



San Antonio Preparatory Community School

CHAMPION & FAMILY HANDBOOK
EFFECTIVE 07/01/2020

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Preface

To Champions and Families:

Welcome to San Antonio Preparatory Community School! We wish this year to be an especially productive experience for each champion. For this to happen, we must all work together: champions, parents, and staff. This champion/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 champions 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 champion.

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 champion Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both champions and parents need to be familiar with the champion Code of Conduct. The champion Code of Conduct is also available in the main office at each campus, 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 champion 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 champions 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 champions and to keep it as a reference during this school year. Parents or champions with questions about the material in this Handbook should contact their Principal.

Finally, you must complete and return the last page of the Handbook – “Acknowledgement and Approval of champion/Parent Handbook” – to the school office at your campus.

On behalf of the entire San Antonio Preparatory staff and community, best wishes for a great 2020–2021 school year!

SECTION 1: GENERAL INFORMATION

Mission

San Antonio Preparatory Community School provides a college preparatory education through high-quality instruction and rigorous curriculum inside a challenging and supportive learning environment, ensuring all champions in grades 5-12 graduate college and succeed in the careers of their choice.

Board of Directors

Dejah Behnke
Akeem Brown
Milton Harris
Earl Blanche
Xavier Toson
Rhapsody Vogt
Stephen Villela
Michelle Taylor

About the School

San Antonio Preparatory (SA PREP) was established in 2018 by Founder Stephanie Hall Powell. SA PREP was authorized by the state of Texas (Texas Education Agency and State Board of Education) on June 14, 2019. SA PREP opened its doors for the first time August 3, 2020 during COVID-19.

SA PREP resides in the Sunrise and Candlewood communities on the Northeast side of San Antonio on Foster Rd. We believe that our community matters and our champions (Champions) matter. So we designed a school for black and brown champions in San Antonio to have a school that recognizes that culture and race matters. A school where a culturally relevant curriculum is taught. A school where we recognize and acknowledge trauma, train our staff and use restorative practices not punitive ones. SA PREP's foundation and core values are love, equity, identity, culture, connections, and community. It takes a village to raise a child and SA PREP is partnering with families, businesses, and organizations to build a village for our champions success.

Statement of Non-Discrimination

San Antonio Preparatory 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. San Antonio Preparatory 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.

Any questions or concerns about San Antonio Preparatory'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 TiJa Mitchell, HR & Community Relations Manager, 6127 Summer Fest Dr, San Antonio, TX 78244, 210-874-2182.

- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is TiJa Mitchell, HR & Community Relations Manager, 6127 Summer Fest Dr, San Antonio, TX 78244, 210-874-2182.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is TiJa Mitchell, HR & Community Relations Manager, 6127 Summer Fest Dr, San Antonio, TX 78244, 210-874-2182.
- All other concerns regarding discrimination may be directed to TiJa Mitchell, HR & Community Relations Manager, 6127 Summer Fest Dr, San Antonio, TX 78244, 210-874-2182.

General Admissions and Enrollment Information

Admission and enrollment of champions 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 champions enrolled in San Antonio Preparatory shall not exceed the number of champions approved in the charter or subsequent amendments. Total enrollment may further be limited by San Antonio Preparatory based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

In accordance with state law, San Antonio Preparatory 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 San Antonio Preparatory charter and Texas Education Code § 12.111(a)(5)(A), champions with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 37, Subchapter A will not be excluded from admission and enrollment in San Antonio Preparatory.

Submission of Applications and Admissions Lottery

champions wanting to attend San Antonio Preparatory must submit an application during the school's open enrollment period, which takes place during the month of November each year, or as otherwise set by the administration. Enrollment forms are available at campus main office and online through the San Antonio Preparatory website.

If fewer applications than spots available are received, champions will be offered admission on a first-come, first-served basis. If San Antonio Preparatory 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 5 days after the Lottery Date. 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 champion on the waiting list.

Exceptions to Lottery Process: Federal guidelines permit San Antonio Preparatory to exempt from the lottery champions who are already attending San Antonio Preparatory; siblings of champions already admitted to or attending San Antonio

Preparatory; and children of San Antonio Preparatory's founders, teachers, and staff, so long as the total number of champions allowed under this exemption constitutes only a small percentage of San Antonio Preparatory'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 champion is currently residing; graduation requirements; and other related matters.

Questions concerning assistance offered to homeless champions can be obtained from Deni Avelar, Registrar/PEIMS Coordinator, 6127 Summer Fest Dr., San Antonio, TX 78244, 210-473-2698.

Champion Information

Any champion admitted to San Antonio Preparatory 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 champion enrolling in San Antonio Preparatory 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 San Antonio Preparatory, the parent and school district in which the champion was previously enrolled shall furnish records that verify the identity of the champion. These records may include the champion's birth certificate or a copy of the champion's school records from the most recently attended school. champions will not be denied enrollment because they failed to meet this requirement.

San Antonio Preparatory will forward a champion's records on request to a school in which a champion seeks or intends to enroll without the necessity of the parents' consent.

