



ÉTOILE ACADEMY
C H A R T E R S C H O O L

2022-2023 Parent-Student Handbook

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Preface

To Students and Parents:

Welcome to Étoile Academy! We wish this year to be an especially productive experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Parent Handbook (“the Handbook”) is designed to help us accomplish this goal.

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

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

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

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

Finally, you must complete and return the last page of the Handbook – “Acknowledgement and Approval of Student/Parent Handbook” – to the front office by Monday, August 22nd..

On behalf of the entire Étoile Academy staff and community, best wishes for a great 2022-2023 school year!

SECTION 1: GENERAL INFORMATION

Our Mission

Étoile Academy Charter School ensures that every student in grades K through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Our Core Values

Étoile Academy holds members of the school community—students, families, and staff—to the highest standards. To provide the very best education for Étoile Academy students, all of us must work together to create an atmosphere conducive to academic excellence. In addition, we will work to prepare students with the values that will lead to success in college and their career. Therefore, we must collectively and consistently ensure that Étoile Academy students display our core values.

Respect: We respect all members of our community and ourselves.

Excellence: We strive for excellence in everything we do.

Ambition: We are motivated to improve and to reach our goals.

Community: We take care of each other, our school, our city, our state, and our country.

Hard work: There are no shortcuts to success. We work hard each and every day.

Board of Directors

Our board of directors meets monthly to govern the organization through fiscal oversight, strategic planning, academic oversight, and fund development. Meeting agendas, times, locations and minutes can be found on the Étoile Academy website. Below is a short biography for each of our current board members.

Ja'Milla Lomas brings a wealth of marketing, special events, and communications experience to her board service. She has a Masters of International Business with a concentration in Marketing. She brings over a decade of marketing and special events experience. She was born and raised in Houston and graduated from the DeBakey High School for Health Sciences. She is the Alumnae Admissions Coordinator in Houston for Smith College, her alma mater, and has connected hundreds of Houston high school students to Smith College. Ms. Lomas brings strong professional skills and deep commitment to the community to her service on the Board of Directors.

Dr. Michelle Bair has a wealth of experience in development including annual giving, donor information management, data analysis, gift processing and cultivating individual donors. She also has experience in universities as a professor, project manager, fundraiser, and director of community engagement. With her Ph.D. from Texas Tech and her undergraduate degree from the University of Florida, she has the experience and education to support our mission and close the opportunity gap for students in southwest Houston.

Alexandra Caritis is a trial attorney at Kirkland & Ellis LLP. Prior to joining Kirkland & Ellis, Alexandra was a 7th grade science teacher in Charlotte-Mecklenburg public schools.

Emmanuel Enriquez is the site administrator for a community center in the Gulfton area. He holds a Bachelor's degree from Rice University in Cognitive Science. Emmanuel is the first college graduate in his family and is the proud father of an Étoile student.

Adeeba Yusuf brings international experience in supply chain management and continuous improvement. She holds a Bachelors from University of Houston in Accounting and Supply Chain Management.

Philip Wright is the Chief Schools Officer at YES Prep Public Schools, an open enrollment charter school with 21 campuses serving 15,000 students across the city of Houston.

Rebekah Guill has over a decade of experience working in education in a variety of contexts, including teaching, curriculum design, instructional coaching, and professional development. She previously worked for KIPP Houston and led the expansion of Niroga Institute's stress resilience programs into schools in Texas.

Noor Iqbal has over 10 years of experience in the nonprofit sector, with a focus on education philanthropy, policy, research, and program evaluation. She has previously worked at the Laura and John Arnold Foundation in Houston and the Jameel Poverty Action Lab in Cambridge, MA. She is a graduate of Harvard University and the London School of Economics.

Grant Berg

Lia Vallone

Statement of Non-Discrimination

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

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

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

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is the Superintendent, Kayleigh Colombero, 6648 Hornwood Drive, Houston TX 77074, kcolombero@etoileacademy.org.
- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is the Chief Schools Officer, Cristina Urena, 6648 Hornwood Drive, Houston TX 77074, curena@etoileacademy.org.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is the Chief Schools Officer, Cristina Urena.
- All other concerns regarding discrimination may be directed to either the Superintendent, Kayleigh Colombero, 6648 Hornwood Drive, Houston TX 77074, kcolombero@etoileacademy.org .

General Admissions and Enrollment Information

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school's charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in Étoile Academy shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by Étoile Academy based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

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

Exclusion from Admission

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

Submission of Applications and Admissions Lottery

Students wanting to attend Étoile Academy must submit an application during the school's open enrollment period, which takes place from November 1 to March 15 each year, or as otherwise set by Principalship. Applications and enrollment forms are available at the main office, and online through the Étoile Academy website.

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

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

Families offered an enrollment seat will be sent a registration packet with instructions for registering. This notice will be sent no later than March 30. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

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

McKinney-Vento Homeless Education Assistance Act of 2001

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

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

accommodation for human beings.

- Lack a fixed, regular, and adequate nighttime residence.

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

Questions concerning assistance offered to homeless students can be obtained from Idania Mejia, 6648 Hornwood Drive, Houston, TX 77074, imejia@etoileacademy.org.

Student Information

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

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

Étoile Academy will forward a student’s records on request to a school in which a student seeks or intends to enroll without the necessity of the parents’ consent.

Food Allergy Information

Parents should notify Etoile Academy when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact Natalia Ramirez (nramirez@etoileacademy.org) if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

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

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

Establishing Identification

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

Undocumented Students

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

Residency Verification

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

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

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

School Calendar

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

School Day

Middle School classes begin at 8:00a.m. and are dismissed at 3:30p.m. on every weekday except Friday. Lower School classes begin at 7:30 a.m. and are dismissed at 3:00 p.m on every weekday except Friday. Friday Middle School classes begin at 8:00 a.m. and are dismissed at 1:30 p.m. Friday Lower School classes begin at 7:30 a.m. and are dismissed at 1:00 p.m. Students may be dropped off as early as 7:30 a.m. They will be supervised, but there are no organized activities before the instructional day begins.

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

Drop-off and Pick-up Procedures

All students must be dropped off and picked up ONLY in the designated areas. The current drop off and pick up maps are available at the front office. Parents (or anyone picking up/dropping off students) should drive slowly and wait for Étoile Academy staff to direct them. All parents will need to get car tags for pick up and drop off during Family Orientation. We will only allow students to enter a car with their car tag prominently displayed. Each family will receive two car tags. If you need additional tags, please contact the Operations Manager to discuss the process for getting additional tags.

Attendance

Regular attendance is expected of all Étoile Academy students due to the rigor of our curriculum. Consistent school attendance is an essential component of each student's education. Official attendance is taken each day and recorded each instructional period. Tardies and early checkouts are also recorded each day and have significant impacts on student learning and achievement.

Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and Étoile Academy policy deals with attendance for course credit and a student's final grade. These items are discussed below.

Texas Compulsory Attendance Law

Kindergarten

Students enrolled in kindergarten are required to attend school and are subject to compulsory attendance requirements as long as they remain enrolled.

Ages 6–18

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

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

Age 19 and Older

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

Tracking Student Attendance

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

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. Étoile Academy may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

***Notice to Parents:** Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Texas Education Code § 25.093; and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).*

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

Attendance for Credit or Final Grade

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

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

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into Étoile Academy after school begins, including a migrant student, only those absences after enrollment will be considered.

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

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

Étoile Academy
6648 Hornwood Drive
Houston, TX 77074

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

Absence and Tardiness

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, or a medical excuse signed and dated by a provider that describes the reason for the absence. Notes should be submitted to the school registrar, and may be scanned and emailed, submitted through the Étoile Academy website, or faxed to the school. If a note is not received within 2 school days of the absence, the absence will be recorded as unexcused.

