

**COMQUEST ACADEMY  
CHARTER**

**207 N. Peach St.  
Tomball, TX 77375**

Phone: 281- 516- 0611  
Fax: 281- 516- 9807

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# **Code of Conduct**

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## **Policies and Procedures Manual Student Handbook 2022-2023**

\_\_\_\_\_  
Parent/Guardian Signature - Date

\_\_\_\_\_  
Student Signature - Date

### **MISSION STATEMENT**

**Founded in the belief that all children learn and that education is paramount to a strong society.**

**ComQuest Academy endeavors to offer academic and career technology opportunities to all populations.**

**We believe that... Schoolability is Employability.**

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## FOREWORD

ComQuest Academy (CQA) thanks you for your interest in our program. CQA has been in operation since 1999 and has a limited enrollment capacity at around 100 students-this allows for excellent communication among all parties and a low student to teacher ratio in our classrooms.

The policies and procedures presented in this handbook have been developed to provide students and parents information about CQA. This information will help students successfully navigate and adjust to the school environment that offers a progressive curriculum based on innovations in education.

The ultimate aim of education is to help students become productive citizens in their community. At CQA, students are encouraged to develop appropriate/positive behaviors starting from the very first day. Each student will learn to accept challenges, responsibilities, and obligations of society. Every student must participate in his/her own preparations for the future, each individual can determine and drive the extent of his/her success. It is the responsibility of each and every student to conduct themselves appropriately and to demonstrate common courtesy and respect in his/her relationship with teachers, support staff, fellow students, and the general public on and off the school campus.

It is the responsibility of the faculty to participate in the successful development of students into well-rounded, wholesome individuals – equipped with knowledge, skills, attitudes, ideals, values, and tools necessary for good citizenship and a productive life.

CQA endeavors to maintain a safe, secure, and orderly environment for all young people who attend this school. Students should understand their rights and responsibilities in relation to achieving the maximum learning from every educational experience. They will acknowledge that there are clear expectations for appropriate behavior and that violations of school rules will lead to prescribed consequences. CQA has gone the next step and developed a plan for safety and security for all of the CQA students and personnel while on the school campus.

In order to successfully fulfill the responsibilities and expectations that are required of students, parents, and staff, everyone must familiarize themselves with the school policies and regulations. The administration urges everyone to inform themselves and utilize this handbook throughout the school year. The School Board has adopted the **ComQuest Academy Code of Student Conduct and Parent Handbook in accordance with Section 12.131 of the Texas Education Code.**

This handbook is intended to clearly communicate what student conduct is expected. CQA promotes school safety and an environment conducive to learning. It sets out behavioral expectations and disciplinary consequences for inappropriate behavior which may be applied to students who violate those standards. Included are applicable procedures for the implementation of disciplinary consequences.

The Parental Acknowledgement form must be signed and returned to the school office signifying that the parent and the student have a copy of the handbook. The Parental Acknowledgement form is included with the enrollment information along with the school calendar that is given to individuals indicating an interest in coming to ComQuest Academy. During an individualized program planning conference there will be a review of the students' academic information. A graduation plan/date will be determined as appropriate along with a schedule of classes. School rules and policies are explained and discussed in detail. There is an opportunity at this time for questions and answers. These rules and policies are reviewed again during the first week of school during class, as well as at Open House.

This Code of Conduct is intended to serve as a helpful resource to students, parents, school staff, and the School Board. Information in the Code of Conduct is subject to change without notice throughout the school year as necessary. Please contact the front office or visit the school website ([www.comquestacademy.org](http://www.comquestacademy.org)) for updated information or links to district policies and procedures.

## ATTENDANCE

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**Students are expected to arrive at school and all classes on time every school day with their homework and school supplies (pens, notebook papers, pencils, folders, etc.).**

Classes start promptly at 7:50 AM. Classes dismiss at 3:00 PM.

### **ABSENCES (Excused/Unexcused)**

All student absences are considered unexcused unless the parent either calls the school or sends a written note to provide a justifiable reason for the absence within twenty-four (24) hours of the absence.

If after notification under the provision of Section 25.095, the Warning Notice, the student fails to attend school, a complaint may be filed with proper juvenile authorities.

If the teacher and/or the attendance clerk notify the Superintendent that continued absenteeism under paragraph (1) exists, the Administrative Assistant shall attempt to determine the reason and recommend to the Executive Director whether or not notification of juvenile authorities is desirable. The decision to notify juvenile authorities will be made by the Superintendent.

If a student fails to attend a school for more than four (4) days or part of the days in a semester, without an excuse approved by the Attendance Committee, a complaint may be filed with proper juvenile authorities for violation of Education Code, Section 25 and Compulsory Attendance. The student may be withdrawn from CQA after the fourth (4<sup>th</sup>) day.

A student's absence from school due to observance of religious Holy Days, including related travel, will not be counted as part of the four (4) absences provided that before the absence the parent(s)/guardian(s), or person having custody or control of the student, submits a written request for the excused absence.

Upon notification by the attendance clerk, or Administrative Assistant of a situation, the Superintendent may call a special meeting of the Attendance Committee that may determine whether or not the four (4) day rule has been violated. If a violation has occurred, the Attendance Committee shall recommend to the Executive Director that the proper juvenile authorities be notified. The Administrative Assistant shall immediately notify the Executive Director of CQA of this recommendation by a memorandum. Notification of the juvenile authorities shall be the responsibility of the Superintendent.

## Excuse Slip

When returning to school after an absence, a student must bring a note signed by the parent, or a medical certificate that describes the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered forgery and the student will be subject to disciplinary action. The student must take the note to the school office before attending class.

## Authorized Leave

A student will not be released from school at times other than regular dismissal hours except with the Superintendent's, or appointed representative's permission (or according to campus sign-out procedures). A student who must leave school during the day must bring a note from his or her parent/guardian that morning; or parent/guardian must come to the school office and sign for the student's release. The school office will determine that permission has been granted before allowing the student to leave the school.

A student who becomes ill during the day should, with the teacher's permission, report to the school office. The school office will then contact the parent about the student's condition.

A student who leaves campus without authorization will be subject to disciplinary action. More than one incident of leaving the campus without permission may result in the student's withdrawal from CQA.

## Personal Illness

When a student's absence for personal illness exceeds four (4) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The Attendance Committee may, if the student established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absences as one for which there are extenuating circumstances.

## **ABSENCES AND CREDITS**

If a student misses more than four (4) class meetings of any class, credit may be denied. If the student feels he/she has legitimate hardship excuses and wishes to petition for reconsideration for this credit, the student must petition in writing with the Attendance Committee. Petition procedures may be obtained from the Superintendent, Tanis Stanfield.

1. The teachers and the Executive Director shall communicate daily/weekly about students whose credits are in jeopardy due to absenteeism. The Superintendent may call the student in for a conference and/or notify the parent(s) if the student has excessive tardiness and/or absences. Time lost due to excessive tardiness will need to be made up. When the student has accumulated four (4) absences or tardies (three

tardies equal one absence) that add up to four (4) absences, the student may need to sign a contract with the information that one more absence may result in his/her withdrawal from CQA. Thus, more than four (4) absences or an accumulation of more than four (4) absences in tardies may result in the student withdrawal from CQA.

2. If a petition for credit is submitted, the Attendance Committee may be called into a special meeting or, if reasonable, meet at the next regularly scheduled meeting to act on the petition. The Attendance Committee shall determine whether a student will lose credit because of absences. The Attendance Committee will consider the following criteria in determining credit(s) approved or denied:
  - a. Illness of student
  - b. Life threatening illness or death of immediate family member
  - c. Quarantine
  - d. Weather or road conditions making traffic dangerous
  - e. Absences approved by the Superintendent of the school
  - f. Circumstances found reasonable and proper

## Make-Up Work/Regaining Credit

ComQuest Academy provides opportunities for a student to make up work or regain credit lost because of tardies and absences. D-Halls maybe scheduled for two Saturdays a semester. This would apply to students who have less than four (4) absences or the equivalent in absences and tardies combined or individually. Students may be denied work credit if they have missed more than four (4) days of school or more than four (4) days of work.

**NOTE: Although a note from a parent is provided and absences may be excused, the absence is still recorded and an accrual of four or more in one semester provide grounds for possible denial of credit, and/or withdrawal from ComQuest Academy.**

## Attending Charter School After Class Hours

1. A student absent for any reason is required to make up specific missed assignments and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive an unsatisfactory assessment for the assignment. Responsibility for make-up work lies with the student. The current schedule for completing due or past due assignments is 1-3 p.m., Monday to Thursday or as calendar days allow. There will be a sign-up sheet for makeup work maintained at the front desk.
2. If a student is absent on a day that an activity has been planned for the school and the student shows up later to participate only in the activity the student will be denied participation in the activity.

## **TARDIES**

A student who arrives at the school campus at 7:51 is considered tardy. A tardy student has to do community service proportionate to the number of minutes he/she came in tardy. The number of minutes or hours for the community service will be determined by the Superintendent and/or the designated staff.

## **TRUANCY- leaving campus/not attending mandatory tutorials**

Once a student arrives on school property whether the parent/guardian has brought the student or student drives himself/herself, he/she may not leave the campus without administrative permission prior to the end of the regularly scheduled school day.

