

COMPASS ROSE

PUBLIC SCHOOLS

Student and Family Handbook
2023-2024

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Preface

To Students and Parents:

Welcome to Compass Rose Public Schools! We wish this year to be an especially productive experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Family Handbook ("the Handbook") is designed to help us accomplish this goal.

The Handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect of our students and parents/guardians, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term "parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Handbook is divided into six sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents/guardians need to be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the front office at each campus, and is posted on the school's website. The fifth section is especially for parents/guardians, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, and electronic communication devices.

This Handbook is designed to be in harmony with Board Policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents/guardians through newsletters and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**

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

Finally, you must complete and return the last two pages of the Handbook – to the front office. Electronic copy and electronic receipt will be available as part Family Orientation or Meet the Teacher events.

On behalf of the entire Compass Rose staff and community, best wishes for a great school year!

SECTION 1: GENERAL INFORMATION

1.1 Statement of Non-Discrimination

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

As required by Title IX, Compass Rose does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with Compass Rose. Inquiries into issues related to Title IX may be referred to Compass Rose's Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

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

- The Title IX Coordinator for concerns regarding discrimination on the basis of sex/gender (including sexual harassment), is Alba Patina, Human Resources Manager, 3300 Sidney Brooks, San Antonio, TX 78235, (210) 935-3615, alba.patina@compassroseschools.org

- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is the Director of Special Programs, Annette Medina (amedina@compassroseschools.org).

- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Chief Financial Officer and Human Resources, Larry Ray Reed.

- All other concerns regarding discrimination may be directed to the Chief Executive Officer, Paul Morrissey (pmorrissey@compassroseschools.org).

1.2 General Admissions and Enrollment Information

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

amendments. Total enrollment may further be limited by Compass Rose based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

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

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

Submission of Applications and Admissions Lottery
Students wanting to attend Compass Rose must submit an application during the school's open enrollment period, which takes place **from January 1 to March 30 each year**, or as otherwise set by School Leadership. Enrollment forms are available at the main office, and online through the Compass Rose website.

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

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

Families offered an enrollment seat will receive instructions for registering via phone and email. This notice will be sent no later than August 6th. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

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

1.3 McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections under the McKinney-Vento Homeless Education Assistance Act of 2001. "Children and youth who are homeless," as defined by this federal law, means and includes children who:

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

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; eligibility requirements for participating in extracurricular activities; continuing enrollment in the "school of origin" or enrollment in a new school in the attendance area where the student is currently residing; graduation requirements; and other related matters.

Questions concerning assistance offered to homeless students can be obtained from Hope Medina, Lead Family Enrollment Liason, hope.medina@compassroseschools.org.

1.4 Student Information

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

No later than 30 days after enrolling in Compass Rose, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. Students will not be denied enrollment because they failed to meet this requirement.

Compass Rose will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents/guardians' consent.

Food Allergy Information
Parents should notify Compass Rose when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the Health aide or School Leader if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

Students with special dietary needs due to food allergies or students who need other food modifications must have a physician complete a special dietary needs form available from Compass Rose.

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

Establishing Identification
Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

Undocumented Students
Enrollment may not be denied to children who are not legally admitted into the United States.

Residency Verification
The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Compass Rose, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

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

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

1.5 School Calendar

Compass Rose operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. Families will receive a School Calendar with their First Day of School packet. The latest changes to the calendar will be available on the school's website.

1.6 School Day

Every campus is open Monday, Tuesday, Wednesday, Thursday and Friday for morning arrival beginning at 7:30am. Classes begin at 7:50 am. (Note: Morning meetings may begin before 8:00am). Afternoon pick-up begins at 3:30 pm. On Wednesdays, students have early dismissal at 1:30pm. If your child requires after school care until 3:30 on Wednesdays, you must contact your child's schools directly.

Before and After School Care: (these are provided for a fee, which will be communicated by the campus)

- Before School Care - 6:45am-7:30am (this may vary by school)
- After School Care - 3:30pm-6:00pm

Students enrolled in before or after school programming or who are signed up for academic supervision may be on campus, provided that all applicable fees for activities and/or supervision have been paid. These fees vary, and will be published on our website and communicated to parents/guardians.

1.7 Drop-off and Pick-up Procedures

All students must be dropped off and picked up ONLY in the designated areas. Parents can also park and walk to drop off and pick up their child from the designated areas. The current drop off and pick up maps are available at the Front office.

1.8 Attendance

Regular attendance is expected of all Compass Rose students due to the rigor of our curriculum. Consistent school attendance is an essential component of each student's education. Official attendance is taken each day and recorded each instructional period. Tardies and early checkouts are also recorded each day.

Absence from school will affect a student's ability to succeed in class; therefore, students and parents/guardians should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and Compass Rose

policy deals with attendance for course credit and a student's final grade. These items are discussed below.

Attendance Triggers
In adherence to Compass Rose's attendance policy, the school will take actions to ensure that students are meeting attendance requirements. The leadership team, as well as the operations team will follow a set ladder of actions, according to the number of student absences. This eliminates any opportunity for a student to approach excessive absences without having had several levels of intervention.

Texas Compulsory Attendance Law
Kindergarten
Students enrolled in kindergarten are required to attend school and are subject to compulsory attendance requirements as long as they remain enrolled.

Ages 6–18
State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

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

Tracking Student Attendance
Compass Rose staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

A court of law may impose penalties against the parent if a school-aged student is deliberately

not attending school. Compass Rose may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

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

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least 90% of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade. The Attendance Review Committee will consist of the current School Leader, Assistant Principal of Instruction, Assistant Principal of Operations, and PEIMS coordinator. Students with 20 or more absences will be required to attend summer school in order to earn credit.

The Attendance Review Committee will consider the following factors when determining whether there are extenuating circumstances for the absence:

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into Compass Rose after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
4. The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
6. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

7. The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost or a final grade is not earned due to excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Executive Director. The appeal notice must be postmarked to the following address within 10 days following the last day of instruction in the semester for which credit was denied: Compass Rose Public Schools, 3300 Sidney Brooks Drive, San Antonio, TX 78235.

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

Absence and Tardiness
When a student must be absent from school, parents/guardians are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, or a medical excuse signed and dated by a provider that describes the reason for the absence. Notes should be submitted to the school registrar, and may be scanned and emailed, submitted through the Compass Rose website, or faxed to the school. If a note is not received within 4 school days of the absence, the absence will be recorded as unexcused.

Because excessive absences are considered truancy under state law, Compass Rose reserves the right to take extreme absence cases to court.

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

Excused Absences
State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Activities related to obtaining United States citizenship.
- An absence for a student who is 15 years of age or older to visit a driver's license office to obtain a driver's license or learner license, provided that more than one day of school may not be excused during the period the student is enrolled in high school for the purpose of (i) obtaining a driver's license or (ii) obtaining a learner license, and the school verifies the student's visit to the driver's license office in accordance with procedures adopted by Compass Rose

- An absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the student or the student's parent provides a certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.
- Court-ordered family visitations or any other court-ordered service plan provided it is not practicable to schedule the student's participation in the activity outside of school hours.
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. If a student returns to school the same day or attends part of the day prior to a doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present. Students should be picked up and signed out for early dismissal in the front office. We cannot call your student from the classroom until you are in the front office signing them out.
- For students in the conservatorship (custody) of the state who need to attend (i) an activity required under a court-ordered service plan, or (ii) any other court-ordered activity, provided it is not practicable to schedule the students' participation in the activity outside of school hours.
- Mental health or therapy appointments.
- Religious holy days.
- Required court appearances.
- Service as an election clerk.

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 School Leader, follows the school's procedures to verify the visit, and makes up any work missed due to the absence.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by Compass Rose.

The only additional excused absences are for personal illness, death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by School Leadership due to extenuating circumstances.

Unexcused Absences

Any absence not listed above or approved in advance by School Leadership due to extenuating circumstances will be considered an unexcused absence.

Tardiness and Late Arrival
If a student arrives late to school, they must report to the front office to sign in and receive a pass to class. A student is considered tardy if the student is not in their assigned class by 7:50 am. Repeated tardiness may result in School Interventions as allowed by the Student Code of Conduct. Late arrivals due to medical appointments will be excused, provided a medical note is submitted to the front office upon arrival.

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 form from the school office.

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

When applicable, make-up work will be collected and held at the front office for parent/guardian to pick up.

Students with Disabilities
If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

1.9 Release of Students

Parents/guardians signing a student out early from school must provide a reason and official identification. Students will only be released to approved persons listed in the student's registration file.

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

1.10 Closed Campus

Students are not permitted to leave campus for lunch. Exceptions may be made for high school students with parent/guardian permission. Parents/guardians can learn more about these exceptions by contacting their high school's front office. Parents are welcome to eat lunch with their child in the cafeteria on designated Family Lunch Days. On these days, parent/guardians may only bring lunch for their own children. Students and adults may not bring in or give away food to other students during lunch times.

1.11 Withdrawals

Voluntary Withdrawal
A student under 18 years of age may be withdrawn from school only by a parent/guardian. Compass Rose requests notice from the parent at least three days in advance so that records and documents may be prepared. 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.

Withdrawing students and parents/guardians are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a withdrawal form.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

Administrative Withdrawal
Compass Rose may initiate withdrawal of a student under the age of 19 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, Compass Rose may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

1.12 Dress

As authorized by state law and the Compass Rose charter, students are required to wear uniforms to school. It is one of the many ways for students to feel a part of the community. The school's uniform requirements are designed to ensure that an inclusive and equitable space is

provided for all students. While there are general uniform requirements, students are encouraged to embody their own style within the guidelines provided. Students are required to arrive in proper attire every day.

Parents/guardians must provide their student(s) with the required uniform, except in the case of students who are facing economic hardship as provided in the Texas Education Code. Compass Rose may provide a uniform for students who are facing hardship. A request for school assistance for purchasing uniforms must be made in writing, directly to the campus of enrollment. Further details are available in the Front Office.

A parent/guardian may choose for their student(s) to be exempted from the requirement of wearing a uniform if the parent/guardian provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students who do not follow the school's guidelines for personal attire and appearance may be subject to uniform-specific next steps, as determined by the individual campus. Additionally, a parent/guardian may be contacted to bring an acceptable change of clothing to school.

The following specific guidelines must be adhered to:

Uniform Requirements

Overview:

Students are expected to be in uniform for every school day. Students should focus on cleanliness, neatness, and safety when preparing to come to school. Following are the uniform regulations for students: No high heels, house shoes, slippers, or sandals of any kind are permitted. Please refer to the official Uniform Guide on the Compass Rose Website for more information.

- **Footwear** can be any color, as long as it is school appropriate and follows the following guidelines:
    - **PK4- 5th grade:**
        - Footwear must be closed-toed
        - Athletic/tennis shoes safe for recess and Physical Education classes
        - Crocs are not permitted.
        - Any decorative items must be school appropriate and meet the Accessories guidelines below.
    - 6th-12th grades:
        - Athletic/tennis shoes preferred
        - Shoes safe for P.E.
        - Crocs are permitted.
    - Any decorative items must be school appropriate and meet the Accessories guidelines below.

- Bottoms can be jean or khaki material

    - Bottoms are allowed in any of the following styles: trousers, jeans, capri pants, shorts, skirts, skorts, and jumpers.
    - Bottoms are allowed in any of the following colors: blue, black, grey, navy, or khaki.
  - Shorts, skirts, jumpers and skorts must reach the top of the knee in length. This length was determined to be best suitable for a student to be able to walk, sit, and use stairs comfortably.
  - Pants may not be sweatsuit or spandex material (yoga or stretch pants, for example would not be allowed).
  - The hem may not be frayed, the pants/shorts/skorts may not be ripped (or contain holes) in any way.
    - "Distressed/torn" bottoms are not permitted
    - Pants/shorts must be worn at the waist.
    - Schools may require belts if students need assistance keeping pants at the waist
- **Tights or leggings** may be worn under skirts or shorts of the appropriate length
    - Leggings worn as pants are permitted for grades Pk4-5th grade only.
- **Belts** are not required.
    - Any belts and buckles worn should be appropriate in size and free from any vulgar or obscene design
    - Schools may require belts if students need assistance keeping bottoms at their waist

- **Shirts** must be any of the following:
    - Any of the following styles:
        - Polos, shirts, t-shirts (with or without collars), button-ups, sweaters, polo dresses
    - Any of the following colors:
        - Pk4- 8th grade: Any shade of blue, grey or white.
        - 9th-12th grade: Red or black (San Antonio schools)

- A Compass Rose designated spirit shirt or Compass Rose school-specific t-shirt is an allowable item.
- Any Compass Rose branded item purchased at Dennis Uniform stores is allowed though not required.

- **Outerwear**
  - Sweaters, hoodies, jackets worn indoors must follow the same color guidelines as uniform tops.
        - Pk4- 8th grade: Any shade of blue, grey or white.
        - 9th-12th grade: Red or black
  - Sweaters, hoodies, jackets worn outdoors can be worn without any color restrictions.

  - Otherwise, all non-approved outerwear must be removed during uniform check.
  - Inside classrooms, all hoods must be taken off.

- **Accessories** should not call excessive attention to the wearer.
  - Bracelets and other jewelry should not have any inappropriate writing or images.
  - **Headwear worn for comfort or functionality is allowed as long as**
    - Hats are Compass Rose designated (approved by School Leader)
    - Student's face is clearly visible
    - Headwear is not being used to hide earphones, airpods, or other items not allowed during school hours.
  - No visible tattoos with inappropriate writing or symbols.
- **Religious considerations:** Full uniform must be worn under all religious over-garments.
  - Uniform shirts should still be worn when possible or permissible.
- **Backpacks:** may be any color or school-appropriate design. Students should carry only those items absolutely necessary for school. Carrying toys or any other prohibited items can result in a student needing to use a mesh or clear backpack instead. Note: It is at the discretion of the individual campus for students to be required to use mesh or clear backpacks as a school-wide policy.
- "Free-dress" days, spirit days, or dress-up days, can be added at the discretion of the school leader and can be incentive-based. Separate guidelines and expectations can be set by the school for these days.

Uniform non-compliance policy:
As members of their school community, it is required that all students abide by the dress code policy above. Please communicate with administrators to find solutions in the case there is an obstacle preventing students from following uniform guidelines. Students may only go to class if they are in full uniform compliance. Students will be allowed to borrow items from a school's uniform supply as supply allows. Parents/guardians may be contacted as needed to bring a required uniform item to school if the school is unable to provide the item or if the student has already received multiple reminders. Additional action will be determined by individual campuses if uniform non-compliance continues.

Dress down days:
Occasionally, Compass Rose will sponsor dress down days as a reward or fundraiser. While students are afforded more freedom to choose their outfits on a dress down day, the following items are prohibited: open-toed shoes, flip-flops, tight and revealing clothing, skirts, shorts/skorts that do not reach the knees, offensive or inappropriate images and prints, and ripped clothing, including jeans.

Compass Rose will periodically review its dress policies, and make changes as needed.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, and/or determining whether a student's attire is appropriate for the educational environment of the school, the final determination will be made by School Leadership.

