs/types/sexualabuse.cfm

Signs of Child Abuse:

DFPS – How to Report Child Abuse or Neglect:
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp

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

SUICIDE AWARENESS

FOCUS is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. Parents may access the following websites or contact the school counselor for more information related to suicide prevention and to find mental health services available:

http://www.texas-suicideprevention.org •
http://www.dshs.state.tx.us/mhservices-search/

TOBACCO PROHIBITED

FOCUS and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

SAFETY

ASBESTOS MANAGEMENT PLAN

The FOCUS Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the high school office.

BUILDING ACCESS

Students will be allowed to enter the building no earlier than 7 a.m. on school days unless participating in a supervised activity.
Access to academic wings and other parts of the building may be restricted unless permission is granted. While waiting for the start of classes, students are to conduct themselves in an appropriate manner, refraining from making excessive noise or other disruptive behaviors.

**EMERGENCY PROCEDURES**
FOCUS follows state laws and Academy guidelines in the case of individual or school-wide emergencies. Student safety is very important. Each campus has a trained Crisis Response Team that will coordinate any emergency procedures. In case of an emergency, students should follow school procedures and the directions of their teachers. Telephones will not be available for student use during school emergency situations.

**FIRE/EMERGENCY/SAFETY DRILLS**
FOCUS is required by state law to conduct nine (9) fire drills per school year. FOCUS conducts disaster drills, usually just prior to tornado season. These drills develop safety practices that will help students move quickly and orderly to assigned areas during an emergency. Teachers will review the rules of safety with their students. During a drill or actual emergency, the students’ personal safety will depend on the way they carry out these instructions. Two “lockdown” drills will be conducted each semester.

**INCLEMENT WEATHER**
Ordinarily, inclement weather will not require an early dismissal of school. Parents are urged to let their child remain at school unless otherwise instructed through the local radio and television media and the website. In inclement weather,

school may be the safest place for the children. If schools must be closed due to inclement weather, a decision will be made by 5:30 a.m. that morning and the local media outlets will be contacted for announcements.

**PEST MANAGEMENT PLAN**
FOCUS applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application.
Section 9: Student Code of Conduct

ARTICLE I: PHILOSOPHY
All students will be expected to possess and display ethical and appropriate social behaviors. Students will demonstrate respect for others, be held accountable for their actions, seek excellence in performance and practice integrity.

ARTICLE II: DISCIPLINE ACTION PLAN

Section I: DISCIPLINE SYSTEM
District staff will administer discipline when necessary to protect students, employees or property, and to maintain order in the school and/or classroom. Staff will treat all students fairly and in an equitable manner and will administer discipline based on a careful assessment of the circumstances. Factors which will be considered include: the seriousness of the offense, the student’s age, the frequency of the misconduct, the student’s attitude, and potential effect of the behavior on the school environment.

In the case of special education students, each student’s Individual Education Plan (IEP) will address student’s special needs related to discipline, including which techniques can appropriately be used with the student.

When imposing discipline, school personnel shall adhere to the following general guidelines:
- Discipline shall be administered when necessary to protect students, school employees or property and to maintain essential order and discipline.
- Students shall be treated fairly and equitably. Discipline may be based on a careful assessment of the circumstances of each case. Factors to consider shall include: (1) seriousness of the offense, (2) student’s age, (3) frequency of the misconduct, (4) student’s attitude, (5) potential effect of the misconduct on the school environment, (6) requirements of Chapter 37 of the Texas Education Code, (7) the Student Code of Conduct, and (8) the campus rules outlined in the Parent/Student Handbook.

Discipline management techniques may be used alone or in combination and may include, but are not limited to, oral correction, parent-teacher conferences, detention, assigned school duties other than class tasks, withdrawal of privileges, referral to legal authorities, in-school suspension, Saturday school, corporal punishment, and expulsion.

See Appendix for a detailed explanation of the FOCUS Positive Behavior Intervention and Supports (PBIS) System.

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

The Code does not define all types and aspects of student behavior. The Board of Directors and the Superintendent may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each Principal, within his or her own school, may establish certain rules and regulations not inconsistent with those established by the Board and the CEO/Superintendent.