If a student leaves the school campus without permission from the administration, he/she will be considered truant and will be cited as such. Problems with student leaving the campus without permission will result in withdrawal from CQA.

A student absent from school or from any class without permission, including required tutorials will be considered truant and subject to disciplinary action and ineligible to participate in school related activities on that day or evening.

## **BUILDING ACCESS AND APPOINTMENTS**

The school office opens at 7:30 a.m. and closes at 3:00 p.m. The School Office however, will take calls until 5:00 p.m. Should a parent need to make an appointment; the School Office Receptionist can make the necessary arrangements. Afternoon appointments are available.

## DANGEROUS OBJECTS, FIREARMS, EXPLOSIVES, ARSON

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Each student has the right to learn in a safe environment. The following are considered extremely serious violations, which threaten a safe and secure learning environment. CQA enforces a Zero Tolerance Policy on this matter.

1. The possession of dangerous objects is prohibited. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives, Chinese stars, maces, laser pointers, firecrackers, fireworks, stink bombs, razor blades, etc. Possession includes bringing the item(s) onto school property, or to a school-sponsored event. Also included is the misuse of commonplace objects, including but are not limited to keys, locks, etc. **Violation of this rule may result in expulsion.**
2. The possession of look-alike weapons, including but are not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property. Possession includes bringing item(s) onto school property or to a school-sponsored event.
3. The objects noted in 1 and 2 when used to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AN AUTOMATIC EXPULSION.**
4. The possession or representation of a firearm, whether loaded or unloaded, operative or inoperative, on school property is prohibited. Possession includes bringing a firearm onto school property or to a school-sponsored event and storing it in a vehicle, or any other receptacle. Firearms include pellet guns, BB guns, CO<sub>2</sub> air pistols, stun guns, paint ball guns. **VIOLATIONS OF THIS RULE WILL RESULT IN AN AUTOMATIC EXPULSION.**
5. The possession or representation of any **explosive** or **flammable** materials considered to have the capacity to create an explosion or start a fire, including, but are not limited to, firecrackers, lighters, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
6. A false threat or the intent to create a false threat, including, but is not limited to, a bomb threat or false fire alarm against students, school personnel or school property, is also prohibited.



## **DANGEROUS/AGGRESSIVE ACTS, GANGS, CHEMICAL ABUSE**

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### **Vandalism**

Vandalism is the willful marring, defacing, or destruction of school property, including leased property or any teacher's, employee's or other student's property.

This section includes, but is not limited to, the buildings, both exteriors and interiors thereof, books, computer equipment and software, private cars, school grounds, and property as designated above. Causing, intent to cause or attempt to cause damage to school or personal property of others is prohibited.

1. Defacing, marking, writing graffiti on walls, tables, chairs and on any other school property such as books, computers, and projectors is prohibited. Ripping or tearing pages off books is also prohibited.
2. Destroying school property like breaking laboratory glassware, equipment like microscopes, magnifying lenses; etc. is prohibited.
3. Misuse of school facilities is prohibited.
  - a. Playing with the faucet and tissue paper inside the restroom.
  - b. Playing or misuse of the drinking fountain.
4. Bringing in food items or drinks inside the classroom is prohibited.
5. Chewing gum is absolutely prohibited on campus.

Students guilty of the acts of vandalism in school are subject to the following:

1. In-school suspension for a period as determined by the Superintendent.
2. Out-of-school suspension for a period determined by the Superintendent.
3. Automatic expulsion depending on the severity of the act.
4. Financial or monetary compensation for damages.

### **Fighting/Aggression/Threats**

1. Students and school personnel are entitled to a school environment free from threat and aggression. Actions, comments, or written messages intended to cause others to fight or which may result in a fight is prohibited.
2. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing object at a student is prohibited.

3. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of his rights is prohibited.
4. Fighting involving two or more parties in conflict, striking each other for purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions, which may result in the danger of harm or injury to party, bystanders, or school property. Legal authorities may be contacted and immediate expulsion may be used as a consequence of fighting.
5. Aggression by student or parent directed toward a ComQuest Academy School Board Member, teacher, staff, or volunteer is prohibited. **VIOLATION OF THIS RULE MAY RESULT IN AN IMMEDIATE EXPULSION and will result in contact with legal authorities/local law enforcement.**
6. Unsafe conduct which endangers another is prohibited.

## STUDENTS' RIGHTS AND RESPONSIBILITIES:

### Sexual Harassment/Harassment

CQA believes that every student has the right to attend school-related activities free from all threats of discrimination on the basis of sex, or sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidation, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, or any other person present in school facilities or at school functions. Romantic relationships between students and employees are prohibited.

Examples of activities which could constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions;
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
3. Graphic verbal comments about an individual's body, or overall personal conversation;
4. Sexual jokes, stories, drawings, pictures, or gestures;
5. Spreading sexual rumors;
6. Inappropriate or suggestive sexual gestures;
7. Touching an individual's body or clothes in a sexual way;
8. Cornering or blocking of normal movements;
9. Displaying sexually suggestive objects in an educational environment.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, Executive Director, and Title IX Coordinator for students.

## Reports to Lawful Authorities

- Any school employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law, within 48 hours.
- CQA shall notify the parents of all students involved in sexual harassment by a student or students when the allegations are not minor. The district shall notify parents of all incidents of sexual harassment or sexual abuse by an employee.

## Investigations

- All reports of sexual harassment that are not minor shall be referred to the assistant principal or a designee. Oral complaints shall be reduced to writing to assist in the district's investigation. To the greatest extent possible, complaints shall be treated as confidential.

A complaint alleging sexual harassment may be presented by a student and/or parent in a conference with the Executive Director or designee with the Title IX Coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, usually, within five days of the request. The Executive Director or Title IX Coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

Limited disclosure may be necessary to complete a thorough investigation.

## Protection from Retaliation

The school shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

## PROCEDURE FOR SEXUAL HARASSMENT/DATING VIOLENCE

For purposes of the following complaint process, "days" shall mean calendar days.

### Level One:

- A student or parent who has a complaint alleging sexual harassment by another student or other students or sexual harassment or sexual abuse by an employee may request a conference with the assistant principal or a designee. The student may be accompanied by a parent or other advisor at the initial conference and throughout the complaint process. The initial conference with the student ordinarily shall be held with a person who is the same sex as the student. The conference shall be scheduled and held as soon as possible, but in any event within five days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office of Civil Rights. The assistant principal or designee shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of receipt of the complaint. The student or parent shall be informed if extenuating circumstances delay the investigation. Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to the person who is the subject of the complaint.

### Level Two:

- If the resolution of the complaint at Level One is not to the student's or parent's

satisfaction, the student or parent has seven days to request a conference with the assistant principal or a designee, who shall schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's and/or parent's signature, and the date of the conference with the assistant principal or designee.

Level Three:

- If the resolution of the complaint at Level Two is not to the student's or parent's satisfaction, the student may present the complaint to the School Board at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Announcing a decision in the student's or parent's presence constitutes communication of the decision.

Closed Meeting:

- The School Board shall hear complaints alleging sexual harassment by students or sexual harassment or sexual abuse by employees in closed meeting, unless otherwise required by the Open Meetings Act.

## BULLYING AND OTHER TYPES OF HARASSMENT

- The school encourages all students and staff members to foster a climate of mutual respect for others in order to enhance the district's educational purpose and the program designed to achieve that purpose. Each student is expected to respect the rights and privileges of other students, teachers, and district staff members.
- Students shall not engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, political affiliation, sexual orientation, gender identity and/or gender expression and directed toward another student. A substantiated charge of harassment against a student shall result in disciplinary action.
- The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, or disability that creates an intimidating, hostile, or offensive educational environment. The term also includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.
- Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the district's ability to investigate and address the prohibited conduct.
- Bullying, meaning engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and 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, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; (4) interferes with a student's education or substantially disrupts the operation of a school.

- Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process.
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, sexual orientation, and gender identity and/or gender expression.
  - Cyberbullying at or away from campus, which is defined as the use of the internet, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on websites or forums to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.
- Engaging in assault not involving bodily injury, which is defined as intentionally or knowingly threatening another with imminent bodily injury (Section 22.01(a)(2), Penal Code)
- To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, assistant principal, or other district employee. Any district employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the assistant principal or designee.

#### Procedures for Investigation of Bullying

- The assistant principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the district shall proceed under policy. If the allegations could constitute prohibited conduct and bullying, the investigation under shall include a determination on each type of conduct.

- The assistant principal or designee shall conduct an appropriate investigation based on the allegations in the report.
- The assistant principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
- Absent extenuating circumstances, the investigation should be completed within ten district business days from the date of the initial report alleging bullying; however, the assistant principal or designee shall take additional time if necessary to complete a thorough investigation.
- The assistant principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the assistant principal or designee.
- If an incident of bullying is confirmed, the Assistant Principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
- If the results of an investigation indicate that bullying occurred, the district shall promptly respond by taking appropriate disciplinary action in accordance with the district's Code of Conduct and may take corrective action reasonably calculated to address the conduct.
- A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
- The discipline of a student with a disability is subject to applicable state and federal law in addition to the Code of Conduct.
- To address a request for a transfer on the basis of bullying, shall refer to the assistant principal.
- The assistant principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
- If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the district may take action in accordance with the Code of Conduct or any other appropriate corrective action.
- To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
- A student who is dissatisfied with the outcome of the investigation may appeal through School Board.