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

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

Excused Absences

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

- Activities related to obtaining United States citizenship.
- An absence for a student who is 15 years of age or older to visit a driver's license office to obtain a driver's license or learner license, provided that more than one day of school may not be excused during the period the student is enrolled in high school for the purpose of (i) obtaining a driver's license or (ii) obtaining a learner license, and the school verifies the student's visit to the driver's license office in accordance with procedures adopted by Etoile Academy
- An absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the student or the student's parent provides a certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.

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

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

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

Unexcused Absences

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

Tardiness and Late Arrival

Nearly all tardiness is avoidable. If a student arrives late to school (after 8:00am for Middle School and after 7:30am for Lower School), a parent must report to the front office to complete a tardy slip. Repeated tardiness will result in disciplinary consequences as allowed by the Student Code of Conduct and meetings between families and the Culture and Community Manager.

Make-Up Work

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

Students with Disabilities

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

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and in accordance with campus sign-out procedures. Additionally, state rules require that parental consent be obtained before a student under the age of 18 may leave campus at any point in the school day.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, including on Fridays (early release days).

Closed Campus

Students are not permitted to leave campus for lunch. Parents are welcome to eat lunch with their child in the cafeteria with prior approval from the Principalship. On these days, parents may only bring lunch for their own children. Students and adults may not bring in or give away food to other students during lunch times.

Withdrawals

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent. Étoile Academy requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

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

Withdrawing students and parents are expected to:

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

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

Involuntary Withdrawal

Étoile Academy may initiate withdrawal of a student under the age of 19 for non-attendance if:

1. the student has been absent 10 consecutive school days, and
2. repeated efforts by the school to locate the student have been unsuccessful.

Additionally, Étoile Academy may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

Dress and Grooming

As authorized by state law and the Étoile Academy charter, students are required to wear uniforms to school. The school's dress and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others, and that will not distract from the educational atmosphere of the school. Students are required to arrive in proper attire every day.

Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. Étoile Academy may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Principal and include evidence of the inability to pay. Further details are available in the Front Office.

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

Students who do not follow the school's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of

clothing to school, and the student may be assigned to in-school suspension for the remainder of the day until a change of clothes is brought to the school.

Étoile Academy students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be adhered to:

Uniform and Grooming Requirements

Overview:

Students are expected to be in uniform for every school day. Students should focus on cleanliness, neatness, good taste and safety when preparing to come to school. Following are the uniform regulations for students:

- **Footwear** must follow the guidance below.
 - All footwear must have closed toes and closed heels.
 - No high heels, boots, house shoes, slippers, or sandals of any kind are permitted.
 - Note: Students may wear boots to school in the event of inclement weather, but must bring uniform-appropriate shoes to change into once they arrive.
- **Socks** must be worn at all times for sanitary purposes. Students can wear any color or pattern sock as long as they do not have inappropriate or offensive language or designs.
- Lower school students are allowed to wear jumpers sold by Etoile only.
- **Pants** must be trouser-style and khaki, gray, or navy blue. Shorts and skorts must also be khaki, gray, or navy blue and must reach the top of the knee in length. All bottoms must have belt loops.
 - The hem may not be frayed, the pants/shorts/skorts may not be ripped in any way, and sweatpants, joggers, and cargo pants (those with more than two pockets in front and two pockets in back) are not allowed.
 - Pants/shorts must be worn at the waist, not the hip.
- **Tights or leggings** may be worn under skorts or shorts of the appropriate length, but they must only be white, black, brown, or navy blue.
 - Tights with holes, jeggings, and stretch pants are not permitted at any time.
- **Belts** must be worn at all times.
 - They must be entirely white, black, brown, gray, or navy blue and should fit snugly around the student's waist.
 - Belts should not have any logos, studs, or other adornments.
 - Belt buckles should be discreet.
- **Shirts** must be official gray (lower school) or navy blue (middle school), polo-style collared shirts adorned with the school logo.
 - Throughout the year, school-sanctioned t-shirts may be provided as incentives; these t-shirts may be worn instead of the official polo shirt on Fridays.
 - College t-shirts and sweatshirts may also be worn on Fridays.
 - The uniform shirt must be tucked into pants at all times.
- **Undershirts** must be white, black, brown, or navy blue.
 - Both short sleeve and long sleeve undershirts are acceptable.
- **Outerwear** (sweaters, sweatshirts, coats and jackets) is optional.
 - If students choose to wear outerwear, only sweatshirts with the school logo or navy blue cardigans/sweaters may be worn inside the building.
 - Students will no longer be allowed to sew or pin patches of the logo to non-uniform outerwear.
 - Otherwise, all outerwear must be removed before the student enters the building for uniform check.
- **Accessories** must be understated and should not call inappropriate attention to the wearer.
 - Headbands must be less than three inches wide.
 - All earrings must be smaller than a quarter.
 - Bracelets should not have any inappropriate writing or images.
 - No hats, scarves, bonnets, or bandanas may be worn at any time (except for religious reasons).
 - No visible tattoos.

- **Religious considerations:** Full uniform must be worn under all religious over-garments.
 - Full body coverings must be solid white, black, brown, or navy blue.
 - Uniform shirts must be worn on top of all full body coverings and must be visible.
 - Religious head coverings are acceptable but cannot cover the face at school or during on- or off-campus events.
 - All head coverings must be solid white, black, brown or navy blue.

Uniform send home policy:

Students may only go to class if they are in full uniform compliance. Parents will be called to bring uniform pieces to ensure students do not miss additional academic learning. Students not in uniform compliance will go to the Culture and Community Managers room to wait for uniform pieces. We highly recommend that students leave an extra belt and extra socks in their backpack to avoid missing these components.

Dress down days:

Occasionally, Étoile Academy will sponsor dress down days as a reward or fundraiser. While students are afforded more freedom to choose their outfits on a dress down day, the following items are prohibited: open-toed shoes, flip-flops, shirts that do not cover the shoulders, tight and revealing clothing, skirts, shorts/skortos that do not reach the knees, offensive or inappropriate images and prints, head wraps, hats, and ripped clothing.

Étoile Academy will periodically review its dress and grooming policies, and make changes as needed.

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

Student Fees

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

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
2. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
3. A security deposit for the return of materials, supplies or equipment;
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, graduation announcements, etc.;
6. A fee for voluntary student health and accident benefit plan;
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
9. A fee for replacement of a student identification card;
10. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
11. A fee for summer school courses that are offered tuition-free during the regular school year;
12. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class

credit, so long as the fee would not create a financial hardship or discourage the student from attending the program;

13. A fee for lost, damaged, or overdue library book; or
14. A fee specifically permitted by any other statute.

Étoile Academy may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Principal or designee, and include evidence of inability to pay. Details for the fee waiver are available in the Front Office.

Supply lists are posted on the Étoile Academy website.

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

Textbooks and Curriculum Materials

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

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

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

Food Service

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

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

Soda and chewing gum are not allowed at Étoile Academy. Any student drinking soda or chewing gum will be asked to throw these items away and will receive an automatic detention.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to students other than through Étoile Academy's food and nutrition services. More detailed information may be obtained at the Front Office or online at www.squaremeals.org.

Transportation

Étoile Academy currently does offer transportation for students but cannot guarantee we have a bus stop at your location. Please contact the Operations Manager for more information about transportation.

Transcripts

Étoile Academy maintains an academic achievement record (or transcript) for each student enrolled. Transcripts list complete personal student data, give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar. Students are provided with three free official transcripts. Each additional transcript is \$25. Payments should be made at the time of the request in either cash or check. Official transcripts may be picked up from the Front Office five business days after the request is submitted except at the end of the semester.

