



Carpe Diem Westwood

2016-2017 Student and Family Handbook

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## Welcome to Carpe Diem Westwood 2016-17

Dear Parent(s)/Guardian(s):

Carpe Diem has established itself as one of the finest schools in the country by remaining true to the core values that drive its mission: *Educate with Knowledge; Empower with Character; Equip for Life*. These values remain as compelling as ever going into the new school year.

As I begin my second year at Carpe Diem San Antonio, allow me to briefly introduce myself. My name is Valerie Robertson and during my many years in education, I have had the privilege to work with children as both a teacher and as an administrator at all grade levels. I grew up in Lubbock, Texas and am a proud graduate of Texas Tech University with a Bachelors' degree in Elementary Education and Master's degrees in both Instructional Technology and Educational Leadership.

I am energized and excited about having the opportunity to make a positive impact on your children and their instruction. We will accomplish this by having highly qualified teachers, leveraging technology to offer challenging courses, and by delivering instruction in a highly personalized way. They'll spend part of their time in our Learning Center working at their workstations with coaches and peers, and the remainder of their time in a more traditional classroom setting where teachers will have real-time access to the data collected from their courses.

The advantage of Carpe Diem San Antonio over most other public schools is that we can meet the students where they are instructionally. For example, if a student is in the 6th grade, but instructionally is ready for Algebra 1, a course not typically offered to 6<sup>th</sup> grade students, then Algebra 1 will be assigned. On the flipside, we can also meet the struggling student "where they are" to help them get back on track.

As educators, we are servant-leaders. We serve the students, parents, teachers, and the school community. Our experience and training have prepared us well. We are committed to extending Carpe Diem's reputation as a community of caring teachers and students seeking to challenge themselves to become their very best.

As members of the Carpe Diem Schools community and family, we are proud to say: *We Are Carpe Diem!*

*Seize the Day!*

Valerie Robertson, Principal

## Mission

The mission of Carpe Diem is to **Educate, Empower, and Equip** our students for life.

## Values

Our values drive every decision we make regarding your child's education and care. These values help us succeed with students.

- Student success
- Relationships
- Innovation
- Excellence
- Integrity

## Beliefs

Our approach to education is based on our beliefs about student learning and relationships. Everything we do aligns, supports and promotes these beliefs.

### We believe:

- **The goal of education is to equip students for life.** Being equipped for life requires demonstrated academic knowledge, character, and life skills such as time management, self-reliance, persistence, critical thinking, creativity, and the abilities to communicate and collaborate.
- **Education is personal** and every student deserves an education that meets their needs.
- **Career development bridges the gap between learning and life** by engaging students in community service, real world projects, and career activities.
- **Instruction is driven by ability not chronology**, readiness not age, knowledge not grade level.
- **Students are empowered** by being respectful in action and taking responsibility for their choices.
- **Relationships matter**, rules without relationships breed rebellion.
- **Logical & natural consequences promote accountability** and result in mature, disciplined adults.
- **Parents and educators must join together** to provide a supportive, caring environment that encourages students to accept challenges and to learn from their successes and failures.

# The Carpe Diem Learning Experience

The Carpe Diem learning experience is different than a typical school experience. It is student-centered and success oriented. It combines digital and faculty-based learning experiences. It provides flexibility for each student to achieve their dreams regardless of where they start their educational journey. Carpe Diem is NOT an online school or a credit recovery program.

## ***Personalized***

Each student receives a personalized education. This begins with assessing each student as to their knowledge and skill levels, their life interests, and their learning style. A customized learning experience is then created and the student embarks on a challenging, but not overwhelming, journey to graduation and being equipped for life beyond high school. Key features of a personalized education include

- Course selection is based on student readiness, not age. This means each student has their own unique student “schedule”. That schedule will change throughout the year based on student progress and/or achievement.
- The pace at which a student completes courses will be based on their graduation and life goals, not semesters or grade levels.
- Faculty and Learning Center Coaches will place students in classroom and learning center experiences that are uniquely designed to assure student progress. These assignments will be dynamic, changing when necessary, not just at semester or yearly breaks.
- Projects, community engagement, and career exploration are based on individual student interest.
- **Progress is based on accomplishment, not time.**

## ***Mastery-based***

In a typical educational setting, students take coursework on a set time schedule and earn credit for successfully completing coursework on the basis of a passing grade (usually a D or higher) and specified length of class time (usually a semester or a year). Instead of taking this approach, Carpe Diem believes in Mastery-based learning. Mastery-based learning changes this in several ways.

Mastery-based means

- A student earns credit for a course when they prove mastery of the content.
  - Proof of mastery can occur on each student’s own schedule, not just at semester or yearly breaks.
  - C work designates a learner as proficient and will be given credit, although, our ultimate goal is for a student to achieve mastery at an A or B level. This may mean remaining in a course for longer periods of time.
- Student failure is only temporary. If a student fails to prove mastery, they are redirected to new learning experiences until they can prove mastery.
- Progress through “grade levels” such as moving from the 8<sup>th</sup> grade to the 9<sup>th</sup> grade is based on proficiency of required coursework. Proof of proficiency in the required coursework is required

to advance. Formal placement from 8<sup>th</sup> grade to 9<sup>th</sup> grade will be determined by meeting the state testing requirements.

- 80% of a student’s overall grade in a specific course will come from tests and cumulative exams. 20% of a student’s overall grade in a specific course will come from formative assessments earned in the classroom and learning center. These formative assessments may include:
  - Projects completed in the Learning Center
  - Teacher assigned classroom work
  - Peer feedback, supervised by teacher
  - Other assessments, as determined by the teacher

### ***Life equipping***

Typically, a school focuses on academic achievement. At Carpe Diem, we focus on a complete education including academic achievement, character, physical fitness and well-being, life skill development, career development, and more.

## **Graduation requirements**

Students seeking a Carpe Diem diploma must meet all state graduation requirements as set forth by the Texas legislature (see appendix A). Additionally, they must

1. Demonstrate career maturity through assessment, creation of a quality individual career plan, and the creation of a post high school education plan.
2. Demonstrate financial literacy through assessment.
3. Demonstrate physical fitness and wellness habits consistent with their personal life goals and family values.
4. Demonstrate a commitment to community service through community service activities.
5. Demonstrate responsibility through strong attendance and course completion habits.

Additionally, students graduating from Carpe Diem are encouraged to expand their career and college options by completing the following while still enrolled in high school:

1. Gaining career experience.
2. Acquiring valued industry credentials.
3. Earning college credit.

## **Enrollment**

### ***Assuring full access for eligible students***

Carpe Diem Westwood will accept any student who has a Texas residence within the 61 area school districts around San Antonio as outlined in our approved charter. In accordance with state law, Carpe Diem shall not discriminate in its admissions policy on the basis of race, color, religion, creed, ancestry, age, gender, national origin, sexual orientation, handicap/disability, or the use of a guide or support animal; academic, artistic, or athletic ability; or the district the child would otherwise attend. As authorized by the school's charter and Texas Education Code § 12.111(6), students with a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Texas Education Code, Subchapter A, Chapter 37 can be excluded from enrollment in Carpe Diem Westwood. Consistent with our Board approved policies, enrollment will be considered on a case by case basis for those who have been suspended or expelled from another school or from Carpe Diem.

To assure all students have full access to the school, the following staff member has been designated to assure full compliance with federal and state regulations related to specific individuals.

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender: Valerie Robertson, Principal, 210-774-9284.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Valerie Robertson, Principal, 210-774-9284.
- Age Discrimination Act Coordinator, for concerns regarding discrimination on the basis of age: Valerie Robertson, Principal, 210-774-9284.
- All other concerns regarding discrimination: Valerie Robertson, Principal, 210-774-9284.

### ***Personalized education experience development***

As students enter Carpe Diem Westwood, they will go through the following process to determine their customized educational experience. This entire process is managed by the Carpe Diem staff. Parents are encouraged to participate at key points.

#### **Determining career and college plans**

This process helps us set the long term aspirations of a student and, in turn, set an “educational target” for success that makes sense to the student and their parents.

#### **Completing a career inventory**

Each student will do an initial career interest inventory. This process will help the student begin to think about what they want to do as adults to create wealth for themselves, their families, and their communities. Career decisions are dynamic and will probably change over time. This initial process will be used to better understand each student's current aspirations.

#### **Establishing initial life aspirations and education requirements**

Based on each student's career aspiration, a target graduation date and a sense of the post-high school learning experiences will be used to establish target learning levels. In no case will the student's goals be

set at less than college and career ready levels. This target will also anticipate the desired year of graduation.

### **Determining the starting point**

With a clear target in mind, we will turn to where the student's readiness and instructional levels are currently.