## Gangs, Secret Societies, Fraternities, Sororities

Public Charter school fraternity, sorority, secret society, or gang means an organization composed wholly or selectively of students in public primary or secondary school that seeks to perpetuate itself by taking in additional members from the students enrolled in a charter school on the basis of the decision of its membership rather than on the free choice of a student in the organization. Students who participate in such groups and violate any rule/guideline as representatives of a gang, etc. will be placed in-school suspension.

## Hazing

Hazing is an intentional or reckless act, occurring on or off the campus of an educational institution, by a person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in an organization. The term includes, but is not limited to, any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student, or that discourages the student from entering or remaining registered in an educational institution or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described. Sec. 37.152 of the Education Code states that a person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Recklessly permits hazing to occur, or
4. Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific incident has occurred and knowingly fails to report that knowledge to an official of a school.

## Chemical Abuse

Each student has the right to learn in an environment free of drugs and alcohol.  
**MEDICATIONS NOT PRESCRIBED FOR THE STUDENT ARE PROHIBITED.**

**PRESCRIBED MEDICATIONS MUST BE CHECKED IN WITH THE OFFICE PERSONNEL.**

**Chemical Abuse:** Possessing, this includes bringing substances onto school property or to a school-sponsored event; using, or having evidence of prior use of illegal chemicals,

alcohol, look-alike/imitation drugs, chemicals and alcohol, anabolic steroids, inhalants, any drug not prescribed for the student by a physician, or any substance represented as a drug or possession or use of drug paraphernalia. **CHEMICAL ABUSE ALSO ENCOMPASSES THE MANUFACTURE, DISTRIBUTION, AND TAKING ORDERS FOR OR ARRANGING FOR A SALE BEFORE, DURING, OR AFTER SCHOOL.** Students found in possession of prohibited chemicals may be withdrawn or expelled from the school.

## BEHAVIOR

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### DISRUPTION OF CLASSES

According to Section 37.12 of the Texas Education Code, a person who commits an offense on school property or on public property within 500 feet of school property, alone or in concert with others intentionally disrupts the conduct of classes or other school activities. An offense under this section is a class C misdemeanor. Disrupting the conduct of classes or other school activities include:

1. Cursing, threatening, or using abusive language or remarks intended to demean a person, including language related to race, religion, sex, national origin, disability, or intellectual ability, is prohibited. This conduct may result in student's withdrawal or expulsion from the school.
2. Personal electronic devices such as calculators are allowed. Personal electronic devices such as cell phones, mp3 players, earbuds, or ipods may be used after school. CQA Staff are not responsible for loss, damage, theft, or disputes over these personal devices. These devices must be turned into the front office until dismissal. No exceptions. Staff confiscating a device turns the device over to the Assistant Principal. Parents are called and given a description of the device and told that if the device is not claimed within sixty days it will be disposed of as per the Texas Education Code 37.083. A \$20.00 fine MUST be paid for the first offense. A \$40.00 fine MUST be paid for any subsequent offense. No Exceptions. If a student refuses to give up their electronic device, in addition to the above, a parental conference is mandatory BEFORE the device is returned. Additionally, the student is subject to further disciplinary action as a result of their refusal.
3. Entering a classroom without the consent of either the Executive Director or the teacher and through either acts of misconduct or the use of loud or profane language, disrupting class activities.
4. The possession or distribution of print or electronic materials, which are obscene, violent, inappropriate or significantly disruptive to the educational process, is prohibited. Included are inappropriate student expression, threats, hit-lists, distribution of non- authorized literature, and illegal assembly.
5. Any event, action, or statement, which relies on chance for the monetary advantage of one participant at the expense of others, is **gambling**. This violation includes exchanging items of value as well as currency and extends to keeping score for later settlement.
6. Failure to respond appropriately to written or verbal directions given by school personnel,



chaperones/volunteers is considered insubordination. Also included is disobedience or defiance of a reasonable request made by school personnel, chaperones/volunteers.

## **CHEATING/PLAGIARISM/ACADEMIC & ENROLLMENT DISHONESTY**

Students are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but is not limited to, staff members and volunteers.

The following are prohibited:

1. *Cheating* – Includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
2. *Plagiarism* – Includes using or copying language, structure, ideas, and/or thoughts of another and representing it as one's own original work.
3. *Falsification* – Includes, but is not limited to, verbal, written or electronic transmission (i.e., e-mails, images), including the production or use of forgery; giving false or misleading information/data.
4. *Stealing* – Includes acquiring another's possessions without right or permission. The possession of stolen property is considered theft.

Consequences for action of cheating, academic dishonesty or record falsification will be determined by the Superintendent.

**A STUDENT IS SUBJECT TO BEING WITHDRAWN IF MISINFORMATION IS GIVEN AT ENROLLMENT. ALSO, A STUDENT IS SUBJECT TO DENIAL OF REGISTRATION FOR THE NEXT SCHOOL YEAR IF THE STUDENT'S ACADEMIC PERFORMANCE OR BEHAVIOR IS DEEMED UNACCEPTABLE BY THE EXECUTIVE DIRECTOR.**

## Levels of Student Misconduct and Disciplinary Options

### Level 1: Violation of Classroom Rules

Level 1 offenses are those that generally occur in the classroom and can be corrected by the teacher.

Examples of Level 1 Acts of Misconduct	Disciplinary Options/Responses
<ul style="list-style-type: none"> <li>● Violations of rules established by the teacher;</li> <li>● Refusal to participate in classroom activities;</li> <li>● Unexcused tardiness;</li> <li>● Failure to bring required classroom materials;</li> <li>● General misbehavior, such as eating in class, making excessive noise, or violation of campus dress codes;</li> <li>● Failure to deliver and return written communications between home and school;</li> <li>● Any act that disrupts classroom learning or interrupts the operation of the class.</li> <li>● Cheating, plagiarism or copying the work of other students;</li> <li>● if repeated offense moves to Level 2</li> </ul>	<p>*Not in order of progressive disciplinary measures*</p> <ul style="list-style-type: none"> <li>● Verbal correction</li> <li>● Other appropriate in-class disciplinary actions</li> <li>● Parental contact by phone, written, or oral communication</li> <li>● Detention</li> <li>● Teacher-student conference</li> <li>● Loss of classroom privileges</li> <li>● Making a public apology to classmates (verbally or in writing)</li> <li>● Behavior Contract</li> </ul>

### Level 2: Administrator Intervention

Level 2 offenses are those that are more serious in nature or a continuance of Level 1 misconduct.

Examples of Level 2 Acts of Misconduct	Disciplinary Options/Responses
<ul style="list-style-type: none"> <li>● Repeated violation of classroom rules under Level 1;</li> <li>● Cheating, plagiarism or copying the work of other students;</li> <li>● Leaving the classroom or school grounds without permission of school personnel;</li> <li>● Inappropriate display of affection;</li> <li>● Unwanted touching of others;</li> <li>● Posting or distributing unauthorized materials on school property;</li> <li>● Any verbal abuse or bullying of others, including but not limited to slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance or sexual orientation;</li> <li>● Failure to abide by rules and regulations at extracurricular activities;</li> <li>● Loitering in unauthorized areas;</li> <li>● Inappropriate use of electronic devices on school campuses or any other school sanctioned activities.</li> <li>● Being in facilities designated for another sex, such as restrooms or in facilities designated as faculty, janitorial only, or custodial only;</li> <li>● Throwing objects that can cause bodily injury or damage;</li> <li>● Lunchroom or restroom misconduct.</li> <li>● Profanity, vulgar language, or obscene gestures;</li> </ul>	<p>*Not in order of progressive disciplinary measures*</p> <ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Parental contact by phone, written, or in person communication;</li> <li>● Required administrator/student/parent conference;</li> <li>● Detention or in-school suspension;</li> <li>● Exclusion from extracurricular activities such as field trips and other events;</li> <li>● Behavior contracts;</li> <li>● Any other appropriate disciplinary actions determined by the administration.</li> </ul>

**Level 3: Optional Suspension**

Level 3 offenses seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or a continuance of repeated Level 1, 2, or 3 misconduct. A finding that a student has engaged in a Level 3 offense may constitute a serious offense.