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

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

Distribution of Materials or Documents

School Materials

Publications prepared by and for Étoile Academy may be posted or distributed with prior approval by the Principal and/or teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Students must obtain express prior approval of the Principal or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

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

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

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

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

Electronic Device Policy

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, **students are not permitted to possess items such as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school**, unless prior permission has been obtained from Principalship.

If a student is permitted to possess an electronic or telecommunications device at school, including a cell phone, all such devices must be turned off during school hours. If an Étoile Academy employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or a school-related activity, the employee will collect the item and turn it in to the Front Office. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, school officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

A parent will be contacted to pick up the item and any disciplinary action will be in accordance with the Student Code of Conduct. The item will be held at the school until a parent or guardian is able to collect it.

Étoile Academy will not be responsible for damage to or loss or theft of confiscated items.

Pledges of Allegiance and Moment of Silence

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

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

Recitation of the Declaration of Independence

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

Prayer and Meditation

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

SECTION 2: STUDENT HEALTH AND SAFETY

Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on Étoile Academy property at all times, and at all school-sanctioned activities occurring on or off School property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Tobacco-Free School Notice

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

Drug-Free School Notice

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

Asbestos Management Plan

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

Bacterial Meningitis Information

State law requires Étoile Academy to provide the following information:

What is bacterial meningitis?

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

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

What are the symptoms?

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

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

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

How serious is Bacterial Meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

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

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

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

Who is at risk for Bacterial Meningitis?

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

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

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

You should seek prompt medical attention.

For more information.

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or local health department office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/meningitis/index.html> and the Texas Department of State Health Services:

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

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at

an institution of higher education. Please note that this may affect a student who wishes to enroll in a dual credit course taken off campus.

Communicable Diseases

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

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

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

Please contact the **Office Manager** if you have questions or if you are concerned about whether a child should stay home.

Immunization Requirements

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the “2022–2023 Immunization Requirements for Schools” available on the TDSHS website at <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>.

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

Provisional Enrollment

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. Etoile Academy shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and Etoile Academy shall exclude the student from school attendance until the required dose is administered.

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

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

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

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

Exclusions from Immunization Requirements

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

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

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

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

Immunization Records Reporting

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

Emergency Medical Treatment

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

Student Illness

When your child is ill, please contact Étoile Academy to let us know he or she will not be attending that day. Students must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

Head Lice

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

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

Administration of Medication

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

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

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

Asthma and Anaphylaxis Medication

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

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

Seizure Management Plan

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

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

A seizure management and treatment plan must:

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

Steroid Notice

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

Health Screenings

Acanthosis Screening for Diabetes

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

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

Dyslexia and Related Disorders

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

Fitness Testing

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

Spinal Screening

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

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

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

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

Vision and Hearing Screenings

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

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

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

Preparedness Training

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

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

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

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

Discrimination and Harassment (Prohibited Conduct)

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

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

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

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

Retaliation

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

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

Reporting Procedures

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

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

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

Investigation of Complaints

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

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

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

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

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

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

Appeal

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

Freedom from Sexual Harassment

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

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

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Etoile Academy's educational programs or activities;
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

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

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

General Definitions

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

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

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

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

Reporting Sexual Harassment

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in Section 1.1 of this Handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

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

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

Notice of Allegations

Upon receipt of a formal complaint, Etoile Academy must provide the following written notice to the parties who are known:

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

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

Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of Etoile Academy.

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

- Etoile Academy will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by Etoile Academy as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent responsible. Etoile Academy will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and Etoile Academy's sexual harassment policy.
- Etoile Academy recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- Etoile Academy shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- Etoile Academy shall employ the preponderance of the evidence standard to determine responsibility when reviewing formal complaints.

- Etoile Academy may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Consolidation of Formal Complaints

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

Dismissal of Formal Complaints

Etoile Academy must investigate the allegations in a formal complaint.

Etoile Academy must dismiss a formal complaint if the conduct alleged in the formal complaint:

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

Etoile Academy may dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by Etoile Academy; or
- Specific circumstances prevent Etoile Academy from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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

Investigating Formal Complaints

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

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

- Etoile Academy will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, Etoile Academy must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completing the investigative report.
- Etoile Academy must create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

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

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

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

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

Appeals

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

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

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

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

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

Emergency Removals

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

Informal Resolution

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

Prior to facilitating an informal resolution process, Etoile Academy must:

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

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

Retaliation Prohibited

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

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

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

Confidentiality

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

Non-Sexual Harassment Sex Discrimination

The formal complaint investigation and resolution process outlined above in “Freedom from Sexual Harassment” applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described under “Freedom from Discrimination, Harassment, and Retaliation” as outlined in Section 2.15 of this Handbook.

Freedom from Bullying and Cyber-bullying

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

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

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

Etoile Academy will also take steps to prevent and mediate bullying incidents between students that:

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

The school’s anti-bullying policy applies to:

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

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

To the greatest extent possible, Etoile Academy shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. If a law enforcement or other regulatory agency notifies Etoile Academy that it is investigating the matter and requests that the school delay its investigation, Etoile Academy will resume the investigation at the conclusion of the agency's investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the student and parent complaint process outlined in Section 5.9 of this Handbook.

Law Enforcement Agencies

Questioning of Students

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

1. The Principal or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.

2. The Principal or designee ordinarily will make reasonable efforts to notify the student's parent, unless the interviewer raises what the Principal or designee considers to be a valid objection.
3. The Principal or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Principal or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply.

Students Taken into Custody

State law requires Étoile Academy to permit a student to be taken into legal custody:

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

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

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

Mental and Physical Health Resources

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

- The <<school nurse or health aide>>: <<name, email address, and phone number>>.
- The school counselor: <<name, email address, and phone number>>.
- The local public health authority. Information about local health departments can be found online at <https://www.dshs.texas.gov/regions/lhds.shtm>.
- The local mental health authority. Information about local mental health or behavioral health authorities can be found online at <https://www.hhs.texas.gov/services/mental-health-substance-use/mental-health-substance-use-resources/fin-d-your-local-mental-health-or-behavioral-health-authority>.

Policies and Procedures that Promote Student Physical and Mental Health

Etoile Academy has adopted Board policies that promote student physical and mental health, including:

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

Etoile Academy has also developed administrative procedures as necessary to implement these policies. Please contact the school Social Worker (Romy Nunes) at rnunes@etoileacademy.org for information on these policies and procedures.

Mental Health Promotion and Intervention

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

Etoile Academy has also developed protocols for staff members to notify the school's social worker to identify a student who may need intervention.

The Social Worker (Romy Nunes) may be reached at rnunes@etoileacademy.org and can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

Mental Health Support (All Grade Levels)

Etoile Academy has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;

- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, Étoile Academy has procedures to support the student's return to school. Please contact the school's Social Worker (Romy Nunes) at rnunes@etoileacademy.org for additional information.

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

Information on Student ID Cards

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

Child Abuse Reporting and Programs

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

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

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

Plan for Addressing Sexual Abuse and Other Maltreatment of Children

What is Sexual Abuse of a Child?

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

What is Trafficking?

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

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

What is Other Maltreatment of a Child?

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

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services (“DFPS”).

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

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

Reports may be made by contacting one of the following:

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

Etoile Academy has established a plan for addressing child sexual abuse and other maltreatment of children (the “Plan”). The Plan is addressed in this section of the Handbook.