### **Transcript review**

Prior learning experiences will be reviewed to see what courses and learning experiences each student has already completed. This will inform, but not dictate our starting point for each student entering Carpe Diem.

### **Instructional level assessment**

Each entering student will be given the NWEA-MAP assessment series including math, reading, language usage, and science to establish the instructional level of the student. This information will inform, but not dictate our starting point for each student entering Carpe Diem.

### **Creating the personal education plan**

Based on information about long term life aspirations and current instructional level of each student, a long term personal education plan will be developed. This will be guided by the principal and informed by the faculty. Students will be enrolled in courses to meet the first steps of the personal education plan.

Over time, the personal education plan will be modified to assure every student is progressing at the most accelerated pace possible. Faculty will guide many of these decisions and they will use student achievement data to inform these decisions.

### **Special needs review**

For students with disabilities, the individual education plan (IEP) will be reviewed as per legal requirements. Where applicable, the IEP will dictate specific course placements and procedures.



## Assessment

Carpe Diem is a personalized learning model using assessment and anecdotal information to target the unique instructional needs of each student. We are not “data-driven” but “student centric,” using this information to enable teachers to customize student learning experiences and, in turn, empower students to engage in demanding, but not overwhelming educational experiences.

We use various assessments to help determine student readiness and instructional level. At Carpe Diem, instructional level drives what course options are available to students.

**Please note: Carpe Diem students advance to the next grade level or graduate based on learning success, not seat time.** This means a student can be promoted before the end of a year of school. It also means a student may not be promoted after a year if they have not successfully proven they have learned required material.

Assessment types include:

1. **Placement/progress** – These assessments occur *before* students are enrolled in courses. These are also used to adjust the personal education plan over time. The primary placement assessment is the Northwest Evaluation Association’s Measure of Academic Progress (NWEA-MAP). The NWEA-MAP assessment is also used to determine student learning growth or progress over time.
2. **Diagnostic/formative** – These assessments occur *during* instruction. They are quizzes, homework, and other faculty created methods to determine the status of student progress. These assessments are for student, parent, and faculty use to make decisions about the instructional process. They are NOT included in any formal grading or summative assessment process.
3. **Summative** – These assessments are used *after* instruction to determine whether or not the student has mastered the desired concepts, skills, and content. These assessments are used to determine course completion (including earning of credit), promotion, and graduation. Examples of these assessments include cumulative final examinations, industry credential assessments, and state mandated standardized assessments.

### ***Assessment schedule***

NWEA-MAP (Measures of Academic Progress) assessments are administered 3 times per year in math, reading, science, and language usage. The MAP assessment is a computerized adaptive assessment program that provides Carpe Diem educators with the information they need to improve teaching and learning and to make student-focused, data-driven decisions.

Students will also take the state mandated STAAR/EOC tests in the spring. Please check the current school calendar for dates. Yearly testing is necessary to measure a student’s academic accomplishment. Please strive to have your student at school during all testing dates.

Cumulative final exams are taken when each student is ready to prove educational mastery. These assessments typically occur after a specified course, but they may be taken to demonstrate proficiency of material the student already knows. **The student must pass the cumulative exam with an 80% or higher to prove mastery if they are testing on material that they have not previously learned.**

ACT, SAT, TSI and industry credential assessments are taken when each student is ready to transition from high school coursework to college course work and career opportunities.

### ***Course completion, promotion, and graduation***

**Course completion, promotion, and graduation are based on proof of proficiency, not on the amount of time a student spends in a course. A student earns course completion and credit by proving that they are proficient (at least a C) on coursework including cumulative exams, projects, tests and classroom work.** A student is advanced to the next grade level when they have demonstrated proficiency in all courses required at the previous grade level. Advancement to a new grade level may take less than a year, a year, or more than a year depending on the student's academic success. Graduation is determined by proficiency of all required courses and completion of all graduation requirements.

### ***Students with disabilities assessment provisions***

Students with an individual education plan (IEP) will be administered assessments in accordance with their IEP. Assessment accommodations will also comply with IEP requirements.

## **Parent/guardian engagement**

### ***Progress report***

Parents and students have access to their child's progress at all times through the school's digital reporting system. All parents and students have their own assigned login information. Every student's progress is available 24 hours a day, 7 days per week, through PowerSchool. Questions regarding student grades should be made directly to the evaluating teacher. For help viewing PowerSchool, and to obtain your personal login please contact the school office for assistance.

### ***Report cards***

Carpe Diem credits are based on the equivalent of one semester of work. Actual course credit attainment is based upon proof of proficiency in a course. Interim grades only demonstrate progress and may be on an A-F basis. If a student is below a proficient level then they will receive an IP (in progress) designation. Report cards will be sent at the end of each 9 week grade reporting period. If a student is in middle school they will be required to maintain at least a grade of C or proof of proficiency in order to pass the course.

### ***Parent-teacher conferences***

A parent's first line of communication with Carpe Diem is the classroom teacher. This person will be working with each student on a daily basis, will know their current status in their courses, and will be familiar with a student's long term education goals.

While Carpe Diem does not have scheduled parent/teacher conference days, we invite parents who would like a conference to call and schedule one through the school office. Parents may log on to PowerSchool and check student progress at any time. Teachers and coaches will be communicating with parents to celebrate student success and request student support on a regular basis.

## **School operations policies**

### ***School hours***

- Office: Monday- Friday 7:35 A.M. - 4:00 P.M.
- Students: Monday- Friday 8:00 A.M. - 3:45 P.M.
  - School will open at 7:00 am for early drop off. Students will be required to stay in the cafeteria until the main doors open at 7:35.
  - School will remain open until 5:30 P.M.

### ***Student identification***

Student identification will be based on a fingerprint scanning system. Students will be required to scan in for school and for lunch.

### ***School visitors***

Parents are encouraged to confer often with teachers and instructional coaches. All visitors are required to register and present photo identification at the main office. No student visitors are permitted except in unusual circumstances and only with prior approval of the principal. While in the building, all visitors must be escorted by a school employee.

### ***Closed campus***

Carpe Diem is a closed campus. Once students arrive on campus, they must remain within the school building, unless signed out by an authorized party. Students should not be outside the school building for any reason, unless approved or escorted by the administration or a teacher.

### ***Student parking***

Students shall acquire authorization from the school administration before parking a vehicle on school property. Students must have a driver's license and/or permit and insurance for their vehicle. Unauthorized vehicles will be towed at the owner's expense. Students driving on school property must follow all posted speed limits and comply with traffic laws. Unsafe operation of a vehicle on campus (speeding, improper parking, etc.) may result in disciplinary action and/or removal of parking privileges.

Students are instructed to leave their vehicles immediately after parking. Under no circumstances will students be allowed to sit in their vehicles.

### ***Student participation in activities***

Students must maintain their attendance in school in order to attend a school sponsored activity or event. Students who have excessive absences from school will not be permitted to attend a school function and will be declared ineligible to participate in activities.

### ***Emergency contact information***

Carpe Diem must have emergency contact information on file for each of our students. Parent/guardians are required to notify the front office with information changes. The contacts listed on the EMERGENCY INFORMATION FORM will be the only ones permitted to pick up students. Appropriate identification will be required when picking up the child.

### ***Leaving campus during school hours***

A student younger than 18 years old must have prior parent/guardian approval, either written or by a school documented phone call, before that student may leave the school campus during school hours.

### ***Parent/Guardian involvement***

Parent/guardians will have opportunities to volunteer in various areas of the school. Carpe Diem Westwood has an active PTO (Parent Teacher Organization) and we encourage all parents to participate in the PTO.

### ***Field trips***

Field trips provide students rich opportunities to learn and interact outside the classroom environment. A field trip permission form for all local field trips will be filled out with the registration package. Special trips out of town will require specific permission from parent/guardians. Students who do not meet the school behavioral or academic policy may be prevented from participating in field trips. Students who have excessive absences may also be prevented from participating.

### ***Lunches***

Students may bring sack lunches or purchase a pre-made lunch provided by local vendors. If a student does not have money in their account to cover the meal, then they will not be provided a pre-made lunch. Carpe Diem requests that parent/guardians provide lunches for their children only, and not for other children. Free and reduced-price breakfasts and lunches are available based upon the approval of the required paperwork. Information about a student's participation is confidential. Students must apply for meal assistance each school year.

Parents and guests may attend lunch if capacity exists and if the attendance is related to a school function or educational purpose.

## **Uniform and dress code policy:**

Carpe Diem Innovative School - Westwood believes that school performance and future success are enhanced by appropriate dress and good grooming. At Carpe Diem we do not want students to stand out because of what they wear, but rather, we want them to stand out because of who they are and what they do. Parents/Guardians are strongly urged to work closely with the school to insure their child's adherence to these standards. Carpe Diem Innovative School - Westwood have expectations which include a uniform. The Dress Code is in effect for students while attending school functions or school sponsored activities on or off school property. Exceptions to this for certain school-related events are determined by the Principal.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by school administration. Any student who does not comply with the dress code will be removed from the regular school setting and several attempts will be made to reach parents until the student complies with this code.