<b>Examples of Level 3 Acts of Misconduct</b>	<b>Disciplinary Options/Responses</b>
<ul style="list-style-type: none"> <li>● Chronic or repeated disciplinary infractions of Level 1 or 2 offenses;</li> <li>● Fighting (a physical conflict between two or more individuals.);</li> <li>● Misdemeanor stealing/theft of property in an amount under \$750;</li> <li>● Chronic cutting class or skipping school;</li> <li>● Possession of a knife;</li> <li>● Smoking, using, or possessing tobacco or tobacco products;</li> <li>● Possessing or using matches, a lighter or other flammable materials, except as part of an instructional program;</li> <li>● Interfering with school authorities;</li> <li>● Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel;</li> <li>● Changing school records or documents or signing a parent's name on school documents;</li> <li>● Failure to adhere to terms of behavior contracts;</li> <li>● Harassment/dating violence, including threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting student to physical confinement or restraint or intentionally taking any action that substantially harms another student's physical or emotional health;</li> <li>● Selling or soliciting for sale any merchandise on school property without the authorization of the assistant principal;</li> <li>● Indecent/unsolicited sexual proposal/sexual harassment;</li> <li>● Display of disrespect toward school personnel or campus visitors;</li> <li>● Possession of laser pens or laser pointers;</li> <li>● Possession of live ammunition or bullets;</li> <li>● Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process;</li> <li>● Misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property;</li> <li>● Use of the school computer or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media or to display information that advocates unlawful activities;</li> <li>● Possession or use of alcohol, any prescription or nonprescription drug, medicine, or other chemical;</li> <li>● Possession of an electric stun gun or other device designed to administer an electric shock;</li> <li>● Any other act of serious misconduct that disrupt the school environment in the classroom and/or school.</li> </ul>	<p style="text-align: center;">*Not in order of progressive disciplinary measures*</p> <ul style="list-style-type: none"> <li>● Required administrator/student/parental conference;</li> <li>● Restitution or restoration, as applicable, for vandalism to property;</li> <li>● Confiscation of the prohibited item;</li> <li>● Exclusion from extracurricular activities;</li> <li>● Placement into in-school suspension;</li> <li>● Suspension for up to three school days per occurrence;</li> <li>● Restriction or removal of computer-use privileges;</li> <li>● Any other appropriate disciplinary actions determined by administration.</li> </ul>

**Level 4: Optional Expulsion**

Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the Charter School district's Code of Student Conduct. Only the Superintendent of Schools may expel a student.

<b>Examples of Level 4 Acts of Misconduct</b>	<b>Disciplinary Options/Responses</b>
<ul style="list-style-type: none"><li>● Felony stealing/theft of any property in an amount greater than \$750;</li><li>● Possession of a firearm (as defined by Section 46.01(3) of the Texas Penal Code, including a BB gun, pellet gun, or air rifle;</li><li>● Selling, giving, or delivering to another person or possessing, using, or being under the influence in any amount of alcohol, marijuana, a controlled drug, or another altering substance or is in possession of drug paraphernalia;</li><li>● Possessing a knife, which includes razor blades, utility knives, or other objects that are designed to cut and that are reasonably determined under the circumstances to have been possessed by the student for use as a weapon;</li><li>● Using or exhibiting an illegal knife, as defined by Section 46.01(6) of the Texas Penal Code;</li><li>● Using or possessing a club as defined by Section 46.01(1) of the Texas Penal Code;</li><li>● Using or possessing a weapon defined as a prohibited weapon under Section 46.05 of the Texas Penal Code;</li><li>● Engaging in aggravated assault (Section 22.02 of the Texas Penal Code), sexual assault (Section 22.011 Texas Penal Code); or aggravated sexual assault (Section 22.021 of the Texas Penal Code);</li><li>● Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure;</li><li>● Defacing of school property with graffiti or other means that results in a loss or destruction of property.</li><li>● Making a "hit list" in which a student makes a list of people to be harmed by means of a firearm, a knife, or any other object to be used with the intent to cause bodily harm;</li><li>● Making a terroristic threat, false alarm, or report including but not limited to bomb threats; (Texas Penal Code: Section 42.06 and/or Section 22.07)</li><li>● Behaving in a manner that contains the elements of indecent exposure as defined by the Texas Penal Code;</li><li>● While on school property, or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, committing certain offenses and misconduct described in Chapter 37 of the Texas Education Code;</li><li>● Engaging in conduct specified by Section 37.006(a)(2)(C) or (D) of the Texas Penal Code, if the conduct is punishable as a felony;</li><li>● Continued serious or persistent misbehavior that violates this Code of Student Conduct. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, the school, or any school-related activity</li></ul>	<p><b>*Not in order of progressive disciplinary measures*</b></p> <ul style="list-style-type: none"><li>● Notification of the local Police Department;</li><li>● Required administrator/parent/student conference;</li><li>● Restitution or restoration as applicable;</li><li>● Referral to outside agency or legal authority for legal action in addition to disciplinary measures imposed by the school;</li><li>● Suspension for up to five consecutive days per Occurrence;</li></ul>

## **Determining Appropriate Discipline**

Depending on the nature and severity of the offense, discipline may be issued by the student's classroom teacher, campus administrator, or administrator's designee, in accordance with this Code. In order to make a determination of misconduct or issue disciplinary consequences under this Code, the authorized school employee must have a reasonable belief that the student engaged in the suspected conduct. The employee's conclusion may be based on any relevant evidence including, but not limited to, observation, other personal knowledge, verbal or written witness statements, other forms of documentation, or information received from law enforcement.

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.

In reaching a decision regarding a student discipline matter, the school may consider the specific facts and circumstances of the situation, including but not limited to:

- The student's intent
- The student's age and grade level
- The student's past disciplinary history
- Whether the student's conduct may have been the manifestation of a disability
- The extent of the student's cooperation during the investigation of the matter
- The nature and severity of the alleged conduct
- Whether the student has previously engaged in similar conduct
- Whether self-defense was involved
- The student's remorsefulness for the conduct
- The severity of the effect or harm of the conduct on other persons or property
- The frequency of the conduct.

The school may issue discipline based on a determination that a student has engaged in conduct which meets the elements of a criminal offense. The school has the authority to make such a determination without regard for whether the student is arrested, charged, or otherwise processed by the criminal justice system for the criminal offense. The school may consider information received from law enforcement or other entities within the criminal justice system in issuing discipline under this Code. Actions will not be based on a student's race, ethnicity, national origin, gender, sex, religion, disability, or any other unlawful consideration.

## **Investigation of Discipline Issues**

In order to determine whether a violation of the Code has occurred, campus administrators or other authorized individuals may conduct an investigation. Investigations of student misconduct may involve, but are not limited to, interviews of other students, employees and adults, review of school surveillance footage, review of relevant documents, review of information on school-owned computers, verification of tips received from other individuals, gathering of physical evidence, contact of or cooperation with law enforcement agencies and officials. Law enforcement may be contacted and informed of student conduct which may constitute a criminal offense.

Students should have no expectation of privacy with respect to school-owned property. Lockers, desks, and other items provided for student use remain school property, and students do not have a reasonable expectation of privacy in school property or in personal items placed inside school property. School administrators or other authorized personnel may monitor and search student desks and lockers for any reason. School officials may search any school property, including school property that is within a student's possession or otherwise being used by a student, at any time, with or without notice to the student and without consent. School officials may confiscate any items found during a search, including prohibited items, dangerous items or other items that violate school policy.

A student's person or property may be searched by authorized school officials if the official has a reasonable belief that the search will result in the discovery of evidence of a violation of the Code or of the law. Any personal property which is brought onto school property or to a school-sponsored or school related activity or event, on or off school property, may be subject to search (e.g., student cell phone, backpack, personal computer, purse, car, etc.).

### **Administrative Rights to Search Searches and Seizures**

Searches and Seizures may be conducted by school administrators, teachers, and staff when on school grounds, in a vehicle owned or otherwise used by the school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" – which includes all substances or materials prohibited by school policy or state law, but not limited to: drugs, drug paraphernalia, alcoholic beverages, guns, knives, and/or other weapons, incendiary devices, and dangerous instrumentalities; and/or
- Any material or item which present an imminent danger of physical harm or illness; and/or
- Possession of someone else's property.

When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search. The scope of a search must be no more intrusive than is reasonably necessary under the circumstances. All measures taken by the school officials must be rationally related to the objectives of the search. A written record of the search will be prepared explaining the facts and inferences validating "reasonable suspicion". Reference to any evidence obtained through the search, and to be used as the basis of disciplinary actions, shall be included in the report.

### **Searches of Desks and Storage Areas**

School desks and storage areas are school property. School officials have the right to inspect the desks and storage areas at any time.

### **Personal Searches**

When there is reasonable suspicion that a particular student is in possession of contraband, materials or items which present an imminent danger of physical harm or illness, or materials not property in the possession of the student involved, the school official shall have the right to search the student and to seize such materials.

Searches of the person of a student shall be limited to:

- Searches of the pockets, shoes, and socks of the student
- Any object in the student's possession such as a purse, briefcase, or backpack
- A "pat down" of the exterior of the student's clothing.

The search of a person shall occur only in the presence of a third person of the same sex as the person being searched.

Searches shall be conducted out of the presence of other students and in a private room.

When extreme emergency conditions require a more intrusive search of the student's person, the school official shall contact the police.

A school administrator or a teacher who is the sponsor for the school-related field trip or activity holds the right to conduct searches of students on school buses or other vehicles if there is **reasonable suspicion**.

## **Seizure of Personal Item(s)**

Items seized may be:

- Returned to the parent or guardian or the student from whom the items were seized at the end of the school year.
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time
- seized.
- Turned over to law enforcement officers; or
- Destroyed.