1.13 Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide personal or consumable items and supplies, such as pencils, paper, pens, erasers, notebooks, headsets, etc. Students may be required to pay certain fees or deposits, including, but not limited to:

1. A fee for materials which are in excess of minimum requirements and at the student's option, becomes the personal property of the student, so long as the fee does not exceed the cost of materials;
2. Membership dues for voluntary student clubs or organizations and admission fees for voluntary attendance or participation in extracurricular activities;
3. A security deposit for the return of materials, supplies, equipment or device. If the item is not returned the parent/guardian shall pay the school for the replacement cost. The security deposit shall be included in the cost, and the parent/guardian shall pay the difference. If the item is returned but is in need of repair as determined by Compass Rose, the parent/guardian shall pay the repair cost. If the cost of repair is less than the security deposit, the difference shall be returned. If it is more, then the parent/guardian shall pay the difference;
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
5. A fee for items of personal use that may be purchased at the student's option, such as student publications, class rings, pictures, yearbooks, graduation announcements, etc.;
6. A fee for voluntary student health and accident benefit plan which covers accident which occur during a school sponsored event or activity;
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
9. A fee for replacement of a student ID card;
10. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
11. A fee for summer school courses that are offered tuition-free during the regular school year that is required for graduation;
12. A reasonable fee, not to exceed $50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program;
13. A fee for lost, damaged, or overdue library book or other library material; or
14. A fee specifically permitted by any other statute.

Compass Rose may waive any fee or deposit if the student and parent are unable to pay because the family is experiencing a hardship and cannot pay. A request for such a waiver must

be made in writing to the Executive Director or designee, and include evidence of inability to pay. This may include, but is not limited to documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship for unforeseen circumstances such as job loss, health issues, and/or a death in the family, etc. All information provided is treated as confidential. Details for the fee waiver are available in the Front Office.

Supply lists are posted on the Compass Rose website and are available on campus.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, parking, athletics, and fine arts, prior to participation.

1.14 Textbooks and Curriculum Materials

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

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

A parent is entitled to request that Compass Rose allow a student to take home any instructional materials used by the student. Compass Rose will honor the request, subject to availability of the instructional materials. A student who takes home instructional materials must return the materials to school at the beginning of the next school day if requested to do so by the student's teacher. Compass Rose must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student's home. Compass Rose also is not required to purchase printed copies of instructional materials that the school would otherwise not purchase; Compass Rose may provide the student of relevant electronic instructional materials.

1.15 Food Service

Compass Rose participates in the National School Lunch Program and offers nutritionally balanced breakfasts and lunches. Guidelines set by the Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all students. Menus may be obtained at the front office.

Free and reduced-price breakfasts and lunches are available based on financial need. Information about a student's participation is confidential. See the Assistant Principal Operations to apply. Students must apply for meal assistance each school year.

In September 2018, Compass Rose Public Schools announced a change to its policy for serving meals to children served under the National School Lunch Program and School Breakfast Program. Schools qualifying to operate the Community Eligibility Provision (CEP) provide breakfast and lunch to all children at no charge and eliminate the collection of meal applications for free, reduced-price, and paid student meals. This new approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals.

In the event that Compass Rose no longer operates the Community Eligibility Provision (CEP), free and reduced-price breakfasts and lunches will be available based on financial need. Students must apply for meal assistance each school year. Questions about Food Service may be directed to the Director of Operations.

Students are highly encouraged to bring healthy, nutritious foods should they choose to bring their own meal from home. No food may be consumed in class outside of scheduled meal periods, unless permission is granted by teacher or school leaders.

State-Mandated Nutrition Guidelines
The TDA places strict limits on any food or drink provided or sold to students other than through Compass Rose's food and nutrition services. More detailed information may be obtained at the front office or online at www.squaremeals.org.

1.16 Transportation

Compass Rose provides bus transportation at all campuses. Bus routes and any subsequent changes are posted in the front office. Further information may be obtained by calling the front office.

Riding a school vehicle comes with a level of personal responsibility for one's behavior. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

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

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

If a student with a disability is receiving school transportation as a result of an IEP, the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

1.17 Transcripts (High School Students)

Compass Rose maintains an academic achievement record (or transcript) for each student enrolled. Transcripts list complete personal student data, give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar. Students are provided with ten free official transcripts. Each additional transcript is $10. Payments should be made at the time of the request in either cash or check. Official transcripts may be picked up from the campus registrar five business days after the request is submitted except at the end of the semester. GPA and class rank are recalculated at the end of each semester and updated transcripts are not available until the end of the third business week after the end of the semester.

1.18 Displaying a Student's Artwork, Projects, Photos, and Other Original Work

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, Compass Rose will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the Compass Rose website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. Compass Rose will also seek consent before displaying or publishing an original video or voice recording in this manner.

1.19 Distribution of Materials or Documents

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

Non-School Materials
Students must obtain express prior approval of the School Leaders or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus or through the use of campus-issued technology.

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

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

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

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which Compass Rose does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with Compass Rose or a school support group on school premises unless the person or group obtains specific prior approval from the Executive Director or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Executive Director or designee's decision in accordance with Board policy.

1.20 Electronic Device Policy

Electronic devices that may distract students from their learning are not permitted at school. Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement, separate from this Handbook, that contains applicable rules for use.

If a student is permitted to possess an electronic or telecommunications device at school, including a cell phone, all such devices must be turned off and stored in their backpacks during school hours.

If a student has an unauthorized personal electronic or telecommunication device (including a cell phone) at school, school staff will collect the item and turn it in to the Front Office. A parent will be contacted to pick up the item and any disciplinary action will be in accordance with the Student Code of Conduct. If a student and parent have executed a waiver permitting the

student to possess an electronic communication device at school, school officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

Compass Rose will not be responsible for damage to or loss or theft of confiscated items.

Compass Rose will take the following actions in the event that a student does not have their electronic or telecommunication device properly stored:

1) 1st time: pick up the device, turn it into the office, and notify parents/guardians
2) 2nd time: pick up the device, turn it into the office, and hold it until parents/guardians are available to pick it up (with exceptions on a case-by-case basis).
3) 3rd time: pick up the device, turn it into the office, and hold it until parents/guardians are available to pick it up and pay $5 to have the device returned (with exceptions on a case-by-case basis).
4) 4th time: pick up the device, turn it into the office, and any further action at the discretion of the leadership team.

1.21 Pledges of Allegiance and Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Superintendent or designee to excuse their student from reciting the pledge.

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

1.22 Recitation of the Declaration of Independence

For all public schools in Texas, the week of September 17 is designated as "Celebrate Freedom Week." During that time, social studies classes will provide instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and students in grades 3 and above will recite a portion of the text of the Declaration of Independence. A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, Compass Rose determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

1.23 Prayer and Meditation

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

SECTION 2: STUDENT HEALTH AND SAFETY

2.1 Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on Compass Rose property at all times, and at all school-sanctioned activities occurring on or off School property. Students may carry only clear water bottles containing water for consumption during class. Juices or other approved beverages may only be consumed during meal times. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

2.2 Tobacco- and E-Cigarettes Prohibited

Smoking (including electronic cigarettes, vape pens, cigars, and pipes) and using tobacco products is prohibited in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

2.3 Drug-Free School Notice

Compass Rose believes that student use of illicit drugs is both wrong and harmful. Consequently, Compass Rose prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Compass Rose also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

2.4 Asbestos Management Plan

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

2.5 Bacterial Meningitis Information

State law requires Compass Rose to provide the following information:

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

Bacterial meningitis can be caused by multiple organisms. Two common types are Streptococcus pneumoniae, with over 80 serogroups that can cause illness, and Neisseria meningitidis, with 5 serogroups that most commonly cause meningitis.

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

Children (over 1 year old) and adults with bacterial meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

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

How is bacterial meningitis spread?
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes) or when people cough or sneeze without covering their mouth and nose.

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

How can bacterial meningitis be prevented?

Vaccination: Bacterial meningitis caused by *Streptococcus pneumoniae* and *Neisseria meningitidis* may be prevented through vaccination. The vaccine which protects against *Streptococcus pneumoniae* is called pneumococcal conjugate vaccine or PCV. This vaccine is recommended by the Advisory Council on Immunization Practices (ACIP) for children in the first year of life. *Neisseria meningitidis* is prevented through two types of vaccines. The first is a meningococcal conjugate vaccine which protects against 4 serogroups A, C, W, and Y and is referred to as MCV4. The second is a vaccine against *Neisseria meningitidis* serogroup B and is referred to as MenB.

The ACIP recommends MCV4 for children at age 11-12 years, with a booster dose at 16-18 years. In Texas, one dose of MCV4 given at or after age 11 years is required for children in 7th-12th grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (16-23 years of age) may be vaccinated with MenB. This vaccine is not required for school or college enrollment in Texas.

Vaccines to protect against bacterial meningitis are safe and effective. Common side effects include redness and pain at the injection site lasting up to two days. Immunity develops about 1-2 weeks after the vaccines are given and lasts for 5 years to life depending on vaccine.

Healthy Habits: Do not share food, drinks, utensils, toothbrushes, or cigarettes. Wash your hands. Limit the number of persons you kiss. Cover your mouth and nose when you sneeze or cough. Maintaining healthy habits, like getting plenty of rest and not having close contact with people who are sick, also helps.

Who is at risk for Bacterial Meningitis?

Certain groups are at increased risk for bacterial meningitis caused by *Neisseria meningitidis*. These risk factors include HIV infection, travel to places where meningococcal disease is common (such as certain countries in Africa and in Saudi Arabia), and college students living in a dormitory. Other risk factors include having a previous viral infection, living in a crowded household, or having an underlying chronic illness.

Children ages 11-15 years have the second highest rate of death from bacterial meningitis caused by *Neisseria meningitidis*. And children ages 16-23 years also have the second highest rates of disease caused by *Neisseria meningiditis*.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

For more information.

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or local health department office to ask about meningococcal vaccine. Additional information

may also be found at the web sites for the Centers for Disease Control and Prevention (CDC):

- https://www.cdc.gov/meningitis/index.html

and the Texas Department of State Health Services:

- https://www.dshs.texas.gov/immunize/PreteenVaccines.aspx or
- https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please note that this may affect a student who wishes to enroll in a dual credit course taken off campus.

2.6 Communicable Diseases

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

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

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

Please contact the Assistant Principal of Operations if you have questions or if you are concerned about whether a child should stay home.

2.7 Immunization Requirements

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule. To determine the specific number of doses that are required for your

student, please read the "2023–2024 Immunization Requirements for Schools" available on the TDSHS website at https://www.dshs.texas.gov/immunize/school/school-requirements.aspx.

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

Provisional Enrollment

A 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 required vaccine. 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. Compass Rose 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, then the student is not in compliance and Compass Rose shall exclude the student from school attendance until the required dose is administered.

Homeless Students: A student who is homeless, as defined by federal law, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. Compass Rose shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Children in Foster Care: A student who is a "child in foster care" as defined by 45 C.F.R. § 1355.20(a) shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. Compass Rose shall promptly refer the student to an appropriate health provider to obtain the required vaccinations.

Transfer Students: A student can be enrolled provisionally for no more than 30 days if the student transfers from one Texas school to another, and is awaiting the transfer of the immunization record.

Military Dependents: A military dependent can be enrolled provisionally for no more than 30 days if the student transfers from one school to another and is awaiting the transfer of the immunization record. The collection and exchange of information pertaining to immunizations with respect to military dependents shall be subject to confidentiality provisions prescribed by federal law.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the

United States who has examined the student, 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 student or any member of the student'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 Texas Department of State Health Services ("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 period of two years. 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 submitted to the School Leaders within 90 days from the date it is notarized. 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 exclusion for armed forces, the student must prove that they are serving on active duty with the armed forces of the United States.

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

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

2.8 Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, Compass Rose staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents/guardians 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 registrar to update any information.

2.9 Student Illness

When your child is ill, please contact Compass Rose to let us know if they will not be attending that day. Students must be fever-free without the use of fever-reducing medication and must be

free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school.

If a student becomes ill during the school day, they must receive permission from the teacher before reporting to the front office. If the health aide determines that the child should go home, the health aide/ designated staff will contact the parent.

Head Lice

Head lice (which are not an illness or disease) are common among children, and may spread easily through contact during play or when students share items such as headphones, brushes, combs, hats, or other items that come in contact with hair.

Compass Rose does not require or recommend that students be removed from school because of lice or nits.

2.10 Administration of Medication

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the designated staff under the following circumstances:

1. Nonprescription medication brought to school must be submitted to Compass Rose by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas. **In accordance with the Texas Board of Nursing's Nurse Practice Act, Compass Rose will not administer medications prescribed or fulfilled in Mexico.**
3. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the students Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to Compass Rose, *i.e.*, enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. In certain emergency situations, Compass Rose may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the school's medical advisor and when the parent has previously provided written consent for emergency treatment.

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

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

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

2.11 Seizure Management Plan

The parent of a student with a seizure disorder may seek care for the student's seizures while the student is at school or participating in a school activity by submitting to Compass Rose a copy of a seizure management and treatment plan developed by the parent and the physician responsible for the student's seizure treatment. The plan must be submitted to and reviewed by Compass Rose:

1. Before or at the beginning of the school year;
2. On enrollment of the student if the student enrolls after the start of the school year; or
3. As soon as practicable following a diagnosis of a seizure disorder for the student.

A seizure management and treatment plan must:

1. Identify the health care services the student may receive at school or while participating in a school activity;
2. Evaluate the student's ability to manage and level of understanding of the student's seizures; and
3. Be signed by the student's parent and the physician for the student's seizure treatment.

2.12 Steroid Notice

Compass Rose does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

2.13 Health Screenings

Acanthosis Screening for Diabetes
Children in certain grades identified by the state must be screened for warning signs of diabetes.

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

Dyslexia and Related Disorders
From time to time, students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the state. Parents will be notified should Compass Rose determine a need to identify or assess their student for dyslexia and related disorders.

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

Spinal Screening
In compliance with Health and Safety Code, Chapter 37, all children shall undergo screening for abnormal spinal curvature in accordance with the following schedule:

- Girls will be screened two times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7).
- Boys will be screened one time at age 13 or 14 (or fall semester of grade 8).

The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year. A parent who declines participation in the spinal screening provided by Compass Rose must submit to the School Leaders or designee documentation of a professional examination which includes the results of a forward-bend test. This documentation must be submitted to Compass Rose during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

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

Vision and Hearing Screenings
All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually.

Screening records for individual students may be inspected by the TDSHS or a local health department, and may be transferred to another school without parental consent.

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

2.14 Preparedness Training

Compass Rose will annually offer instruction in CPR at least once to students in grades 7–12. The instruction may be provided as part of any course and is not required to result in CPR certification.

Compass Rose will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security's Stop the Bleed and Stop the Bleed Texas.

2.15 Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination
Compass Rose prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender or sex, national origin, disability, age, gender identity, gender expression and sexual orientation or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination and Harassment (Prohibited Conduct)
For purposes of Compass Rose policy, the term "Prohibited Conduct" means discrimination or harassment against a student involving conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

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

Compass Rose also considers gender-based harassment to be Prohibited Conduct. Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct is prohibited. Retaliation against a person who participates in an investigation of reported Prohibited Conduct is also prohibited. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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

Reporting Procedures

****NOTE**** The following procedures apply to allegations of Prohibited Conduct other than allegations of harassment prohibited by Title IX. For allegations of sex-based harassment that, if proved, would meet the definition of a formal complaint of sexual harassment under Title IX, please see the procedures outlined in "Freedom from Sexual Harassment" in this Handbook.

Any student who believes that they have experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged acts to a teacher, counselor, the School Leader or designee, or other school employee. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook. A report may be made by a student's parent.

Upon receiving a report of potential Prohibited Conduct, Compass Rose will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, or retaliation. If not, Compass Rose will determine if the allegations, if proven, would constitute bullying. If the alleged Prohibited Conduct, if proven, would constitute discrimination or harassment and would also be considered bullying, an investigation of bullying will also be conducted.