Uniform shirts will be worn daily and remain free of rips, holes, tears, and stains. Damaged shirts will need to be replaced, as the shirt can no longer be worn. Green or yellow polo style shirts must be purchased from the designated school vendors. All shirts must have the current CD logo. Navy blue, black or khaki uniform style skirts, skorts, shorts, capris, pants ("skinny" leg uniform style pants are acceptable). Clothing that is too large, "baggy," or allows immodest exposure is not allowed. The school administration will have final determination as to uniform appropriateness. If undershirts are worn, they must be solid white, without stripes, logos, designs, etc and worn under the uniform polo. Undershirts may not hang longer than the uniform shirt, otherwise the undershirt must be tucked in. Jeans or denim material, tennis dresses, leggings, spandex, warm-ups, sweatpants, etc. are not considered uniform attire. Solid white or gray leggings and tights may be worn with uniform. Solid white socks are required to be worn at all times with shoes. No colored, striped, multi-colored or other designed leggings, socks or tights are permitted.

### **Additionally, students will follow the expectations below:**

1. Hair must be neat and clean. Unconventional hairstyles that are considered to be distracting and/or disruptive to the educational environment may be prohibited at the discretion of the school administration. Hair covering the eyes would be an example of an unconventional style that may not allowed.
2. Appropriate shoes must be worn at all times. Flip Flops, Slides and shoes with wheels are prohibited. Steel Toed boots are also not allowed.
3. Athletic shorts are prohibited outside of the gym or PE class. Bicycle shorts, gym shorts, form fitting and skin-tight shorts, yoga-style pants or pants of spandex worn alone, or other similar materials worn alone are prohibited. Pants should be loose fitting or relaxed fit pants. Pants must be worn at the waist at all times. Sagging of the pants is expressly prohibited.
4. Skirts or skorts will be permitted provided that they are neatly hemmed, conservative, and modest in appearance. School administration will determine appropriate length. Excessively high slits in skirts will

not be permitted. Leggings may not be worn as pants. If leggings are worn under a skirt or skorts, the leggings must be solid white or gray and the skirt or skorts must be an appropriate length.

5. Hats, caps, or other head apparel are not permitted. Hooded sweatshirts, hooded shirts, and hooded jackets may not be worn while in the building.

6. Undershirts, if worn, must be all white. They can be either short sleeves or long sleeves, but all white.

7. Any apparel or attire that is considered to be distracting and/or disruptive to the educational environment (ex. Non Carpe Diem Innovative School - Westwood shirts or sweatshirts, multiple bracelets or necklaces, large earrings, etc.) or considered a safety concern are prohibited. This also includes bandanas.

8. The entirety of the Carpe Diem Innovative School – Westwood uniform must remain completely visible at all times.

**Teachers and coaches will do a uniform check as students enter the classroom/Learning Center each morning. Failure to comply with the dress code will be addressed as “failure to adhere to school/classroom rules” and consequences will be determined by the Administrator or designee. In addition, the parent/guardian will be called to bring in the appropriate uniform attire. Repeated (more than 3 in a 9 weeks period) violation of uniform policy may result in dismissal from Carpe Diem Innovative School Westwood.**

## CODE OF CONDUCT

All Carpe Diem Innovative School - Westwood schools follow policies that do not allow for corporal punishment.

In addition to school-specific activities, these rules apply to Carpe Diem Innovative School - Westwood students while a) traveling to and from school or to and from any school activity, b) wearing a Carpe Diem Innovative School - Westwood uniform or shirt (as they represent Carpe Diem Innovative School - Westwood in some fashion), c) any activity involving harm to another Carpe Diem Innovative Schools student or employee/volunteer regardless of where occurring, and d) any criminal conduct or illegal activity regardless of where it occurred.

### Definitions of Terms

Abuse = improper or excessive use.

Bullying = defined by Texas Education Code 37.0832(a) to mean engaging in written or verbal expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event, or in a vehicle operation by Carpe Diem Innovative School - Westwood and that has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student or damage to student’s property, or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the students

Controlled substances or dangerous drugs = include but are not limited to marijuana, any narcotic, hallucinogen, stimulant, depressant, amphetamine, barbiturate, anabolic steroid, or prescription medication provided to any person other than the person for whom the prescription was written.

Dating violence = the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Texas Family Code.

Self-defense = the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Title Five offenses = those that involve injury to a person and include murder, manslaughter, criminally negligent homicide, trafficking in persons, unlawful transport, kidnapping, assault (on a public servant), aggravated assault, sexual assault, aggravated sexual assault, unlawful restraint, indecency with a child, injury to a child, an elderly person, or a disabled person, abandoning or endangering a child, deadly conduct, terroristic threat, aiding a person to commit suicide, harassment of a public servant, improper photography, smuggling persons, and tampering with a consumer product.

Under the influence = lacking the normal use of mental or physical abilities.

Use = voluntarily introducing into one's body, by any means, a prohibited substance.

### **Why Discipline is Important:**

We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

### **Non-Negotiable Expectations for Carpe Diem Innovative Schools Students:**

1. Adherence to the Carpe Diem Innovative School - Westwood Commitment to Excellence Form
2. Adherence to the Carpe Diem Innovative School - Westwood Values
3. Adherence to the Carpe Diem Innovative School - Westwood Core Rules:
  - Be Respectful.
  - Be Responsible.
  - Be Empowered.
4. Be on-task at all times during class. Students will always have their eyes, ears, and brains focused on the task at hand.
5. Students must be in possession of earbuds or headphones for use at their workstations at all times while in the Learning Center.

6. Be organized and prepared for all classes. Every Dragon should have every day at least 2 sharpened pencils with erasers, a pen, and paper in their notebooks. Work should always be completed and presented neatly. Finally, all papers should be kept neatly in binders and folders.
7. Respond appropriately to all questions.
8. Conduct oneself in an orderly manner, demonstrating respect to our educational mission, while at Carpe Diem Innovative School - Westwood or at an Carpe Diem Innovative School - Westwood function.
9. Do the right thing without being told.
10. Parents and Guardians will be prompt when bringing their children to Carpe Diem Innovative School - Westwood or Carpe Diem Innovative School - Westwood functions and picking up their children from Carpe Diem Innovative School - Westwood functions. During events, **if a student is picked up 30 minutes after the event has concluded, the student will not be able to attend the next event.**

### **Property and personal belongings:**

Personal items may be brought to school for educational purposes only when approved or requested by a teacher. Students are not to bring and/or use on school premises items that are determined by teachers or school administration to be inappropriate at school. Students may be subject to disciplinary action for being in possession of any of the items below. A teacher or school administrator will contact the parent/guardian on each occurrence and the student's consequences will range from a warning, earning detention, Saturday School, suspension from school, or expulsion for persistent misbehavior. Prohibited items will be confiscated.

Prohibited items include pillows and blankets, permanent markers, cigarette lighters, and anything containing mercury or other hazardous materials, laser devices, water balloons, water guns, or any other water object, and any items that have the potential to inflict harm or damage. Remember, the school is not responsible for lost, stolen, or damaged property, including, but not limited to, items in backpacks and automobiles.

Administration will not investigate for personal items that are lost or stolen on the campus.

### **Care of property:**

Students are urged to take pride in the appearance of their school, including the buildings, the furniture, and the surrounding property. No student shall damage or deface any property belonging to Carpe Diem Innovative School - Westwood. Writing, drawing, or carving on any personal or school materials/supplies is prohibited. Students who violate this policy may be filed on in court, removed from school, or expelled. Parents/Guardians of students may be required to make full or partial restitution to the school. Willful vandalism on the part of students who damage or destroy buildings, grounds, vehicles, and/or equipment owned or contracted for by Carpe Diem Innovative School - Westwood will be investigated. If students are found responsible for the vandalism, the students and their parents/guardians will be held financially



accountable. Students found responsible for an act of vandalism will also be subject to disciplinary action and prosecution under the law.

### **Cell phones, personal electronics, and internet activities:**

(Including, but not limited to, cell phones, MP3 players, E Readers, iPods, tablets)

At Carpe Diem Innovative School - Westwood, we understand that many electronic devices are now part of our daily lives. We request that if students do bring electronic devices to school, it remains switched off at all times throughout the day at Carpe Diem Innovative School - Westwood unless specifically approved by a staff member.

If a phone is out during the school day or if any electronic device is being used in class for non-class work, a Carpe Diem Innovative School - Westwood staff member will politely ask for the item and turn it in, to an administrator. The parent will be notified and will be required to pick up the device from school.