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

A teacher may send a student to the Principal’s office to maintain effective discipline in the classroom. In addition, a teacher may remove from class a student:
1. Who has been documented by the teacher to repeatedly interfere with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn.

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

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

JURISDICTION
The school may discipline a student:
For any violation of the Code committed while a student is
1. On school property;
2. In transit to and from school;
3. Attending any school-related or school-sponsored activity, so long as the student is under the direction of a school employee;
4. On the school property of another Texas school district;
5. Attending another district’s school-sponsored or school-related activity;
6. When a school employee or volunteer is a victim of retaliation no matter when or where it takes place; or
7. When a felony is committed.

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

STANDARDS FOR STUDENT CONDUCT

Classroom Rules

Students shall:

- Be in assigned seat and ready to work before the tardy bell rings.
- Bring pencils, pens, paper, books and all assigned materials to class.
- Not disrupt classroom activities.
- Follow instructions and directives immediately.
- Not chew gum or bring food or drink in the building, except in designated food service areas.
- Raise hand and be recognized

The following disciplinary plan applies to behaviors at school and at school-sponsored or related activities.

A. Levels of Misconduct and Prescribed Consequences

Level I

Minor disciplinary problems will be handled by the classroom teacher as Level I misbehaviors.

This will include the following types of incidents:

- disruption of the educational process by inappropriate behaviors
- disobedience (without disrespect) of directives given by the teacher or other staff member
- first or second violation of the school dress code
- tardiness
- cheating

The student may be disciplined by one or more of the following techniques:

- verbal reminder of acceptable behavior (oral correction)
- assignment of duties other than class tasks
- temporary confiscation of item(s) that disrupt the educational process
- cooling off or time-out (segregation within the classroom)
- grade penalties for cheating
- withdrawal of privileges
- conference with the child
- behavioral contract
- a note and/or call to parent
- other techniques as appropriate to respond to specific behavior

Repeated Level I infractions will be documented by the teacher and may move the student into Level II disciplinary status.

The appeal of a Level I disciplinary decision is considered to be exhausted at the campus School Director level.

Level II

Repeated Level I infractions or certain other offenses will result in a visit to the School Office for more serious corrective action. This will include the following infractions:

- three or more documented Level I disciplinary actions
- verbal or nonverbal disrespect of a teacher or other staff member (backtalk, rolling eyes, etc.)
- unkind speech directed at another student (verbal harassment)
- verbal or physical threats
- aggressive actions (shoving, pushing), without injury
- truancy

The student may be disciplined by one or more of the following techniques:

- any Level I discipline technique
- parent conference
- after-school detention
- corporal punishment (see section below: Disciplinary Procedures)
- other techniques as appropriate to respond to specific behavior

Offences at Level II and above will result in disciplinary records that are placed in the student's permanent file. See section below: Disciplinary Procedures.

The appeal of a Level II disciplinary decision is considered to be exhausted at the School Director.

Level III

Certain offenses will result in more serious corrective consequences, including removal from the classroom. The following list includes examples of behavioral actions that will receive no warning and will be assigned the appropriate level of disciplinary action. These will include but are not limited to:

- two or more documented Level II disciplinary actions
- blatant defiance to or refusing to follow directions of adults
- defacing/destroying property
- deceitful or dishonest activities
- fighting, including injury to any person, intentional or not, caused by horseplay, malice and/or disobedience to rules or standards of good conduct
- gambling
- foul language (“cussing”) obscene gestures or actions
- racial hate speech
- theft

The student may be disciplined by one or more of the following techniques:

- any Level II discipline technique
- in-school suspension
- suspension from school (see section below: Disciplinary Procedures)
- other techniques as appropriate to respond to specific behavior

The appeal of a Level III disciplinary decision is considered to be exhausted at the CEO/Superintendent level.

Level IV

The following list includes examples of behavioral actions that will receive no warning and will result in the student being immediately removed from school. These will include but are not limited to:

- any criminal activity, including but not limited to possession or use of weapons or controlled substances,
aggravated assault, terrorist threats, arson, sexual assault, retaliation.