Food Allergy Information

The parent of each champion enrolled in San Antonio Preparatory must complete a form provided by San Antonio Preparatory that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the school to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "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.

San Antonio Preparatory may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's champion 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 champions

Enrollment will 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 San Antonio Preparatory, each champion'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

San Antonio Preparatory 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. The latest changes to the calendar will be available on the school's website.

School Day

Classes begin at 7:30 a.m. and are dismissed at 4:30 p.m. Champions may be dropped off as early as 6:45 a.m. They will be supervised, but there are no organized activities before the instructional day begins.

Champions enrolled in after-school programming or who are signed up for academic supervision may be on campus.

Drop-off and Pick-up Procedures

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

Champion Drivers and Parking

All champion drivers must hold a valid driver's license and insurance. champions driving to school must park in the designated lot. champions may not go to their cars during the school day. champions must also drive in a manner that is safe and does not disrupt the learning environment or school community in any way. champions who fail to follow these guidelines will have their driving privileges suspended or revoked, and may be subject to discipline under the champion Code of Conduct.

Attendance

Consistent school attendance is an essential component of each champion's education. Absence from school will affect a champion's ability to succeed in class; therefore, champions and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and San Antonio Preparatory policy deals with attendance for course credit and a champion's final grade. These items laws are discussed below.

Texas Compulsory Attendance Law

The state compulsory attendance law requires that a champion between the ages of six and 19 must attend school any applicable accelerated instruction programs and school-required tutorial sessions unless the champion is otherwise legally exempted or excused. San Antonio Preparatory staff must investigate and report violations of the state compulsory attendance law. A champion 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 champion who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a champion 19 years of age or older has more than five unexcused absences in a semester, San Antonio Preparatory may revoke the champion's enrollment, except that San Antonio Preparatory may not revoke the enrollment on a day on which the champion is physically present at school. The champion's presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the champion's enrollment San Antonio Preparatory shall issue a warning letter to the champion after the third unexcused absence stating that the champion's enrollment may be revoked for the remainder of the school year if the champion has more than five unexcused absences in a semester. As an alternative to revoking enrollment, San Antonio Preparatory may impose a behavior improvement plan.

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

San Antonio Preparatory shall notify a champion's parent if the champion 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 champion's school attendance and require the champion to attend school; the champion 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 champion must attend at least a minimum of 90% of the days the class is offered. These days include both excused and unexcused absences. A champion 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 champion may regain credit or earn a final grade.

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 champion transferring into San Antonio Preparatory after school begins, including a migrant champion, only those absences after enrollment will be considered.
3. In reaching consensus about a champion's absences, the committee will attempt to ensure that its decision is in the best interest of the champion.
4. The committee will consider whether the absences were for reasons over which the champion or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the champion's absences.
6. The committee will consider the extent to which the champion has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The champion, 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 champion 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 champion or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Superintendent. 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:

San Antonio Preparatory 6127 Summer Fest Dr. San Antonio, TX 78244

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

Absence and Tardiness

When a champion must be absent from school, parents are asked to call the school each day the champion will be absent. Upon returning to school, the champion 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 San Antonio Preparatory website, or faxed to the school. If a note is not received within 3 school days of the absence, the absence will be recorded as unexcused.

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

San Antonio Preparatory recognizes two kinds of absences: excused and unexcused. champions and parents should read this section carefully to understand the school's expectations. champions 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 champion makes up all work. These include the following activities and events:

- Religious holy days.
- Required court appearances.
- Activities related to obtaining United States citizenship.

- Service as an election clerk.
- College Visits & Courses
- Documented health-care appointments for the champion or a child of the champion, including absences for recognized services for champions diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the champion's arrival or return to campus.
- For champions in the conservatorship (custody) of the state who need to attend:
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the champion's participation in the activity outside of school hours.

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

champions may also be excused for their appointment at the Department of Motor Vehicles to take the driving test, as long as documentation is provided.

A champion may also be absent for up to two days in a school year for service as an early voting clerk, provided the champion receives approval from Principal prior to the absence and informs his or teachers of the absence.

Absences of up to five days will be excused for a champion 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.

Additionally, San Antonio Preparatory may excuse up to four day of school for a high school champion who is 17 years of age or older to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard, provided that San Antonio Preparatory verifies the champion's activities relating to pursuing enlistment.

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 San Antonio Preparatory.

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

Unexcused Absences

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

Tardiness and Late Arrival

Nearly all tardiness is avoidable. If a champion arrives late to school, a parent must report to the school office to complete a tardy slip.

Make-Up Work

If a champion 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 champion to master the essential knowledge and skills necessary to meet subject or course requirements. Champions 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 champions and parents with additional information regarding completed make-up work within the time allotted, and the process for making up tests missed due to absence.

Driver's License Attendance Verification

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

Release of Champions from School

A champion will not be released from school at times other than at the end of the school day except with permission from Principal or designee and in accordance with campus sign-out procedures. Additionally, state rules require that parental consent be obtained before a champion 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 champion will not miss instructional time, if possible.

Closed Campus

Champions are not permitted to leave campus for lunch. Parents are welcome to eat lunch with their child in the cafeteria. Parents may only bring lunch for their own children. Champions and adults may not bring in or give away food to other champions during lunch times.