Students will be disciplined for placing offensive photos, obscene materials, derogatory statements, threatening or other similar content on an internet site (i.e. Facebook, Instagram, etc) that disrupts the school environment, and/or invades the privacy of others. A student's cell phone or other electronic devices are subject to search in the event a school administrator believes reasonable suspicion exists that a student has violated or is violating either the law or school/district rules/policies or procedures.

**The school will not accept responsibility for loss, theft or damage to any electronic devices brought to school, even those that are confiscated.**

### **Human rights policy:**

Carpe Diem Innovative School - Westwood brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age, or handicap status. Carpe Diem Innovative School - Westwood is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. Carpe Diem Innovative School - Westwood wishes to stress that it is the responsibility of every member of the Carpe Diem Innovative School - Westwood community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the Carpe Diem Innovative School - Westwood community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

### **Sexual Harassment:**

All students and employees are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another. Sexual harassment includes, but is not limited to unwelcome

sexual advances, request for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature directed toward any other individual.

Anyone who is sexually harassed should contact the Principal, other administrators, teachers, or coaches immediately to report the offense.

Carpe Diem Innovative School - Westwood believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. Carpe Diem Innovative School - Westwood considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

### **Dating Violence Policy:**

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Texas Family Code. For purpose of this title, dating relationship means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship.

### **Falsely accusing others of misconduct:**

Students who falsely accuse other students, teachers, school administrators, and/or other school employees of misconduct may be subject to disciplinary procedures including, suspension and/or expulsion.

### **Fighting:**

Individual or group fights at school, school sponsored or school related activities, or while on Carpe Diem Innovative School - Westwood transportation will not be tolerated. Parents/Guardians of students involved will be notified. The seriousness of each case will determine the disciplinary action taken. Students involved in fighting may be removed from school. Students who engage in fighting will be subject to disciplinary consequences and could be issued a citation under Section 42.01 of the Texas Penal Code, Disorderly Conduct. Specifically, Texas Penal Code, Section 42.01, (a) (6), states, "fights with another in a public place." This offense is a Class C misdemeanor and carries a fine of up to \$500.

### **Abuse:**

All school personnel are mandated reporters of suspected abuse and/or neglect. Faculty are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

No one in the workplace, to include supervisors, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information is also a misdemeanor.

### **Searches and Interrogations:**

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of others. In the context of school discipline, students cannot claim the right of freedom from self-incrimination.

Students are expected to provide any information about their misbehavior or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students. School officials may search a student's outer clothing, pockets, shoes, or property by establishing reasonable suspicion or securing the student's voluntary consent.

All Carpe Diem Innovative School - Westwood schools follow state and federal guidelines regarding search of student's belongings, including items in pockets, backpacks, cars on school property, and personal electronic devices. School officials may search the student, desk, cell phone, backpacks, purse, vehicle or anything that contains the student's personal effects by establishing reasonable suspicion or securing the student's voluntary consent. There will be no searching of the contents of a cell phone (or other electronic device) without explicit permission from the student, parent/guardian, and/or owner of the device.

Vehicles on school property may be searched if reasonable suspicion exists that the search will result in evidence that school rules have been violated. If a vehicle subject to a search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, the school may contact law enforcement officials. Students who leave campus without authorization or return are subject to an administrative search. A vehicle that is used to transport students on or off campus without authorization is subject to an administrative search. Students who are observed in an unauthorized area during school hours are subject to administrative search.

Carpe Diem Innovative School - Westwood reserves the right to use drug dogs, metal detectors and searches of students at random to ensure campus safety and to maintain effectiveness of the school. Other searches may be conducted if school officials have reasonable cause. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. U.S. Const., Amend. 4.: *New Jersey v. T.L.O.*, 105 S. Ct. 73 (1985); *Jones v. Latexo ISD*, 499 F. Supp. 223 (1980).

### **Gang related activity:**

Gang/Crew Activity —A "gang" is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a "gang" is a prohibited fraternity, or society as defined by Texas Education Code, Section 37.121. By this policy, Carpe Diem

Innovative School - Westwood acts to prohibit the existence of gangs and gang activity. Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school sponsored activity, or on a school bus. Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti / tagging, display of identified gang colors, or other affiliation in any gang.
2. Committing any act or omission, or using, any speech, either verbal or nonverbal (tagging, gestures, handshakes, etc.), showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
  - c. Inciting other students to act with physical violence upon any other person.
  - d. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
  - e. Committing any other illegal act or other violation of school district policies.

### ***Gang Law Violations:***

1. A person commits an offense if the person:
  - a. is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
  - b. is not enrolled in a public school and solicits or coerces another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.
2. Students who violate this policy related to gang activity will be subject to disciplinary action that may include suspension or expulsion. Under this section, public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.

### **Alcohol, Tobacco, and Other Drugs:**

All Carpe Diem Innovative School - Westwood schools are declared to be alcohol-free, tobacco-free, and drug-free zones. These materials are prohibited in the school building and on school grounds (including parking lot and athletic facilities). Controlled substances or dangerous drugs include but are not limited to marijuana, any narcotic, hallucinogen, stimulant, depressant, amphetamine, barbiturate, anabolic steroid,

or prescription medication provided to any person other than the person for whom the prescription was written.

No student shall possess, use (voluntarily introducing into one's body, by any means, a prohibited substance), transmit or be under the influence of (lacking the normal use of mental or physical abilities), but not limited to, any controlled substance, narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or other intoxicant (as those items are defined by law), or over-the-counter drugs, or medications/remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, etc.:

a) on school grounds during any school term

b) off school grounds at a school activity, function, or event

c) within 300 feet (the length of a football field) of Carpe Diem Innovative School - Westwood property

This policy shall apply in the event pills or other substances are simulated or represented as any of the previously mentioned controlled substances or over-the-counter drugs and shall apply to any type of drug paraphernalia.

A student who uses a drug as authorized by a licensed physician through a prescription specifically issued for the student's use shall not be considered to have violated this rule as long as he/she follows the guidelines set forth by Carpe Diem Innovative School - Westwood Health Services. Desks and bags may be searched for any contraband including alcohol and drugs. Students are held responsible for any prohibited item(s) found on their person and are subject to disciplinary action.

### ***Carpe Diem Innovative School - Westwood:***

1. Prohibits smoking, use of vaporizers, or using tobacco products at a school-related or school-sanctioned activity on or off school property.
2. Prohibits students from possessing tobacco or vaporizer products at a school-related or school-sanctioned activity on or off school property.
3. Ensures that school personnel enforce the policies on school property.

State law prohibits the possession, purchase, consumption or acceptance of a cigarette or tobacco product by an individual who is younger than 18 years of age. An offense under state law is punishable by a fine not to exceed \$250. Additionally, a student will face disciplinary consequences.

Students who violate any of these policies on alcohol, tobacco, and drug use shall be subject to disciplinary action deemed appropriate by a school administrator, which may include expulsion.

### **Possession of Weapons and / or Explosives:**

In addition to weapons prohibited by state and federal law, a student shall not possess, handle, use, display, and/or transport any object that can be considered a weapon, including, but not limited to:

1. Explosives, including fireworks of any kind, poppers, stink bombs, etc.
2. Razors

3. Any bladed instrument, including pocket knives
4. Stun guns, BB guns, pellet guns, air guns, laser guns, tranquilizer guns, etc.
5. Chemical dispensers sold commercially for personal protection that is not covered by the Texas Penal Code (e.g., mace, pepper spray, or other irritants)
6. Bows, arrows, nun chucks, boomerangs, cross-bows
7. Clubs
8. Ammunition
9. Acid
10. Metal pipes
11. Sharpened sticks
12. Pyrotechnics
13. Chains
14. Any other object used in a way that threatens or inflicts bodily injury on another person, or that the teachers and/or school administration determine presents a danger to any student Carpe Diem Innovative School - Westwood employee, or Carpe Diem Innovative School - Westwood property by virtue of possession or use of the object.

Students found to be in violation of this policy shall be subject to disciplinary action including suspension or expulsion. Any student who has reasonable grounds to suspect a violation of the school's policy relating to the possession of weapons /explosives is required to report such suspicion immediately to a teacher or school administrator.

### **Behaviors that may result in disciplinary action**

Disciplinary infractions include, but are not limited to the following:

#### ***Level I Offenses:***

1. Causing an individual to act through the use of threat or coercion.
2. Cheating or copying the work of another.
3. Directing profanity, vulgar language, or obscene gestures toward another student or school employee.
4. Discharging a fire extinguisher or fire alarm without valid cause.
5. Disobeying conduct rules on buses or on field lessons.
6. Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
7. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
8. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
9. Failing to comply with directives given by school personnel.
10. Falsifying records, passes, or other school-related documents.
11. Gambling.
12. Inappropriate or indecent exposure of a student's private body parts (depending on the nature, severity, and circumstances, this offense may also rise to a Level II offense).
13. Leaving school grounds or school-sponsored events without permission.