- any activity that is dangerous or potentially dangerous to other people conducted in a premeditated way.
- any felony criminal conviction reported to the school by official authorities.

The student may be disciplined by one or more of the following techniques:
- suspension or expulsion from the school (see section below: Disciplinary Procedures)
- other techniques as appropriate to respond to specific behavior, including notification of authorities concerning possible criminal activities

At Level IV, students should expect to receive state-mandated consequences for illegal activities.

The appeal of a Level IV disciplinary decision is considered to be exhausted at the School Board level.

Section II. Disciplinary Policies and Procedures
Actions of harassment; extortion; words or acts that threaten or incite others to do bodily harm to others; coercion; blackmail; preventing or attempting to prevent students from entering, leaving, or moving about the school and/or engaging in such actions through threats, violence, or harassment.

Judicial proceedings may be instituted to enforce these provisions. Students who violate this policy are subject to appropriate disciplinary action, including expulsion, regardless of whether judicial proceedings are instituted.

ANTI-BULLYING POLICY
Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or a school-related activity, or in a FOCUS-operated vehicle, and the behavior:
- Results in harm to the student or the student’s property,
- Places a student in reasonable fear of physical harm or damage to the student’s property; or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another FOCUS employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. FOCUS will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

ARRESTED STUDENTS
State law requires FOCUS to permit a student to be taken into legal custody:
1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Family Code relating to the student’s physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the School Director will verify the officer’s identity and, to the best of his or her ability, will verify the official’s authority to take custody of the student. The School Director will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the School Director considers to be a valid objection to notifying the parents. Since the School Director does not have the authority to block a custody action, notification will most likely be after the fact.

FOCUS is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

ASSAULTS
Section 22.01 of the Penal Code provides that an individual commits an assault when he or she:
- intentionally, knowingly, or recklessly causes bodily harm to another;
- intentionally or knowingly threatens another with imminent bodily injury; or
- intentionally or knowingly causes physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Students are prohibited from committing any act described above. Appropriate judicial proceedings may be instituted to enforce these provisions. Students are also prohibited by this code from committing assault and/or battery against any
ATTENDANCE (COMPULSORY)

A student between the ages of 6 and 17 must attend school and required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action, which may include court actions.

A student enrolled in kindergarten or pre-kindergarten must attend school.

Promotion: To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances. (If the committee determines that there have been extenuating circumstances, it will decide how the student may regain credit.)

Except as provided by TEC Section 25.092.-Minimum Attendance for Class Credit, a student will not be given passing grades for the year unless he/she is in attendance for at least 90 percent of the school year.

Compulsory School Attendance Law - 25.085
(a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.
(b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not completed the academic year in which the child’s 17th birthday occurred shall attend school.
(c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

Exemptions - 25.086
(a) A child is exempt from the requirements of compulsory school attendance if the child:
(1) attends a private or parochial school that includes in its course a study of good citizenship;
(2) is eligible to participate in a school Academy’s special education program under Section 29.003 and cannot be appropriately served by the resident district;
(3) has a physical or mental condition of a temporary and remediable nature that makes the child’s attendance infeasible and holds a certificate from a qualified physician specifying the temporary condition, indicating the treatment prescribed to remedy the temporary condition, and covering the anticipated period of the child’s absence from school for the purpose of receiving and recuperating from that remedial treatment;
(4) is expelled in accordance with the requirements of law:

Thwarting Compulsory Attendance Law - 25.093
If any parent or person standing in parental relation to a child within the compulsory school attendance ages and not lawfully exempt or properly excused from school attendance, fails to require such child to attend school for such periods as required by law, it shall be the duty of the proper attendance officer to warn, in writing, the parent or person standing in parental relation that attendance must be immediately required. If after this warning the parent or person standing in parental relation intentionally, knowingly, recklessly, or with criminal negligence fails to require the child to attend school as required by law, the parent or person standing in parental relation commits an offense.

CHEATING/PLAGIARISM

Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question.

CHILD ABUSE

Possible child abuse or neglect cases will be reported to the Dallas County Welfare Department according to Texas State Law.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. 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.