## **Discipline of Students with Special Needs**

Students eligible for services under the Individuals with Disabilities in Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) are subject to discipline under those laws and in accordance with the provisions of this Code.

The school may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability under Section 504 who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that the school would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to disciplinary action for the use or possession of illegal drugs or alcohol. However, a student who is eligible for special education under the IDEA should have a manifestation determination review conducted to address any use or possession of illegal drugs or alcohol if such conduct could result in a change of placement.

Any disciplinary action that would constitute a “change in the placement” of a student receiving special education services may be taken only after the student’s Admission, Review, and Dismissal (ARD) committee conducts a manifestation determination review in order to determine whether the student’s conduct was a manifestation of his or her disability.

A change in placement occurs if a student is:

1. Removed from the student’s current educational placement for more than ten consecutive school days or
2. Subjected to a series of removals that constitute a pattern because:
  - a. The series of removals total more than ten school days in a school year
  - b. The student’s behavior is substantially similar to the student’s behavior in the previous incidents that resulted in the series of removals; and
  - c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

The school will determine, on a case-by-case basis, whether a pattern of removals constitutes a change in placement.

A student who has not been determined eligible for special education services and who has engaged in behavior that violates the Code is entitled to the protections under the IDEA regarding discipline of a student with special needs described above if the school has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. If the school does not have knowledge that a student is a student with a disability prior to taking disciplinary action, the student may be subject to the disciplinary actions applied to students without disabilities. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary action, the evaluation shall be conducted in an expedited manner.

Refer to CQA policies for more information regarding special education services.

One or more of these disciplinary consequences may be issued to a student found to have violated the Code. If the Code does not specify the appropriate disciplinary consequence for a particular type of student conduct, the school may issue whatever disciplinary consequence is deemed reasonable and

appropriate, with the exception of expulsion (which must be conducted through a due process hearing). A teacher may have additional rules and consequences for student conduct in the classroom which may result in discipline under this Code or may be enforced in addition to any discipline issued under this Code.

If a student withdraws from the school before completing assigned in-school suspension, out-of-school suspension, or expulsion, the school shall inform or send documentation of the discipline to the next school which enrolls the student. If a student withdraws from the school before the expulsion process is completed, the school may choose to complete the expulsion process and send documentation of the expulsion decision to the next school that enrolls the student. If the student returns to enroll in the school at a later date and has not been required to complete the disciplinary consequences previously required, the school may require the student to complete the discipline upon return.

The Code shall be applied and enforced consistently and equitably among students, with the understanding that every disciplinary situation will differ, and decisions will be made based on the individual facts and circumstances of a given situation.

## **Types of Discipline**

### **Detention / In-School Suspension**

A student may be assigned to one or more sessions of detention or placed in in-school suspension for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and assignment to detention or in-school suspension. Detention will be held outside of the instructional day, either before or after school, during lunch period, or during recess. In-school suspension will require the student to report to the in-school suspension classroom for all or part of one or more school days. While in in-school suspension, the student will be provided the appropriate class assignments and will be expected to complete those assignments as if the student were in the regular classroom.

### **Out-of-School Suspension**

A student may be suspended for one or more school days for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and the length of the period of suspension. During a period of suspension, the suspended student may not enter onto school property or participate in or attend school-sponsored or school-related events or activities. The student's teachers will provide assignments that the student will be expected to complete during the period of suspension. Student assignments or other class work completed during a period of suspension will be accepted for grading if completed in a timely fashion.

### **Reasons for Expulsion**

A student may be expelled from the school if he or she is found to have committed any of the acts listed below.

1. **Weapons.** The student used, exhibited, or possessed any of the following while on school property or while attending a school-sponsored or school-related activity on or off school property:
  - a. A firearm
  - b. A knife
  - c. A club
  - d. A prohibited weapon or item; or
  - e. Anything that resembles a weapon or could be used as a weapon.
2. **Violent Conduct.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:
  - a. Aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping, aggravated robbery, manslaughter, criminally negligent homicide, or continuous sexual abuse of a child or children;
  - b. Assault against another student, an employee, or a volunteer of the school
  - c. Deadly conduct



- d. A Title V felony under the Penal Code.
- 3. **Disruptions.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:
  - a. False alarm or report or terroristic threat involving a public school
  - b. An offense related to an abusable volatile chemical
  - c. Breach of computer security if the conduct involves accessing a computer network, or computer system owned by or operated on behalf of a public school and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system;
  - d. Criminal mischief if the conduct is punishable as a felony
  - e. Public lewdness or indecent exposure.
- 4. **Drugs and Alcohol.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code:
  - a. On school property, at school-sponsored or school-related event, or within 300 feet of school property:
    - i. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of marijuana, dangerous drug, or alcoholic beverage.
  - b. Regardless of location:
    - i. Sells, gives, delivers to another person or possesses or uses or is under the influence of marijuana or a dangerous drug, as defined by the Health and Safety Code, if the conduct is punishable as a felony.
    - ii. Sells, gives, delivers to another person an alcoholic beverage, as defined by the Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol or possesses, uses, or is under the influence of an alcoholic beverage, and the conduct is punishable as a felony.
- 5. **Other.** The student, while on campus or at a school-sponsored or school-related event, on or off campus:
  - a. Engages in conduct that constitutes a felony
  - b. Commits an assault
  - c. Commits frequent violations of this Code that cause significant or persistent disruption to the school environment or substantial interference with the instructional process.
  - d. Violation of Student Behavior Contract

### **Expulsion Process**

If the school administrator or administrator's designee determines that the student's conduct warrants expulsion, the administrator shall provide written notice to the parent, guardian, or adult student of the proposed expulsion of the student. The written notice shall also include the reason(s) for the proposed expulsion and the date, time, location and procedure for the expulsion hearing. The student is entitled to a hearing with the campus administrator during which the student and/or the student's representative (e.g., parent, guardian, attorney, other) will have the opportunity to review and present evidence and information. The campus administrator may place reasonable restrictions on the conduct of the hearing, including the length of the presentations. At the end of the hearing, the campus administrator may issue a decision immediately or may wait until a later date to communicate a decision. The administrator shall send written communication of the decision to the parent, guardian or adult student. If the administrator determines that expulsion is appropriate, the written decision ("Expulsion Order") shall include the length of the term of expulsion.

The parent, guardian or adult student may choose to voluntarily waive the right to an expulsion hearing by signing a hearing waiver form provided with the notice of proposed expulsion. If the hearing is waived, the administrator will review the relevant evidence and issue a written decision to the parent as described above.

The school will notify the independent school district in which the student resides of the student's expulsion within three business days of the Expulsion Order.

### **Terms of Expulsion**

The period of expulsion may be determined by many factors, including the severity of the conduct and the existence of a continuing risk of harm to other students and employees if the student were allowed to return. An expulsion may be temporary or permanent. A temporary expulsion may range in length from four school days to one calendar year. A permanent expulsion allows the school to deny future admission to the student based on consideration of the student's past disciplinary history. In each instance, the Expulsion Order must explain the circumstances which justify the length of the expulsion.

A student expelled from the school for any length of time may not be eligible for readmission to the school. In considering the readmission of a student upon expiration of the period of expulsion, the school will consider, among other factors, the length of the expulsion, the nature of the violation that led to the expulsion and the circumstances justifying the expulsion.

During a period of expulsion, the student is prohibited from entering onto any school property and attending any schoolsponsored or school-related events. Failure to comply with this prohibition will result in the filing of criminal trespass charges against the student. Except as otherwise required by law, students will not receive educational services or receive course credits during a period of expulsion.

### **Emergency Expulsion**

A campus administrator or the superintendent may order the immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect people or property from imminent harm. At the time of the emergency expulsion, the student will be given oral notice of the reasons for the action, which must be a reason for which the student could be expelled on a non-emergency basis. Formal due process as explained on page \_\_\_ will occur within a reasonable time thereafter.

### **Reports to Local Law Enforcement**

The assistant principal has an obligation under the law to notify the Tomball Police Department if the assistant principal has reasonable grounds to believe that illegal or dangerous activity is occurring on school grounds or during a school related function.

### **Discipline Appeal Process**

With the exception of expulsions, student discipline decisions at the campus level are final and not appealable. A parent, legal guardian, or adult student may appeal an expulsion decision by filing a written appeal with the CQA School Board by filing a request for review with the Executive Director's office within five business days of the date of the decision. The Executive Director shall notify the CQA School Board and arrange for the CQA School Board to hear the complaints of the appealing party at the next available board meeting. The Executive Director shall notify the appealing party of the location, date and time of the hearing in front of the CQA School Board. The decision of the CQA School Board is final and not appealable. An expulsion action will not be delayed during the appeal process.

## **EMERGENCY DRILLS AND TREATMENT**

4

### **DRILLS: FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

Students, teachers, and administrators will participate in drills for emergency procedures. When the alarm is sounded, students should follow the direction of teachers or fire marshals

quickly, quietly, and in an orderly manner.