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

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

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

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

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

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

These websites are also helpful:

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

Likely Warning Signs of Sexual Abuse, Trafficking, or Other Maltreatment

Possible warning signs of sexual abuse or other maltreatment may include:

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

Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.
- Older boyfriends or girlfriends.
- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).
- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

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

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

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

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

Available Counseling Options

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

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

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

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

Interrogations and Searches

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

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

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

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

Desk and Locker Searches

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

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

Computers and Electronic Devices

Use of school-owned equipment and its network systems is not private and will be monitored by Etoile Academy.

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

Random Drug Searches

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

Procedures for Use of Restraint and Time-Outs

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

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

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

Visitor and Volunteer Policy

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

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

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

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

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

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

Étoile Academy reserves the right to deny entry or eject a visitor from the property if:

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

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits Étoile Academy to take action against any person – student or nonstudent – who:

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

Emergency Closings

Generally, Étoile Academy dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on Étoile's social media accounts and through Deanslist messaging to parents and students. Étoile Academy may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather related school closings will be broadcast on Étoile's social media as early as possible.

Drills: Fire, Tornado, and Other Emergencies

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

Pest Control Information

Étoile Academy periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Principal or designee.

Videotaping of Students

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

SECTION 3: ACADEMICS AND GRADING

Academic Programs

The Principal will provide students and parents with information regarding academic programs to prepare for higher education and career choices.

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center.

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

Curricular Vision

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

At Étoile Academy we ensure that every student in grades K through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Étoile Academy Charter School is founded on the belief that all students can achieve academic success and a college diploma with the right supports. Our educational philosophy is based on seven core principles. These core principles come from the best practices of successful charter schools nationwide. Our core principles are outlined below.

- High academic expectations for all students inform every school design element.
- Supportive, targeted interventions for all learners are frequent and required.
- Data-driven, quality instruction informs all classroom instruction, individual supports, and professional development needs.
- Highly structured routines, infused with joy and encouragement, support achievement.
- Intentional character development allows all students to build school and life success.
- Family involvement, driven by a clear mission, unites the entire school community.
- Measurable educational goals hold all adults accountable for student success.

We are resolute that every student will experience success in school, at every grade level and in every subject, so they can be academically prepared for college. At the same time, we support our students as they learn the character traits necessary to be good citizens in the classroom and in their community.

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

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

1. Work for, affiliation with, or service learning in an association with any organization engaged in (i) lobbying for legislation at the federal, state, or local level, if the student's duties involve directly or

- indirectly attempting to influence social or public policy or the outcome of legislation, or (ii) social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts by direct communication to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or
 3. Participation in any internship, practicum, or similar activity involving social or public policy advocacy.

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

Academic Integrity

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

Computer Resources

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

Acceptable Use of Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

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

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

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

Personal Counseling

The School Leader or designee and the school counselor are available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The School Leader or school counselor may also provide information about community resources to address these concerns. A student who wishes to meet with the School Leader or school counselor should set an appointment through the school secretary.

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

Credit by Exam

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

If a Student has Prior Instruction

A student in grades 5–8 who has previously taken a course or subject (but did not receive credit for it) may, in circumstances determined by the Principal or designee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70% on the exam.

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

If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The exams offered by Étoile Academy are approved by the Board of Directors. The dates on which exams are scheduled during the 2022–2023 year will be published in an appropriate school publication and on the Étoile Academy website.

A student in grade 5 or above will earn course credit with a passing score of at least 70 on the exam, or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the approved exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

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

Distance Learning

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

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

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

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University

Interscholastic League (“UIL”), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Principal.

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

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

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

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

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

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

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

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

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

Texas English Language Proficiency Assessment System (“TELPAS”)

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

Accelerated Instruction: Grades 3–8

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

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

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

Accelerated Learning Committees

Etoile Academy will establish an accelerated learning committee (“ALC”) for each student for each student who fails to perform satisfactorily on:

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

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

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

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

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

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

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

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

Promotion and Retention

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet Etoile Academy's requirements for attendance.

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

1. failed one or more core subject areas (student also required to attend summer school)
2. failed one or more state assessments
3. is below level in one or more core subject areas;
4. missed more than 10% of instructional days in an academic year. The decision must be made by a committee, which is composed of the child's core subject area teachers, the counselor, and the School Leader.

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

Parent Option for Students to Repeat Grades or Courses

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

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

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

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

A parent's ability to elect for a student to be retained in the grade level or repeat a course in grades 4 and above will expire on September 1, 2022.

Report Cards

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks. During the fourth week of a nine-week grading period, parents will be given a written progress report if their child's performance in English language arts, mathematics, science, or social studies is near or below 70%, or is below the expected level of performance. If the student receives a grade lower than 70% in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card or progress report will state whether tutorials are required for a student who receives a grade lower than 70% in a class or subject. Report cards and progress reports must be signed by the parent and returned to the school within seven days.

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

Special Programs

Students Who Speak a Primary Language Other than English

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

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

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

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

Special Education Referrals

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

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

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

evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

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

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

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

Contact Person for Special Education Referrals

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

Contact Person: Lauren Bailey
Email: lbailey@etoileacademy.org

Section 504 Referrals

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

Contact Person for Section 504 Referrals

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

Contact Person: Lauren Bailey
Email: lbailey@etoileacademy.org

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

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

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

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

Services for Title I Participants

Information regarding Etoile Academy's Title I program may be obtained from Kayleigh Colombero at 713-265-8657.

SECTION 4: STUDENT CODE OF CONDUCT

Purpose of the Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, Étoile Academy has established this Student Code of Conduct (“the Code”) in accordance with state law and the Étoile Academy open-enrollment charter. The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

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

The Code does not define all types and aspects of student behavior, as Étoile Academy may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization’s expectations, student behavior and consequences.

Authority and Jurisdiction

Étoile Academy has disciplinary authority over a student:

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

Reporting Crimes

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

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet Étoile Academy’s standards of grooming and dress.

- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other Étoile Academy staff and volunteers.
- Respect the property of others, including Étoile Academy property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

Discipline Management Techniques

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

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Techniques

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

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or “time-out.”
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Additions on their weekly ‘paycheck’.
- Deductions from their weekly ‘paycheck’.
- Detention (lunch or after school).
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-Class Reflection, as specified in more detail below.
- In-school-suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Expulsion from Étoile Academy, as specified in the expulsion section of the Code.
- Parent-teacher conferences.
- Penalties identified in individual student organizations’ extracurricular standards of behavior.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by Étoile Academy.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the Culture and Community Manager’s office or other assigned area.
- Techniques or penalties identified in individual student organizations’ extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials.

Corporal Punishment

Étoile Academy will NOT administer corporal punishment upon a student for misconduct.

Procedures for Use of Restraint

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

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

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

“Emergency” means a situation in which a student’s behavior poses a threat of:

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

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

Procedures for Use of Time-Out

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

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

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

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

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

Restorative Discipline Practices

Etoile Academy may utilize a wide variety of restorative discipline practices, which are designed to build a sense of school community based on cooperation, mutual understanding, trust, and respect, and emphasize the importance of

positive relationships and pro-social relationships between students. Specifically, Etoile Academy believes that when students engage in inappropriate conduct, restorative discipline practices may hold the potential to:

- Build trust, respect, and relationships
- Develop self-discipline and positive behaviors
- Encourage accountability and responsibility in the school community
- Establish mutual understanding
- Help students understand the harm caused by the misconduct
- Identify and respond to the needs of the person harmed and the person who caused the harm
- Increase parent partnerships
- Promote equitable input from all stakeholders
- Reintegrate students who have caused harm in the school community
- Strengthen school culture

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

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

- Affective statements;
- Apologies;
- Community building circles;
- Mediation;
- Relationship building;
- Repairing harm circles;
- Restitution
- Restorative circles or conferences; and
- Restorative dialogues/making agreements.