CORPORAL PUNISHMENT

Corporal punishment is an option reserved by FOCUS as a means of preserving an effective educational environment. Corporal punishment will not generally be applied as a first resort for disciplinary consequence. In most cases, it will only follow other substantive attempts to correct behavior. Corporal punishment is permitted in order to preserve an effective educational environment free from disruption. Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Before administering corporal punishment, such factors as the size, age, sex, physical, mental, and emotional condition of the student shall be considered. These factors will serve as determinants for the amount of force to be used.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:
1. While FOCUS does believe corporal punishment, when used sparingly and appropriately, is effective, FOCUS
also recognizes the desirability of parents being notified. Corporal punishment will only be administered to students with a signed parental permission form on file.

2. Punishment shall be reasonable, moderate, and never administered maliciously. Consideration shall be given not only to the seriousness of the offense but also to the size, age, and physical and emotional condition of the student, and to the appropriate force to be applied.

3. The student shall be given the reason for punishment prior to the time it is administered.

4. Corporal punishment may be administered by the School Director or designee.

5. When corporal punishment is administered, it shall be done in the presence of another FOCUS employee and only in a place out of the view of other students.

6. A FOCUS approved paddle must be used.

7. A detailed disciplinary record shall be maintained and shall contain the name of the student, a description or summary of the type of misconduct, any previous disciplinary actions, the number of licks administered [not to exceed three (3)], the name of the person administering the punishment, the name of witness(es) present, and the date and time of punishment. Disciplinary records shall be made available to parents and/or the student upon request.

DETENTION

A student may be detained after school hours or assigned to a Saturday class for one or more days if he/she violates the Student Code of Conduct or Student Handbook rules. The student's parents/guardian will be notified of the reason for the detention and should make arrangements for the student’s transportation.

DISRUPTION OF CLASSES

For purposes of this rule, “school property” includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by FOCUS for assemblies or other school-related activities, and “public property” includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.

2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.

3. Prevention or attempted prevention of students from attending classes or other school activities which students are required to attend.

4. Entrance into a classroom without consent of either the School Director or teacher and, either through acts of misconduct and/or use of loud or profane language, causing disruption of class activities.

DISRUPTION OF LAWFUL ASSEMBLY

No student or group of students acting in a concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of the Academy. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.

2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.

3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration.

4. Disrupting by force or violence the threat of force or violence a lawful assembly in progress.

5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by students, either in or out of class that for any reason materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

PHYSICAL RESTRAINT

Any Academy employee may, within the scope of the employee’s duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. protect a person, including the person using physical restraint, from physical injury.

2. obtain possession of a weapon or other dangerous object.

3. protect property from serious damage.

4. remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order and/or impose disciplinary measures.

5. restrain an irrational student.

SOCIAL NETWORKING

We view all of our student’s behavior as representing FOCUS whether they are on or off campus. This includes the usage of websites and other communication services including, but not limited to Facebook, Twitter, MySpace, instant messaging, etc. The discipline policies outlined in this handbook will be enforced in both arenas and may be done so without additional warnings either verbally or in writing.

SPECIAL EDUCATION STUDENTS

In the case of special education students, each student’s Individual Education Plan (IEP) will address that student’s special needs related to discipline, including which techniques can appropriately be used with the student.

When a special education student’s behavior requires removal from the normal educational setting for more than
ninth (9) cumulative days, the pattern of misbehavior must be addressed. An ARD meeting will be convened to (1) review the IEP, (2) conduct a functional behavior assessment, and (3) develop a Behavior Intervention Plan (BIP).

If a student who is receiving special education services commits a Level IV offense, an ARD meeting must be held. Students with disabilities may be expelled under the same circumstances as non-disabled students only when the ARD Committee determines that the misconduct is not a manifestation of the student’s disability and/or the result of inappropriate placement.

Please contact the Special Education Department for more information.