14. Making false accusations or hoaxes regarding school safety.
15. Possessing pornographic material.
16. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten schools safety.
17. Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.
18. Refusing to accept discipline management strategies as implemented by a teacher or school personnel.
19. Repeated tardiness.
20. Repeatedly violating norms and expectations for conduct in classrooms and across the school campus.
21. Throwing objects that can cause bodily injury or property damage.
22. Violating dress and appearance expectations as described in the Student Handbook.

***Level II Offenses:***

1. Use of medication that is beyond the appropriate/prescribed purpose and dosage. This includes being under the influence of medication that causes impairment of physical or mental faculties.
2. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, gang, or secret society or organization. This includes visible display of colors, items, and logos affiliated with those organizations.
3. Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).
4. Creating or participating in the creation or use of a systematic abuse of individuals or a group of students.
5. Damaging (including vandalism) property owned by others (including, but not limited to, school property or facilities, property of Carpe Diem Innovative School - Westwood employees or other students).
6. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
7. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person.
8. False accusation of conduct that would constitute a misdemeanor or felony.
9. Fighting or arranging a fight. Students who involve themselves in fighting will, at a minimum, be suspended for the remainder of the school day.
10. Forgery of school documents at school or elsewhere.
11. Gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated to a Level III offense).
12. Harassment directed toward another student or staff member (can be based on race, color, religion, national origin, gender, disability, or age).
13. Any non-Title Five felony (school is notified by police). Title Five offenses are those that involve injury to a person and include murder, manslaughter, criminally negligent homicide, trafficking in persons, unlawful transport, kidnapping, assault (on a public servant), aggravated assault, sexual assault, aggravated sexual assault, unlawful restraint, indecency with a child, injury to a child, an elderly person, or a disabled person, abandoning or endangering a child, deadly conduct, terroristic threat, aiding a person to commit suicide, harassment of a public servant, improper photography, smuggling persons, and tampering with a consumer product.

14. Participating in hazing activities (expecting/demanding actions from other students connected to their membership in or participation in any group).
15. Possessing or selling anything that can be mistaken for drugs or contraband.
16. Possessing or selling seed or pieces of marijuana in less than a usable amount.
17. Possessing, smoking, or using tobacco products.
18. Possession or use of vaporizers, electronic cigarettes, or similar devices used to inhale a substance without a prescription.
19. Possession of stolen property.
20. Possessing, using, giving, or selling materials related to any prohibited substance.
21. Possession or use of prohibited items, including, but not limited to:
  - a. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
  - b. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
  - c. A “fake” weapon;
  - d. An air gun or BB gun;
  - e. Ammunition;
  - f. A stun gun;
  - g. A pocketknife or any other small knife;
  - h. Mace or pepper spray;
  - i. Matches or a lighter;
  - j. A laser pointer; or
  - k. Any items the Principal or designee determines cause a threat of danger.
22. **Persistent repetition of Level I offenses.**
23. Threatening or bullying (which is defined by Texas Education Code 37.0832(a) to mean engaging in written or verbal expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event, or in a vehicle operation by Carpe Diem Innovative School - Westwood and that has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student or damage to student’s property, or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the students) any person connected with Carpe Diem Innovative School - Westwood , whether on or off school property (this can be elevated to a Level III offense depending on the severity of the act).
24. Violating computer use policies for classroom, school, or Carpe Diem Innovative School - Westwood , including when completed off campus, and always including when the action causes a substantial disruption to the educational environment, including but not limited to:
  - a. Attempting to access or circumvent passwords or other security related information for Carpe Diem Innovative School - Westwood or its students or employees, uploading or creating computer viruses;
  - b. Attempting to alter, destroy, or disable Carpe Diem Innovative School - Westwood computer equipment, data, the data of others, or other networks connected to the Carpe Diem Innovative School - Westwood system;
  - c. Using the Internet or other electronic communications to make threats;
  - d. Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal;
  - e. Using email or websites at school to encourage illegal behavior or threaten school safety,



### **Level III Offenses:**

1. Using prescription drugs, giving prescription drugs to another, or being under the influence of prescription drugs on school property or at a school-related event.
2. Aggravated assault, kidnapping, robbery, sexual assault.
3. Any offense described in the Texas Education Code Section 37.006(a) or 37.007 (a), (b), or (d), no matter where or when the offense takes place.
4. Arson.
5. Burglary of a motor vehicle on campus.
6. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to Texas Penal Code.
7. Commission of a felony offense listed under Title Five, Texas Penal Code.
8. Committing the following offenses on school property or within 1000 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - a. Engaging in conduct punishable as a felony.
  - b. Committing an assault under Texas Penal Code 22.01(a)(1).
  - c. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, alcohol, or a dangerous drug in an amount no constituting a felony offense.
  - d. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals or to the offense of public lewdness or indecent exposure.
9. Conduct endangering the health and safety of others.
10. Criminal attempt to commit murder or capital murder, criminally negligent homicide, murder, capital murder, or manslaughter.
11. Deliberate destruction or tampering with school computer data or networks.
12. Engaging in bullying (as defined in the Student Handbook).
13. Engaging in conduct punishable as a felony, including that listed under Title Five of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  - a. The student receives deferred prosecution;
  - b. A court or jury finds that the student has engaged in delinquent conduct; or
  - c. The Principal or designee has reasonable believe that the student engaged in the conduct.
14. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a Carpe Diem Innovative School - Westwood student, employee, or volunteer.
15. Engaging in conduct that contains the elements of retaliation again any Carpe Diem Innovative School - Westwood employee or volunteer, whether on or off of school property.
16. Engaging in inappropriate or indecent exposure of private body parts.
17. Felony criminal mischief against school property, another student, or school staff.
18. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
19. Inappropriate sexual contact.
20. Indecency with a child.

21. Repeated Level I offenses (four or more Level I offenses committed in any one school year).
22. Repeated Level II offenses (two or more Level II offenses committed in any one school year).
23. Possessing, selling, distributing, or being under the influence of inhalants.
24. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
25. Public lewdness.
26. Required registration as a sex offender.
27. Setting or attempting to set fire on school property (not arson).
28. Sexual abuse of a young child or children.
29. Sexual assault.
30. Stealing from students, staff, or Carpe Diem Innovative School - Westwood .
31. Targeting another individual for bodily harm.
32. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.
33. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

#### Possible consequences for each level of behavior

##### Level 1:

- After school detention, which may include cleaning activities
- Behavior management strategies
- Grade reductions for academic dishonesty
- Out-of-school suspension
- Removal from the classroom
- Restoration, if applicable (may include specific actions to earn place back in the Team)
- School-assessed and school-administered probation
- Verbal correction
- Withdrawal of privileges

##### Level II:

- Any applicable consequence for Level I offenses including multiple consequences
- Out-of-school suspension for up to 3 days

##### Level III:

- Out-of-school suspension for 3 days
- Expulsion

#### ***STUDENT REMOVAL FROM CLASS:***

A teacher may call a school administrator for assistance with a student in order to maintain effective discipline in classrooms. The school administrator shall respond by employing appropriate discipline management techniques.

1. A teacher may remove a student from class:

(a.) who has been documented by the teacher to have repeatedly interfered 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

(b) 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.

\*In accordance with Texas Education Code, section 37.002.

2. If a teacher removes a student from class under Subsection 1, the school administrator may place the student into Saturday school, or on suspension from school. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activity.

3. Not later than the third class day after the day on which a student is removed from class, the school administrator(s) shall schedule a conference among the administrator or the administrator's designee, a parent/guardian of the student, the teacher removing the student from class, and the student. The student may not return to the regular classroom until the conference has taken place. Following the conference and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the school administrator(s) shall order the placement of the student.

\*Special education students may not be removed in violation of specific IEP provisions or for more than a total of ten days during the school year without ARD committee approval.

## ***SUSPENSION AND EXPULSION:***

Carpe Diem Innovative School - Westwood will adhere to the Commitment To Excellence and this Code of Conduct as a guideline for in-class disciplinary action, suspension, or expulsion of students.

In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, intent or lack of intent and other appropriate or mitigating factors determined by the administrator. Prior to suspending a student, a Principal or designee will attempt to hold an informal conference with the student to: 1) Notify the student of the accusations against him/her, 2) Allow the students to relate his/her version of the incident, and 3) Determine whether the student's conduct warrants suspension.

In the event of an earned suspension, the Principal or designee will give notice of suspension and the reasons for the suspension to the student. The Principal or designee will make a reasonable effort to notify the student's parent/guardian that the student has been suspended before the student is sent home. The Principal or designee will notify a suspended student's parent/guardian of the period of suspension, the grounds for suspension, and the time and place for an opportunity to conference with the Principal prior to the student returning to his/her regular class schedule. A student shall receive credit for work missed during the period of suspension if the students makes up work missed during the period of suspension within the same number of school days the students was out-of-class on suspension.