High School grades 10-12 are permitted to leave campus for lunch with the permission of both parents and school administration for the designated lunch time only. champions may not bring leftover lunch/food/drinks back into classrooms. All food must be consumed off campus if they choose to eat lunch off campus. The only exception will be to eat the off campus purchased food in the outdoor courtyard. In this case food must be consumed in the courtyard and disposed of in the courtyard trash receptacles before returning to class. Off campus lunch can be restricted if champions do not adhere to the guidelines stated above or if they are tardy more than 2 times back to class.

Withdrawals

Voluntary Withdrawal

A champion under 18 years of age may be withdrawn from school only by a parent. San Antonio Preparatory 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 champion will be enrolled, and must sign the withdrawal request to document that the champion will continue to be enrolled in a school as required by compulsory attendance laws.

A champion 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 champions and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Sign a release of champion records.

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

Involuntary Withdrawal

San Antonio Preparatory may initiate withdrawal of a champion under the age of 19 for non-attendance if:

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

Additionally, San Antonio Preparatory may revoke the enrollment of a champion 19 years of age or older who has more than five unexcused absences in one semester.

Dress and Grooming

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 champion. champions must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the champion or others, and that will not distract from the educational atmosphere of the school. champions are required to arrive in proper attire every day.

As authorized by state law and the San Antonio Preparatory, champions are required to wear SA PREP apparel to school. San Antonio Preparatory will provide champion(s) with the required apparel. A parent may choose for his or her champion(s) to be exempted from the requirement of wearing apparel 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.

San Antonio Preparatory champions 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:

Attire	Guidelines	Notes
Headwear	Approved headgear include: SA PREP branded hats/caps/beanies Headwraps and headbands	
Shirts	<ul style="list-style-type: none"> ● Shirts must be the official SA PREP Swag T-shirts provided by the school. (3 shirts) ● College t-shirts and sweatshirts may also be worn on Mondays. <ul style="list-style-type: none"> o The SA PREP Swag T-shirt can either be tucked or untucked. Champions must pick one or the other.. ● Undershirts must be white, black, gray, if worn. ● Both short sleeve and long sleeve undershirts are acceptable. 	
Outer Garments	<ul style="list-style-type: none"> ● Outerwear (sweaters, sweatshirts, coats and jackets) is optional. ● If champions choose to wear outerwear, only sweatshirts, hoodies, jackets, sweaters with the SA PREP Logo may be worn inside the building. 	

	<ul style="list-style-type: none"> ● Otherwise, all outerwear must be removed when the champion enters their classroom. 	
Pants	<ul style="list-style-type: none"> ● Pants must be trouser-style gray, or black. Shorts and skorts must also be gray or black and must reach the top of the knee in length. ● The hem may not be frayed, the pants/shorts/skorts may not be ripped in any way. ● Joggers, and cargo pants (those with more than two pockets in front and two pockets in back) are acceptable. ● 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, or gray. 	<ul style="list-style-type: none"> ● Tights with holes, jeggings, and stretch pants are not permitted at any time. ● Sweatpants are acceptable on Mondays only.
Socks	<ul style="list-style-type: none"> ● Socks must be worn at all times for sanitary purposes. champions can wear any color or pattern sock as long as they do not have inappropriate or offensive language or designs. 	
Shoes/Footwear	<ul style="list-style-type: none"> ● Any color and type with the exception of rain boots. They must be changed out for regular shoes. 	<ul style="list-style-type: none"> ● Must be closed toe and closed heel. ● No high heels, boots, house shoes, slippers, or sandals of any kind are permitted.
Accessories	<ul style="list-style-type: none"> ● 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 quarter size or smaller for active purposes. ● Bracelets should not have any inappropriate writing or images. ● African style headwraps, and SA PREP Logo hats are acceptable. ● No scarves, bonnets, or bandanas may be worn at any time. 	

	<ul style="list-style-type: none"> ● Religious head coverings are always acceptable. ● Inappropriate tattoos must be covered. 	
Religious Considerations	<ul style="list-style-type: none"> ● SA PREP Swag T-shirts must be worn under all religious over-garments. ● Full body coverings must be solid white, black, or gray. ● SA PREP Swag T-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, or gray. 	

Professional Dress Days

At a minimum of once per month we will have professional dress days. Champions will get lessons on professional dress days.

San Antonio Preparatory 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 or not a champion's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by the Principal.

Champion Fees

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

1. A fee for personal physical education and athletic equipment and apparel, although a champion may provide the champion's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
2. A fee for voluntarily purchased items, such as champion publications, class rings, pictures, yearbooks, graduation announcements, etc.;
3. 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;
4. A fee for items of personal apparel used in extracurricular activities that become the property of the champion;
5. A fee for replacement of a champion identification card or VIA Bus identification card replacement;

San Antonio Preparatory may waive any fee or deposit if the champion and parent are unable to pay. A request for such a waiver must be made in writing to the Superintendent or designee, and include evidence of inability to pay. Details for the fee waiver are available in the front office.

Supplies are provided by San Antonio Preparatory.