SUSPENSION / EXPULSION (DOCUMENTATION)
Offences at Level II and above will result in disciplinary records that are placed in the student’s permanent file and may lead to suspension or expulsion from FOCUS. As such,

1. The first disciplinary incident at Level II will be considered a warning. The School Director or designee will summarize the behavior involved, and the disciplinary action, and place the written record in the student’s file.
2. The second documented disciplinary incident at Level II, or the first incident at Level III, will result in a phone call by the staff member to the student’s parent/guardian to explain the behavior(s) and give warning of possible future disciplinary actions. The staff member will note that the phone call was made, and that such warning has been given to the parent, in a written record in the student’s file.
3. Three documented Level II disciplinary incidents, two documented Level III disciplinary incidents, or the first incident at Level IV, will result in a mandatory conference between the parent, teacher, and School Director or designee to discuss the student’s behavior and to formulate a plan of action to control misbehaviors and to encourage effective participation in the educational process. This may include disciplinary actions, such as, but not limited to, suspension (1-3 days) or expulsion (more than 3 days) from the school. The conference will also set the guidelines by which the student must abide in order to remain in school. Incidents involving students in special education may also require ARD meetings (see section above).
4. After the conference, if further inappropriate behavior results in additional disciplinary actions, the student will be asked to withdraw from school. Parents will receive a certified letter stating that their child is in jeopardy of losing their educational opportunity at the FOCUS.

Note: Serious misbehaviors or those that do not occur in or relate to a particular classroom experience will be handled at the discretion of the administration. Lack of participation of student and/or parent in the process does not preclude action to be taken by the administration.

TOBACCO USE
Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school property or at any school-related or sanctioned activity on or off school property.

Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on any transportation provided by the Academy.

VANDALISM AND DAMAGE TO SCHOOL PROPERTY
Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by FOCUS. Parents of a student guilty of damaging school property shall be liable for damages in accordance with the law. Students shall be responsible for the care and return of school textbooks and parents will be charged for replacement of lost or damaged textbooks.

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 in accordance with the Student Code of Conduct.

WEAPONS
A student shall not go into the school premises with a firearm, explosive weapon, illegal knife, or other prohibited weapon under Section 46.01 of the Texas Penal Code. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon, or illegal knife.

Students are also prohibited from bringing to school or school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to:
1. any explosive weapon including fireworks
2. club, night stick, blackjack, chain, or more
3. razor
4. metallic knuckles
5. any knife, metal fingernail file, or other sharp object
6. handgun or other firearm; including replicas, simulations, or toy firearms
7. any other object used in a way that threatens to inflict bodily injury on another person

The possession or use of articles not generally considered weapons may be prohibited when, in the School Director’s or designee’s judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.
Section 10: SCHOOLWIDE DISCIPLINE MANAGEMENT SYSTEM-
Positive Behavioral and Intervention Support System (PBIS)

Teacher success, in relation to both student learning and teacher efficacy, can often be traced to the ability of the teacher to manage the classroom. Research shows that effective classroom organization and management during the first few weeks of school are crucial in determining expectations, behavior patterns, and procedures that will persist throughout the school year. Much of the instruction and social interaction that occurs during the months after September can be traced directly or indirectly to the way teachers initially establish instructional and social systems during the first weeks.

The purpose of the Positive Behavioral Interventions & Supports (PBIS) is to provide a proactive systems-level approach to creating and sustaining orderly learning environments in which students and staff will thrive.

FOCUS Academies adheres to a discipline management system based on positive and negative reinforcement for behavior and the expectation that students will assume a reasonable share of responsibility for their own learning and conduct. It also includes a strong parental involvement component.

Our students will “Keep the FOCUS”
F- follow all directions
O- own our responsibilities
C- care about others more than yourself
U- use time wisely
S- succeed beyond the limits

POSITIVE BEHAVIOR INTERVENTION SYSTEM
The FOCUS Academies school-wide system is called the Positive Behavioral Intervention and Supports System (PBIS). The PBIS is comprised of the following:

Verbal Warning
Visual Warning
Parent Contract
In-School Suspension
Other

CLASSROOM EXPECTATIONS
1. Enter the room in a silent, orderly manner.
2. Be prepared daily with the appropriate supplies.
3. Listen and follow directions on the first request at all times.
4. Keep hands, feet, and object to yourself.
5. Get permission to speak or leave your seat.
6. Be honest, truthful, and respectful to peers and adults at all times.