Suspended students are prohibited from being on the Carpe Diem Innovative School - Westwood campus, properties, or school-related activities on or off school property without prior written permission of an administrator. All suspensions and alternative instruction must be effectuated substantively and procedurally in accordance with Texas Education Code, section 37.005.

## ***Due process procedures***

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. If a student with disabilities has an IEP that includes disciplinary guidelines, that student will be disciplined according to those guidelines as required by IDEA. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above.

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and Carpe Diem Innovative School - Westwood policy.

The above-mentioned "suspension" and "expulsion" will be considered to mean the following:

"Suspensions" shall refer to the removal of a student from school for disciplinary reasons for a period of 3 or fewer days.

"Expulsions" shall refer to the permanent removal of a student from school for disciplinary reasons.

If the Principal or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in class, with the ability of a student's classmates to learn, or with the operation of Carpe Diem Innovative School - Westwood or a school-sponsored activity, the Principal or designee may order immediate removal of the student. The Principal or designee may impose immediate suspension if s/he reasonably believes such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after emergency removal.

### ***Suspensions***

A student who is determined to have broken Carpe Diem Innovative School - Westwood Commitment To Excellence/Code of Conduct policies or has committed any of the infractions listed as a Level 1, 2, 3 may be subject to suspension (TEC, section 37.005), unless a school administrator determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. Depending upon the severity of the infraction, the student may be subject to a suspension, expulsion, or referral to the appropriate law enforcement agencies.

Students who earn suspension will maintain access to the instruction.

### ***Expulsion***

Texas Education Code, section 37.019 states that a student may be removed from the school if the behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in the class, with the ability of the student's classmates to learn, or with the operation of a school or school-sponsored activity. In addition, a student may be removed from the school for action that is necessary to protect persons or property from imminent harm.

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

### ***Procedures for Expulsion***

When the Principal or designee determine that a student's conduct warrants expulsion, but prior to taking any such action, the Principal or designee will provide the student's parent/guardian with written notice in the dominant language used by the parent(s) or guardian(s) of: a) the reasons for the proposed disciplinary action, b) the date and location for a hearing before the Principal, within five days from the date of the disciplinary infraction. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). The notice shall further state that, at the hearing, the student a) may be present, b) shall have the opportunity to present evidence, c) shall be apprised and informed of Carpe Diem Innovative School - Westwood's evidence, d) may be accompanied by his or her parent/guardian(s), and d) may be represented by an attorney.

Carpe Diem Innovative School - Westwood shall make a good faith effort to inform the students and the student's parent/guardian(s) of the time and place for the hearing and Carpe Diem Innovative School - Westwood shall hold the hearing regardless of whether the student, the student's parent/guardian(s) or another adult representing the student attends. The Hearing Officer or Principal may audio record the hearing. Immediately following the hearing, the Principal will notify the student and the student's parent/guardian(s) in writing of the final decision. The decision shall specify that parents have the right to appeal the Hearing Officer's decision to the Board of Directors (or the Board's designee). The notice shall also state that failure to make a timely request for such an appeal constitutes a waiver of further rights in the matter. If the Principal has initiated the suspension proceeding, the Principal shall personally hear and determine the hearing. The hearing officer's report shall be advisory only and the Principal may accept or reject all or part of it.

The student and his/her parent/guardian(s) may appeal the expulsion decision to the Board of Directors of Carpe Diem Innovative School - Westwood by notifying the Principal or Hearing Officer in writing within seven calendar days of the date of receipt of the Hearing Officer's decision. The Board will review the audio or transcribed record from the hearing at a regular or specially called meeting in closed session. The Board will notify the student and his/her parent/guardian(s) of its decision, in writing, within five calendar days of the session. The decision of the Board is final and may not be appealed. Please note that discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

A student with a disability shall not be excluded from his/her current placement pending appeal to the Board of Directors for more than two days without ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in their current education setting unless Carpe Diem Westwood and the student's parents agree otherwise.

## Anti-bullying

### Statement of intent

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

### What is bullying?

Bullying is the repeated use of aggression with the intention of hurting another person physically or emotionally. Bullying results in pain and distress to the victim.

Bullying can be:

1. Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
2. Physical - pushing, kicking, hitting, punching or any use of violence
3. Racist - racial taunts, graffiti, gestures
4. Sexual - unwanted physical contact or sexually abusive comments
5. Homophobic - because of, or focusing on the issue of sexuality
6. Verbal - name-calling, sarcasm, spreading rumors, teasing
7. Cyber - all areas of internet, such as email & internet chat room misuse mobile threats by text messaging & calls, misuse of associated technology, i.e. computers, camera & video equipment

### Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. We have a responsibility to respond promptly and effectively to issues of bullying.

### Objectives of this policy

1. All board members, teaching and non-teaching staff, students and parent/guardians should have an understanding of what bullying is.
2. As a school we take bullying seriously. Students and parent/guardians should be assured that they will be supported when bullying is reported.
3. Bullying will not be tolerated.

## Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

1. is frightened of walking to or from school
2. doesn't want to go on the school bus
3. begs to be driven to school
4. changes their usual routine
5. is unwilling to go to school (school phobic)
6. becomes withdrawn anxious, or lacking in confidence
7. starts stammering
8. attempts or threatens suicide or runs away
9. cries themselves to sleep at night or has nightmares
10. feels ill in the morning
11. begins to do poorly on school work
12. comes home with clothes torn or books damaged
13. has possessions which are damaged or "go missing"
14. asks for money or starts stealing money (to pay bully)
15. has lunch or other monies continually "lost"
16. has unexplained cuts or bruises
17. comes home starving (money / lunch has been stolen)
18. becomes aggressive, disruptive or unreasonable
19. is bullying other children or siblings
20. stops eating
21. is frightened to say what's wrong
22. gives improbable excuses for any of the above
23. is afraid to use the internet
24. is nervous & jumpy when a cyber-message is received

## Bullying behaviors include the following:

1. Hurting someone physically by hitting, kicking, tripping, or pushing
2. Stealing or damaging another person's things
3. Ganging up on someone
4. Teasing someone in a hurtful way
5. Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
6. Touching or showing private body parts
7. Spreading rumors or untruths about someone
8. Leaving someone out on purpose, or trying to get other kids not to play with someone

**Students will do the following things to prevent bullying:**

1. Treat each other respectfully
2. Refuse to bully others
3. Refuse to let others be bullied
4. Refuse to watch, laugh, or join in when someone is being bullied
5. Try to include everyone in play, especially those who are often left out
6. Report bullying to an adult

**Teachers and staff will do the following things to prevent bullying and help children feel safe at school:**

1. Closely supervise students in all areas of the school
2. Watch for signs of bullying and stop it when it happens
3. Respond quickly and sensitively to bullying reports using the Four-A-Response process and coaching (Affirm/Ask/Assess/Act)
4. Look into all reported bullying incidents
5. Assign consequences for bullying based on the school discipline code
6. Provide immediate consequences for retaliation against students who report bullying

**Procedures:**

1. Report all bullying incidents to administration
2. Bullying incidents will be recorded by administration
3. If appropriate, parent/guardians will be informed and asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. ALL bullying behavior or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behavior

**Outcomes:**

1. The bully (bullies) may be asked to genuinely apologize. Other consequences may take place to include anti-bullying training/education
2. In serious cases, suspension or even expulsion will be considered
3. If possible, the students will be reconciled
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

**Prevention:**

We will use local school methods for helping children to prevent bullying. As and when appropriate, these may include:

1. Intensive character education
2. Signing a behavior contract
3. Writing stories or poems or drawing pictures about bullying



4. Making up role-plays or using professional developed materials
5. Having discussions about bullying and why it matters

## **Attendance**

Carpe Diem Westwood requires that school age students enrolled in the school attend school regularly in accordance with state laws. This requirement is also critical to the success of the student.

### ***Why attendance is important***

The Carpe Diem learning process requires students to be in attendance. Missing school reduces the likelihood students will be successful.

Attendance is also an important life skill. Work and personal life requires regular attendance. Students develop habits while in school that can impact their lives at work and in the community. If they learn to attend school every day and on time, they will be better prepared for life.

### ***Release of students from school***

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or their designee and in accordance with campus sign-out procedures. State rules require parental consent be obtained before a student may leave campus at any point in the school day. The school has established the following guidelines to document parent consent:

1. A parent or other authorized adult must go to the front office to sign the student out.
2. The School will check the identity of the adult seeking to sign the student out. After the adult's identity is verified, the School will call for the student. The School will not release a student to anyone other than a parent or other adult authorized by the parent/guardian.
3. For safety reasons and to preserve the learning environment, the school does not allow parents to go to a classroom to retrieve a child.
4. If the student returns to school later that day, the parent or authorized adult must accompany the student to the front office. They must sign the student in and provide documentation concerning the reason for the absence.