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

Etoile also utilizes mindfulness-based social and emotional (SEL) tools and practices to help promote and develop self-regulation, self-awareness, and self-control such as, but not limited to, breathing and movement techniques, and various communication and reflection practices to be used individually and/or as a community

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

Student Code of Conduct Offenses

The categories of conduct below are prohibited at school and all school-related activities.

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

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

Level 1 offenses listed here but not limited to:		
1	Uniform Infractions	<p><i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> ● Not meeting basic uniform expectation of the campus ● Mildly ripped clothing ● Wearing an outer layer that is not campus-approved
2	Behavior that may cause minor disruptions	<p><i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> ● Not focusing on instructions appropriately ● Side conversations ● Not completing work or participating in class activity
3	Negative Attitude	<ul style="list-style-type: none"> ● Creating a negative tone or experience for others through words or minor actions ● Laughing in a way that conveys disrespect or trivializes lack of seriousness ● Snapping or using other hand signals to be distracting and/or disrespectful rather than a sign of non-verbal agreement
4	Unprofessional / Disorganization	<ul style="list-style-type: none"> ● Wasting materials ● Unacceptable desk, common space maintenance; leaving trash or mess, especially when given the opportunity to address it ● Failure to use personal organizer when given time to do so ● Running in the hallway
6	Inappropriate volume	<ul style="list-style-type: none"> ● Volume unacceptable for the situation (e.g., calling out during silent time, yelling in hallways or cafeteria)
7	Not following class or school procedure	<ul style="list-style-type: none"> ● Entering one's own classroom without an adult present ● Out of seat without permission ● Talking in the hallway when expectation is silent ● Minor playing in restroom or hallway

8	Unprepared	<ul style="list-style-type: none"> ● No functional writing utensil ● Missing item required for class (e.g., calculator), missing binder or text, even after being reminded ● Incomplete homework
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Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Restorative conversation or intervention
2. After school or lunch extension or reflection.
3. Loss of time or participation in a school-based privilege or activity.
4. Application of one or more Discipline Management Techniques listed above.
5. Confiscation of cell phones or other electronic devices.
6. Grade reductions for academic dishonesty. Restitution/restoration, if applicable.
7. Temporary confiscation of items that disrupt the educational process
8. Verbal correction.
9. Behavior contract
10. Check-in, check-out plan

Example Level 2 Offenses: *As a reminder, positive interventions and restorative practices are enacted prior to assigning consequences*

Level 2 offenses listed here but not limited to:		
1.	Inappropriate Reaction	<ul style="list-style-type: none"> ● Responding with raised voice, physical reaction, angry expression, or expressed argument at earning a consequence. Note: we encourage scholars to communicate and problem-solve in appropriate ways and advocate for themselves when warranted ● Ignoring or refusing to comply with teacher directions ● Rolling eyes, sucking teeth, exasperated body gestures (e.g., flailing arms)
2.	Disrespect	<ul style="list-style-type: none"> ● Disrespectful comments expressed about an individual ● Spreading rumors about others or verbal teasing and minor name calling ● Leaving marks on desks or other school property ● Leaving marks in books, damaging books, or being neglectful or careless with books
3.	Misuse of Materials	<ul style="list-style-type: none"> ● Use of resources not intended for scholar use without permission (e.g., staff refrigerator, laminator)

4.	Prohibited Physical Contact	<ul style="list-style-type: none"> ● Putting hands on another person, except for shaking hands, fist-bump, or high five
5.	Talking during emergency drills	<ul style="list-style-type: none"> ● Talking during any emergency drill is prohibited to ensure the safety of all students.
6.	Unauthorized area without a pass	<ul style="list-style-type: none"> ● Students going to an area without a written pass provided by a staff member. ● Late to class

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

1. Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Etoile Academy Public Schools.
2. Communication or conference with student’s parent or guardian
3. Time and reflection in the Culture and Community Manager’s Office
4. In School Suspension
5. Reflection or time away from class, to include restorative action such as:
 - Research project
 - Presentation
 - Campus beautification
 - Family meeting or shadow
 - Community Service
 - Or “other” as determined by School Leadership

Example Level 3 Offenses

Level 3 offenses listed here but not limited to:		
1.	Significant Disrespect	<ul style="list-style-type: none"> ● Intentional use of profanity or grossly disrespectful language, including language that targets another person’s racial or sexual identity. This includes spoken or written words and gestures that imply profanity. ● Comments or actions that undermine the dignity or authority of an adult ● Comments or actions that undermine the dignity or emotional safety of a peer ● Intentionally refusing to follow directions: a more severe form of ignoring / refusing ● Intentionally attempting to disrupt or derail a lesson

2	Uncontrolled Conduct	<ul style="list-style-type: none"> • More serious play-fighting, rough-housing • Throwing things that could cause serious physical injury during class • Verbal altercation
3	Dishonesty or Avoiding Responsibility	<ul style="list-style-type: none"> • Being dishonest • Framing others for own actions • Not taking responsibility for choices or actions
4	Academic Dishonesty	<ul style="list-style-type: none"> • Plagiarism or cheating: including copying, passing of work • <i>ALL plagiarism earns a Zero Grade</i>
5	Destroying property	<ul style="list-style-type: none"> • Tagging or defacing school property; graffiti of any form • Damaging school property in a way that requires replacement or repair
6	Skipping	<ul style="list-style-type: none"> • Skipping a school day • Skipping detention • Skipping class in the bathroom or other location within school
7	Intimidation and Bullying	<p>Causing an individual to act through the use of threat or coercion.</p> <p>Bullying a student employee or volunteer of Etoile Academy, whether on or off school property. If the conduct causes a substantial disruption of the educational environment, it may be elevated to a level 4 offense depending on circumstances as determined by Etoile Academy.</p>
8	Contributing to a situation that could harm the well-being of others	<p>May rise to a level 4 or higher offense, depending on context:</p> <ul style="list-style-type: none"> • Videotaping an incident that is not allowed on school property or at a school-sponsored event • Participating in situation that could harm the well-being or reputation of a Etoile Academy student or staff member
9	Transportation	Disobeying conduct rules regarding school transportation.

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

1. Any applicable Level I or Level II Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Etoile Academy.
2. Suspension from bus (either short or long term)
3. Out-of-school suspension for up to three days.

Example Level 4 Offenses:

Level 4 offenses listed here but not limited to:		
1.	Hate Speech	Hate speech based on gender, race, sexual orientation, any disabilities
2.	Physical Violence	Physical harm of any kind Threats of physical violence, regardless of intent
3.	Theft	Theft / stealing; taking what is not one's own (may also be a higher level offense)
4.	Illicit/Unsafe Activity	Being in possession of illegal or controlled substances (i.e., weapons, drugs, alcohol, pornographic material) Being under the influence of drugs or alcohol Sexual activity of any kind Leaving school or school trip without permission
5.	Sexual Harassment	Suggestive touching, stroking, squeezing, tickling, or brushing against a person Actual or attempted sexual assault
6.	Possession and/or use of an illegal substance	Smoking or using tobacco, tobacco-based e-cigarettes or vape pens at school or school related functions or activities on or off school property. Possessing of or selling drugs or look-alike drugs, or attempting to pass items off as drugs or contraband. Participating in hazing Abusing over the counter drugs Being under the influence of drugs or alcohol
7.	Extortion	Committing extortion or blackmail, meaning or obtaining money or an object or value from an unwilling person. Verbal altercation

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

1. Any applicable Level I, Level II or Level III Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Etoile Academy Public Schools.
2. Out-of-school suspension for up to three days.

Level 5 Offenses:

The offenses listed below may lead to long term suspension or expulsion.