RESTROOM EXPECTATIONS
1. Go- Walk silently to and from restroom.
2. Flush- Place only tissue in toilet (clean seat if needed).
3. Wash- Wash your hands.
4. Dry- Rub hands under dryer.
5. Leave- Depart immediately (no horseplay or fellowship).

HALLWAY EXPECTATIONS
2. Walk on the right side (second square from the wall).
3. Use hallway voice level “0”.
4. Walk with hands at side.
5. Use hall pass when not with an adult.

CAFETERIA EXPECTATIONS
1. Enter and exit the cafeteria in an orderly manner.
2. Request permission to leave your seat.
3. Treat all staff members with respect.
4. Assume responsibility for keeping personal area clean, including wiping tables and picking up trash.
5. Use “Voice Control” level as permitted.

REWARDS
- “Fun Friday”
- “No Homework” Pass
- “Stall n Struts” and “Lion’s Roar” positive notes
- Prizes from Treasure Chest
- Teacher Helper
- Leader of the Week
- “Caught You being Good” Card
  - All teachers are to hand out cards for students caught being good
  - Hand out to all students
  - Students are to complete cards with name/class
  - Students turn cards in to the front desk
  - Names will be drawn monthly
  - Gift cards will be awarded

PBIS Celebrations
- Guest entertainers present fun performances each six weeks
- Students who do not reach steps 3 and beyond may participate in the PBIS celebration for that 6 weeks period.
- Certificate of Recognition (each six weeks)
- Hallway Bulletin Board Recognition (each six weeks)
### Section 11: Notification of Teacher Qualifications