Carpe Diem may allow high school students to leave campus unaccompanied, provided a parent provides a written note in advance of the absence and the student receives school authorization. Principal or Designee approval will be required if the student is taking a sibling with them. Students over 18 years of age or other emancipated minors may provide a note on their own behalf. In limited circumstances, a phone call from the parent may be accepted, but the school may require a note to be provided for documentation purposes. If the student is allowed to leave campus unaccompanied, he or she must sign out through the front office and sign in if he or she returns to school that same day. Documentation concerning the reason for the absence is required.

A student who becomes ill during the school day should, with the teacher's permission, report to the Dean of Students and/or school nurse. The Dean of Students and/or school nurse will decide whether the

student should be sent home and will notify the student's parent of the student's illness. The sign-out procedures discussed above must be followed.

## ***General procedures relating to student absence***

### **Excused**

Absences for clearly established mental, physical, or other urgent reasons such as, bereavement, religious holidays or court appearances are considered excused. The determination as to what constitutes an "urgent reason" under this policy shall be made by the principal.

Please remember, even an excused absence disrupts the learning process and diminishes a student's ability to succeed. Excused absences should be kept to a minimum.

All absences occasioned by observance of a student's religion on a day approved by Carpe Diem Westwood as a religious holiday shall be excused. The school principal or designee shall, upon written request a parent or guardian, release from attendance a student participating in a religious instruction program acknowledged by the school. Carpe Diem Westwood shall not provide transportation to religious instruction.

A junior or senior student may also be absent for up to two days per school year for purposes of visiting a college or university, so long as the student obtains permission for the visit from the Principal, follows the school's procedures to verify the visit, and makes up any work missed due to the absence.

In the case of excused absences, the student will be expected to make up any assignments or tests that have been missed.

### **Unexcused**

Absences which do not meet the criteria indicated above for "excused absences" are considered unexcused absences. Absences shall be treated as unexcused until the school receives written documentation explaining the absence. This documentation must be submitted within three (3) days of the absence. The school administrator may request that the parents/student provide a doctor's certification of illness for absences lasting 3 or more days because of health. Such certification must indicate that the student was seen by the physician, the date of the visit, and when the student was cleared to return to school. The school principal or their designee may determine unexcused absences as unlawful and report the infraction to authorities.

### **Unexcused Tardiness**

Students not present at the start of the school day will be considered tardy. All unexcused tardiness to school shall be recorded and may result in discipline. Determination of an excused tardiness is at the sole discretion of the principal.

### **Early Dismissal of Students**

Early dismissals will be granted for professional medical services, personal illness, emergencies, or reasons approved in advance by the principal or her designee.

## Withdraw from school

**Voluntary Withdrawal-** A student under 18 years of age may be withdrawn from school only by a parent. Parent/Guardian who are withdrawing their child from school are requested to notify the office 24 hours in advance. This will give the school staff enough time to complete the necessary paperwork. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. 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 parental signature.

**Involuntary Withdrawal-** Carpe Diem Westwood may initiate withdrawal of a student under the age of 18 for non-attendance if: (1) the student has been absent 10 consecutive school days, and (2) repeated efforts by the school to locate the student have been unsuccessful. Additionally, if a parent is communicated with and the student still does not attend school, that communication will still count as an unsuccessful attempt at communication. Additionally, Carpe Diem Westwood may revoke the enrollment of a student 18 years of age or older who has more than five unexcused absences in one semester.

**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, the parent is subject to prosecution under Texas Education Code § 25.093 and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).

**Warning Notice:** Carpe Diem Westwood shall ensure that, at the beginning of each school year, parents will receive notice that they and the student are subject to prosecution for violation of attendance laws. Carpe Diem will also notify the parent by mail and/or phone when the student is absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school, the parent is subject to prosecution for contributing to nonattendance under Texas Education Code § 25.093, and that a conference between the parent and school officials is required to discuss the absences.

### **College-based dual enrollment**

Students may participate in a college-based dual enrollment outside the regular school setting. Students selecting these options must show proof of enrollment in a college or technical school course. Students may still be required to attend school for certain periods of time, as determined by the Principal. Completion of an application process and approval by the school principal are required to participate in either of these opportunities.

### **Career Tech experiences**

This option allows students to participate in a preapproved career experience. Students selecting this option must enroll in the minimum number of credits required to graduate and show proof of employment. Completion of an application process and principal approval are required.

### **Driver's license attendance verification**

The Texas Department of Public Safety ("DPS") is required to verify the attendance records of a student between the ages of 16 and 18 that is seeking to obtain or renew a driver's license. In order for DPS to access this information or, in certain circumstances, for a school administrator to provide the attendance information to DPS, written parental permission must be obtained. Students may obtain the required Verification of Enrollment ("VOE") form from the school office.

## **General policies**

### ***Internet usage***

Students attending Carpe Diem will be expected to use internet based resources. They will have access to the internet. Carpe Diem makes every effort to protect students from the undesirable parts of the web and will work hard with parents to assure the internet experience is a positive, safe opportunity.

Throughout the school year teachers may require students to participate and be active in academic discussions and activities using blogs or wikis. Speech that is inappropriate for class is not appropriate for a blog or wiki. Debate and conversation with other students directly related to academic content is encouraged while using these internet tools, but it is also expected that students will conduct themselves in a manner that is reflective of a representative of Carpe Diem Westwood.

Students who do not abide by this policy or more specific policies set forth by their classroom teacher may lose their opportunities and privileges to participate in such classroom activities.

### ***Photos and Videotaping***

Photos and videotape footage of Carpe Diem Westwood students involved in various school-related activities are often used as part of the school's community relations program and for professional development. Photographs or video clips may be used in district publications, video productions, newspapers, television and district or individual classroom web sites. On web sites, if the student is identified at all, only a first name will be used. Staff members may, in the course of their professional development, wish to videotape a lesson for analysis. Students may appear in such videos, but there will typically be a single copy of the recording. Parents may choose to have their student not participate by completing a form at the school office. Tapes and other video recordings will be available for viewing pursuant to the Family Educational Rights and Privacy Act ("FERPA").

### ***Appeal of grade***

A faculty member is the primary evaluator of all student work. Parents or students who wish to appeal a course grade should appeal to the faculty member who assigned the grade. Parents or students who remain unsatisfied following the appeal to the teacher may appeal to the principal.

### ***Class rank***

A class rank for an individual student will be supplied directly to outside agencies when requested. When the school receives official notification from an outside agency that class rank is a mandatory requisite for a selection process, a class rank will be established and reported directly to the requesting agency. The average of all coursework percentage final grades will be used to determine class rank. Students tied in ranking shall be given the highest rank available so that several students may hold the same rank. Thereafter, ranking will continue as though there had been no tie(s). For example, if two students tie at the number one position, the next student will rank number 3.

### ***Valedictorian & Salutatorian***

The selection of the valedictorian and salutatorian will be determined by the highest GPA's at the end of the 1st semester of the graduating year for those students who have announced a desire to graduate from high school that year. In the event of a tie, the student with the highest GPA in completed honors or college courses will prevail.

### ***Grade Point Averages***

Letter Grade	Percentage	Grade Point	Grade Point for AP/Dual Credit
A	94%-100%	4.0	5.0
A-	93%-90%	3.667	4.667
B+	89%--87%	3.33	4.33
B	86%-83%	3.0	4.0
B-	82%-80%	2.667	3.667
C+	79%-77%	2.33	3.33
C	76%-73%	2.0	3.0
C-	72%-70%	1.667	2.667

## **Appendix A - Texas high school graduation requirements**

A student must earn at least 26 credits to complete the high school program at Carpe Diem and the curriculum requirements for at least one endorsement. The credits must minimally meet the follow distribution requirements.

### ***Carpe Diem high school program***

1. English Language Arts- 4 credits
2. Mathematics- 4 credits
3. Science-4 credits
4. Social Studies-4 credits
5. Languages other than English- 2 credits
6. Physical Education- 1 credit
7. Fine Arts-1 credit; and
8. Elective Courses-6.0 credits

### ***Endorsements***

Students will graduate with a multidisciplinary studies endorsement, and other endorsements may be available depending on specific student interests and course offerings.

To earn an endorsement a student must demonstrate mastery of the curriculum requirements for the foundation high school program and, in accordance with 19 Administrative Code 74.13 (e), earn:

1. A fourth credit in mathematics
2. An additional credit in science

Two additional elective credits

A course completed as part of the four courses needed to satisfy an endorsement requirement may also satisfy a requirement under the foundation high school program, including an elective requirement.