Textbooks and Curriculum Materials

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

champions must return all textbooks and supplemental materials to the teacher at the end of the school year or when the champion withdraws from school. Any champion failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the champion and/or parent pay for the damages. However, a champion will be provided textbooks and educational materials for use during the school day. San Antonio Preparatory may reduce or waive the payment requirement if the champion is from a low-income family.

A parent is entitled to request that San Antonio Preparatory allow a champion to take home any instructional materials used by the champion. San Antonio Preparatory will honor the request, subject to availability of the instructional materials. A champion 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 champion's teacher. San Antonio Preparatory must provide the instructional materials to the champion in printed format if the champion does not have reliable access to technology at the champion's home. San Antonio Preparatory also is not required to purchase printed copies of instructional materials that the school would otherwise not purchase; San Antonio Preparatory may provide the champion of relevant electronic instructional materials.

Food Service

San Antonio Preparatory 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 champions. Menus may be obtained at the school office.

Free breakfasts, lunches, and dinners are available for all champions. Information about a champion's participation is confidential. See front office to apply. Champions must apply for meal assistance each school year.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to champions other than through San Antonio Preparatory's food and nutrition services. More detailed information may be obtained at the school office or online at www.sqaremeals.org.

Transportation

San Antonio Preparatory currently does provide transportation through a contract with _____. We offer _____ bus routes. Please contact the front office with questions about transportation. Transportation is also provided as required by a champion's Individualized Education Plan ("IEP") for a champion with disabilities and for educational field trips and participation in athletic and other extracurricular events.

To ensure the safety of our champions, school vehicle drivers have the authority to maintain order and require seating charts. When riding a school vehicle, champions are held to behavioral standards established in this Handbook and the champion Code of Conduct. champions must:

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;

5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.

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

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

Transcripts

San Antonio Preparatory maintains an academic achievement record (or transcript) for each champion enrolled. Transcripts list complete personal champion data, give complete scholastic grades, and report champion activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar. champions are provided with free official transcripts. Official transcripts may be picked up from the campus registrar five business days after the request is submitted except at the end of the semester. GPA and class rank are recalculated at the end of each semester and updated transcripts are not available until the end of the third business week after the end of the semester.

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

Teachers may display champion work in classrooms or elsewhere on campus as recognition of champion achievement. However, San Antonio Preparatory will seek parental consent before displaying champion artwork, special projects, photographs taken by champions, and other original works on the San Antonio Preparatory website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. San Antonio Preparatory 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 San Antonio Preparatory 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

Champions must obtain express prior approval of the Superintendent 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 champions on San Antonio Preparatory 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 champions.
- 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 champion who posts material without prior approval will be subject to disciplinary action in accordance with the champion 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 San Antonio Preparatory does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with San Antonio Preparatory or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Superintendent or designee's decision in accordance with Board policy.

Electronic Devices and Technology Resources

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, champions are not permitted to possess telecommunications devices, including but not limited to cell phones and pagers, during the instructional day, including during all testing, unless prior permission has been obtained from the Principal and the device is used for approved instructional purposes. A champion must also have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in restroom areas or other sensitive areas while at school or at a school-related or school-sponsored event.

If a San Antonio Preparatory employee observes a champion using any electronic or telecommunication device (including a cell phone) during the school day or sensitive areas of a school-related activity, the employee will collect the item and turn it in to the Principal's office. If a champion and parent have executed a waiver permitting the champion 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 meet with a restorative practices facilitator (RPF). There must be a meeting with the RPF before the parent is able to retrieve a telecommunication device. An additional meeting with the RPF will be scheduled each subsequent time a telecommunication device is confiscated.

Any disciplinary action will be in accordance with the champion Code of Conduct.

San Antonio Preparatory will not be responsible for damage to or loss or theft of confiscated items.

Possession and Use of Other Personal Electronic Devices

Except as described below, champions are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the Principal's office. The Principal will determine whether to return items to champions at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a champion's personal electronic device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the champion Code of Conduct.

San Antonio Preparatory is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, champions may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. champions must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. When champions are not using the devices for approved instructional purposes, all devices must be silenced and put away during the instructional day. Violations may result in withdrawal of privileges and other disciplinary action.

San Antonio Preparatory is not responsible for any damaged, lost, or stolen personal device.

Acceptable Use of Technology Resources

School-owned technology resources for instructional purposes may be issued to individual champions. Use of these technological resources, which include San Antonio Preparatory's network systems and use of school equipment, is restricted to approved purposes only. Champions 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

Champions 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 held accountable according to the champion 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 champion, we encourage you to review with your child the "[Before you Text](#)" Sexting and Bullying Prevention, Education, and Intervention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any champion who engages in conduct that results in a breach of San Antonio Preparatory's computer security will be held accountable in accordance with the champion Code of Conduct.

Pledges of Allegiance and Moment of Silence

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

State law requires that one minute of silence will follow recitation of the pledges. Each champion 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 San Antonio Preparatory 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.