1. Abusing a student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug while on school property or at a school-related event. (See glossary for "abuse.")
2. Accumulating 20 or more unexcused absences within the same school year.
3. Aggravated assault.
4. Aggravated kidnapping.
5. Aggravated robbery.
6. Aggravated sexual assault
7. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
8. Arson.
9. Assault.
10. Burglary of a motor vehicle on campus.
11. Capital murder.
12. Commission of a felony offense listed under Title 5, Texas Penal Code. (See glossary.)
13. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
14. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - a. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - b. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
 - c. Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - d. Engaging in conduct punishable as a felony.
 - e. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
 - f. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug (may include e-cigarettes or vape pens if it is connected to potential marijuana use) in an amount not constituting a felony offense. (See glossary for "under the influence.")
15. Conduct endangering the health and safety of others.
16. Creating or participating in the creation of a "hit list" under Texas Education Code 37.001(b)(3).
17. Criminal attempt to commit murder or capital murder.
18. Criminal mischief.
19. Criminally negligent homicide.
20. Deliberate destruction or tampering with school computer data or networks.

21. Engaging in bullying and/or cyberbullying.
22. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
23. Engaging in conduct punishable as a felony.
24. Engaging in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - a. The student receives deferred prosecution (see glossary);
 - b. A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
 - c. The School Leader or designee has reasonable belief (see glossary) that the student engaged in the conduct.
25. Engaging in conduct punishable as a Level 5 expulsion offense when the conduct occurs off Etoile Academy property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.
26. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)
27. Engaging in conduct relating to a false alarm to induce emergency response.
28. Engaging in conduct relating to harassment of a Etoile Academy employee, including but not limited to
 - a. Initiating communication and in the course of the communication making a comment, request, suggestion, or proposal that is obscene;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the treat, to inflict bodily injury on the person or to commit a felony against the employee, a member of the employee's family or household, or the employee's property;
 - c. Conveying, in a manner reasonably likely to alarm the employee receiving the report, a false report, which is known by the student to be false, that another person has suffered death or serious bodily injury; or
 - d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
29. Engaging in conduct that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
30. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another student or Etoile Academy employee. (See glossary.)
31. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a Etoile Academy student, employee, or volunteer.
32. Engaging in conduct that contains the elements of retaliation against any Etoile Academy employee or volunteer, whether on or off of school property.
33. Engaging in the electronic transmission of sexually explicit visual material that:
 - a. Depicts any person engaging in sexual conduct; or
 - b. Depicts a person's intimate parts exposed; or
 - c. Depicts the covered genitals of a male person that are in a discernibly turgid state; and
 - d. Is not sent at the request of or with the express consent of the recipient.
34. Engaging in inappropriate or indecent exposure of private body parts.
35. Engaging in online impersonation.
36. Felony criminal mischief against school property, another student, or school staff.
37. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
38. Hazing.
39. Inappropriate sexual conduct.

40. Inciting violence against a student through group bullying.
41. Indecency with a child.
42. Issuing a false fire alarm.
43. Manslaughter.
44. Murder.
45. Persistent Level 1 offenses (four or more Level 1 offenses committed in a single school year).
46. Persistent Level 2 offenses (four or more Level 2 offenses committed in a single school year).
47. Persistent Level 3 offenses (four or more Level 3 offenses committed in a single school year).
48. Persistent Level 4 offenses (three or more Level 3 offenses committed in a single school year).
49. Possessing or using Prohibited Items, including but not limited to:
 - a. A “look-alike” weapon (includes but is not limited to BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon);
 - b. A laser pointer for other than an approved use;
 - c. A pocketknife or any other small knife with a blade less than 1.5” in length;
 - d. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - e. A stun gun; Ammunition;
 - f. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - g. Mace or pepper spray; Matches or a lighter;
 - h. Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device or accessory to a vapor product; or
 - i. Any articles not generally considered to be weapons, including school supplies, when the School Leader or designee determines that a danger exists.
50. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
51. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
52. Possessing or using alcohol.
53. Possessing, selling, distributing, or being under the influence of inhalants.
54. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
55. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or a school-related or school-sanctioned activity on or off school property.
56. Possessing, using, giving, or selling paraphernalia related to any prohibited substance, including illegal, prescription, and over-the-counter drugs.
57. Possession, use, transfer or exhibition of any firearm, handgun, improvised explosive device, location-restricted knife, club, or any other prohibited weapon or harmful object (as determined by Etoile Academy).
58. Public lewdness.
59. Releasing or threatening to release “intimate visual material” of a minor or a student who is 18 years of age or older without the student’s consent.
60. Required registration as a sex offender.
61. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a cannabidiol (CBD) substance, a dangerous drug, or an alcoholic beverage.
62. Sending or distributing sexually suggestive, nude, or partially nude photographs and/or sexually explicit message via text message, social media applications, or other methods of electronic delivery while at school, or while away from school if the conduct creates a substantial disruption to the school environment.
63. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.

64. Setting or attempting to set fire on school property (not arson).
65. Sexual abuse of a young child or children.
66. Sexual assault.
67. Stealing from students, staff, or Etoile Academy.
68. Targeting another individual for bodily harm.
69. Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk; stiletto; poniard; bowie knife; sword; spear; switchblade; assisted-open knife (regardless of length); or as otherwise defined by Board policy.
70. Use, exhibition, or possession of a knife with a blade more than 1.5” in length, including but not limited to switchblade knives or any other knife not defined as a location-restricted knife.
71. Using a cell phone or other electronic device to make an audio and/or video recording of another person in a restroom, locker room, changing room, or other similar area.
72. Vandalism or conduct constituting criminal mischief with respect to school facilities or property.
73. Violating computer use policies, rules, or agreements of Etoile Academy, such as the Student Acceptable Use policy, including but not limited to:
 - a. Attempting to access or circumvent passwords or other security-related information of Etoile Academy or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
 - b. Attempting to alter, destroy, or disable Etoile Academy computer equipment, Etoile Academy data, the data of others, or other networks connected to the Etoile Academy system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
 - c. Using the Internet or other electronic communications to threaten Etoile Academy students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
74. Violating the terms and conditions of a student behavior contract.
75. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

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

1. Out of school suspension for three days.
2. Expulsion

Student Code of Conduct Consequences

Village Meetings: At any level of offense or in response to repeated breeches of school expectations, School Leadership may engage families and appropriate stakeholders in a Village meeting to determine appropriate support plans and behavior interventions. School Leadership may request support or intervention from a parent or guardian in order to redirect the student's behavior, especially in circumstances threatening the health and safety of the student or other students.

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

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

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

Suspension

Etoile Academy utilizes two kinds of suspension: in school suspension and out of school suspension.

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

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

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

Out of School Suspension: In deciding whether to order out-of-school suspension, the School Leader or designee may take into consideration factors including self-defense, prior discipline history, the student's status as a student in foster care or who is homeless, intent or lack of intent and other appropriate or mitigating factors determined by the administrator.

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

1. The need to further investigate an incident,
2. A recommendation to expel the student, or

3. An emergency that constitutes endangerment to health or safety.

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

1. Unlawful possession of a firearm or other weapon;
2. Assault, sexual assault, aggravated assault, or aggravated sexual assault; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

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

Removal from School Transportation

A student being transported by Etoile Academy transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating the school's established standards for conduct in a school vehicle.

In-Class Reflection

At times, infractions warrant consequences that are more severe than detention, but less severe than Suspension. Therefore, Étoile Academy has an In-Class Reflection model ensuring that students have access to the curriculum while at the same time students face serious consequences. During In-Class Reflection, students have an ICR badge on their desk, signifying that they are removed from the school community, while at the same time allowing them to access the curriculum in the classroom. Students are only able to communicate with their peers when it is critical to their understanding of the curriculum, decided upon by their teachers, and usually to complete larger projects or group work.