Investigation of Complaints
To the extent possible, Compass Rose will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated.

The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by Compass Rose, such as an attorney. When appropriate, the School Leader or the student's teacher(s) will be involved in or informed of the investigation.

If a law enforcement or other regulatory agency notifies Compass Rose that it is investigating the matter and requests that the school delay its investigation, Compass Rose will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, Compass Rose will take interim action to address the alleged Prohibited Conduct.

If Compass Rose's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. Compass Rose may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal
A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Compass Rose grievance procedure, beginning at Level Two.

2.16 Freedom from Sexual Harassment

Compass Rose prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another student.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive,

and objectively offensive that it effectively denies a person equal access to Compass Rose's educational programs or activities;

3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

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

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

General Definitions

A "complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A "respondent" means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Compass Rose investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriate and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to Compass Rose's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or Compass Rose's educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

Reporting Sexual Harassment

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator on page 10 of this Handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

Compass Rose's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Notice of Allegations
Upon receipt of a formal complaint, Compass Rose must provide the following written notice to the parties who are known:

- Notice of Compass Rose's grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect and review evidence related to the complaint.
- Notice that Compass Rose prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, Compass Rose decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, Compass Rose must provide notice of the additional allegations to the parties whose identities are known.

Grievance Process
At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of Compass Rose.

The following guidelines apply when Compass Rose receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist Compass Rose reach reliable responsibility determinations.

- Compass Rose will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

- Any individual designated by Compass Rose as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent responsible. Compass Rose will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and Compass Rose's sexual harassment policy.
- Compass Rose recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- Compass Rose shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- Compass Rose shall employ the preponderance of the evidence standard to determine responsibility when reviewing formal complaints.
- Compass Rose may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Consolidation of Formal Complaints
Compass Rose may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Formal Complaints
Compass Rose must investigate the allegations in a formal complaint.

Compass Rose *must* dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved;
- Did not occur in Compass Rose's education program or activity; or
- Did not occur against a person in the United States.

Compass Rose *may* dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like

to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by Compass Rose; or
- Specific circumstances prevent Compass Rose from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, Compass Rose must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude Compass Rose from taking appropriate action under the Student Code of Conduct or any other school policy that may apply to the alleged conduct.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- Compass Rose will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on Compass Rose and not on the parties.
- Compass Rose cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Compass Rose receives that party's voluntary, written consent to do so.
- Compass Rose will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Compass Rose will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Compass Rose will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. Compass Rose may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Compass Rose will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- Compass Rose will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, Compass Rose must send to each party and

the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completing the investigative report.

- Compass Rose must create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the preponderance of the evidence standard, regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding application of Compass Rose's Code of Conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to Compass Rose's education program or activities will be provided to the complainant; and
- Compass Rose's procedures and permissible bases for the complainant and respondent to appeal.

Compass Rose must provide the written determination to the parties simultaneously. The determination becomes final either on the date Compass Rose provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals
Compass Rose will offer both parties an appeal from a determination regarding responsibility, and from Compass Rose's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, Compass Rose will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. Compass Rose will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the preponderance of the evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal to the Board of Directors through the process outlined in Compass Rose's grievance procedures.

Emergency Removals
Compass Rose is able to remove a respondent from Compass Rose's education program on an emergency basis, provided that Compass Rose undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. Compass Rose's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution
At any time prior to reaching a determination regarding responsibility, Compass Rose may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, Compass Rose may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, Compass Rose may not require the parties to participate in an informal process

and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, Compass Rose must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtain the parties' voluntary, written consent to the informal resolution process.

Compass Rose may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited
Neither Compass Rose nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

Confidentiality
Compass Rose must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

Non-Sexual Harassment Sex Discrimination
The formal complaint investigation and resolution process outlined above in "Freedom from Sexual Harassment" applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described under "Freedom from Discrimination, Harassment, and Retaliation" as outlined in this Handbook.

2.17 Freedom from Bullying and Cyber-bullying

Compass Rose prohibits bullying as defined by this section, as well as retaliation against anyone involved in the investigation of potential bullying. Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

Bullying also includes cyberbullying, which is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Compass Rose will also take steps to prevent and mediate bullying incidents between students that:

- Interfere with a student's educational opportunities; or
- Substantially disrupt the orderly operations of a classroom, school, or school-sponsored or school-related activity.

The school's anti-bullying policy applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
    - Interferes with a student's educational opportunities; or
    - Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures

Any student who believes that they have experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Culture Manager or designee, a teacher, counselor, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify a school administrators, any staff involved, and the School Leader. The administration will investigate any allegations of bullying or other related misconduct. Compass Rose will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. Reports of potential bullying may be submitted anonymously.

Investigation of Report

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

If the results of an investigation indicate that bullying occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

A student who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying within applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 *et seq.*). Compass Rose may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

The School Leader or designee may make a report to local law enforcement authorities if, after an investigation is completed, the School Leader or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

The School Leader or designee shall also prepare a written report of the investigation, including a determination of whether hazing and/or bullying occurred. If the results of an investigation indicate that hazing and/or bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Compass Rose may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of hazing and/or bullying under this policy.

To the greatest extent possible, Compass Rose shall respect the privacy of the complainant,

persons against whom a report is filed, and witnesses. If a law enforcement or other regulatory agency notifies Compass Rose that it is investigating the matter and requests that the school delay its investigation, Compass Rose will resume the investigation at the conclusion of the agency's investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the student and parent complaint process outlined in this Handbook.

David's Law
In order to address this legislative change under David's Law, a checklist has been created by the Texas School Safety Center to determine if a student has been bullied according to the legislative definition of bullying.

- If the investigation determines that the situation meets bullying or cyberbullying criteria, notify your campus SSSP Team to begin the BTA process
- If the investigation determines that the situation is an imminent threat to life or safety, notify the police and your SSSP Team immediately

In recognition of bullying as a mental health issue, "David's Law" also encourages schools to invest in counseling and rehabilitation services for both victims and aggressors of bullying.

2.18 Law Enforcement Agencies

Questioning of Students
When law enforcement officers or other lawful authorities wish to question or interview a student at school, School Leaders will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

In other circumstances the School Leader or designee will:

1. Verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. Ordinarily will make reasonable efforts to notify the student's parent, unless the interviewer raises what the School Leader or designee considers to be a valid objection.
3. Ordinarily will be present during the questioning or interview, unless the interviewer raises what the Executive Director or designee considers to be a valid objection.

Students Taken into Custody
State law requires Compass Rose to permit a student to be taken into legal custody:

1. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court.
2. By a law enforcement officer to obtain fingerprints or photographs for comparison in an

investigation.

3. By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services ("DFPS"), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Texas Family Code relating to the student's physical health or safety.
6. Pursuant to a properly issued directive to apprehend.
7. To comply with a properly issued directive from a juvenile court to take a student into custody.
8. To comply with an order of the juvenile court.
9. To comply with the laws of arrest.

Before a student is released to a law enforcement officer or other legally authorized person, the School Leader or designee will verify the officer's identity and, to the best of their ability, verify the official's authority to take custody of the student.

The School Leader or designee will immediately notify the Executive Director and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the School Leader or designee considers to be a valid objection to notifying the parents/guardians. Because the School Leader or designee does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

2.19 Health-Related Resources, Policies, and Procedures

Mental and Physical Health Resources

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- Danielle Braaten, RN at danielle.braaten@compassroseschools.org or an individual school's health aide through that school's Front Office
- The school counselor who can be reached through an individual school's Front Office
- The local public health authority. Information about local health departments can be found online at https://www.dshs.texas.gov/regions/lhds.shtm.
- The local mental health authority. Information about local mental health or behavioral health authorities can be found online at https://www.hhs.texas.gov/services/mental-health-substance-use/mental-health-substance-use-resources/find-your-local-mental-health-or-behavioral-health-authority.

Policies and Procedures that Promote Student Physical and Mental Health

Compass Rose Public Schools has adopted Board policies that promote student physical and

mental health, including:

- Food and nutrition management,
- Wellness and health services,
- Physical examinations,
- Immunizations,
- Medical treatment,
- Communicable diseases,
- Crisis intervention,
- Trauma-informed care,
- Student safety,
- Child abuse and neglect,
- Freedom from discrimination, harassment, and retaliation, and
- Freedom from bullying.

Compass Rose Public Schools has also developed administrative procedures as necessary to implement these policies. Please contact Danielle Braaten at danielle.braaten@compassroseschools.org for information on these policies and procedures.

Mental Health Promotion and Intervention

Compass Rose has developed protocols for providing a parent with a recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention, or who has been identified as at risk of attempting suicide. Compass Rose's designated school counselor or other campus designee will notify a parent within a reasonable amount of time after learning that a student has early warning signs and possible need for intervention, and will also provide additional information on available counseling options.

Identification of students in need of mental health supports:

- School staff trained on signs of concern regarding students' mental health
- Behavioral Threat assessment and suicide risk assessment procedures in place at each campus to determine the level of student need and appropriate next steps

Compass Rose has developed protocols for staff members to notify the designated school counselor or campus designee to identify a student who may need intervention. Compass Rose has also developed protocols to ensure communication with appropriate parent/guardian regarding the concern or need related to a student's mental health.

The campus school counselor or designee can be reached by contacting your campus front office and can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

Mental Health Support (All Grade Levels)
Compass Rose has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

Brief overview of programs used at Compass Rose Public Schools to address the areas above.

- Classroom-based social emotional curriculum implementation
- Classroom community building and restorative circles
- Advisory and morning meeting
- School-wide initiatives, campaigns and keynote speakers to address substance abuse and intervention
- Staff professional development on trauma-informed practices
- Positive behavior incentives, goal-setting and family communication
- Access to counseling on-site or shared across sites
- Partnerships with local mental health and counseling services
- School and network-based Safe and Supportive Schools teams
- Social skills classes and/or instruction based on student need
- Anonymous Reporting system

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, Compass Rose has procedures to support the student's return to school. Please contact the school counselor or designee at your campus for additional information.

Teachers and other school employees may discuss a student's behavior or academic progress with the student's parent or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Information on Student ID Cards

Each student ID card issued to a student in grade six or higher will have printed on the card the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line.

2.20 Child Abuse Reporting and Programs

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

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

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

2.21 Plan for Addressing Sexual Abuse and Other Maltreatment of Children

What is Sexual Abuse of a Child?

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

What is Trafficking?

Child trafficking in any form is prohibited by the Texas Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers may be trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

What is Other Maltreatment of a Child?

Other maltreatment of a child under the Texas Family Code includes "abuse" or "neglect" of a child.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children
Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services ("DFPS").

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

Parents, if your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or School Leader will provide information regarding counseling options for you and your child that are available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.

Reports may be made by contacting one of the following:

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

Compass Rose has established a plan for addressing child sexual abuse and other maltreatment of children (the "Plan"). The Plan is addressed in this section of the Handbook.

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

For Staff: Compass Rose trains staff in all content areas addressed in the Plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration. The training includes prevention techniques for and recognition of sexual abuse, trafficking, and all other maltreatment of children, including sexual abuse, trafficking, and other maltreatment of children with significant cognitive disabilities.

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

For Parents/Guardians: Parents/guardians must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated.

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

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

These websites are also helpful:

- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault
- Child Welfare Information Gateway Factsheet
- Human Trafficking of School-aged Children
- KidsHealth, For Parents, Child Abuse
- National Center on Safe Supportive Learning Environments: Child Labor Trafficking
- Office of the Texas Governor's Child Sex Trafficking Team

Likely Warning Signs of Sexual Abuse, Trafficking, or Other Maltreatment
Possible warning signs of sexual abuse or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Fear of being alone with adults.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Using new or adult words for body parts.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.

- Older boyfriends or girlfriends.
- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).
- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

- A desire to quit a job but not being allowed to do so.
- Being employed and having a work permit but clearly working outside the permitted hours for students.
- Being employed but not having a school-authorized work permit.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Being unpaid, paid very little, or paid only through tips.
- Living with an employer or having an employer listed as a student's caregiver.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Not being in control of his or her own money.
- Owing a large debt and being unable to pay it off.

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

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

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

Available Counseling Options

A list of counseling providers can be found through the Texas Department of Family and Protective Services, Programs Available in Your County website.

Notice of Penalties for Trafficking of Persons and Online Solicitation of a Minor

Under Penal Code 20A.02(b-1), an offense related to human trafficking is a first degree felony if the offense is committed in a location that was on the premises of or within 1,000 feet of the premises of a school, or on premises or within 1,000 feet of premises where an official school function was taking place or an event sponsored or sanctioned by the University Interscholastic League was taking place.

Additionally, under Penal Code 33.021(f-1), there are enhanced penalties for the offense of online solicitation of a minor if the actor committed the offense during regular school hours and the actor knew or reasonably should have known that the minor was enrolled in a public or private school at the time of the offense.

2.22 Interrogations and Searches

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

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

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.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

When circumstances allow, school staff will attempt to notify parents/guardians of such searches/interrogations prior to, during, or after their occurrence.

Desk and Locker Searches

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

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

Computers and Electronic Devices
Use of school-owned equipment and its network systems is not private and will be monitored by Compass Rose.

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

Random Drug Searches
In order to ensure a drug-free learning environment, Compass Rose conducts random drug searches of all school facilities. Compass Rose may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around student lockers, and the areas where vehicles are parked on Compass Rose property or at school-related events. The dogs shall not be asked to alert on students. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

2.23 Visitor and Volunteer Policy

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

- Visitors MUST sign in at the Front Office whenever they are on campus and present official government identification. The identification card will be scanned and the visitor will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email. An email directory is located on our website. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers MUST go through a background check conducted by our school office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Please note that we request parents and other visitors to a classroom, both virtual and in person, to only record video or audio, or take photographs of classroom activities, after receiving permission from the teacher or a campus administrator.

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

- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by Compass Rose.

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

Compass Rose reserves the right to deny entry or eject a visitor from the property if:

1. the person poses a substantial risk of harm to any person; or
2. the person behaves in a manner that is inappropriate for a school setting

2.24 Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits Compass Rose to take action against any person – student or non-student – who:

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

2.25 Emergency Closings

Generally, Compass Rose dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local news stations. Compass Rose may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather-related school closings will be broadcast on Compass Rose Public Schools social media pages, and/or local news stations as early as possible. Any emergency closures will also be posted on the official Compass Rose Public Schools social media pages and/or local news stations

2.26 Drills: Fire, Tornado, and Other Emergencies

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and students should familiarize themselves with these instructions.

2.27 Pest Control Information

Compass Rose periodically applies pesticides inside school buildings and on school grounds. Except in an emergency. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact their school's Director of Operations.

2.28 Videotaping of Students

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document student misconduct and used by staff when investigating an incident.

SECTION 3: ACADEMICS AND GRADING

3.1 Academic Programs

The School Leader will provide students and parents/guardians with information regarding academic programs to prepare for higher education and career choices.

A student removed from the regular classroom to another setting will have an opportunity to complete their daily work just as if they were in the regular learning center.

Students and parents/guardians are encouraged to discuss options for ensuring that students complete all work required with a teacher or the School Leader.

Please see the high school handbook addendum for additional information on academic and grading policies and requirements.

3.2 Curricular Vision

Compass Rose offers instruction in the Texas Essential Knowledge and Skills in the foundation curriculum and enrichment curriculum in appropriate grade levels.