State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Recitation of the Declaration of Independence

State law requires champions in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during “Celebrate Freedom Week.” A champion will be exempted from this requirement if a parent provides a written statement requesting that the champion be excused, San Antonio Preparatory determines that the champion 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

Champions 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. San Antonio Preparatory will not require, encourage, or coerce a champion to engage in or refrain from such prayer or meditation during any school activity.

SECTION 2: CHAMPION HEALTH AND SAFETY

Alcohol-Free School Notice

To provide a safe and alcohol-free environment for champions and employees, all alcoholic beverages are prohibited on San Antonio Preparatory property at all times, and at all school-sanctioned activities occurring on or off school property. champion violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the champion Code of Conduct.

Tobacco-Free School Notice

All champions are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. champion violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the champion Code of Conduct.

Drug-Free School Notice

San Antonio Preparatory believes that champion use of illicit drugs is both wrong and harmful. Consequently, San Antonio Preparatory prohibits the use, sale, possession, or distribution of illicit drugs by champions on school premises or any school activity, regardless of its location. San Antonio Preparatory 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. champion violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the champion 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 San Antonio Preparatory 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 common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

What are the symptoms of bacterial meningitis?

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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. 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 diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing, coughing, or sneezing). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of State Health Services: www.dshs.state.tx.us.

Note: The Department of State Health Services requires at least one meningococcal vaccination on or after the champion's 11th birthday, unless the champion received the vaccine at age 10. Also note that entering college champions 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.

Communicable Diseases

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

Any champion 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 school nurse 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 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 champion, please read the "2019-2020 Texas Minimum State Vaccine Requirements for champions." Specific immunization information is available on the TDSHS website at <https://www.dshs.texas.gov/immunize/school/>.

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 champion may be provisionally admitted to or enrolled in San Antonio Preparatory if the champion has an immunization record that indicates the champion has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the champion must continue to receive the necessary immunizations as rapidly as medically feasible, and complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible. The champion and/or parent must also provide acceptable evidence of vaccination to San Antonio Preparatory.

A nurse or school administrator shall review the immunization status of a provisionally enrolled champion every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a champion has not received a subsequent dose of vaccine, the champion is not in compliance and San Antonio Preparatory shall exclude him or her from school attendance until the required dose is administered.

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

Children in Foster Care: A champion 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. San Antonio Preparatory shall promptly refer the champion to an appropriate health provider to obtain the required vaccinations.

Transfer champions: A champion can be enrolled provisionally for no more than 30 days if the champion 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 champion 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 champion must present a statement signed by the champion's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the champion, 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 champion or any member of the champion'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 champion's parent, stating that the champion'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://corequest.dshs.texas.gov/>. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one champion in the family, a separate form must be provided for each champion. champions, 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 champion must prove that he or she is serving on active duty with the armed forces of the United States.

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

Immunization Records Reporting

The school's record of a champion'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 champion to those schools.

Emergency Medical Treatment

If a champion has a medical emergency at school or a school-related activity and the parent cannot be reached, San Antonio Preparatory 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.

Champion Illness

When your child is ill, please contact San Antonio Preparatory to let us know he or she will not be attending that day.

If a champion 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 champions share items such as headphones, brushes, combs hats, or other items that come in contact with hair. If San Antonio Preparatory observes that a champion may have head lice, an appropriate administrator will contact the champion's parent to determine whether the champion needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When an elementary champion has head lice, San Antonio Preparatory will also provide written notice to the champion's parent and the parents of each child assigned to the same classroom as required by state law.

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 San Antonio Preparatory 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, San Antonio Preparatory will not administer medications prescribed or fulfilled in Mexico.
3. Prescription medications must be submitted in a labeled container showing the champion'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 champions Individualized Education Program ("IEP") or Section 504 plan for a champion with disabilities.
5. Only the amount of medication needed should be delivered to San Antonio Preparatory, *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 champion.
6. In certain emergency situations, San Antonio Preparatory may administer a nonprescription medication to a champion, 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 instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising San Antonio Preparatory that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and champions with those conditions are entitled to possess and self-administer prescription medication while on San Antonio Preparatory property or at school-related events.

Champion possession and self-administration of asthma or anaphylaxis medication at school requires the champion to demonstrate his or her ability to self-administer the medication to the champion's physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the champion's parent and physician or other licensed health care provider on file in the school office indicating the champion is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a champion'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 champion with a seizure disorder may seek care for the champion's seizures while the champion is at school or participating in a school activity by submitting to San Antonio Preparatory a copy of a seizure management and treatment plan developed by the parent and the physician responsible for the champion's seizure treatment. The plan must be submitted to and reviewed by San Antonio Preparatory:

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

A seizure management and treatment plan must:

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

Steroid Notice

State law prohibits champions from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

San Antonio Preparatory 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.

Dyslexia and Related Disorders

From time to time, champions may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the State of Texas. The program approved by the state must include screening at the end of the school year of each champion in kindergarten and each champion in the first grade. Parents will be notified should San Antonio Preparatory determine a need to identify or assess their champion for dyslexia and related disorders.