Emergency bells: 3 bells – fire; leave the building  
1 bell – halt; stand at attention  
2 bells – return to the room

## Emergency Medical Treatment

Parents are asked to complete an emergency care form each year that includes a place for parental consent for charter school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

## Medicine at Charter School

Charter school policy requires that all students who need medication during school hours must do the following:

1. All medicine is to be brought to and kept in the Charter school's Office.
2. Prescription and non-prescription medication must be in the original container. Prescription medicine must be in a container with the pharmacy label for that student.
3. If medication is to be given at Charter school, a note signed by the parent or guardian must accompany it, giving authorized Charter school personnel directions for its administration (time and dosage). If a prescribed medication is to be given at Charter school for more than 15 days, it must be accompanied by a written request signed and dated by the prescribing physician and the parent or guardian requesting the service.

## Immunizations

A student must be fully immunized against certain diseases or must present a certificate that, from medical, religious, or reasons of conscience, the student should not be immunized.

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code, §161.004(d), Health and Safety Code, §161.0041, Education Code, Chapter 38, Education Code, Chapter 51, and the Human Resources Code, Chapter 42.

If a student should not be immunized for medical reasons, the student or parent must present certificate signed by a U.S. licensed physician that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

If a student's religious beliefs conflict with requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized

church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

To claim an exclusion for reasons of conscience, including a religious belief, the child's parent, legal guardian, or a student 18 years of age or older must present to the school or child-care facility a completed, signed and notarized affidavit on a form provided by the department stating that the child's parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period from the date of notarization.

A person claiming exclusion for reasons of conscience, including a religious belief, from a required immunization may only obtain the affidavit form by submitting a request (via online, fax, mail, or hand-delivery) to the department. The request must include the following information:

- (i) full name of child or student;
- (ii) child's or student's date of birth (month/day/year);
- (iii) complete mailing address, including telephone number; and
- (iv) number of requested affidavit forms (not to exceed 5).

Requests for affidavit forms must be submitted to the department through one of the following methods:

- (i) written request through the United States Postal Service (or other commercial carrier) to the department at: DSHS Immunization Branch, Mail code 1946, P.O. Box 149347, Austin, Texas 78714-9347;
- (ii) by facsimile to (512) 776-7544;
- (iii) by hand-delivery to the department's physical address at 1100 West 49th Street, Austin, Texas 78756; or
- (iv) via the department's Immunization program website (at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)).

The department will mail the requested affidavit form(s) (not to exceed five forms per child or student) to the specified mailing address.

To claim an exclusion for armed forces, persons who can prove that they are serving on active duty with the armed forces of the United States are exempted from the requirements in these sections.

A child or student, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of the department.

The immunizations required are: diphtheria, tetanus, polio, measles (rubella), mumps and influenza; the Charter school can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of health. Proof of immunization maybe personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

## ACADEMICS

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\*Students entering the 9<sup>th</sup> grade in the school year 2007-2008 and later (up to 2013-2014) are required to complete a Recommended High School Program with 26 credits.

\*Permission to graduate under the minimum high school program must be agreed to in writing and signed by the student, student's parent (or other person standing in parental relation to the student), and a school counselor or school administrator after conducting a Student Assistance Team (SAT) meeting. \*Students entering the 9<sup>th</sup> grade in the SY 2014-2015 will follow the Foundation High School Program with 22 credits without endorsement and 26 credits with at least one endorsement.

\*The Record of Achievement of other transfers will be reviewed on a case-by-case basis to determine the best plan toward graduation with credits awarded for coursework completed. All students will develop a portfolio (see Portfolio).

### Revised RHSP per House Bill 3 effective Sept. 1, 2009 (26 credits)

The required courses for graduation are listed below:

- 1) English Language Arts – 4 credits: English I, II, III, and IV
- 2) Mathematics – 4 credits to include Algebra I, Algebra II, and Geometry
- 3) Science – 4 credits: one credit from each of the following areas –
- 4) Biology, IPC, Chemistry, Physics/Principles of Technology
- 5) Social Studies – 3 ½ credits; the credits must consist of:
  - a. World History Studies (1 credit), World Geography Studies (1 credit),
  - b. U. S. History Studies (1 credit), and U. S. Government (½ credit)
- 6) Economics – ½ credit
- 7) Physical Education – 1 credit
- 8) Languages Other Than English – 2 credits
- 9) Fine Arts – 1 credit (from any of the ff: Art, Dance, Music, Theatre, PEFLDSN)
- 10) Speech – ½ credit
- 11) Elective Courses – 5 ½ credits

## CQA and House Bill 3 Minimum High School Program (23 credits)

The required courses for graduation are listed below:

- 1) English Language Arts – 4 credits: English I, II, III, and IV or Research/Technical-Writing
- 2) Mathematics – 3 credits to include Algebra I, and Geometry
- 3) Science – 2 credits: to include one from Biology and IPC; Chemistry or Physics may substitute for IPC
- 4) Social Studies – 3 ½ credits: the credits must consist of:
  - World History Studies (1 credit),
  - World Geography Studies (1 credit),
  - U. S. History Studies (1 credit), and
  - U. S. Government (½ credit)
- 5) Academic Elective – 1 credit (from W History/ W Geography Studies or any SBOE approved science course).
- 6) Physical Education – 1 credit
- 7) Economics – ½ credit: with emphasis on the free enterprise system
- 8) Speech – ½ credit (in Comm. Applications/Professional Communications)
- 9) Fine Arts – 1 credit (for Grade 9 students in 2010-2011 or later)
- 10) Electives – 6 ½ credits (for Grade 9 students in 2010-2011 or later)

## HB 5 Foundation HS Program for Gr 9 starting SY 2014-2015 (22 credits with Endorsement\*\* (26 credits)

The required courses for graduation are listed below:

- 1) English Language Arts – 4 credits: English I, II, III, and an advanced English course
- 2) Mathematics – 3 credits: Algebra I, Geometry, and an advanced math course
- 4) Science – 3 credits: Biology, IPC or an advance science course an advanced science course
- 5) Social Studies – 3 credits: U. S. History Studies (1 credit)  
U. S. Government (½ credit)  
Economics (½ credit)  
World History Studies (1 credit), or  
World Geography Studies (1 credit)
- 6) Languages Other Than English – 2 credits in the same language
- 7) Physical Education – 1 credit
- 8) Speech – ½ credit (in Comm. Applications/Professional Communications)
- 9) Fine Arts – 1 credit
- 10) Electives – 5 credits

**\*\*Endorsement areas: STEM, business and industry, public service, arts and humanities, Multidisciplinary studies**

### Portfolio

All students will possess a “live” career portfolio, which documents progress in:

- Fulfilling the requirements for a high school diploma
- Setting clear career goals and objective
- Acquiring employer-based appraisals for OJT and work experience
- Performing community service learning
- Resume: hard copy, Internet and video
- Mastering TEKS objectives in English Language Arts, Mathematics, Social Studies and Science
- Developing and carrying out a business plan

Portfolios may be presented and reviewed by the student, with the parent and the teacher, during student-led conferences, which may be held once every nine weeks. A portfolio is a collection of written reflective responses by students regarding selected work. The selections represent evidence of student performance on a range of performance-based, instructionally appropriate tasks/skills completed over a period of time.

Selections may include photographs, original art, synopses of projects/experiments completed, original poems/projects, etc. The portfolio represents an exhibition of a student's strengths/best work as determined by the student. Also included in the portfolio does a review (narrative/statement) of the area that need improvement.

## **NATIONAL HONOR SOCIETY**

The National Honor Society promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Candidates shall have spent at least one semester at CQA Charter and be members of the sophomore, junior, or senior class. Candidates eligible for selection to the chapter shall have a minimum scholastic average exclusive of grades received from sports, physical education, driver education, office aide, applied music, library, and any non-state credit course(s) and be enrolled as a full-time student with a recommended or distinguished achievement graduation plan. Candidates must participate in at least two charter school sponsored extra-curricular (unrelated) activities exclusive of NHS. Candidates who have received no credit due to attendance are ineligible for membership.

## **AWARDS AND HONOR**

### **Celebration of Educational Excellence Awards**

Teachers nominate and vote for students who have demonstrated outstanding academic accomplishments in the foundation curriculum areas of English language arts, mathematics, science and social studies. Student may also be nominated when they have excelled individually or as part of a team in other areas. National Merit finalists, top honor students and top performers on the Texas Assessment of Knowledge and Skills (TAKS)/Texas Essential Knowledge and Skills (TEKS) also may be honored during this event. Priority will be given to those students who have succeeded academically in the classroom and in competitions. Ten individuals will represent the Charter school at a regional ceremony.

### **Achievement Awards**

Certificates may be awarded to students at each grade level who hold the highest GPA in each subject area. These are presented at the CQA ceremony at the end of the Charter school semester or year.

## **INDIVIDUALIZED EDUCATION PLAN**

Each student and their parent or guardian will work with the Charter school to develop a plan for attaining personal and career goals.



## **ASSESSMENT SCALE**

Student's final grade point average is assessed using a 4.0 scale. A student's portfolio or work, products, and diagnostic data indicate mastery of Texas Essential Knowledge and Skills (TEKS) and the proficiency level in a course. CQA teaching and learning style focuses on a "learn by doing" approach; mastery of subject matter is determined by each teacher in their respective courses.