At Compass Rose Public Schools, academic achievement coupled with personal growth is our "True North." Everything we do is oriented in that direction. We are resolute that every student will experience success in school, at every grade level and in every subject, so they can be academically prepared for college. At the same time, we support our students as they learn the character traits necessary to be good citizens in the classroom and in their community and as they take agency over their own education.

To fulfill our ambitious college preparatory mission for every student, Compass Rose: (1) equips all students with the academic skills and intellectual habits necessary to solve challenging problems; (2) builds within them with the character traits and sense of purpose to lead in their community; and (3) propels them towards a life of opportunity for themselves and their families.

We fulfill this vision by adhering to our core belief that we must foster a learning environment free from distractions – one where students can focus on the essential work of being a student and where they experience first-hand that learning is exciting, rewarding, and worthwhile.

We also believe the responsibility is on schools to provide students with opportunities to prepare for the evolving job market. This means we must focus our attention not only on what it takes to get a student to and through college, but also what it takes to prepare each student for life after they earn their degree. We must commit to developing our students' deep thinking skills, allowing them opportunities to create, collaborate, and participate in their education, with the same intensity with which we ensure they are able to read, write, and do math at grade level.

For any social studies course in the required curriculum, Compass Rose may not require, make part of a course, or award a grade or course credit (including extra credit) for a student's:

1. Work for, affiliation with, or service learning in an association with any organization engaged in (i) lobbying for legislation at the federal, state, or local level, if the student's duties involve directly or indirectly attempting to influence social or public policy or the outcome of legislation, or (ii) social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts by direct communication to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or

3. Participation in any internship, practicum, or similar activity involving social or public policy advocacy.

Additionally, Compass Rose may not implement or enforce any rules of student conduct in a manner that would result in a student's punishment for discussing, or have a chilling effect on reasonable student discussions involving those concepts described in Education Code § 28.002(a)(4) in school or during a school-sponsored activity.

3.3 Academic Integrity

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. A student's attempt to present the work of another as their own will be viewed as a serious offense, and the student may be subject to a grading penalty and/or discipline in accordance with the Student Code of Conduct.

3.4 Armed Services Vocational Aptitude Battery Test

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery ("ASVAB") test and consult with a military recruiter. Compass Rose will provide each student in grades 10–12 and their parents with notice of the date, time, and location of the scheduled administration of the ASVAB.

3.5 Career and Technical Education Programs

Compass Rose may offer, from time to time, career and technical education ("CTE") programs in a variety of areas. For a complete listing of CTE courses, please contact the Campus Leader. Admission to these programs is based on student interest and completion of any pre-requisites required by Compass Rose.

It is the policy of Compass Rose not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Compass Rose not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Compass Rose will take steps to ensure that lack of English language skills will not preclude a student from participating in all educational, and career and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator and/or the Section 504 Coordinator.

3.6 College Days

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

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

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

3.7 Computer Resources

To prepare students for an increasingly computerized society, Compass Rose has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents/guardians must read and agree to abide by the **Student Acceptable Use Policy found in this Handbook.**

Acceptable Use of Technology Resources
School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include Compass Rose's network systems and use of school equipment, is restricted to approved purposes only. Students and parents will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding use of these school resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources
Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented,

lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child the "*Before You Text*: Sexting & Bullying Prevention, Education & Intervention Course," a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of Compass Rose's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

3.8 Counseling

Academic Counseling

Students and parents are encouraged to talk with the school counselor or a school leadership team member to learn about course offerings, graduation requirements, and early graduation procedures. Each spring, students in 8th–12th grade will be provided with information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the school counselor to take the courses that best prepare them for the future. The school counselor or school leadership team member can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The School Leader or designee are available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The School Leader or school counselor may also provide information about community resources to address these concerns.

Please note: Compass Rose will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the TEA for child abuse investigations and reports.

3.9 Credit by Exam

Compass Rose uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam.

In order to qualify for kindergarten acceleration, the student must meet these qualifications:

- The student must be 5 years old on or before September 1, 2023.
- The student must be registered for kindergarten at a Compass Rose campus for the 2023-2024 school year.

If both qualifications are met, then a parent/guardian may request that their child test for placement in first grade. To determine whether testing and possible placement in first grade are the best options, parents/guardians, students, and staff should consider the following:

- Academic rigor of first grade
- Social and emotional impact
- Effect of skipping a grade level on the student's overall educational experience.

Compass Rose strongly encourages all learners to participate in kindergarten due to the social, developmental, emotional, and academic benefits this grade level provides.

In order to advance to first grade, the student must score at the 89th percentile or above on the district approved assessments in both Reading and Math. These assessments measure cognitive development and academic skills that are appropriate for students completing kindergarten.

A student in the 1st to 5th grade will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

If a student plans to take an examination, the student (or parent) must register with the school no later than the established network deadline dates prior to the scheduled testing date.

If a Student has Prior Instruction

A student in grades 6–12 who has previously taken a course or subject (but did not receive credit for it) may, in circumstances determined by the School Leader or designee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70% on the exam.

The Attendance Review Committee may also offer a student with excessive absences an opportunity to receive credit for a course by passing an exam.

If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The exams offered by Compass Rose are approved by the Board of Directors. The dates on which exams are scheduled during the 2021-2024 year will be published in an appropriate school publication and on the Compass Rose website.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the approved exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

If a student plans to take an exam, the student (or parent) must register with the School Leader no later than 30 days prior to the scheduled testing date. Compass Rose will or will not honor a request by a parent to administer a test on a date other than the published dates. If Compass Rose agrees to administer a test other than the one chosen by the school, the student's parent will be responsible for the cost of the exam.

3.10 Distance Learning

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies, such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network ("TxVSN") has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the School Leader. Unless an exception is made by the School Leader, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the School Leader prior to enrolling in the course or subject. If the student does not receive prior approval, Compass Rose may not recognize and/or apply the course or subject toward graduation requirements or subject mastery.

3.11 Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University Interscholastic League ("UIL"), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the School Leader.

Participation in these activities may result in events that occur off-campus. When Compass Rose arranges transportation for these events, students are required to use the transportation provided by Compass Rose to and from the event. Exceptions may only be made with approval from the activity's coach or sponsor.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

3.12 Graduation (High School Grades Only)

Compass Rose shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education ("SBOE") for the foundation high school program, or the recommended or advanced high school program.

Additionally, students must meet the following requirements to receive a high school diploma:

1. Complete the required number of credits established by the State and any additional credits required by Compass Rose;
2. Complete any locally required courses in addition to the courses mandated by the State;
3. Achieve passing scores on certain EOC assessments or approved substitute assessments, unless specifically waived as permitted by State law;
4. Demonstrate proficiency, as determined by Compass Rose, in the specific communication skills required by the State Board of Education; and
5. Complete and submit a free application for federal student aid ("FAFSA") or a Texas application for state financial aid ("TASFA").

Additional Graduation Requirements

Cardiopulmonary Resuscitation Awareness – Texas law requires high school students to complete a cardiopulmonary resuscitation ("CPR") awareness and training program in order to graduate. The CPR awareness course is not taken for credit and does not result in CPR certification. Compass Rose will offer CPR awareness training, free of charge, to students during their junior or senior year to satisfy this requirement.

Peace Officer Training – Texas law requires high schools to provide students with instruction on proper interaction with peace officers during traffic stops and other in-person encounters. Compass Rose will offer this instruction during a student's junior or senior year.

Testing Requirements for Graduation

Students are required, with limited exceptions, to perform approaches on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has

not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the School Leader for more information on the State testing requirements for graduation.

If a student fails to perform approaches on an EOC assessment, Compass Rose will provide remediation in the content area for which the performance standard was not met. This may require student participation before or after normal school hours, or at times of the year outside of normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may be eligible to graduate, if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate. Please see the Campus Leader or designee for more information on the makeup of an individual graduation committee and all other requirements for graduation.

Foundation Graduation Program

Every student in a Texas public school will graduate under the foundation graduation program. Within the foundation graduation program are "endorsements," which are paths of interest that include Science, Technology, Engineering, and Mathematics; Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student's transcript and diploma. The foundation graduation program also involves the term "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

State law and rules generally prohibit a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and student's parent may request that the student graduate without an endorsement. The district will advise the student and the student's parent of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn "performance acknowledgements" that will be acknowledged on a student's diploma and transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy, in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the School Leader or designee can provide more information about these

acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and Compass Rose will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

Compass Rose will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see the school counselor or a school leadership team member for more information.

Financial Aid Application Requirement
Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a FAFSA or TASFA.

Students may consult with their school counselor for guidance in completing the FAFSA/TAFSA. A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by Compass Rose indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by Compass Rose indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

To confirm that a student has completed and submitted a TASFA, the student must submit:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
- A copy or screenshot of the FAFSA acknowledgment page;
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- An acknowledgment receipt from an institution of higher education ("IHE")); or
- A copy of a financial aid award letter from an IHE

Students with Disabilities: Upon the recommendation of the admission, review, and dismissal committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP and in accordance with state rules.

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

The admission, review, and dismissal committee for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. To earn an endorsement under the foundation graduation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

3.13 Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)
In addition to routine tests and other measures of achievement, students in grades 3–8 will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8.
- Reading, annually in grades 3–8.
- Science in grades 5 and 8.
- Social Studies in grade 8.

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

STAAR Modified and STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria,, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

End-of-Course Assessments for Students in Grades 9–12
STAAR or EOC assessments are administered for the following courses:

- Algebra I;
- English I and II;
- Biology; and
- United States History.

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the school year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

Accelerated Instruction: Grades 3–8
Compass Rose will provide accelerated instruction to each student who fails to perform satisfactorily on the STAAR exam in the third, fourth, fifth, sixth, seventh, or eighth grade. This accelerated instruction will be provided either during the subsequent summer or school year, and consist of instruction meeting the requirements of Education Code § 28.0211(a-1) and 28.0211(a-4), as applicable.

Accelerated instruction provided during the following school year may require participation of the student before or after normal school hours.

In providing this accelerated instruction, Compass Rose may not remove a student, except under circumstances for which a student enrolled in the same grade level who is not receiving accelerated instruction would be removed, from: (1) instruction in the foundation and enrichment curriculum for the grade level in which the student is enrolled, or (2) recess or other physical activity that is available to other students enrolled in the same grade level.

Accelerated Learning: Grades 9–12
Each time a high school student fails to perform satisfactorily on an EOC assessment, Compass Rose shall provide the student with accelerated instruction in the applicable subject area. Theis accelerated instruction may require the student's participation before or after normal school hours, or at a time of the year outside normal school operations. This accelerated instruction will also be provided in a manner required under Education Code § 28.0211.

Accelerated Learning Committees (Updated August 2023, HB1416 states the ALCs are no longer required)
Compass Rose will establish an accelerated learning committee ("ALC") for each student for each student who fails to perform satisfactorily on:

1. The third grade mathematics or reading STAAR assessment;
2. The fifth grade mathematics or reading STAAR assessment; or

3. The eighth grade mathematics or reading STAAR assessment.

A student's ALC will be composed of the School Leader or designee, the students' parent, and the teacher of the subject of the assessment on which the student failed to perform satisfactorily.

The ALC will, not later than the start of the subsequent school year after the student fails to perform satisfactorily on one of the STAAR exams mentioned above, develop an educational plan for the student that provides the necessary accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the school year. The educational plan must be documented in writing, and a copy must be provided to the student's parent or guardian.

A parent of a student who fails to perform satisfactorily on one of the STAAR exams mentioned above may submit a written request to the School Leader for Compass Rose to consider the student's assignment to a particular classroom teacher in the applicable subject area for the subsequent school year, if more than one classroom teacher is available. Compass Rose retains discretion to make classroom assignments based on campus needs and classroom capacity.

During the school year, the student's progress will be monitored to ensure that the student is progressing in accordance with the plan. Compass Rose will also administer to the student the assessment instrument for the grade level in which the student is placed at the same time as the assessment is taken by other students in the same grade level.

If a student assigned to an educational plan fails in the subsequent school year to perform satisfactorily on a STAAR exam in the same subject, the Superintendent or designee will meet with the student's ALC to: (1) identify the reason the student did not perform satisfactorily, and (2) determine, in order to ensure the student performs satisfactorily on next administration of the STAAR exam, whether the student's educational plan must be modified and if any additional resources are required for the student.

The student's parent may contest the content or implementation of an educational plan developed by the ALC by submitting a written complaint to the School Leader within (1) seven calendar days of the parent's receipt of the educational plan or (2) within seven calendar days of the parent's concern that the educational plan is not being properly implemented. The designated administrator will conduct a conference with the parent within five school days of the School Leader's receipt of the written complaint and issue a written decision within five school days of the conference. A parent who is dissatisfied with the designated administrator's decision may appeal through Compass Rose's student and parent complaint process, beginning at Level Two.

Special Education Students: The ARD Committee of a student who participates in the school's special education program and who does not perform satisfactorily on the math or reading portions of the third, fifth, or eighth grade STAAR assessment must meet to determine the manner in which the student will participate in an accelerated instruction program.

Texas Success Initiative Assessment
Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative ("TSI") assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through Compass Rose as well.

SAT/ACT (Scholastic Aptitude Test and American College Test)
Many colleges require either the American College Test ("ACT") or the Scholastic Aptitude Test ("SAT") for admission. Students are encouraged to talk with the School Leader or designee early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the School Leader or designee.

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

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

3.14 Promotion and Retention

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet Compass Rose's requirements for attendance. A student in grades 9–12 will be advanced a grade level based on the number of course credits earned.

A student may be considered for retention if they have met any of the following criteria:

1. failed one or more core subject areas (student also required to attend summer school)
2. failed one or more state assessments
3. is below level in one or more core subject areas;

4. missed more than 10% of instructional days in an academic year. The decision must be made by a committee, which is composed of the child's core subject area teachers, the counselor, and the School Leader.

Students with Disabilities: A student's IEP can modify the school's promotion criteria in whole or in part. Any modified promotion standards shall be determined by the student's ARD committee and documented in the IEP. A student's ARD committee will also make determinations on whether a student will be promoted or retained.

Parent Option for Students to Repeat Grades or Courses

In certain circumstances, a parent may elect for a student to repeat a grade or retake a high school course. Subject to certain restrictions, a parent may elect for a student to:

1. Repeat prekindergarten;
2. Enroll in prekindergarten if the child was eligible to enroll in free prekindergarten under Education Code § 29.153(b) and has not yet enrolled in kindergarten;
3. Repeat kindergarten;
4. Enroll in kindergarten if the child would have enrolled in kindergarten in the previous school year and has not yet enrolled in first grade;
5. For grades one through three, repeat the grade the student was enrolled in the previous school year;
6. For grades four through eight, repeat the grade the student was enrolled in the previous school year; and/or
7. For courses taken for high school credit, repeat any course in which the student was enrolled during the previous school year.

A parent may not elect for a student to repeat a course identified in item 7 above if Compass Rose determines the student has met all of the requirements for graduation.

An election for a student to repeat a grade or retake a high school course must be made in writing. If Compass Rose disagrees with a parent election for a student to repeat a grade or retake a high school course, the school must convene a retention committee and meet with the parent to discuss retention. The meeting must be conducted in person, unless the parent agrees to alternative means. A student may not be retained for a grade or repeat a course if the parent does not meet with the retention committee.