Fitness Testing

According to requirements under state law, San Antonio Preparatory will annually assess the physical fitness of champions. San Antonio Preparatory is not required to assess a champion for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Spinal Screening

All champions who meet TDSHS criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screenings can detect scoliosis at an early stage; early detection is imperative for controlling spinal deformities. Spinal screenings are non-invasive. The screening requirement for champions 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 San Antonio Preparatory must submit to the Principal documentation of a professional examination, which includes the results of a forward-bend test. This documentation must be submitted to San Antonio Preparatory during the year the champion 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 champion 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 champion's parent, managing conservator, or guardian must submit to the Superintendent 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. Champions in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. A champion may be screened using photoscreening to detect vision disorders.

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

Exemption: A champion 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 Superintendent or designee on or before the day of admission an affidavit stating the objections to screening.

Acanthosis Screening for Diabetes

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

Exemption: A champion 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 champion's parent must submit to the Principal on or before the day of the screening procedure an affidavit stating the objections to screening.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

San Antonio Preparatory prohibits discrimination, including harassment, against any champion on the basis of race, color, religion, sex or gender, national origin, disability, age, or any other basis prohibited by law. San Antonio Preparatory also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

For purposes of this Handbook, discrimination against a champion is defined as conduct directed at a champion 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 champion.

Prohibited Harassment

Prohibited harassment of a champion is defined as physical, verbal, or nonverbal conduct based on the champion's race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a champion'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 champion's academic performance; or
- Otherwise adversely affects the champion's educational opportunities.

Examples of prohibited harassment 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.

Sexual Harassment

In compliance with the requirements of Title IX, San Antonio Preparatory does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a champion, including harassment committed by another champion, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the champion'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 champion's academic performance; or
- Otherwise adversely affects the champion's educational opportunities.

Examples of sexual harassment of a champion may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

San Antonio Preparatory also does not tolerate sexual harassment of a champion by school employees. Romantic or inappropriate social relationships between champions and school employees are prohibited. Any sexual relationship between a champion and a school employee is always prohibited, even if consensual.

Sexual harassment of a champion by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the champion to believe that the champion must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the champion submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
 - o Affects the champion's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the champion's educational opportunities; or
 - o Creates an intimidating, threatening, hostile, or abusive educational environment.

Gender-based harassment includes harassment based on a champion's gender, expression by the champion of stereotypical characteristics associated with the champion's gender, or the champion's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a champion, regardless of the champion'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.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a champion may include physical or sexual assaults, name-calling, put-downs, threats to hurt the champion or the champion's family members or members of the champion's household, destroying property belonging to the champion, threats to commit suicide or homicide if the champion ends the relationship, attempts to isolate the champion from friends and family, stalking, or encouraging others to engaged in these behaviors.

For purposes of this Handbook, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the champion'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 champion's academic performance; or
- Otherwise adversely affects the champion's educational opportunities.

Retaliation

San Antonio Preparatory prohibits retaliation against a champion alleged to have experienced discrimination or harassment, including dating violence, or another champion who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. 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 champion 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

Any champion who believes that he or she has experienced prohibited discrimination, harassment, dating violence, or retaliation or believes that another champion has experienced such prohibited conduct should immediately report the alleged acts to a teacher, counselor, the Principal or designee, or other school employee. Alternatively, a champion may report prohibited conduct directly to the appropriate Compliance Coordinator identified in this Handbook.

A champion shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Age Discrimination Coordinator may be directed to the TiJa Mitchell, HR/Community Relations Manager, 210-473-2698. If a report is made directly to a person designated immediately before, San Antonio Preparatory shall appoint an appropriate person to conduct an investigation.

Investigation of Complaints

After receiving a complaint of prohibited discrimination, harassment, dating violence, or retaliation, San Antonio Preparatory may, but need not, require the champion to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Compliance Coordinator or other authorized school official shall promptly authorize and undertake an investigation. Following completion of the investigation, the Compliance Coordinator or other authorized

school official will prepare a written decision regarding the complaint, including a determination of whether prohibited conduct occurred.

When appropriate, San Antonio Preparatory may take interim action to avoid additional opportunities for prohibited conduct. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited conduct occurred, San Antonio Preparatory shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the prohibited conduct and prevent its recurrence. San Antonio Preparatory may take disciplinary action based on the results of an investigation, even if San Antonio Preparatory concludes that the conduct did not rise to the level of discrimination, harassment, dating violence, or retaliation prohibited by law or policy.

Confidentiality

To the greatest extent possible, San Antonio Preparatory shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A champion or parent who is dissatisfied with the outcome of the investigation may appeal through the San Antonio Preparatory grievance procedure. A champion shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying and Cyberbullying

San Antonio Preparatory prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying means a single significant act or a pattern of acts by one or more champions directed at another champion 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 champion, damaging a champion's property, or placing a champion in reasonable fear of harm to the champion's person or of damage to the champion's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a champion; 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 means 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.

The school's 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 champions 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:

- o Interferes with a champion's educational opportunities; or
- o Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures

Any champion who believes that he or she has experienced any form of bullying or believes that another champion has experienced bullying should immediately report the alleged acts to the Principal or designee, a teacher, counselor, or other school employee. A report may be made orally or in writing, and may be submitted anonymously. Any school employee who receives notice that a champion has or may have experienced bullying shall immediately notify the Principal or designee. The Principal or designee will notify the victim, the champion who engaged in bullying, and any champion witnesses of available counseling options.