## Appendix B – Medicine policy

All medications administered to students shall be FDA-approved pharmaceuticals (prescription and nonprescription) administered within their approved dosage and within standards of acceptable medical regimen. Research pharmaceuticals may be administered if they are a part of a University Institutional Review Board-approved protocol. Intravenous (IV) medications and treatments shall not be administered by school personnel.

### ***Authorized personnel***

Only employees authorized by the Superintendent or designee shall give any student prescription medication, herbal substances, anabolic substances, or dietary supplements of any type.

Employees authorized by the Superintendent or designee may administer to students:

1. **Prescription Medication in Accordance with Legal Requirements** – Carpe Diem Westwood must have received a written request to administer the medication from the student’s parent, guardian, or other person having legal control of the student. **When administering prescription medication, the medication is administered either:**
  - a. From a container that appears to be from the original container and properly labeled; or
  - b. From a properly labeled unit dosage container filled by a registered nurse from a container that appears to be the original container and to be properly labeled.
  - c. **All prescription medications must be prescribed by a physician licensed to practice medicine in the United States. All medications also must be manufactured in the United States.**

2. **Nonprescription medication**

Non-prescription medication may be administered by authorized Carpe Diem Westwood personnel only if required by the individualized education program or Section 504 plan of a student with disabilities.

OR

Non-prescription medication may be administered upon a parent’s written request, when properly labeled and in the original container. The parent’s request shall be honored for up to ten school days. Thereafter, administration of any nonprescription medication shall only be with a physician’s order. The physician must be licensed to practice medicine in the United States.

3. **Herbal substances or Dietary supplements**

Herbal substances or dietary supplements may be administered by authorized Carpe Diem Westwood personnel only if required by the individualized education program or Section 504 plan of a student with disabilities.

### ***Provision of medication off-campus at school-sponsored events***

For any Carpe Diem Westwood student attending a field trip or off-campus school-sponsored event, any prescription medication that Carpe Diem Westwood is required to administer under this policy shall be sent with the student's teacher, if the teacher is trained in the proper administration of medication and has been authorized to administer medication by the Superintendent, Superintendent's designee, along with instructions on the administration of the medication.

In addition to trained and authorized teacher(s) and/or nurse(s), a licensed physician in Texas, a registered nurse licensed in Texas, or a vocational nurse licensed in Texas may serve as Carpe Diem Westwood volunteer to administer prescription and non-prescription medication in accordance with this policy when on field trips and/or off-campus, school-sponsored events. Prior to being allowed to do so, such individuals must meet with the principal or designee for instruction and training on administration of medication for applicable students.

**Nonprescription medication(s) are not provided by Carpe Diem Westwood during field trips and/or off-campus, school-sponsored events.**

### ***Prescription medication and Special Education students***

Carpe Diem Westwood personnel are prohibited from requiring a child to obtain a prescription for a substance covered under the federal Controlled Substances Act (21 U.S.C. 801 et seq.) as a condition of attending school, receiving an evaluation for special education, or receiving special education and related services.

Carpe Diem Westwood personnel are not prohibited from consulting or sharing classroom-based observations with parents regarding a student's academic and functional performance, behavior in the classroom or school, or the need for evaluation for special education or related services. 20 U.S.C. 1412(a) (25).

### ***Self-Administration of Asthma or Anaphylaxis Medicine***

A student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

1. The medicine has been prescribed for that student as indicated by the prescription label on the medicine;
2. The student has demonstrated to his or her physician or other licensed health-care provider and authorized Carpe Diem Westwood personnel, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;
3. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other license health-care provider; and
4. A parent of the student provides to Carpe Diem Westwood:



- a. Written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity; and
- b. A written statement, signed by the student's physician or other licensed health-care provider that states:
  - i. That the student has asthma or anaphylaxis and is capable of self-administering the medicine;
  - ii. The name and purpose of the medicine;
  - iii. The prescribed dosage for the medicine;
  - iv. The times at which or circumstances under which the medicine may be administered; and
  - v. The period for which the medicine is prescribed.

The physician's statement must be kept on file in the school nurse's office or, if there is no school nurse, in the Principal's office. Education Code 38.015.

## ***Immunizations***

When a student enrolls at any time or at any subsequent level, the parent must show that the student has been immunized or that a current medical or religious objection is on file. Parents must provide the school with complete immunization records prior to the beginning of the school year. All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. 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 this rule. 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.

A school administrator 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 the student from school attendance until the required dose is administered.

## **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it.

## **Exclusions from immunization requirements**

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

If a student should not be immunized for medical reasons, the student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine

required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed TDSHS affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the Dean of Students within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

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

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

### ***Emergency medical treatment***

If a student has a medical emergency at school or at a school-related activity the school will make every effort to contact the parent. When the parent cannot be reached, school employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus secretary or registrar to update any information.

### ***Exclusions from attendance for medical reasons***

The following are symptoms for which a child must be sent/kept home from school and perhaps taken to the doctor:

1. Fever of 100° F degrees or higher. Children must not return to school until they have a normal temperature for 24 hours without Tylenol or Motrin. Children on antibiotics for contagious diseases such as tonsillitis, bronchitis or pneumonia must not return to school until they have taken the medication for 24 hours.
2. Nausea and/or vomiting- Children must stay home for 24 hours post vomiting.
3. Diarrhea- Children must stay home for 24 hours post diarrhea.
4. Sore Throat (pustules and/or blisters in throat) – Children must be fever free for 24 hours. Physician diagnosis will determine if child is contagious or not. If medication(s) are prescribed, child must take for 24 hours before returning to school. If child is diagnosed with

- strep throat or scarlet fever, medication must be taken for 48 hours before returning to school.
5. Rash- Physician diagnosis will determine if child is contagious or not. If child is contagious, he /she cannot return to school until prescribed treatment has been started.
  6. Pink Eye or Discharge from Eyes- Children must stay home until a Physician makes a diagnosis, antibiotics have been taken for 24 hours and drainage from eyes has stopped.
  7. Open or Draining Sores- Physician needs to confirm if the child is contagious or not. Appropriate treatment should be started before child returns to school. Keep open wounds covered at all times while in school.
  8. Ringworm – Diagnosis by a physician must be made and anti-fungal treatment needs to be started. While in school the site must be covered.

## **Appendix C – Important notices**

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

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

#### **The Right to Inspect and Review**

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

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

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

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

#### **The Right to Seek Amendment of the Student’s Educational Records**

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

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

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

### **The Right to Consent Prior to Disclosure**

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

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

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

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

### **The Right to File a Complaint**

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

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

### **Access to Medical Records**

Parents are entitled to access their students’ medical records.

## Notice for Directory Information

Under FERPA, Carpe Diem Westwood must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, Carpe Diem Westwood may disclose personally identifiable information contained in the student's educational records without obtaining prior written consent of the parent or eligible student if Carpe Diem Westwood has designated the information as "directory information."

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

1. Student's Name;
2. Address;
3. Telephone listing;
4. Electronic mail address;
5. Photographs (including video images);
6. Date and place of birth;
7. Major field of study;
8. Dates of attendance;
9. Grade level;
10. Participation in officially recognized activities and sports;
11. Weight and height of members of athletic teams;
12. Degrees, honors, and awards received; and
13. The most recent educational agency or institution attended.

School-sponsored/school-affiliated purposes are those events/activities which Carpe Diem Westwood conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

1. Extracurricular programs or events (*e.g.*, school plays, concerts, athletic events, graduation ceremony),
2. Publications (*e.g.*, newsletters, yearbook, etc.)
3. Honor roll and other student recognition lists,
4. Marketing materials of Carpe Diem (*e.g.*, print media, website, videos, newspaper, etc.)

Carpe Diem has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. Student name
2. Address, and
3. Telephone listing.

Carpe Diem, Westwood shall not release directory information except for the purpose indicated above, namely:

1. Disclosure relating to school-sponsored/school-affiliated purposes; and
2. Disclosure to military recruiters and institutions of higher education, but only for secondary students.

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

## 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 Carpe Diem Westwood 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. Parents, guardians and eligible students are encouraged to remember that checking Box C means that Carpe Diem will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the school.

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

\_\_\_\_\_  
PRINT Student's Full Legal Name

\_\_\_\_\_  
Students Date of Birth (month/day/year)

\_\_\_\_\_  
PRINT Parent/Guardian/Full Legal Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date (month/day/year)



# Carpe Diem Innovative School Westwood

## Receipt of Student Handbook

### Acknowledgement and Approval of Student/Parent Handbook

My signature below acknowledges that Carpe Diem Innovative School - Westwood has made its Student and Parent 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 in Carpe Diem Innovative School - Westwood, 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.

Printed Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_