The retention committee will be composed of the School Leader or designee, the student's parent, the teacher who taught the grade or course for which the parent wants the student retained or repeated, and additional teachers at the discretion of the School Leader, if the student will potentially repeat multiple courses. During the retention meeting, Compass Rose and the parent will discuss the merits of and concerns with advancement and retention, and review and consider the student's grade in each subject or course, the results of any formative or summative assessments administered to the student, and any other available academic information to determine the student's academic readiness for the next grade or a given

course. After the parent has participated in a retention committee meeting, the parent shall decide whether the student should be retained or retake a grade or course. Compass Rose must abide by the parent's decision.

A parent's ability to elect for a student to be retained in the grade level or repeat a course in grades 4 and above will expire on September 1, 2023.

3.15 Report Cards

Report cards with each student's grades or performance and absences in each class or subject are issued to parents/guardians at least once every nine weeks. During the fourth week of a nine-week grading period, parents/guardians will be given a school-printed or digital progress report of their child's performance in English language arts, mathematics, science, or social studies. If a student is not meeting satisfactory performance (70% or below the expected level of performance) at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. The report will state whether tutorials are required for a student who receives a grade lower than 70% in a class or subject. Report cards and progress reports maybe required to be signed by the parent/guardian and returned to the school within seven days.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the parent or student may request a conference with the School Leader. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the school's grading policy.

Grading Guidelines

Kindergarten

M = Meeting Expectations
A = Approaching Expectations
N = Needs Reinforcement

1st Grade

E = Exceeds Expectations
M = Meeting Expectations
A = Approaching Expectations
N = Needs Reinforcement

2nd - 12th Grade

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

3.16 Special Programs

Students Who Speak a Primary Language Other than English
A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing regular class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee ("LPAC") will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services
For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, their parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals
If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school

during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Annette Medina
Email: amedina@compassroseschools.org

Section 504 Referrals
Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Annette Medina
Email: amedina@compassroseschools.org

Additional Information: The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process

- Partners Resource Network
- Special Education Information Center
- Texas Project First

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Students

Compass Rose will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

Services for Title I Participants

Information regarding Compass Rose's Title I program may be obtained from Hada Flores, hada.flores@compassroseschools.org.

SECTION 4: STUDENT CODE OF CONDUCT

4.1 Purpose of the Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. Compass Rose schools works to promote restorative practices collectively though building positive school climates to address student behavior proactively, to promote positive relationships, and provide alternatives to suspensions. To foster a productive and distraction-free environment, Compass Rose has established this Student Code of Conduct in accordance with state law and the Compass Rose open-enrollment charter. The Code of Conduct has been adopted by the Board of Directors, and provides information to parents/guardians and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code of Conduct will be posted at each Compass Rose campus and/or will be available for review at the campus office. Parents will be notified of any violation that may result in a student being suspended or expelled from Compass Rose. Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code of Conduct does not define all types and aspects of student behavior, as Compass Rose may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct. When students participate in student activities, they will also

be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior and consequences.

The Code of Conduct is also supplemented at each individual Compass Rose school by their behavior management systems. School-specific rules and systems may be found by contacting your Compass Rose school.

4.2 Authority and Jurisdiction

Compass Rose has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on Compass Rose transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on Compass Rose property or while attending a school-sponsored or school-related activity of Compass Rose or another school in Texas;
6. While the student is in transit to or from school or to or from school-related activities or events;
7. For any expulsion offense committed away from Compass Rose property and not at a school sponsored event, if the misconduct creates a substantial disruption to the educational environment;
8. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
9. When the student commits a felony, as provided by Texas Education Code §§ 37.006 or 37.0081; and
10. While a student is participating in any remote / virtual classroom or other period of online instruction provided by Compass Rose;
11. When criminal mischief is committed on or off Compass Rose property or at a school-related event.

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

4.3 Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.

- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet Compass Rose's dress code expectations.
- Follow all campus and classroom rules.
- Respect the rights of students, teachers, and other Compass Rose staff and volunteers.
- Respect the property of others, including Compass Rose property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

4.4 Discipline Management Techniques

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

Compass Rose Public Schools will utilize individual school-wide behavior management systems during the 2024-2024 school year for:

- Logging positive/negative student behavior
- Parent communication regarding student behavior

Individual schools may print weekly reports and distribute them to students at the end of each week or distribute them electronically.

Scholar behavior and attendance will be documented by the school. Each school's behavior management system will reinforce positive behavior, building relationships and community to prevent negative behaviors and finally, how to repair harm when it is caused in a restorative manner.

Techniques
The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts (see Glossary)
- Cooling-off time or "time-out."
- Counseling by teachers, counselors, or administrative personnel.
- Demerits.
- Expulsion from Compass Rose, as specified in the expulsion section of the Code.
- Extension or Reflection periods during lunch or After School.

- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by Compass Rose.
- Restorative circles (see Glossary)
- Restorative conversations (see Glossary)
- Rewards for positive behavior.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school employees.

Corporal Punishment
Compass Rose will NOT administer corporal punishment upon a student for misconduct.

4.5 Procedures for Use of Restraint

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

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

"Restraint" generally means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student's body.

"Emergency" means a situation in which a student's behavior poses a threat of:

1. Imminent, serious physical harm to the student or others; or
2. Imminent, serious property destruction.

In a case where restraint is used, school employees, volunteers, or independent contractors shall document the incident as required by the Texas Education Agency. Additionally, Compass Rose shall report electronically to the Texas Education Agency, following standards provided by the Commissioner of Education, information relating to the use of restraint by a peace officer performing law enforcement duties on school property or during a school-sponsored or school-related activity. The report must be consistent with the requirements adopted by the Commissioner of Education for reporting the use of restraint involving students with disabilities.

4.6 Procedures for Use of Time-Out

A school employee, volunteer, or independent contractor may use time-out with the following limitations:

1. Physical force or the threat of physical force will not be used to place a student in time-out.
2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques, and must be included in the student's IEP or BIP if it is utilized on a recurrent basis to increase or decrease targeted behavior.
3. Time-out will not be utilized in a manner that precludes the ability of the student to be involved in progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP.

"Time-out" means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

1. That is not locked; and
2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The student's ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

4.7 Restorative Discipline Practices

Compass Rose may utilize a wide variety of restorative discipline practices, which are designed to build a sense of school community based on cooperation, mutual understanding, trust, and respect, and emphasize the importance of positive relationships and pro-social relationships between students.

Within in Compass Rose Schools, a restorative approach will be emphasized to foster trust and build healthy relationships between students and students-to-adults. A restorative approach works in the discipline process to help repair harm when conflict occurs. This will give students the

opportunity to understand the impact of their actions, work to repair harm done, and promote meaningful accountability.

Compass Rose believes that when students engage in inappropriate conduct, restorative discipline practices may hold the potential to:

- Build trust, respect, healthy relationships, and strengthen school culture
- Encourage accountability and responsibility in the school community
- Identify and respond to the needs of the person harmed and the person who caused the harm
- Promote equitable input from all stakeholders
- Reintegrate students who have caused harm in the school community

Using the proper restorative strategies allows students to take control over their actions and thoughts to better promote social emotional learning skills, such as social-awareness and self-management. As students learn how actions impact others, they are able to make things right in a collaborative process that fosters accountability and responsible decision making.As students develop a restorative mindset, they are better prepared to build and maintain healthy relationships.

Essentially, the restorative approach sees misbehavior or conflict as an opportunity for students to learn about consequences for their actions, develop empathy for others, and learn methods to make amends in a way that strengthens interpersonal bonds.

School-wide approach to utilizing Restorative Practices:

The Tier-1 restorative strategies begin with relationship building techniques that are tools to help educators build healthy relationships, promote social emotional learning, and manage behaviors in the classroom. When conflict happens, teachers, administration, and staff can use the stratigies in Tier-2 to help problem solve and individualize the strategies to help descelate behaviors. The additional tools within the continuum of the practice are available to help manage serious behavior and work to repair harm.

Examples of restorative discipline practices may include, but are not limited to:

Tier 3: Promoting Accountability: Repairing harm, Restitution and	• Mediation • Restorative conferences • Restorative dialogues/making agreements. • Reentry Circles

Reentry	• Conflict Circles • Healing Circles • Relationship building skills • Repairing Serious Harm
Tier 2: Individualized Problem Solving: Managing conflict	• Mediation • Restorative conferences • Restorative dialogues/making agreements. • Conflict Circles • Family Circles • Support Circles • Repairing Harm • Redirection Spaces
Tier 1: Relationship Building: The foundations of the practice	• Restorative Language • Talking circles • Academic Circles • Community building circles • Relationship building skills • Expectation redirection • Language • Calm-down corners

Restorative discipline practices may take the form of alternatives in lieu of other disciplinary consequences allowed under the Code of Conduct and/or supplemental action taken along with other disciplinary consequences.

Restorative discipline practices are a collaborative and voluntaryprocess, and may not be required or appropriate in all student discipline situations.

4.8 Student Code of Conduct Offenses

The categories of conduct below are violations of the Code of Conduct at school and all school-related activities. As a reminder, all student individualized needs are met with positive behavior interventions prior to assigning consequences. (See Restorative Practices in Glossary.) For campus-specific rules and expectations, please contact your front office, staff member or school leader.

Negative effects of Suspension:
According to research data, excessive use of out-of-school suspension (OSS) can have wide-ranging negative effects on the student's academic and behavioral performance. Suspensions can result in chronic absences, and the loss of instructional time can result in lower performance in class, which in turn widens the achievement gap (Justice Center, 2014).

It is important that our schools work to provide alternatives to suspension to assure that the student has continued access to quality instruction and to avoid any negative effects that accompany being away from the classroom. When possible, the school administrator shall avoid the use of out-of-school suspension. In addition, the restorative and/or educational value of each consequence is outlined, as well as any special considerations schools should weigh when choosing a consequence. Each campus will use a positive behavior program as a disciplinary alternative for homeless students who commit general conduct violations instead of suspension.

Compass Rose Public Schools will not use out-of-school suspension for students below grade 3 or homeless unless the conduct meets the requirements established in law. A student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity that seriously threatens the safety of others on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

Alternatives to Suspension:

The list below provides a series of alternatives to suspension. Please note that the strategies provided below are not an exhaustive list. As part of a restorative approach, each case will be reviewed and the consequences will be determined and closely aligned with the initiating action. Consequences for more serious infractions are listed near the end of this section.

Tier 1 Strategies: Developing Social and Emotional Capacity
• Reflective Journaling • SEL Skills • Reinforce relational practices • Parent Conferences • Home Visits • Restorative Chats or Conferences using Affective Statements • Logical consequences, as applicable (fix it, if you break it, for example)
Tier 2 Strategies: Managing Difficulties and Disruptions
• Daily Behavior Report Card (DBRC) • Restorative Peer conferences • Redirection Spaces • On Campus Intervention

- Lunch Detention
- Time-owed or Make-up Seat-Time
- Home Visits
- Restorative Support circles or community circles
- Check-in, check-out plan
- Restorative Accountability Circles
- Student/Teacher Goal Contract
- Referral to counselor
- Peer or Adult Mentor Assignment Restorative Conferences
- SEL guidance and counseling- (offered alongside initial support)
- After-school or lunch extension or reflection
- Social Skill Building
- Temporary confiscation of items that disrupt the educational process
- Loss of time or participation in a school-based privilege or activity
- Confiscation of cell phones or other electronic devices
- Behavior and/or goal contract
- Logical consequences, as applicable (fix it, if you break it, for example)

Tier 3 Strategies: Repairing Serious Harm

- Referral to LSSP
- Restorative Accountability Circles
- Restorative Reentry Circles
- Restorative Healing Circles
- Restorative Mediation
- Grade reductions for academic dishonesty
- Campus beautification project
- Family meeting or shadow
- Community Service project
- Or "other" as determined by School Leadership
- Village Meetings
- Restitution/restoration, if applicable.
- Logical consequences, as applicable (fix it, if you break it, for example)

Student Offenses:

Example Level 1 Offenses: As a reminder, positive interventions, and restorative practices are enacted prior to assigning consequences. Staff actively monitor students, provide clear, proactive expectations and monitor for student adherence to expectations. When there is a breach, staff will redirect student behavior using a variety of interventions including but not limited to quick redirections, positive narration, and a 1:1 private conversation with directives.

Level 1 offenses typically include minor disruptions or lack of adherence to classroom or school-wide expectations. *Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required) Consequences may be used in conjunction.*

- Any applicable strategy listed on the Alternative to Suspension list that is deemed appropriate by Compass Rose.
- Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Compass Rose Public Schools.
- Discretionary Detention
- *Village Meetings*: At any level of offense or in response to repeated breaches of school expectations, School Leadership may engage families and appropriate stakeholders in a Village meeting to determine appropriate support plans and behavior interventions. School Leadership may request support or intervention from a parent or guardian in order to redirect the student's behavior, especially in the circumstances threatening the health and safety of the student or other students.
- *During Lunch or After School Extension OR Reflection space/time*: Reflection or Extension time may be earned by a student for engaging in any of the negative behaviors, persistently or in isolation as listed above. Each school provides a specific system through which Reflection or Extension is implemented.

The following rules apply to students assigned to reflection or extension:

1. Students will bring materials to work on. Classroom materials may also be sent by a teacher.
2. All materials must be brought to the reflection space or office.
3. Sleeping is not permitted.
4. Students will follow all rules concerning classroom behavior. Failure to comply may also mean suspension from school.
5. Any student assigned to an extension must stay the entire time. Students refusing to complete their time may receive additional consequences.

Level I offenses listed here but not limited to		
A	Dress code Infractions	*May include, but not limited to:* ● Not meeting the basic dress code expectations of the campus ● Wearing an outer layer that is not campus-approved
B	Verbally Harming Others	● Creating a negative tone or experience for others through words or minor actions
C	Misuse of Materials	● Wasting classroom room or school materials ● Unacceptable desk, common space maintenance; leaving trash or mess, especially when given the opportunity to address it

D	Not following class or school procedures	● Entering one's own classroom without an adult present ● Out of seat without permission ● Not meeting hallway expectations ● Minor playing in the restroom or hallway ● Repeatedly disrupting instructional time ● Not following classroom/cafeteria/recess expectation
E	Refusal to come to class prepared	● Refusal to come to class prepared ● Intentionally refusing to follow directions: a more severe form of ignoring/refusing
F	Inappropriate Controllable Reactions	● Responding with a raised voice, physical reaction, angry expression, or expressed argument upon being redirected. Note: we encourage scholars to communicate and problem-solve in appropriate ways and advocate for themselves when warranted ● Casual profanity or profanity not directed at another person ● Ignoring or refusing to comply with teacher directions

Example Level II Offenses: Campus and Classroom Managed.
As a reminder, positive interventions, and restorative practices are enacted prior to assigning consequences. Level II offenses warrant greater consequences due to the nature of the offense. Please note that Level II offenses are considered objectionable offenses. The consequences will be determined based on a series of factors such as the student's age, the seriousness of the offense, and the frequency of the behavior. Students with accommodations will have an IEP or 504 plan that may have behavior intervention plans (BIP) to follow.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required).

- Any applicable strategy listed on the Alternative to Suspension list that is deemed appropriate by Compass Rose.
- Any applicable Level I, or Level II Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Compass Rose Public Schools.
- Discretionary Detention
- *Village Meetings*: At any level of offense or in response to repeated breaches of school expectations, School Leadership may engage families and appropriate stakeholders in a Village meeting to determine appropriate support plans and behavior interventions. School Leadership may request support or intervention from a parent or guardian in order to redirect the student's behavior, especially in the circumstances threatening the health and safety of the student or other students.