The Principal or designee shall provide notice of an incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A parent or guardian of the alleged bully within a reasonable amount of time after the incident.

Investigation of Report

The Principal 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 Principal or designee shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred. If the results of an investigation indicate that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the champion Code of Conduct. San Antonio Preparatory 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 bullying under this policy.

A champion who receives special education services will be held accountable 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.*). San Antonio Preparatory may not impose discipline on a champion who, after an investigation, is found to be a victim of bullying, based on that champion's use of reasonable self-defense in response to the bullying.

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

Confidentiality

To the greatest extent possible, San Antonio Preparatory shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation.

Appeal

A champion or parent who is dissatisfied with the outcome of the investigation may appeal through the San Antonio Preparatory grievance procedure.

Law Enforcement Agencies

Questioning of champions

When law enforcement officers or other lawful authorities wish to question or interview a champion at school, the Principal or designee will cooperate as outlined below:

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 champion at school.
2. The Principal or designee ordinarily will make reasonable efforts to notify the champion'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.

Champions Taken into Custody

State law requires San Antonio Preparatory to permit a champion to be taken into legal custody in the following circumstances:

1. By a law enforcement officer if there is probable cause to believe the champion 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 probation officer if there is probable cause to believe the champion has violated a condition of probation imposed by the juvenile court. Pursuant to a properly issued directive to apprehend.
3. By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (FPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Texas Family Code § 262.104 relating to the champion's physical health or safety.
4. Pursuant to a properly issued directive to apprehend.
5. Pursuant to an order of the juvenile court.
6. Pursuant to the laws of arrest.
7. To comply with a properly issued directive from a juvenile court to take a champion into custody.

Before a champion 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 champion.

The Principal or designee will immediately notify the Superintendent 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 champion's release to a law enforcement officer, any notification will most likely be after the fact.

Child Abuse Reporting and Programs

San Antonio Preparatory provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. San Antonio Preparatory also provides training to its teachers and champions 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 school's 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

champion 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 champion's parent, if necessary.

Plan for Addressing Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children

What is Sexual Abuse of a Child?

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

What is Sex Trafficking?

Sex trafficking means enticing, luring, recruiting, harboring, transporting, enslaving, selling, or holding captive a child for sexual conduct specified in Texas Penal Code section 20A.01(a)(7). It involves giving or receiving monetary or nonmonetary remuneration, including the child's sexual services, and a pervasive loss of freedom for the child.

What is Other Maltreatment of a Child?

Under State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

Reporting Obligation

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"). 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.

San Antonio Preparatory 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, Sex Trafficking, or Other Maltreatment

For Staff: San Antonio Preparatory 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, sex trafficking, and all other maltreatment of children, including sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

For champions: School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused, trafficked, or otherwise maltreated. A child who has experienced sexual abuse, trafficking, or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse, trafficking, or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and

comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

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

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

The Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse, sex trafficking, or other maltreatment. The DFPS also provides early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address:
http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

These websites are also helpful:

- Child Welfare Information Gateway Factsheet:
<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>
- KidsHealth, For Parents, Child Abuse:
<http://kidshealth.org/en/parents/child-abuse.html>
- Texas Association Against Sexual Assault, Resources:
<http://taasa.org/resources/>
- Texas Education Agency – Prevention of Child Abuse Overview:
http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/
- Sexual Abuse Prevention Programs:
<https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>
- Promoting Healthy Families in Your Neighborhood:
<https://www.childwelfare.gov/pubPDFs/packet.pdf>
- Signs of Child Abuse:
<http://kidshealth.org/en/parents/child-abuse.html>
- DFPS – Prevent Child Abuse (HelpandHope.org)
<http://helpandhope.org>
- DFPS – How to Report Child Abuse or Neglect
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse? (Part 1)
<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-1>
- Texas Attorney General – What Can We Do About Child Abuse? (Part 2)
<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-2>
- Texas Attorney General – Human Trafficking
<https://www.texasattorneygeneral.gov/initiatives/human-trafficking>
- Texas Association for the Protection of Children
<http://www.texprotects.org/about/PCAT/>
- Texas Council on Family Violence – Abuse Prevention Links
<http://www.tcfv.org/>

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

Psychological and behavioral signs of possible sexual abuse, sex trafficking, 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.
- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Depression or irritability.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.
- Isolation from family, friends, and community.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Multiple phones or social media accounts, or lying about the existence of social media accounts.
- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Provocative pictures posted online or stored on phones.
- Refillable gift cards.
- Refusal to talk about a secret he or she has with an adult or older child.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Sexually provocative clothing.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of luxury items, e.g., manicures, designer clothes, purses.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Thinking of self or body as repulsive, dirty, or bad.
- Truancy (absence) from school.
- Using new or adult words for body parts.