This form is used to comply with TEC 12.150, Notification of Teacher Qualifications.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>POSITION</th>
<th>DEGREE</th>
<th>CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ushaundria</td>
<td>Beecham</td>
<td>2nd Grade Teacher</td>
<td>B.B.A./Marketing &amp; Management</td>
<td>Teacher Certification in Progress</td>
</tr>
<tr>
<td>Brandi</td>
<td>Allison</td>
<td>Kindergarten Teacher</td>
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<tr>
<td>Sharice</td>
<td>Brewer</td>
<td>Math/Algebra I Teacher</td>
<td>B.S./Math</td>
<td>Texas State Certification in Progress</td>
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<tr>
<td>Carole</td>
<td>Butcher</td>
<td>Biology Teacher</td>
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<tr>
<td>Jennifer</td>
<td>Collier</td>
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<tr>
<td>Richard</td>
<td>Cummings</td>
<td>MiS/HS PE Teacher</td>
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<tr>
<td>Gyann</td>
<td>Deluna</td>
<td>Kindergarten Teacher</td>
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<tr>
<td>Kim</td>
<td>Duncan</td>
<td>HS Technology</td>
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<tr>
<td>De'Shon</td>
<td>Edmond</td>
<td>4th Grade ELAR/SS Teacher</td>
<td>M.S./Human Resources &amp; B.B.A./Business Mgmt.</td>
<td>Teacher Certification in Progress</td>
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<tr>
<td>Renita</td>
<td>Elizarraras</td>
<td>2nd Grade Teacher</td>
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<tr>
<td>Katosha</td>
<td>Evans</td>
<td>Computer Teacher</td>
<td>M.A/Computer Resource &amp; Info. Mgmt.</td>
<td>Teacher Certification in Progress</td>
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<tr>
<td>Tosha</td>
<td>Gadlin</td>
<td>2nd Grade Teacher</td>
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<tr>
<td>Frederick</td>
<td>Gaines</td>
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<tr>
<td>Dominique</td>
<td>Gilbreath</td>
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<tr>
<td>Sharonda</td>
<td>Gray-Dixon</td>
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<tr>
<td>Maureen</td>
<td>Harrison</td>
<td>5th Grade ELAR Teacher</td>
<td>B.S./Elementary Education</td>
<td>Texas State Certified</td>
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<tr>
<td>Zennell</td>
<td>Henderson</td>
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<tr>
<td>Reginald</td>
<td>Hollins</td>
<td>6th Grade Science/SS Teacher</td>
<td>B.S. /Health Science</td>
<td>Teacher Certification in Progress</td>
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<tr>
<td>Lashunda</td>
<td>Jackson</td>
<td>2nd Grade Teacher</td>
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<td>Oatoya</td>
<td>James</td>
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<tr>
<td>Myrtle</td>
<td>Johnson</td>
<td>Kindergarten Teacher</td>
<td>B.A./Music Ed.</td>
<td>Highly Qualified</td>
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<tr>
<td>Eula</td>
<td>Jones</td>
<td>4th Grade Writing Teacher</td>
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<tr>
<td>Christian</td>
<td>Lattimore</td>
<td>3rd Grade Teacher</td>
<td>B.A./ Interdisciplinary Studies</td>
<td>Teacher Certification in Progress</td>
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<tr>
<td>Tholoana</td>
<td>Leubane</td>
<td>Chemistry/Physics Teacher</td>
<td>Ph.D./Physiology/ Biochemistry</td>
<td>Texas State Certified</td>
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<tr>
<td>Matthew</td>
<td>Livingston</td>
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<tr>
<td>Name</td>
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<td>Degree</td>
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<tr>
<td>Malorie</td>
<td>3rd Grade ELAR Teacher</td>
<td>B.S./Elementary Education</td>
<td>Texas State Certification in Progress</td>
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<tr>
<td>Anna</td>
<td>Pre-Kindergarten Teacher</td>
<td>B.S./Criminal Justice &amp; Psychology</td>
<td>Texas State Certified</td>
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<tr>
<td>Lisa</td>
<td>3rd Grade Math Teacher</td>
<td>B.S./Management</td>
<td>Texas State Certified</td>
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<tr>
<td>Deva</td>
<td>HS English I/II</td>
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<tr>
<td>Christopher</td>
<td>9th-12th World History/US History Teacher</td>
<td>B.A./History</td>
<td>Texas State Certified</td>
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<tr>
<td>Karen</td>
<td>3rd Grade ELAR/SS</td>
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<tr>
<td>Latasha</td>
<td>5th Grade Math Teacher</td>
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<tr>
<td>Ike</td>
<td>Music</td>
<td>B.S./ Criminal Justice Associates of Arts and Sciences Music Composition</td>
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<tr>
<td>Jockton</td>
<td>8th Grade Social Studies</td>
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<tr>
<td>Peggy</td>
<td>HS Art</td>
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<tr>
<td>Angela</td>
<td>5th Grade Science Teacher</td>
<td>B.S./ Law Enforcement Administration M.B.A./ Business Management</td>
<td>Texas State Certified</td>
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<tr>
<td>Alicia</td>
<td>1st Grade Teacher</td>
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<tr>
<td>Kimberly</td>
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<tr>
<td>Ruby</td>
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<tr>
<td>Angela</td>
<td>Creative Writing</td>
<td>B.A./Science, English, Education</td>
<td>Texas State Certified</td>
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<tr>
<td>Kimberly</td>
<td>07 Grade Character Teacher</td>
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<td>Jessica</td>
<td>PreKindergarten</td>
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<tr>
<td>Kennica</td>
<td>PreKindergarten</td>
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<tr>
<td>Jeff</td>
<td>7/8th Grade Science Teacher</td>
<td>B.A./ Economics and Spanish</td>
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<tr>
<td>Earl</td>
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<td>Robert</td>
<td>HS History</td>
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<tr>
<td>Joy</td>
<td>1st Grade Teacher</td>
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<tr>
<td>Carol</td>
<td>6th Grade Math/Social Studies Teacher</td>
<td>B.A./Management</td>
<td>Texas State Certified</td>
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</tbody>
</table>

**FOCUS Academies**

"Enlightening Minds for a Brighter Tomorrow"
## FOCUS Discipline Management Plan (Overview)