- *During Lunch or After School Extension OR Reflection space/time*: Reflection or Extension time may be earned by a student for engaging in any of the negative behaviors, persistently or in isolation as listed above. Each school provides a specific system through which Reflection or Extension is implemented.

Level II offenses listed here but not limited to:		
G	Purposely making false accusations	Intentionally making false accusations against teachers, staff, or other students; typically these would be more minor false accusations
H	Damaging school property (including school transportation)	May rise to a Level III or higher offense, depending on the level of damage caused. ● Leaving marks or causing damage of school property or school materials, including bus transportation, classroom spaces, or common spaces ● Leaving marks in books, damaging books, or being neglectful or careless with books ● Minor graffiti
I	Prohibited Physical Contact	● Putting hands on another person, except for shaking hands, fist-bump, or high five
J	Disruptive behavior during emergency drills	● Not following expectations or procedures during drills ● Physical constants such as putting hands on another person ● Refusal to follow the instructions of the classroom teacher or leadership.
K	Unauthorized area without permission or skipping	● Students going to an area without a written pass provided by a staff member. ● Repeat tardiness to class ● Leaving school grounds during academic day or leaving a school-sponsored event in which the student is a participant ● Being on school grounds during unauthorized times ● Skipping class in the bathroom or other location within school ● Skipping detention
L	Significant Disrespect	● Intentional use of profanity or grossly disrespectful language, including language that targets another person's racial or sexual identity. This includes spoken or written words and gestures that imply profanity. ● Comments or actions that undermine the dignity or authority of an adult ● Comments or actions that undermine the dignity or emotional safety of a peer

		● Taking items of minor monetary value that belong to another person that does not constitute a felony according to the Texas Penal codes
M	Repeated Disruptive Conduct	● More serious form of harm that results in the physical harm of others or destruction of property ● Throwing things to intentionally cause harm ● Uncontrolled verbal altercation ● Repeatedly violates campus or classroom expectations or norms
N	Repeated Level I offenses	Repeatedly violates any Level I offense.
O	Dishonesty	● Cheating ● Falsifies school-related documents
P	Theft	Theft/stealing items "of value" but less than $100; taking what is not one's own, causing significant impact or harm through intentional deceit
Q	Transportation	Disobeying conduct rules regarding school transportation.

Example Level III Offenses. Campus Administration managed**.**
As a reminder, positive interventions, and restorative practices are enacted prior to assigning consequences. Level III offenses warrant greater consequences than Level II due to the nature of the offense. Please note that Level III offenses are considered more serious offenses compared to Level II offenses. The consequences will be determined based on a series of factors such as the student's age, the seriousness of the offense, and the frequency of the behavior. Students with accommodations will have an IEP or 504 plan that may have behavior intervention plans (BIP) to follow.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required).

- Any applicable Level I, Level II, or Level III Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Compass Rose Public Schools.
- *Village Meetings*: At any level of offense or in response to repeated breaches of school expectations, School Leadership may engage families and appropriate stakeholders in a Village meeting to determine appropriate support plans and behavior interventions. School Leadership may request support or intervention from a parent or guardian in order to redirect the student's behavior, especially in the circumstances threatening the health and safety of the student or other students.

Level III offenses listed here but not limited to		
R	Academic Dishonesty	• Plagiarism or cheating: including copying, passing of work • *ALL plagiarism earns a Zero Grade*
S	Destroying property	• Tagging or defacing school property; offensive or destructive graffiti • Damaging school property in a way that requires more significant replacement or repair • Destruction of property rises to a higher level than minor property damage described in Level II offenses
T	Contributing to a situation that could harm the well-being of others	May rise to a level 4 or higher offense, depending on context: • Videotaping an incident that is not allowed on school property or at a school-sponsored event • Participating in a situation that could harm the well-being or reputation of a Compass Rose student or staff member
U	Repeated offenses	Repeatedly violates any Level I or Level II offense.
V	Trespass on School Grounds	An unauthorized permission on the grounds of any school campus in the district
W	Possession and/or use of tobacco-based e-cigarettes, or vape pens	• Smoking or using tobacco, tobacco-based e-cigarettes, or vape pens at school or school-related functions or activities on or off school property. • Being in possession of these products and/or distributing the products on school grounds or school-related events on or off campus.
X	Extortion	Committing extortion or blackmail, meaning or obtaining money or an object or value from an unwilling person.
Y	Serious Misbehavior	As defined "Serious Misbehavior" is defined as (1) deliberate violent behavior that poses a direct threat to the health or safety of others; (2) extortion, meaning the gaining of money or other property by force or threat; (3) conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or (4) conduct that constitutes the offense of (A) public lewdness under Section 21.07, Penal Code; (B) indecent exposure under Section 21.08, Penal Code; (C) criminal mischief under Section 28.03, Penal Code; (D) personal hazing under Section 37.152; or (E) harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

Z	Secret Society or Gang activity	A student who commits an offense if the person: 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.

Example Level IV Offenses: *As a reminder, positive interventions, and restorative practices are enacted prior to assigning consequences. Level IV offenses warrant greater consequences due to the nature of the offense.* A series of factors such as the student's age, the frequency of the behavior, and the location of the behavior will be considered when assigning a consequence. Students with accommodations will have an IEP or 504 plan that may have behavior intervention plans (BIP) to follow. For level V offense, the campus-assigned LSSP and Special Education/ 504 Point Person to review the information and schedule a manifestation determination review meeting for students with IEPs or Section 504 plans.

Behavior Location. As defined by *Chapter 37 of the Texas Education Code will include:*

- On campus
- Off campus within 300 ft
- School-related sponsored activity off campus
- On school property, or at school-related/sponsored activity, of another school district
- Off campus no school-related sponsored activities
- On school transportation
- On social media or messaging platforms

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required).

- Any applicable Level I, Level II, or Level III Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Compass Rose Public Schools.
- Discretionary Out-of-school suspension for up to three days.
- Possible removal of a student: *According to Chapter 37 of the Texas Education Code, Student* REMOVAL FOR CERTAIN CONDUCT is justified under.Sec. 37.006.
  Teacher has removed the student from the classroom and denied the student the right to return. TEC §37.003 has been invoked.) – TEC §37.002(c)

  (b) A teacher may remove from class a student:

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

(2) whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

Disciplinary Action Reason Codes (C165)	Level IV Disciplinary Action
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)
04	Possessed, sold, or used marijuana or other controlled substance-TEC §37.006(a)(2)(C) and 37.007(b)(2)(A) for under the influence
05	Possessed, sold, used, or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)
08	Retaliation against school employee-TEC §37.006(b) and 37.007(d)
09	A student who commits an off-campus felony **must be removed from their regular education program and placed** in a DAEP if: Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity **for felony offenses in Title 5, Penal Code**-TEC §37.006(c), TEC §37.007(b)(4), and TEC §37.0081 **Title 5 felonies include:** murder; capital murder; manslaughter; criminally negligent homicide; kidnapping; aggravated kidnapping; indecency with a child; felony assault; sexual assault; aggravated assault; aggravated sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; deadly conduct; terroristic threat; aiding suicide; and tampering with a consumer product.
10	A student **may be removed** from class and placed in a DAEP under TEC §37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if; Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses **not in Title 5, Penal Code**-TEC §37.006(d) and TEC §37.007(b)(4)
12	Unlawful Carrying of a Location-restricted Knife under Penal Code 46.02 – TEC 37.007(a)(1) (Location-restricted Knife - blade longer than 5.5 inches)

13	"Serious Misbehavior" As defined "Serious Misbehavior" is defined as (1) deliberate violent behavior that poses a direct threat to the health or safety of others; (2) extortion, meaning the gaining of money or other property by force or threat; (3) conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or (4) conduct that constitutes the offense of (A) public lewdness under Section 21.07, Penal Code; (B) indecent exposure under Section 21.08, Penal Code; (C) criminal mischief under Section 28.03, Penal Code; (D) personal hazing under Section 37.152; or (E) harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.
21	**Violation of Student Code of Conduct** - This category includes bullying, harassment, and making hit lists (TEC §37.001) and reasons not specifically identified in TEC Chapter 37 that are adopted by the local school board and itemized and identified in the local Student Code of Conduct. Other examples include: ● Physical Violence Fighting/Mutual Combat-Excludes all offenses under Penal Code §22.01 ● Hate Speech -Threatening and/or aggressive speech based on gender, race, sexual orientation, any disabilities (includes any written, verbal, or gestures) ● Illicit/Unsafe Activity- Being under the influence of illegal or controlled substances (drugs/over-the-counter or prescription drugs); ○ Sexual activity of any kind or possession of pornographic material ○ Leaving school or school trip without permission ● Sexul Harassment- Suggestive touching, stroking, squeezing, tickling, or brushing against a person ○ Actual or attempted sexual assault ○ Sexual harassment happening off-campus or online that impacts students' access to their education
61	Bullying – TEC 37.0052(b)- As defined by the Texas Education Code Chapter 37, Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Subsection (a-1)

Chart Adopted from: *TWEDS*(n.d.).https://tealprod.tea.state.tx.us/TWEDS/87/395/0/0/DataSubmission/TechnicalResources/1230

Example Level V Offenses: *As a reminder, positive interventions, and restorative practices are enacted prior to assigning consequences. Level V offenses warrant greater consequences due to the nature of the offense. Please note that Level V offenses can result in* Mandatory or Emergency Expulsions. A series of factors such as the student's age, the frequency of the behavior, and the location of the behavior will be considered when assigning a consequence.

Students with accommodations will have an IEP or 504 plan that may have behavior intervention plans (BIP) to follow. For level V offense, the campus-assigned LSSP and Special Education/ 504 Point Person to review the information and schedule a manifestation determination review meeting for students with IEPs or Section 504 plans.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required).

- Any applicable Level I, Level II, Level III, and Level IV Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Compass Rose Public Schools.
- Emergency Expulsion-If the student has committed a behavior under state law (TEC §37.007) that would require an expulsion or the student has committed a behavior under state law (TEC §37.007) that would allow for a discretionary expulsion.
- Mandatory and Discretionary Expulsion
- Expulsion and Placement of Certain Students in Alternative Settings- In accordance with TEC 37.0081 after an opportunity for a hearing may expel a student and elect to place the student in an alternative setting as provided by Subsection (a-1) if:
    - has received deferred prosecution under Section 53.03 (Deferred Prosecution), Family Code, for conduct defined as:
    - a felony offense in Title 5, Penal Code; **or**
    - the felony offense of aggravated robbery under Section 29.03 (Aggravated Robbery), Penal Code;

Disciplinary Action Reason Codes (C165)	Level V Disciplinary Action
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)
06	Abuse of a volatile chemical- TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)
07	Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)
11	Brought a Firearm to School – TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 – TEC 37.007(a)(1) In accordance with federal law, a local educational agency (LEA), including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school.
14	Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 – TEC 37.007(a)(1)
16	Arson-TEC §37.007(a)(2)(B)

17	Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC §37.007(a)(2)(C)
18	Indecency with a child-TEC §37.007(a)(2)(D)
19	Aggravated kidnapping-TEC §37.007(a)(2)(E)
22	Criminal mischief (felony violation)- TEC §37.007(f)
26	Terroristic threat-TEC §37.006(a)(1) or 37.007(b)(1)a person commits an offense if he threatens to commit any offense involving violence to any person or property with the intent to: (a) cause a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies; or (b) place any person in fear of imminent serious bodily injury; or (c) prevent or interrupt the occupation or use of a building; room; place of assemble; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place; or (d) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service. A person who receives a terroristic threat must not only believe the threat, but also believe that the person making the threat will carry it out. "Terroristic Threat" *violation is also a discretionary expellable offense*
27	Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer- TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)
28	Assault under Penal Code Section 22.01(a)(1) against someone other than a school district employee or volunteer-TEC §37.006(a)(2)(B)
29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007(d)
30	Aggravated assault under Penal Code Section 22.02 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)

31	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer-TEC §37.007(d)
32	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)
35	False Alarm/False Report –TEC §§37.006(a)(1) and 37.007(b)(1) A student who commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily: (a) cause action by an official or volunteer agency organized to deal with emergencies; (b) place a person in fear of imminent serious bodily injury; or (c) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance
46	Aggravated Robbery-TEC §37.007(a)(2)(F), TEC §37.006(C)-(D) (HB 9680)
47	Manslaughter – TEC §37.007(a)(2)(G)
48	Criminally Negligent Homicide – TEC §37.007(a)(2)(H)
46	Aggravated Robbery-TEC §37.007(a)(2)(F), TEC §37.006(C)-(D) (HB 9680)
55	Student Is Required to Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision - TEC §37.304. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007
56	Student Is Required to Register as A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision - TEC §37.305. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007

57	Sexual Abuse Of Young Child Or Children Under Penal Code §21.02 Occurring on school property or while attending a school-sponsored or school-related activity on or off school property – TEC §37.007(a)(2)(I)
58	Breach of Computer Security – TEC §37.007(b)(5) A student engages in conduct that contains the elements of the offense of breach of computer security under Section 33.02 if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly: (i) alters, damages, or deletes school district property or information; or, (ii) commits a breach of any other computer, computer network, or computer system.
60	Harassment Against an Employee of the School District under Texas Penal Code 42.07(a)(1), (2), (3), or (7) – TEC 37.006(a)(2)(G)

Chart Adopted from: *TWEDS*(n.d.).https://tealprod.tea.state.tx.us/TWEDS/87/395/0/0/DataSubmission/TechnicalResources/1230

Consequences for Inappropriate Behavior:

General Guidelines:

Discipline is designed to improve behavior. All scholars should be treated with dignity and respect. Discipline should be designed to encourage the scholar to accept responsibility for the harm they caused and own the impact of their actions. In all cases, discipline consequences shall be assessed carefully and the action shall be drawn based on the professional judgment of teachers and leadership on Compass Rose Campuses. Discipline is delivered through a variety of equitable discipline management techniques, including Restorative Discipline Practices and other Positive Behavior Programs. A series of factors such as the student's age, the frequency of the behavior, and the location of the behavior will be considered when assigning a consequence. Unless otherwise specified by Chapter 37 of the Texas Education Code (TEC), more objectionable offenses may receive a consequence stated below.

PLACEMENT REVIEW COMMITTEE. According to Chapter 37 of the Texas Education Code, Each school shall establish a three-member committee to determine the placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the district regarding readmission of expelled students.

CAMPUS BEHAVIOR COORDINATOR. According to Chapter 37 of the Texas Education Code A person at each campus must be designated to serve as the campus behavior coordinator. The

person designated may be the principal of the campus or any other campus administrator selected by the principal.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

- Any applicable Level II, Level III, Level IV, or Level V offense Disciplinary Consequence or Discipline Management Technique listed including multiple consequences as deemed appropriate by Compass Rose.
- *Village Meetings*: At any level of offense or in response to repeated breaches of school expectations, School Leadership may engage families and appropriate stakeholders in a Village meeting to determine appropriate support plans and behavior interventions. School Leadership may request support or intervention from a parent or guardian in order to redirect the student's behavior, especially in the circumstances threatening the health and safety of the student or other students.
- In-School Suspension
- Out-of-School Suspension
- Removal from Classroom by Teacher: According to the Texas Education Code Sec. 37.002. REMOVAL BY TEACHER. A teacher may remove from class a student:
  (1) who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
  (2) whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
  (b-1) A teacher may document any conduct by a student that does not conform to the student code of conduct adopted under Section 37.001 and may submit that documentation to the principal. A school district may not discipline a teacher on the basis of documentation submitted under this subsection.
- Emergency Expulsion: If the student has committed a behavior under state law (TEC §37.007) that would require an expulsion or the student has committed a behavior under state law (TEC §37.007) that would allow for a discretionary expulsion as the Student Code of Conduct allows for the discretionary expulsion and the principal or their designee reasonably believes that the immediate expulsion of the student is necessary to protect persons or property from imminent harm, then the student may be expelled on an emergency and temporary basis to a setting without educational services available pending an expulsion hearing required under TEC §37.009 taking place.
- Removal from School Transportation: A student being transported by Compass Rose transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating the school's established standards for conduct in a school vehicle.
- *Please note that most Level IV and Level V offenses are illegal actions. The campus Threat Assessment Team can contact law enforcement officials regarding this conduct. The consequences will be determined based on* a series of factors such as the student's

age, the location of the behavior will be considered, and the history of Level III and above offenses.