In addition, students who have not met behavioral expectations over an extended period of time, as measured by their Paycheck Report, less than a specific school-determined threshold, may face In-Class Reflection.

Furthermore, in order to promote and uphold our school community's values and Code of Conduct, students who communicate with a student who is currently in In-Class Reflection may receive the consequence of In-Class Reflection.

Requirements: In the morning, students will need to check in with the Culture and Community Manager who will reiterate the expectations of In-Class Reflection. Students on In-Class Reflection will:

- Attend classes, receive instruction and complete class work
- Wear an ICR lanyard at all times.
- Not be permitted to communicate with any students throughout the day, including during breaks and lunch, except as specifically instructed by a teacher during an academic discussion.
- Not participate in selected class activities, as determined by each teacher.
- Not participate in recess.
- Not attend reward events including field trips, dances etc. (exceptions may be made in extraordinary circumstances at the sole discretion of the Principal).

Violation of the requirements of In-Class Reflection may result in additional days of In-Class Reflection or a suspension. Students will not be allowed to participate in extracurricular or community service field trips and other class rewards while on In-Class Reflection.

The number of days on In-Class Reflection, determined by the Principal or Designee, will be commensurate with the severity of the behavioral infraction. For each day that a student does not meet the requirements of In-Class Reflection, they will be required to complete an additional day of suspension.

Conferences, Hearings, and Appeals

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

Process for Suspensions Lasting Up to Three Days

In addition to the above list of Code of Conduct violations, the Principal has authority to suspend a student for a period of up to three school days for any of the following additional reasons:

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

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

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

Prerequisites to Suspension

Prior to suspending a student for up to three days, the Principal or designee must attempt to hold an informal conference with the student to:

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

Notification to Parents/Guardians

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

Process for Expulsion

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

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

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

1. May be present;
2. Shall have an opportunity to present evidence;

3. Shall be apprised and informed of Etoile Academy's evidence;
4. May be accompanied by their parent(s); and
5. May be represented by an attorney.

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

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

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

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

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

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

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

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

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

Placement of Students with Disabilities

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

A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without action by the student's admission, review,

and dismissal committee to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to Etoile Academy unless Etoile Academy and the student's parent(s) agree otherwise.

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

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

Gun-Free Schools Act

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

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

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

Glossary

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

Abuse is improper or excessive use.

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

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

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

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

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

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

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

Arson also occurs when a person:

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

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

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

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a public school; and the

student knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

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

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

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

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

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

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

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

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

Delinquent conduct is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

Discretionary means that something is left to or regulated by a local decision maker.

E-Cigarette an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, electronic circuit to deliver nicotine or other substances to the individual inhaling from the device, or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other similar device. The term also includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe; a dab pen; a vapor product; or any other similar device under another product name or description. Also included is any component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the Principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False Alarm or Report occurs when a person makes a report of a criminal offense or an emergency or causes a report of a criminal offense or an emergency to be made to a peace officer, law enforcement agency, 9-1-1 service, official or volunteer agency organized to deal with emergencies, or any other governmental employee or contractor who is authorized to receive reports of a criminal offense or emergency when (1) the person knows the report is false and (2) the report causes an emergency response from a law enforcement agency or other emergency responder.

Firearm silencer or suppressor means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Texas Penal Code § 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment is:

- Conduct that meets the definition established in Board policy and/or the Student Handbook;
- Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety; or
- Conduct including the elements of (1) initiating a communication and in the course of the communication making a comment, request, suggest, or proposal that is obscene; (2) threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; (3) conveying a false report that another person has suffered death or serious bodily injury; (4) causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm abuse, torment, embarrass, or offend another; (5) making a telephone call and intentionally failing to hang up or disengage the connection; (6) knowingly permitting a telephone under the person's control to be used by another to engage in harassment; or (7) publishing on an Internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern.

Hazing is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student and endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Texas Penal Code § 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components

Illegal Knife means a knife with a blade over 5-1/2"; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; spear; or as otherwise defined by Board policy.

Indecent Exposure means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material means visual material that depicts a person (a) with the person's intimate parts exposed; or (b) engaged in sexual conduct.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Location-restricted knife means a knife with a blade over five and one-half inches.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Online Impersonation occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Prohibited Weapon means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; or a tire deflation device.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

Public lewdness occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

Reasonable belief is a determination made by the Principal or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

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

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade Knife is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

Terroristic threat is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including Étoile Academy).

Title 5 offenses are those that involve injury to a person and include murder; manslaughter; criminally negligent homicide; trafficking in persons; unlawful transport; kidnapping; assault (on a public servant); aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment of a public servant; improper photography; smuggling persons; and tampering with a consumer product.

Trespassing means entering or remaining on the property of another (including Etoile Academy) without effective consent of the owner, and the person (1) had notice that the entry was forbidden; or (2) received notice to depart but failed to do so. Trespassing may also include presence on a Etoile Academy campus if expelled or suspended.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

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

Vapor product means electronic cigarettes (e-cigarettes) or any other device that uses a mechanical heating element, battery, or electronic circuit to deliver vapor that may include nicotine to the individual inhaling from the device, or any substance used to fill or refill the device.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

SECTION 5: ESPECIALLY FOR PARENTS

Parent Contact Information

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

Your Involvement as a Parent

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

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
2. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by Étoile Academy. Discuss with the Principal any questions you may have about the options and opportunities available to your child.
3. Monitoring your student's academic progress and contacting teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or Principal, please call the front office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.
5. Becoming a school volunteer. For further information, contact the Front Office. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
6. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact the Principal .

Consent to Human Sexuality Instruction

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

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use Etoile Academy grievance procedure concerning a complaint.

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

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;

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

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

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

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

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

Consent to Provide a Mental-Health Care Service

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

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

Etoile Academy has also established procedures for staff to notify the <<mental health liaison>> regarding a student who may need intervention.

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

Surveys and Activities

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

1. Critical appraisals of individuals with whom the student has close family relationship;
2. Illegal, antisocial, self-incriminating or demeaning behavior;
3. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.
4. Mental or psychological problems of the student or the student's family;
5. Political affiliations or beliefs of the student or the student's parent;

6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Sexual behavior or attitudes;

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

“Opting Out” of Surveys and Activities

Parents have the right to receive notice of and deny permission for their student’s participation in:

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

Notice of Teacher Qualifications

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

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

Please contact the Operations Manager to request this information.

Accommodations for Children of Military Families

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

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

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

Student or Parent Complaints and Concerns

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

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

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

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

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

Informal Conferences

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

Formal Grievance Process

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

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

Level One Complaint – Initial Review

A parent or student shall submit a written Level One Grievance Form to the Principal within the later of (1) 5 school days from the time the event(s) causing the complaint were or should have been known, or (2) within 2 school days following an informal conference with the Principal. The school reserves the right to require the grievant to begin the grievance process at Level Two.

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

Note: A complaint against the Superintendent shall begin at Level Four.

Level Two Complaint – Chief Schools Officer Review

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

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

Level Three Complaint – Superintendent Review

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

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

Level Four – Board of Directors Review

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

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

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

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

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

Additional Complaint Procedures

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

1. Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation," Section 2.15 of this Handbook.
2. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Bullying and Cyber-Bullying," Section 2.17 of this Handbook.
3. Complaints concerning decisions of an accelerated learning committee and/or Life School's implementation of a student's accelerated learning plan shall be submitted as described in "Accelerated Learning Committees," Section 3.13 of this Handbook.
4. Complaints concerning expulsions shall be submitted as described in "Conferences, Hearings, and Appeals" as described in Section 4.9 of this Handbook.