### Section 12: Discipline Level

<table>
<thead>
<tr>
<th>Discipline Level</th>
<th>Examples (see Section II, Parent-Student Handbook, for inclusive list)</th>
<th>Staff-Person Responsible</th>
<th>Sample Range of Consequences</th>
</tr>
</thead>
</table>
| **Level I:** Classroom Misbehaviors | - Disruption of class activities  
- Disobedience  
- Violation of dress code  
- Tardiness  
- Cheating | Classroom Teacher | Verbal Reminder  
Segregation within classroom  
Loss of Privilege  
Conference with Child  
Note / Call to Parent |
| **Level II:** Visit to School Office | - Repeated Level I offences  
- Disrespect of teacher (backtalk)  
- Disrespect of other students (unkind speech, verbal or physical threats, aggressive actions to include shoving, pushing, etc.) | School Director/Designee | Conference with Child  
Note / Call to Parent  
Conference with parent  
After-school Detention  
Corporal Punishment |
| **Level III:** Removal from Classroom | - Repeated Level II offences  
- Physical, verbal, sexual or racial behavior (fighting, cussing, lewd speech or actions, racial hate speech) toward students or staff  
- Vandalism, Destruction, Theft of school, staff, or student property | School Director/Designee | Corporal Punishment  
In-school Suspension  
Suspension from school – remainder of day of offence (parent must pick-up) |
| **Level IV:** Removal from School | - Use, possession or distribution of illegal drugs, alcohol, tobacco products or paraphernalia  
- Other illegal activities (assault, bomb threats, possession of weapon, indecent exposure, extortion/coercion/blackmail)  
- Off-campus felonies that affect health and safety of staff and/or students | CEO or designee  
*Appropriate authorities will be contacted for criminal offences* | Suspension from school – remainder of day of offence (parent must pick-up)  
Suspension from school (1-3 days)  
Expulsion with referral to alternative education program  
+ State-mandated consequences for illegal activity |

*State-mandated consequences for illegal activity*
FOCUS ACADEMIES ACCEPTABLE USE AGREEMENT ACKNOWLEDGEMENT FORM
I have read and agree to abide by the FOCUS Academies Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

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

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

FOCUS ACADEMIES ELECTRONIC COMMUNICATION DEVICE COMMITMENT FORM
Electronic communications at school and at school-related functions are subject to regulation by the school.

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

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

Each of you, by your signature below, agrees to the following:
- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is a privilege and not a right.
- Students are required to keep all electronic communication out of sight and turned off during school hours.
- In consideration for the privilege to possess and use such devices on school property and at school-related events, the school is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.

I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and may cause the loss of the privilege to possess and use such devices on school property and at school-related events for an indefinite period of time.
MISSION STATEMENT

The stakeholders of FOCUS Academies will provide world class, innovative and multi-sensory educational experiences that inspire all students to achieve positive life goals with global impact.

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

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

INFORMATION ABOUT THE MILITARY

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

ALL STUDENTS PLEASE MARK EACH APPLICABLE SPACE:

A. _____ I do NOT consent to the release of directory information about the student named below outside FOCUS Academies system to sources such as an institution of higher education or newspapers and other media, except as authorized by law.

B. _____ I do NOT consent to the release of photographs or directory information within the FOCUS Academies system such as yearbooks, rosters for sports information, programs or articles.

ALL STUDENTS IN GRADES 9–12 RELEASE TO MILITARY:

C. _____ I do NOT consent to the release of the above directory information to the military about the student named below.

PRINT Student’s Full Legal Name

Students Date of Birth (month/day/year)

PRINT Parent/Guardian/Full Legal Name

Parent/Guardian Signature

2524 W. Ledbetter Drive ● Dallas, TX 75233 ● FOCUS Learning Academy (214) 467-7751 ● Triple A Academy (972) 283-1414 ● www.focusacademy.org

Mission Statement
The stakeholders of FOCUS Academies will provide world class, innovative and multi-sensory educational experiences that inspire all students to achieve positive life goals with global impact.
FOCUS ACADEMIES 2014-2015 SCHOOL YEAR ACKNOWLEDGMENT
AND APPROVAL OF PARENT/STUDENT HANDBOOK

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

By signing below I also agree with the contents of above-mentioned “Acceptable Use Agreement Acknowledgement Form” and “Electronic Communication Device Commitment Form (Regulation of Electronic Communication Devices)”

Student Name  Grade  (Please Print) Last  First  MI

Student Signature  Date

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

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Student Name  Grade  (Please Print) Last  First  MI

Student Signature  Date

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