Suspension:
Compass Rose utilizes two kinds of suspension: in-school suspension and out-of-school suspension.

Guidelines for Suspension- As defined by Chapter 37 of the Texas Education Code, (a) The principal or other appropriate administrator may suspend a student who engages in conduct identified in the student code of conduct adopted under Section 37.001 as conduct for which a student may be suspended.

- A suspension under this section may not exceed three school days.
- A student who is enrolled in a grade level below grade three may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off of school property, the student engages behavior as defined by Chapter 37 of the Texas Education Code.

In-School Suspension: The following rules and regulations apply to all students assigned to in-school suspension ("ISS"):

1. Designated staff members will pick up students from their class.
2. Students will bring materials to work on, including an ISS assignment with their teachers' names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
3. All materials must be brought to the room when reporting.
4. No disruptive behavior will be allowed.
5. Unexcused absences from suspension will be referred to the School Leader.
6. Sleeping is prohibited.
7. Students must abide by the Compass Rose policies and behavioral standards during their suspension period.
8. A student who misses a scheduled ISS session without a confirmed excuse may be assigned an out-of-school suspension. If a student misses more than one scheduled ISS session without a confirmed excuse, they may be subject to additional consequences.
9. Depending on the level of severity, students may be able to access lessons virtually during in-school or out-of-school suspension days. An out-of-school suspension is still coded as such even if the student is accessing virtual learning.

Failure to follow these guidelines will be reported to the School Leader for further action, which may include up to three days of out-of-school suspension or any other Level I consequence.

Out-of-School Suspension: In deciding whether to order out-of-school suspension, the School Leader or designee may take into consideration factors including self-defense, prior discipline

history, the student's status as a student in foster care or who is homeless, intent or lack of intent, and other appropriate or mitigating factors determined by the administrator.

In addition to the Code of Conduct violations listed in this Handbook, the School Leader has the authority to suspend a student for a period of up to three school days for any of the following additional reasons:

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

Special Rules for Suspensions Involving Homeless Students: Compass Rose may not place a student who is homeless in out-of-school suspension unless the student engages in the following conduct while on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Unlawful possession of a firearm or other weapon;
2. Assault, sexual assault, aggravated assault, or aggravated sexual assault; or

4.8 Conferences, Hearings, and Appeals

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

Process for Suspensions Lasting Up to Three Days
Prior to suspending a student for up to three days, the School Leader or designee must attempt to hold an informal conference with the student to:

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

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

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

Alternatives to Suspension
Suspension generally is imposed only when other means of correction fail to bring about proper conduct. However, a student may be suspended for any Level 3 or higher offense upon a first offense, or if the student's presence causes a danger to persons.

At the discretion of an administrator, a student can complete any combination of (but not limited to) the following alternatives to suspension listed below:

- Research project
- Presentation
- Campus beautification
- Family meeting or shadow
- Community Service

Process for Expulsion
Notice: When the School Leader or designee determine that a student's conduct warrants expulsion, but prior to taking any such action, the School Leader or designee will provide the student's parent(s) with written notice of:

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

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

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of Compass Rose's evidence;
4. May be accompanied by their parent(s); and
5. May be represented by an attorney.

Hearing Before the School Leader: Compass Rose shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and Compass Rose shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The School Leader may audio record the hearing.

Within 48 hours or two school days, whichever is later, the School Leader will notify the student and the student's parent(s) in writing of their decision. The decision shall specify:

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

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter, and that disciplinary consequences will not be deferred pending the outcome of an appeal.

Appeal to the Board of Directors: The student or their parent(s) may appeal the extended suspension or expulsion decision to the Board of Directors by notifying the School Leader in writing within five calendar days of the date of receipt of the School Leader's decision. The student and/or his or her parent(s) will be informed of the date, time, and location of the meeting in which the disciplinary consequence will be reviewed. The Board will review the disciplinary administrative record and any audio or transcribed record from the hearing before the School Leader at a regular or specially called meeting in closed session as permitted by the Texas Open Meetings Act. The appeal shall be limited to the issues and documents considered during the disciplinary consequence, except that if the administration intends to rely on evidence not included in the expulsion record, the administration shall provide the student or parent(s) notice of the nature of the evidence at least three days before the Board of Director's meeting.

The Board of Directors may, but is not required to, allow an opportunity for the student or parent(s) and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board of Directors. The Board of Directors will consider the appeal and may request that the administration provide an explanation for the disciplinary decision

The Board of Directors will communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board of Directors' meeting. If no decision is made by the end of the next regularly scheduled Board of Directors' meeting, the School Leader with respect to the disciplinary action appeal shall be upheld. The Board of Directors may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

As stated above, disciplinary consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Board of Directors.

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

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities (504 or special education under the IDEA) shall be conducted in accordance with applicable federal and state laws.

A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without action by the student's admission, review, and dismissal committee 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 the then current education setting in place at the time such appeal is noticed to Compass Rose unless Compass Rose and the student's parent(s) agree otherwise.

If a student's IEP includes a behavior improvement plan or behavioral intervention plan, the student's ARD committee shall review the plan at least annually and more frequently if appropriate to address:

1. Changes in a student's circumstances that may impact the student's behavior, such as:
    a. Placement of the student in a different educational setting;
    b. An increase or persistence in disciplinary actions taken regarding the student for similar types of behavioral incidents;
    c. A pattern of unexcused absences; or
    d. An unauthorized unsupervised departure from an educational setting; or
2. The safety of the student or others.

4.9 Gun-Free Schools Act

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

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

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

SECTION 5: ESPECIALLY FOR PARENTS

5.1 Parent Contact Information

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

5.2 Your Involvement as a Parent

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

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
2. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by Compass Rose. Discuss with the School Leader any questions you may have about the options and opportunities available to your child.
3. Monitoring your student's academic progress and contacting teachers as needed. Including, but not limited to, reviewing weekly Progress Reports printed from DeansList.
4. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or School Leader, please call the front office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.
5. Becoming a school volunteer. For further information, contact the Front Office. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
6. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact the Front Office.

5.3 Consent to Human Sexuality Instruction

As part of Compass Rose's curriculum, students in certain grade levels receive instruction related to human sexuality. In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the

copyright of the materials.

- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use Compass Rose grievance procedure concerning a complaint.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Before a student receives human sexuality instruction, Compass Rose must obtain written consent from the student's parent.

5.4 Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Students in middle school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in the instruction will be posted on the district's website.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use the Compass Rose grievance procedure concerning a complaint.

5.5 Consent to Provide a Mental-Health Care Service

Compass Rose will not provide a mental health care service to a student or conduct a medical screening of a student as part of the school's intervention procedures except as permitted by

law.
Compass Rose has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The counselor, school leader or designee will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

Compass Rose has also established procedures for staff to notify the counselor, school leader or designee regarding a student who may need intervention.

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

5.6 Surveys and Activities

The Protection of Pupil Rights Amendment ("PPRA") requires that students may not be required to participate in certain surveys, analyses, or evaluations – funded in whole or in part by the U.S. Department of Education – that concern:

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

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

"Opting Out" of Surveys and Activities
Parents have the right to receive notice of and deny permission for their student's participation in:

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary

to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

5.7 Notice of Teacher Qualifications

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

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

Please contact the school's Director of Operations to request this information.

5.8 Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and
- Graduation requirements.

In addition, absences related to a student visiting with their parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by Compass Rose. The school will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

5.9 Student or Parent Complaints and Concerns

Compass Rose values the opinions of its students and parents/guardians, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents/guardians and the public to discuss their concerns and complaints through informal meetings with the School Leader. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any School employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint.

The Executive Director may develop more detailed grievance procedures. The Executive Director shall ensure that the school's grievance procedures are provided to all parents/guardians and students. The formal grievance procedure shall provide for any grievance to ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

For purposes of this policy, "days" shall mean school days, and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Informal Conferences

A parent or student may request an informal conference with the School Leader, teacher, or other campus administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, they may submit a written grievance form to the School Leader. Grievance forms may be obtained from the School Leader's office, upon request at the Front Office.

Formal Grievance Process

The formal grievance process provides all persons with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board, as outlined below.

A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

Level One Complaint – School Leader Review

A parent or student shall submit a written Level One Grievance Form to the School Leader or designee within the later of (1) 5 school days from the time the event(s) causing the complaint

were or should have been known, or (2) within 2 school days following an informal conference with the School Leader. The school reserves the right to require the grievant to begin the grievance process at Level Two.

The School Leader or designee must meet with the complaining parent or student. Following this conference, the School Leader shall issue a written Level One Decision. The Level One Decision must be issued within ten school days of the School Leader's receipt of the complaint.

Note: *A complaint against the Executive Director shall begin at Level Four.*

Level Two Complaint –Head of Student and Family Affairs Review

If the parent or student is not satisfied with the Level One Decision, or if no Decision is provided, the parent or student may file a written appeal to the Head of Student and Family Affairs. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the School Leader and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Decision is made.

The Head of Student of Family Affairs or designee will meet with the complaining parent or student. Following this conference, the Assistant Principal of Operations or designee shall issue a Level Two Decision. The Level Two Decision must be issued within 10 school days of the written appeal.

Level Three Complaint – Executive Director Review

If the parent or student is not satisfied with the Level Two Decision, or if no Decision is provided, the parent or student may file a written appeal to the Executive Director. The appeal must include the documentation submitted to the Head of Student and Family Affairs or designee, and a copy of the Level Two Decision, if issued. The appeal shall not include any new issues or complaints. The appeal must be filed within ten school days of the Level Two Decision or the response deadline if no Decision is made.

The Executive Director or designee will meet with the complaining parent or student. Following this conference, the Executive Director or designee shall issue a Level Three Decision. The Level Three Decision must be issued within 10 school days of the written appeal.

Level Four Complaint - Superintendent

If the parent or student is not satisfied with the Level Three Decision, or if no Decision is provided, the parent or student may file a written appeal to the Superintendent. The appeal must include the documentation submitted to the Executive Director or designee, and a copy of the Level Three Decision, if issued. The appeal shall not include any new issues or complaints. The appeal must be filed within ten school days of the Level Three Decision or the response deadline if no Decision is made.

The Superintendent or designee will meet with the complaining parent or student. Following this conference, the Superintendent or designee shall issue a Level Four Decision. The Level Four Decision must be issued within 10 school days of the written appeal.

Level Five Complaint – Board of Directors Review

If the student or parent is not satisfied with the Level Four Decision, or if no decision is provided, the parent or student may submit to the Superintendent or designee a written appeal to the Board of Directors. The request must be filed within ten school days of the Level Four Decision or the response deadline if no Decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors will consider the appeal, and may allow a presentation by the parent or student and the school administration. The appeal will be limited to the issues and documents considered at Level Two, except that if the administration intends to rely on evidence not included in the complaint and/or grievance record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the Board of Directors' meeting.

Compass Rose will determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for any presentation of evidence, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board of Directors. The Board of Directors shall hear the complaint and/or grievance and may request that the administration provide an explanation for the decisions at the preceding levels.

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

Additional Complaint Procedures

This Parent and Student Complaints and Grievances process does not apply to all complaints:

1. Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation," Section 2.15 of this Handbook.
2. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Bullying and Cyber-Bullying," Section 2.17 of this Handbook.
3. Complaints concerning decisions of an accelerated learning committee and/or Life School's implementation of a student's accelerated learning plan shall be submitted as described in "Accelerated Learning Committees," Section 3.13 of this Handbook.

4. Complaints concerning expulsions shall be submitted as described in "Conferences, Hearings, and Appeals" as described in Section 4.9 of this Handbook.
5. Complaints concerning loss of credit on the basis of attendance shall be submitted as described in "Attendance for Credit or Final Grade," Section 1.8 of this Handbook.
6. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents/guardians of all students referred to special education.
7. Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in "Student or Parent Complaints and Concerns" above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.
8. Formal complaints alleging sexual harassment shall be submitted as described in "Freedom from Sexual Harassment," Section 2.16 of this Handbook.
9. Complaints regarding the Free and Reduced Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usada.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SECTION 6: IMPORTANT NOTICES

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

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

The Right to Inspect and Review

Parents and/or eligible students have the right to inspect and review the student's educational records within 45 days of the day the school receives access. Parents or eligible students should

submit to the School Leader or designee a written request that identifies the record(s) they wish to inspect. Compass Rose will arrange for access and notify the parent or eligible student for 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, Compass Rose shall provide the parent or eligible student with a copy of the records requested to arrange for the parent or eligible student to inspect and review the requested records.

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

If, as a result of the hearing, Compass Rose decides that the information in the educational record is not inaccurate, misleading, or in violation of the student's privacy rights, 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 they disagree with the decision of Compass Rose. If the school places an amended statement in the student's educational records, Compass Rose is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A "school official" is a person employed by Compass Rose 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 Compass Rose 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 their tasks.

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

Upon request, Compass Rose discloses educational records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to 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 Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by Compass Rose to comply with the requirements of FERPA. These complaints should be addressed as follow:

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

Access to Medical Records
Parents are entitled to access their student's medical records.

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

Compass Rose has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

- Student name;
- Date and place of birth;
- Major field of study
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;

- Most recent educational institution attended;
- Participation in officially recognized activities and sports; and
- Weight and height of members of athletic teams.

School-related purposes are those events/activities that Compass Rose conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

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

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

- Student's name, address, and telephone number.

Compass Rose shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes or for the purposes of disclosure to military recruiters and institutions of higher education for secondary 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 FRONT OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Family Educational Rights and Privacy Act:
Directory Information Opt Out Form

"Directory Information" means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits Compass Rose to designate certain personal information as "directory information," which may be released to anyone who follows the procedures for requesting it as prescribed in school policy.

To prohibit Compass Rose from releasing your student's directory information, you must circle NO adjacent to the appropriate statement(s) below, sign the form, and return it to your student's school. **Completion of this form is optional. However, if you do not circle NO or return this form, directory information about your student may be released** in accordance with Compass Rose policy.

If you have more than one student enrolled, you must complete a separate one for each student.

PLEASE CIRCLE YES OR NO

For all students:

YES	NO	I give permission for my student's name and photograph to be included in the Compass Rose yearbook.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or Compass Rose personnel for use in educational purposes.
YES	NO	I give permission for my student's artwork, projects, photographs, etc. to be used or displayed in any Compass Rose communication devices. Examples include media coverage, printed materials, marketing, and websites.

YES	NO	I give permission to release my student's directory information to **institutions of higher education**.
YES	NO	I give permission to release my student's directory information to **military recruiters**.

PRINT Student's Full Legal Name

Student's Date of Birth

PRINT Parent/Guardian Full Legal Name
or Eligible Student Full Legal Name

Parent/Guardian Signature
or Eligible Student

Date

Date

Use of Student Work in School Publications

Occasionally, Compass Rose wishes to display or publish student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. Compass Rose agrees to use these student projects in this manner.