## **GRADE CHANGES**

Questions/issues relating to first semester grades will need to be addressed by Friday, the second week of February. Any issues not addressed within this deadline will no longer be considered. The determined grade will stand. Any questions/issues on the second semester grade will need to be addressed by Friday, the second week of July. Any issues not addressed within this period will no longer be considered. The determined grade will stand.

## **BOOKS/ACTIVITIES**



## **DISTRIBUTION OF MATERIAL**

All aspects of Charter – school sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and the Superintendent.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any Charter school campus by a student or non-student without the approval of the Superintendent and in accordance with campus regulations.

All materials intended for distribution to students that is not under ComQuest Academy Charter High School's editorial control must be submitted to the Superintendent for review and approval. If the material is not approved within 24 hours from the time it was submitted, it must be considered disapproved. This disapproval may be appealed to the School Board at its next regular meeting within which the student will have a reasonable period of time to present his or her viewpoint.

## **POSTERS**

The teacher and/Superintendent must first approve all signs and posters that a student wishes to display for subject matter. Posters displayed without authorization will be removed. Any student who posts inappropriate printed material without prior approval will be subject to disciplinary action.

## **PARTIES AND SOCIAL EVENTS**

The rules of good conduct and grooming will be observed at Charter school social events held outside the regular Charter school day. A student attending a party or social event may be asked to sign out when leaving before the end of the party. Anyone leaving before the official end of the party will not be readmitted. Guests are required to adhere to guidelines/code of conduct established by the Charter school personnel and approved by the administration.

## **OFF-CAMPUS PROGRAMS**

The Student Code of Conduct and employer policies are in effect when students participate in CQA off-campus programs. Employers look for positive attitude first and technical skills second. They will give students access to their pool of excellent employees and resources if they possess a positive attitude and are prepared with interviewing skills and a resume.

1. **INSURANCE FOR NON-PAID ACTIVITIES (student job shadowing)** The Charter school is indemnified from liability under state laws. Employers' accident insurance is in force, but limited. Parent must assume responsibility for their child's health insurance by completing the form in the CQA Student-job shadowing application. Off-campus programs are an excellent alternative to a four-year college degree.
2. **STUDENT – JOB SHADOWING** Students meet successful people at their jobs and learn firsthand about a career. Shadowing can be planned for a school-day morning or afternoon or an off day. Students must be prepared to dialogue in class regarding their work experiences. Shadowing often leads to a contact and a future job opportunity.
3. **APPRENTICESHIP (On-the-job training)** ComQuest Academy Charter High School is a federally registered apprenticeship program with the U.S. Department of Labor's Bureau of Apprenticeship and Training. Apprenticeship is an excellent school-to-work transition program for students planning to acquire technical training and industry certification. Wages are set by employer and include review for increased responsibility and productivity. Apprenticeship training consists of systematic instruction experiences in all the practical aspects of work in a skilled occupation.
  - Provides high school students with the opportunity to acquire training and skills required for high-wage employment while completing graduation requirements.
  - Assures the participating employers that a sufficient pool of proficient journey-workers exists for continued growth and expansion.

## **EXTRA-CURRICULAR ACTIVITIES**

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- During the first reporting period, a student is eligible if he/she was promoted at the end of the previous year or has accumulated the required number of credits toward graduation.
- During other reporting periods, a student who receives an average grade below a 2.0 GPA in any course or subject, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities during the first 3 weeks of the following period.
- The suspension from extracurricular activities goes into effect seven days AFTER the last reporting period.
- A student regains eligibility at the end of the three-week period in which a passing grade (2.0 GPA or above) is earned in all courses or subjects.
- If at any time during an eligibility-reporting period a student fails to progress at his/her level of performance, the student will be placed on probation. He / She has one week for improvement in that particular course(s). If this does not occur, the student will become ineligible for a minimum of one week. Thereafter, weekly reports will verify the student's eligibility status.
- A student is allowed up to 10 activity-related absences from a class during a full-year course and 5 absences from a class completed in one semester in order to participate in Charter school-related or Charter school-sanctioned activities on or off campus. A student who misses classes because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

## **FUND RAISING**

- Students' clubs or classes, outside organization, and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the Superintendent at least five days prior to the event.
- Unless approved by the administration, fund raising is not permitted on Charter school property.

## **SCHOOL-BASED ENTERPRISES/ENTREPRENEURSHIP**

CQA is an educational entrepreneurship that strives to be an innovative setting for students, staff and volunteers.

CQA understands the uniqueness of the business and non-profit models. The purpose of business is to create a customer and to satisfy a customer, whereas a non-profit business exists for the sake of the mission – to make a difference in the society and the lives of all individuals.

A business works toward bottom-line results in a short time frame, whereas educational organizations have goals that are quantitative (measurable) and qualitative (not measurable, but can be appraised and judged).

A school-based enterprise is a combination of a business and a non-profit organization. It teaches students how to run a business. Students learn the customer relationship, teamwork, and many other skills.

These are general guidelines:

- The charter school staff oversees all business decisions
- The enterprise may do community service-learning projects
- Start-up funds may be acquired from an external grant
- Students may elect a Board of Directors
- Profits are recycled into the business to cover expenses and for student scholarships

## **GRIEVANCE**

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## **PROCEDURE FOR FILING A FORMAL GRIEVANCE**

### ***Level One***

A student or parent who has a complaint shall request a conference with the Project Director within ten days of the time the student or parent knew, or should have known, of the event or series of events resulting in the complaint. The Project Director may schedule and hold a conference with the student or parent within seven days of the request.

### ***Level Two***

If the outcome of the conference with the Project director is not to the student's or parent's satisfaction the student or parent may request, within ten days, a conference with the Superintendent or designee who may schedule and hold a conference at a mutually convenient time. Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the statement of the complaint, any evidence in its

support, the solution sought, the student's or parent's signature, and the date of the conference with the Project Director.

### **Level Three**

If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction, the student or parent may submit to the Superintendent a written request to place the matter on the agenda of the next regularly scheduled School Board meeting.

The Executive Director shall inform the student or parent of the time, date, and place of the meeting. The presiding officer shall establish a reasonable time limit for complaint presentations. The School Board shall hear the complaint and take whatever action it deems appropriate. The lack of official action by the School Board shall uphold the administrative decision at Level Two.

If the complaint involves concerns or charges regarding an employee, the School Board in an Executive Session shall hear it unless the employee to whom the complaint pertains requests that it be public.



The way student look has much to say to others about the school. Modesty in grooming and appearance reflect the high standards of academics, moral conduct, and proper values that must be instilled in students.

The use of uniform standards is practical because it eliminates competition in matters of appearance and provides an economy measure for parents. It also promotes school pride and identity. ***Students should be appropriately dressed before entering the campus.***

## **APPROPRIATE CLOTHING**

### **FOR MALE STUDENTS:**

1. COMQUEST SHIRT: Students are obliged to wear Comquest shirt to school every day of the week.

**No other shirt will be allowed on campus.**

**No other shirt should be hanging out below the ComQuest shirt.**

**No sweatshirts should be worn over ComQuest shirt.**

2. **REGULAR KHAKI PANTS:** Male students can wear long khaki material pants of the following colors: khaki, black, navy blue, and tan.
  - Trousers must be plain, NOT printed and in full length.
  - Carpenter pants (with multi pockets) and shorts are NOT allowed on campus.
  - Jogging pants, sports pants or sweat pants are also not permissible.
  - Pants are to be worn with belt at waist level with no underwear visible.
  - Pants worn below the waist and hanging low from the body are not allowed.
3. **Long denim pants with the ComQuest shirt may be worn on Fridays** but denim pants should not have holes, be frayed or have any ornaments, decorations or appliqués.

***FOR FEMALE STUDENTS:***

1. **COMQUEST SHIRT:** Only ComQuest shirts are allowed to be worn every day of the week, Monday to Friday.
  - **No other blouses or shirts will be acceptable.**
  - **No other shirt should be hanging out below the ComQuest shirt.**
  - **No sweatshirt should be worn over ComQuest shirt**
2. **REGULAR KHAKI PANTS/SKIRTS:** Female students can wear pants or skirts of the following colors: navy blue, black, khaki, and tan.
  - Pants must be full length. Shorts or capris are not allowed on campus.
  - Skirts must be worn below the knee or not more than 3 inches above the knee. Mini-skirts are not allowed.
  - Jogging pants and sportswear are not allowed.
3. **Long denim pants with the ComQuest shirt may be worn on Fridays** but denim pants should not have holes, be frayed or have any ornaments, decorations, or appliqués.
4. Headbands are not allowed.
5. A charge of \$0.50 for feminine products.

**LARGE JACKETS AND HOODED COATS MAY NOT BE WORN IN SCHOOL.**

**APPROPRIATE FOOTWEAR**

All students are required to wear appropriate footwear at all times. These are closed leather shoes for male and female and/or tennis shoes laced up.

The following are NOT acceptable:

- a. shoes/boots with steel caps
- b. shoes with noise-making devices
- c. shower shoes, flip flops, thongs, slippers, and rubber shoes or Crocs

## PROPER GROOMING

1. HAIR: All students, male and female are required to keep their hair clean and neat. Hair should NOT cover the eyebrows and NOT styled or colored in a manner that might create distractions in the classroom.