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

SECTION 6: IMPORTANT NOTICES

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

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

The Right to Inspect and Review

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

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

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

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

Parents or eligible students may ask Étoile Academy to amend a record that they believe is inaccurate, misleading, or in violation of the student’s privacy rights. Parents or eligible students should submit to the Principal or designee a written request that clearly identifies the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student’s privacy rights. Étoile Academy will decide whether to amend the record as requested within a reasonable time after receiving the request. If Étoile Academy decides not to amend the record

as requested by the parent of eligible student, the school will notify the parent of eligible student of the decision and advise them to their right to a hearing to challenge the content of the student's education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student's privacy rights.

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

The Right to Consent Prior to Disclosure

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

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

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

Upon request, Étoile Academy discloses educational records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

The Right to File a Complaint

Parents and/or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by Étoile Academy to comply with the requirements of FERPA. These complaints should be addressed as follow:

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

Access to Medical Records

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

Notice for Directory Information

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

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

- Student name;
- Date and place of birth;
- Major field of study
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports; and
- Weight and height of members of athletic teams.

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

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

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

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

Étoile Academy shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes or for the purposes of disclosure to military recruiters and institutions of higher education for secondary students.

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

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

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

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

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

PLEASE CIRCLE YES OR NO

For all students:

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

For secondary students only:

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

PRINT Student’s Full Legal Name

Student’s Date of Birth

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

Parent/Guardian Signature
or Eligible Student Signature

Date

Use of Student Work in School Publications

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

Parents: Please circle one of the choices below:

I, parent/guardian of _____ (student's name),

do give

do not give

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

Parent Signature: _____

Date: _____

Photo/Video Release Form

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

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

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

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

Student's Name: _____ Parent Name: _____

Address: _____

Telephone Number: _____

Parent Signature: _____ Date: _____

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

Student Acceptable Use Policy

This Student Acceptable Use Policy (“Policy”) sets forth the guidelines governing the use of all Etoile Academy technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all Etoile Academy technology resources via off-campus remote access. Etoile Academy reserves the right to modify the terms and conditions of this Policy at any time.

Introduction

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

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

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

Technology Mission Statement

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

Using the Internet and Communications Systems

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

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

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

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

Although Etoile Academy strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. Etoile Academy does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. Etoile Academy takes steps to minimize students' opportunities to access such content, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. Each Etoile Academy device with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act ("CIPA") and/or as determined by the school administration. This software is not fail-safe, however, and while at school, Etoile Academy strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this Policy is strictly enforced, and students who misuse any Etoile Academy technology outside its intended purpose, including the use of school-recommended websites for purposes outside the educational intent, will be in violation of this Policy, which may lead to disciplinary consequences for the student.

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

Proper and Acceptable Use of All Technology Resources

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

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

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

Activities that are permitted and encouraged include the following:

- School work and assignments;
- Original creation and presentation of academic work;

- Research on topics being discussed in classes at school;
- Research for opportunities outside of school related to community service, employment or further education;
- Reporting inappropriate content or harassing conduct to an adult.

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

- Attempting unauthorized access, or “hacking,” of Etoile Academy computers or networks, or any attempts to bypass Internet content-filtering software used by Etoile Academy
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student’s host.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another’s reputation while using any Etoile Academy technology resource, to include the use of any website or software used by the school.
- Engaging in any conduct potentially constituting “cyberbullying,” which means bullying done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Examples of cyberbullying include, but are not limited to:
 - Creating a social networking site or web page that masquerades as another person’s personal site and using it to embarrass the other person.
 - Making it appear that a person is posting malicious comments about friend to isolate the person from his or her friends.
 - Posting a person’s personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.
 - Posting abusive comments on someone’s social networking site.
 - Recording and distributing media with the intent to manipulate or embarrass others.
 - Sending abusive comments while playing interactive games.
 - Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
 - Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
 - Sending, posting, or sharing statements encouraging another person to commit self-harm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any Etoile Academy equipment, network, stored computer file, or software, to include any conduct that results in a person’s time to take any corrective action.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control logs.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto Etoile Academy equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other use or than the student’s host (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use Policy and the Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.

- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting.”
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of Etoile Academy computers, networks, printers, user files, or other associate peripherals.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Etoile Academy or the end user does not have an active license.
- Using a website or software program implemented by Etoile Academy in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.
- Using any programs/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user’s terminal session, via any means, locally or via the Internet/Intranet.
- Using any Etoile Academy technology for games, role-playing, multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator.
- Using any Etoile Academy technology resource to engage in any activity that violates any Board policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any Etoile Academy technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any Etoile Academy technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using obscene or profane language on any Etoile Academy technology resource, to include posting such language on any website or software used by Etoile Academy.
- Using Etoile Academy or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
- Using technology for plagiarism or otherwise representing the work of others as the student’s own.
- Using USB, bootable CD’s, or other devices to alter the function of any Etoile Academy technology equipment, network or software.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of “pirated” or other software products.

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

Personal Electronic Devices

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

- All students with personal electronic devices being used for instructional or other school business must use Etoile Academy’s wireless network, which is filtered according to federal guidelines for Internet access in public schools.
- If a student uses a personal electronic device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Policy and the Student Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.

- Personal electronic communications such as e-mail, instant messaging, chat, blogs, etc., are prohibited at school unless the teacher and/or administrator has approved the use of an application for educational purposes.
- Personal electronic devices are never to be plugged into the wired network (i.e., computers, wall jacks, other school equipment, etc.).
- School officials may power on and search a student's device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation and if a student and parent have signed a form authorizing the student to possess the device at school.
- Sound on personal wireless and mobile devices must be turned off when it is being used as part of a class.
- Student selection of appropriate, tasteful screensavers and wallpaper is expected.
- Teachers will establish standards for personal electronic devices used in their respective classrooms; however, it is Etoile Academy's policy that students are not allowed to access the Internet unless supervised by a teacher or staff member.
- The student must take full responsibility for configuring and maintaining their personal electronic devices. Etoile Academy will not provide technical support for these devices.
- When personal electronic devices are not in the student's possession, the student must secure them. Etoile Academy will not store, nor will it accept responsibility for storing, any student's personal electronic device on school grounds. Personal electronic devices must go home with students daily.

Privacy and Security

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

Consequences

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

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

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

Limitations of Liability

Etoile Academy makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through Etoile Academy provided and/or a student's personal electronic device. Etoile Academy is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as Etoile Academy makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use Etoile Academy's technology resources,

students and their parents hereby release Etoile Academy its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of Etoile Academy's technology resources by the student.

Acceptable Use Agreement Acknowledgment Form

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

Student Name

Student Signature

Date

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

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

Parent/Guardian

Date

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by Étoile Academy.

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

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

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is subject to regulation by Étoile Academy.
- If a student possesses such devices on school property or while attending school-related events, Étoile Academy is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that Étoile Academy is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of student)

(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

Food Allergy Notification Form

Dear Parents,

Étoile Academy is required by law to request, at the time of enrollment, that the parent or guardian of each student attending Étoile Academy disclose the student’s food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for Étoile Academy to take necessary precautions for your child’s safety.

“Severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child’s allergic reaction to the food. Étoile Academy will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

Food:	Nature of allergic reaction to the food:

Étoile Academy will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act (“FERPA”) and Board policy. **Étoile Academy will maintain this form as part of your child’s student record.**

Student Name: _____ Date of Birth: _____

Grade: _____ Parent Work Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by Étoile Academy: _____

**Acknowledgement and Approval of Parent – Student Handbook
and Code of Conduct**

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

Printed Name of Student: _____ Grade: _____

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____