Parents: Please circle one of the choices below:

I, parent/guardian of_____ (student's name),

- □ **do give**
- □ **do not give**

Compass Rose permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature: _____

Date: _____

Photo/Video Release Form

Throughout the school year, there may be times when Compass Rose staff, the media, or other organizations (with the approval of the School Leader), may take photographs of students, audiotape and/or videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs, audio recordings, and/or videotaped images or interviews may appear in Compass Rose publications; in Compass Rose video productions; on the Compass Rose website; in Compass Rose advertisements, fundraising, and/or recruitment materials; in the news media; or in other nonprofit, education-related organizations' publications.

In order to release student photos, video footage, comments and/or post on Compass Rose website, we need written permission. To give your consent, please complete the form below.

_____ I hereby give permission for Compass Rose to use my child's voice and/or likeness in its publications for the purposes mentioned above. I authorize the use and reproduction by Compass Rose of any and all photographs and/or audio or video recordings taken of my child, without compensation to my child or to me. All photographs and recordings shall be the sole property of Compass Rose I waive any right to inspect or approve the finished photographs, audio or video recordings, and/or reproduced materials that may be used in conjunction with them. I understand and agree that Compass Rose may use my child's voice and/or likeness in subsequent school years unless I revoke this authorization by notifying the School Leader in writing, I further grant unto Compass Rose permission to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles. I release Compass Rose and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with the purposes mentioned above.

_____ Compass Rose may not use my child's voice and/or likeness in its publications for the purposes mentioned above. I further decline permission for Compass Rose to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles.

Student's Name: _____ Parent Name: _____

Address: _____

Telephone Number: _____

Parent Signature: _____ Date: _____

* Students 18 years of age or older may sign this release form for themselves *

Student Acceptable Use Policy

This Student Acceptable Use Policy ("Policy") sets forth the guidelines governing the use of all Compass Rose technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all Compass Rose technology resources via off-campus remote access.

Compass Rose reserves the right to modify the terms and conditions of this Policy at any time.

Introduction

Compass Rose is pleased to offer students access to school computers, communications systems,[1] the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a student's access to educational materials, prepare students by providing workforce skills and college readiness, and lead to personal growth. Compass Rose recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This Policy is designed to make parents, teachers and administrators partners to teach students how to be responsible users of technology.

Compass Rose will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Compass Rose will hold ALL students responsible for their use of technology, whether school-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, Compass Rose policy and procedures, and legal requirements. This applies to the use of all Compass Rose technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on-or off-campus, as well as the use of all Compass Rose technology resources via off-campus remote access.

This Policy shall be used in conjunction with the Student Code of Conduct.

Technology Mission Statement

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

[1] "Communication Systems" include educational-related communications between and among Compass Rose and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Using the Internet and Communications Systems

Compass Rose provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any Compass Rose computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by Compass Rose and any personal technology used in an educational setting. Access to Compass Rose's technology is a privilege, not a right. Students must comply with all standards set forth in this Policy at all times in order to maintain the privilege of using its technology resources.

Students and their parents are advised that any information stored on and/or sent through Compass Rose's technology resources is the property of Compass Rose. Accordingly, in connection with ensuring student safety, Compass Rose network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on Compass Rose technology resources to maintain system integrity and ensure that students are complying with this Policy and using technology in a responsible and appropriate manner. Such reviews will include students' use of school-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with Compass Rose's expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on Compass Rose technology.

Compass Rose may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the Acceptable Use Policy and/or the Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this Policy and/or the Student Code of Conduct.

Compass Rose remains committed to integrating technology to enhance its curriculum for students, which it believes increases students' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases and websites selected by Compass Rose for use in instruction.

Although Compass Rose strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. Compass Rose does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use.

Compass Rose takes steps to minimize students' opportunities to access such content, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. Each Compass Rose device with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act ("CIPA") and/or as determined by the school administration. This software is not fail-safe, however, and while at school, Compass Rose strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this Policy is strictly enforced, and students who misuse any Compass Rose technology outside its intended purpose, including the use of school-recommended websites for purposes outside the educational intent, will be in violation of this Policy, which may lead to disciplinary consequences for the student.

With this in mind, Compass Rose still believes that the benefits of allowing student access to the Internet to enhance the educational experience outweighs any potential harm to students.

Proper and Acceptable Use of All Technology Resources

Compass Rose requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. Compass Rose will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this Policy. When using Compass Rose technology systems outside the school, parents should strive to ensure that students do so in compliance with the rules set forth in this Policy, as Compass Rose is unable to supervise students' technology use at home Compass Rose's content-filtering software will not work in a student's home, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home.

Students, who unintentionally access inappropriate material in connection with their use of any Compass Rose technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. Compass Rose shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All Compass Rose technology resources, including but not limited to school computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this Policy.

Activities that are permitted and encouraged include the following:

- School work and assignments;
- Original creation and presentation of academic work;
- Research on topics being discussed in classes at school;

- Research for opportunities outside of school related to community service, employment or further education;
- Reporting inappropriate content or harassing conduct to an adult.

Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on a school-provided or personal electronic device, include the following:

- Attempting unauthorized access, or "hacking," of Compass Rose computers or networks, or any attempts to bypass Internet content-filtering software used by Compass Rose
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student's host.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another's reputation while using any Compass Rose technology resource, to include the use of any website or software used by the school.
- Engaging in any conduct potentially constituting "cyberbullying," which means bullying done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Examples of cyberbullying include, but are not limited to:
    - Creating a social networking site or web page that masquerades as another person's personal site and using it to embarrass the other person.
    - Making it appear that a person is posting malicious comments about friend to isolate the person from his or her friends.
    - Posting a person's personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.
    - Posting abusive comments on someone's social networking site.
    - Recording and distributing media with the intent to manipulate or embarrass others.
    - Sending abusive comments while playing interactive games.
    - Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
    - Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
    - Sending, posting, or sharing statements encouraging another person to commit self-harm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any Compass Rose equipment, network, stored computer file, or software, to include any

conduct that results in a person's time to take any corrective action.

- Exporting software, technical information, encryption software or technology, in violation of international or regional export control logs.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto Compass Rose equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other use or than the student's host (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use Policy and the Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting."
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of Compass Rose computers, networks, printers, user files, or other associate peripherals.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Compass Rose or the end user does not have an active license.
- Using a website or software program implemented by Compass Rose in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.
- Using any programs/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet.
- Using any Compass Rose technology for games, role-playing, multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator.
- Using any Compass Rose technology resource to engage in any activity that violates any Board policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any Compass Rose technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.

- Using any Compass Rose technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using obscene or profane language on any Compass Rose technology resource, to include posting such language on any website or software used by Compass Rose.
- Using Compass Rose or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
- Using technology for plagiarism or otherwise representing the work of others as the student's own.
- Using USB, bootable CD's, or other devices to alter the function of any Compass Rose technology equipment, network or software.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of "pirated" or other software products.

Students shall immediately report any violations of this Policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this Policy, they should ask a classroom teacher or a School Leader or designee.

Personal Electronic Devices

Personal wireless and mobile devices may be provided filtered access to the Internet as well as access to any web-based student applications (e.g., Discovery Education Streaming, Moodle) that would normally be accessible to students from home. Compass Rose is not responsible for the loss or theft of any personal electronic devices, or for damage, or unauthorized access to the device nor the data that resides therein. Students and parents assume any and all risks associated with bringing a personal electronic device to a campus or school-related event. In addition:

- All students with personal electronic devices being used for instructional or other school business must use Compass Rose's wireless network, which is filtered according to federal guidelines for Internet access in public schools.
- If a student uses a personal electronic device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Policy and the Student Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.
- Personal electronic communications such as e-mail, instant messaging, chat, blogs, etc., are prohibited at school unless the teacher and/or administrator has approved the use of an application for educational purposes.
- Personal electronic devices are never to be plugged into the wired network (i.e., computers, wall jacks, other school equipment, etc.).
- School officials may power on and search a student's device if there is a reasonable cause to believe that the device has been used in the transmission or reception of

communications prohibited by law, policy, or regulation and if a student and parent have signed a form authorizing the student to possess the device at school.

- Sound on personal wireless and mobile devices must be turned off when it is being used as part of a class.
- Student selection of appropriate, tasteful screensavers and wallpaper is expected.
- Teachers will establish standards for personal electronic devices used in their respective classrooms; however, it is Compass Rose's policy that students are not allowed to access the Internet unless supervised by a teacher or staff member.
- The student must take full responsibility for configuring and maintaining their personal electronic devices. Compass Rose will not provide technical support for these devices.
- When personal electronic devices are not in the student's possession, the student must secure them. Compass Rose will not store, nor will it accept responsibility for storing, any student's personal electronic device on school grounds. Personal electronic devices must go home with students daily.

Privacy and Security

Students are expected to use Compass Rose's technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using a school-issued or personal electronic device. Students shall not share their individual logins, passwords, or access to Compass Rose's technology with others without the prior approval of a classroom teacher or administrator. Students shall sign off or log off all Compass Rose equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

Consequences

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

1. Any disciplinary consequence, including suspension or expulsion, allowed under the Student Code of Conduct and deemed appropriate by Compass Rose.
2. Denial, revocation, or suspension of a user's access to Compass Rose's technology resources, with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary action against the user.
3. Referral to law enforcement authorities.
4. Termination of a system user account.

Violations of law may also result in criminal prosecution as well as disciplinary action by Compass Rose. Compass Rose will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

Limitations of Liability

Compass Rose makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through Compass Rose provided and/or a student's personal

electronic device. Compass Rose is not responsible for any damages that a student may sustain, including those arising from non -delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as Compass Rose makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use Compass Rose's technology resources, students and their parents hereby release Compass Rose its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of Compass Rose's technology resources by the student.

Acceptable Use Agreement Acknowledgment Form

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

Student Name

Student Signature Date

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

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

Parent/Guardian Date

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

Abusable volatile chemical offense, as defined by Health and Safety Code § 485.001 and 485.031. No student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

No student shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032

No student shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No student shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that that person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical. Health and Safety Code § 485.033

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

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

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

Arson also occurs when a person:

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

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

Behavior Contracts: A behavior contract is an agreement between the leadership team, teacher, student, and the student's parents/guardians that sets limits for student behavior, outlines consequences for bad choices and supports students in developing and maintaining positive behavior.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or the school; or (4) infringes on the rights of the victim at school. Bullying also includes "cyberbullying," which means bullying that is done through the use of any electronic communication device including a cellular telephone or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Bullying conduct includes conduct (1) that occurs on or is delivered to Compass Rose property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off Compass Rose property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, Compass Rose, or a school-sponsored or school-related activity.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a public school; and the student knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

Chemical dispensing device is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substances or dangerous drugs include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

Criminal street gang means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

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 Texas Family Code § 71.0021.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

Discretionary means that something is left to or regulated by a local decision maker.

E-Cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, electronic circuit to deliver nicotine or other substances to the individual inhaling from the device, or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other similar device. The term also includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe; a dab pen; a vapor product; or any other similar device under another product name or description. Also included is any component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the School Leader purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False alarm or report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that they know is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

False alarm to induce emergency response occurs when a person makes a report of a criminal offense or an emergency or causes a report of a criminal offense or an emergency to be made to a peace officer, law enforcement agency, 9-1-1 service, official or volunteer agency organized to deal with emergencies, or any other governmental employee or contractor who is authorized to receive reports of a criminal offense or emergency when (1) the person knows the report is false and (2) the report causes an emergency response from a law enforcement agency or other emergency responder.

Firearm silencer or suppressor means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Texas Penal Code § 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment is:

- Conduct that meets the definition established in Board policy and/or the Student Handbook;
- Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety; or
- Conduct including the elements of (1) initiating a communication and in the course of the communication making a comment, request, suggest, or proposal that is obscene; (2) threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; (3) conveying a false report that another person has suffered death or serious bodily injury; (4) causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm abuse, torment, embarrass, or offend another; (5) making a telephone call and intentionally failing to hang up or disengage the connection; (6) knowingly permitting a telephone under the person's control to be used by another to engage in harassment; or (7) publishing on an Internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern.

Hate Speech is abusive or threatening speech or writing that expresses prejudice on the basis of ethnicity, religion, sexual orientation, or similar grounds.

Hazing is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student and endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Texas Penal Code § 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components

Indecent exposure means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material means visual material that depicts a person (a) with the person's intimate parts exposed; or (b) engaged in sexual conduct.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Location-restricted knife means a knife with a blade over five and one-half inches.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Online impersonation occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Prohibited weapon means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; or a tire deflation device.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

Public lewdness occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

Reasonable belief is a determination made by the Executive Director or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Restorative circles are a framework for building community and for responding to challenging behavior through authentic dialogue, coming to understanding, and making things right.

Restorative conversations may happen during the school day and teachers, school leaders, or other facilitators will use restorative language and questions to allow students to understand the impact of their behaviors.

Restorative practices promote positive relationships and community building while providing meaningful opportunities for members of the school community to share the responsibility for making our schools a safe and nurturing environment. Restorative Practices are used throughout all levels of support and intervention to create positive school culture, alternative discipline and change.

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

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade knife is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

Terroristic threat is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including Compass Rose).

Tire deflation device means a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 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.

Trespassing means entering or remaining on the property of another (including Compass Rose) without effective consent of the owner, and the person (1) had notice that the entry was forbidden; or (2) received notice to depart but failed to do so. Trespassing may also include presence on a Compass Rose campus if expelled or suspended.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

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

Vapor product means electronic cigarettes (e-cigarettes) or any other device that uses a mechanical heating element, battery, or electronic circuit to deliver vapor that may include nicotine to the individual inhaling from the device, or any substance used to fill or refill the device.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by Compass Rose.

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

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

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

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

SIGNATURE LINES AND DATES

_____ _____

(Signature of student) Date

_____

(Printed name of student)

_____ _____

(Signature of parent/guardian) Date

Food Allergy Notification Form

Dear Parents,

Compass Rose is required by law to request, at the time of enrollment, that the parent or guardian of each student attending Compass Rose disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for Compass Rose to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human boy to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. Compass Rose will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

Food:	**Nature of allergic reaction to the food:**

Compass Rose will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and Board of Director's policy. **Compass Rose will maintain this form as part of your child's student record.**

Student Name: _____ Date of Birth: _____

Grade: _____ Parent/Guardian Work Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

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

Our signatures below acknowledges that Compass Rose has made its Parent–Student Handbook and Student Code of Conduct available to us; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that we have been informed that when my child is enrolled in Compass Rose, all information herein is applicable to student, parent/guardian, and all school staff; and that we 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: _____ Date: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Compass Rose Parent/Guardian and Student Handbook Acknowledgements

Please read through and check all boxes. Parent/Guardian and Student signature required on back.

Acknowledgement and Approval of Parent/Guardian- Student Handbook and Code of Conduct

- My signature below acknowledges that Compass Rose has made its Parent–Student Handbook and Code of Conduct 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 Compass Rose, 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.

Acceptable Use Agreement Acknowledgement Form

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

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

Electronic Communication Device Commitment Form

I have read, understood and agreed to the guidelines regarding my student having a personal electronic device on campus.

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

- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that Compass Rose is not liable for any loss of or damage to confiscated devices.

PRINT Student's Full Legal Name

Student's Date of Birth

PRINT Parent/Guardian Full Legal Name

SIGNATURE of Parent/Guardian

Date