### **ONLY NATURAL SHADES OF HAIR COLOR ARE ALLOWED ON CAMPUS.**

MALE STUDENTS' hair should NOT extend below the top of a standard collar at the back. Front and sides should be neatly trimmed to not cover the face or forehead. Ponytails, braids, and cornrows are strictly prohibited. Sideburns may be worn at the middle of the ear and must be neat.

***No hair color is allowed for boys.***

MALE STUDENTS must be clean-shaven; mustaches and beards are prohibited. \$3.00 will be charged for first time use of our shavers, with each shave increasing by \$2.00.

## 2. BODY ORNAMENTATION/DECORATION

- a. Students are prohibited from wearing or displaying garments, decals, jewelry, beads or any ornament that may indicate gang association and/or membership.
- b. Body piercing: tongue, eyebrows, nose, and any other body piercing are prohibited.
- c. Male students are not allowed to wear earrings, nose rings and such.
- d. Female students are allowed to wear only two (2) pairs of earrings. Loop earrings should not be in excess of a 2-inch diameter.
- e. Deliberate cover-ups of earrings and piercings by means of tape and Band-Aid is not acceptable.
- f. Wearing tattoos and any inked or stamped body ornamentation, glitters and nail polish of unnatural color is not allowed.
- g. Jewelry and other accessories must not cause a distraction or be dangerous to the individual and to others. All types of chains are not allowed. Chains on billfolds need not be hanging out of pockets.
- h. Hats, caps, scarves and other head apparel may not be worn in school.
- i. Sunglasses may be worn outdoors only, never inside the classroom.

- j. Bags, large purses, and backpacks are strictly prohibited from being carried on campus and in the classroom.
  
- k. Chewing gum is not allowed on campus.

## CONSEQUENCES OF DRESS CODE AND GOOD GROOMING VIOLATION

**Violations will be corrected immediately and are subject to corresponding consequences.**

### FIRST VIOLATION:

1. Student may be asked to change into shirt provided by the office staff.
2. Parents may be notified to transport the student home and dress according to the dress code.
3. Students who arrive at school in sweat pants or athletic pants or who refuse to change clothes will be placed in an in-charter school suspension for the remainder of the day or will be suspended for the remainder of the day.
4. Male students wearing mustaches or beards may be asked to shave at their own expense. Every succeeding violation carries an increase in expense and can result in community service.
5. Students who attempt to come to school wearing inappropriate body ornaments will be asked to remove such and be confiscated. The return of such ornaments will be at the discretion of the Superintendent.

### SUBSEQUENT VIOLATION:

1. In-charter school suspension for a number of days upon the discretion of the Superintendent.
2. Out-of-charter school suspension for a number of days upon the discretion of the Superintendent.

### RELATED VIOLATIONS:

1. Expulsion from school.
2. The school reserves the right to conduct searches on students and their belongings at any time that is deemed necessary.



Administrators reserve the right to alter dress code as deemed necessary to respond to unexpected changes in fashion. All teachers will screen students for dress code violations. Any departure or exception to this code for the purpose of extracurricular activities may be approved by agreement between the activities sponsor and superintendent.

## **PARKING LOT RULES**



The use of the parking lot at ComQuest Academy is a privilege. To avail of this privilege you will need the following:

A parking permit tag at \$35.00, a non-refundable fee that is valid for one school year; must be displayed visibly through front windshield while at the school parking lot.

The parking lot is open at 7:30 a.m. – 7:55 a.m. Students arriving at 8:00 a.m. and thereafter will be locked out of the parking lot. Students may not park anywhere on school property.

Students' vehicles parked outside the school parking lot will be towed at the owner's expense.

After having been duly given a warning, the privilege to use the school's parking lot can be lost through the following violations:

1. Playing loud music.
2. Driving too fast in going in and out of the parking lot.
3. Not wearing the appropriate dress code until one leaves the parking lot.
4. Smoking in the parking lot.
5. Overstaying in the parking lot.

## **GRADUATION POLICY AND GUIDELINES**



ComQuest values the opportunity to partner with our parents to help their son/daughter to reach the goal of graduation.

CQA endeavors to help every student successfully complete the components required to graduate. Following are some of the strategies the school engages to get each student to the goal.

CQA personnel monitor student progress during each semester. Students who may be falling behind, failing classes, have attendance concerns, and/or have discipline concerns will be monitored weekly. Monitoring may trigger SAT (Student Assistant Team) meetings with parents, students and school staff. A school leader may counsel with the student to encourage them to be more disciplined in areas of concern. The student may be informed that it's necessary to stay after the school instructional day to get missed assignments completed, or get tutorial help; this would be done during the school tutorial period. The student will also be able to get help from staff on duty with objectives which may be giving the student problems. Students are expected to comply with these requirements to stay after.

Teachers write comments on progress reports and report cards to let the parents know of their son/daughter's progress.

Opportunities for CBE or Independent Study may be appropriate to recover credit. The Graduation Plan can address these student options.

Attendance requirements have been addressed in other areas. The information here is intended to review attendance for students and clarify the importance for student graduation eligibility.

Students with attendance concerns may be required to make up tardies and absences, and submit missed assignments within the time required by the school attendance policy.

Tardies may be made up the same day of the tardy or the day after, arrangements agreeable to the supervising teacher should be made. The school will expect cooperation from the student and the parents in making up the time missed by the student. A note should be provided from the parent for each absence excused or unexcused. If the student goes to the doctor a note from the doctor should be submitted to the office staff when the student returns to school. Attempts may be made by school staff to contact parents when a student has not arrived at school. Parents of the students are responsible to provide the school with current contact numbers. Parents should contact the school with information concerning their student if the student is not going to be at school. The school does its best to try to contact parents; it is the responsibility of the parent and students to maintain communication with the school. Meeting the school attendance requirements is necessary for the student to be eligible to earn a diploma. Extenuating circumstances may be submitted to the school attendance committee to consider, if attendance become an issue. Supporting documentation should be provided. This information should be submitted before the week of graduation.

Excessive absences or tardies, (students whose absences exceed the school attendance requirements) may result in the student signing an attendance contract, being withdrawn from the school or other consequences that could affect the student successfully gaining the credits necessary to receive the diploma. Attendance could affect the student's ability to participate in the school graduation ceremony and other school activities. Absences during the two weeks prior to graduation date may seriously jeopardize the student's graduation eligibility. Administration of makeup tests and grading of projects submitted after the due date will not be available until after Winter Graduation. It is the responsibility of the student and parent to communicate extenuating circumstances to the school office

staff which may require the student to be absent. The attendance committee will take this into consideration and make a recommendation to the Superintendent. Should the absence be health related, notes from the doctor will be required.

Students may be required to make up attendance overage to become eligible for graduation and graduation activities, eligibility may be postponed until Spring Graduation.

Failing the state assessment could affect the student's ability to participate in the school graduation ceremony. Behavior issues could affect the student's ability to participate in the school graduation ceremony and other school activities.

### **Criteria necessary to earn the high school diploma.**

- Successfully passing the state assessment test
- Earning passing grades in all of the state required courses
- Complying with state and local school attendance requirements are criteria to earn a diploma
- Maintaining acceptable and appropriate behavior is required

Criteria will be reviewed for satisfactory completion. Final determination for diploma award and student participation in school graduation activities will rest with the school Superintendent.

Note: The school reviews the graduation criteria every year, changes in legislative rules could affect changes in criteria. The state assessment, for one, is currently in a transition period. The interpretation for what the state's current requirements are would be determined by the school Superintendent.

### **Winter Graduation**

CQA reserves the right to hold only one graduation a year, the Spring Graduation ceremony.

Compliance with appropriate dress code for graduation will be required.

### **Speeches**

Speeches by graduation participants will be reviewed by the school. Any speech that maybe included in the graduation ceremony will be required to be submitted to school leadership for review and approval.

## **RESPONSIBILITIES OF THE FACULTY/STAFF**

In order to ensure that all students attending ComQuest Academy Charter High School have fair access to an education, the collaborative role of the school, community, parents, students, and staff is strongly emphasized. Cooperation between the home and school will reduce misunderstanding and indifference, which can undermine student success in the educational process.

The classroom teacher has the major responsibility for classroom management. Each teacher should develop a positive climate for learning. To accomplish this goal, intervention to change student behavior includes methods to prevent or correct misconduct.

The efficient, routine operation of a classroom requires a well-developed, well-understood and consistent rules and regulations. Students are held accountable for certain standards. The teacher (in a manner that makes them easily learned and understood) establishes expectations ahead of time. Rules and regulations are attempts to define every type of situation and recourse that is necessary in order to create a manageable classroom climate.

Teachers handle the major position of student discipline through their system of classroom management, however, teachers can refer a student for discipline when the situation warrants. Each teacher in CQA has in place a referral system for student discipline. The school Executive Director and/ or designee are responsible for addressing the student's behavior after the teacher/staff referral. The Executive Director and/or designee and the School Board provide administrative support to all teachers on matters of student discipline.