Physical symptoms of possible sexual abuse, sex trafficking, or other maltreatment include:

- Bruises or other injuries in the genital or rectal area.
- Difficulty in walking or sitting.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Stained or bloody underwear.
- Stomachaches or illness, often with no identifiable reason.
- Tattoos or branding.
- Unexplained injuries.
- Unexplained soreness, pain or bruises around the mouth, sexually transmitted disease, or pregnancy.

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, Sex Trafficking, or Other Maltreatment Should Take

During champion awareness sessions concerning sexual abuse, trafficking, and other maltreatment issues, champions will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse, trafficking, 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 champions will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options

A list of counseling providers can be found at:

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

Interrogations and Searches

In the interest of promoting champion safety and attempting to ensure that San Antonio Preparatory 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 champion regarding the champion's own conduct or the conduct of other champions. In the context of school discipline, champions have no claim to the right not to incriminate themselves.

Champions shall be free from unreasonable searches and seizures by school officials. School officials may search a champion's outer clothing, pockets, or property by establishing reasonable cause or securing the champion'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 champion, and the nature of the infraction.

Desk and Locker Searches

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

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

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of San Antonio Preparatory and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the champion shall be asked to unlock the vehicle and consent to a search of the vehicle. If the champion refuses to permit the vehicle to be searched, San Antonio Preparatory may contact the champion's parents and/or law enforcement officials. A champion may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Random Drug Searches

In order to ensure a drug-free learning environment, San Antonio Preparatory conducts random drug searches of all school facilities. San Antonio Preparatory 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 champion lockers, and the areas where vehicles are parked on San Antonio Preparatory property or at school-related events. The dogs shall not be asked to alert on champions. 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 champion and others.
- The champion may not be deprived of basic human necessities.

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

A champion 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

San Antonio Preparatory encourages parents and family members to regularly visit the school and become involved in champion activities. The impact that positive parental involvement has on the learning and development of champions 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 main 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. champions' 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.

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

- Establish an electronic database for storing information concerning visitors. Information stored in the electronic database may be used only for 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 San Antonio Preparatory.

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.

Disruptions

To protect champion safety and sustain an educational program free from disruption, state law permits San Antonio Preparatory to act against any person – champion or non champion – 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 champion away from, or to prevent a champion 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 champions 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, San Antonio Preparatory dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television and/or radio stations. San Antonio Preparatory 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 local television and/or radio stations as early as possible. Any emergency closures will also be posted on the San Antonio Preparatory website.

Drills: Fire, Tornado, and Other Emergencies

champions, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, champions 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 champions should familiarize themselves with these instructions.

Pest Control Information

San Antonio Preparatory periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. champions 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 Superintendent or designee.

Videotaping of Champions

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor champion behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document champion misconduct and used by San Antonio Preparatory staff when investigating an incident. Tapes and other video recordings will be available for viewing pursuant to the Family Educational Rights and Privacy Act ("FERPA").

SECTION 3: ACADEMICS AND GRADING

Academic Programs

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

A champion 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.

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

Curricular Vision

San Antonio Preparatory offers instruction in the TEKS of the appropriate grade levels in the following required curriculum.

San Antonio Preparatory believes that all champions, no matter economic status, race, family educational levels, zip codes, or home languages can achieve at high levels in a challenging and supportive learning environment. We do that through rigorous curriculum, high-expectations, and support for all learners.

Rigorous Curriculum: For growth to occur, champions need a balanced amount of challenge and support for the academic tasks we require them to engage in each day. For champions to be prepared for high school and college, they need to be exposed to, challenged, and supported through a variety of experiences, inside and out of the classroom. As San Antonio Prep, rigorous curriculum is defined as “[a]n inclusive set of intentionally aligned components—clear learning outcomes with matching

assessments, engaging learning experiences, and instructional strategies—organized into sequenced units of study that serve as both the detailed road map and the high-quality delivery system for ensuring that all champions achieve the desired end: the attainment of their designated grade- or course-specific standards within a particular content.”¹

High-Expectations: “From the barrios of East L.A. to military schools, from the tough streets of Harlem to prep academies for the wealthy elite, the schools that set the bar high and hold everyone to the same level are the schools that get results. . . . When disadvantaged inner city schools adopt the same mindset and inclusive requirements as elite private institutions, they get the same results.”² “When teachers had a fixed mind-set, the champions who had entered their class as low achievers left as low achievers at the end of the year. When teachers had a growth mind-set, however, many of the champions who had started the year as low achievers moved up and became moderate or even high achievers.”³

Support for all Learners: We expect all champions to be successful. Therefore, we will not modify our expectations of what struggling learners and champions with disabilities can achieve; instead, we will take all necessary steps to accommodate their needs and strategically support their measurable success. Intentionality on the front end with planning the types of supports necessary will help us ensure that all learners are provided the necessary supports for success, therefore we have designed

our daily schedule to support all learners with small group instruction and Individual Education Plans. Our supports begin with collaborative planning between special and general educators in the initial design of champion work by designing sufficient accommodations to help champions with disabilities access supports in class and with clear criteria for success. Our supports

¹ (<http://blackbinder.com/uploads/3/4/0/9/34090823/rigorouscurriculumdesignch1.pdf>)

² (Alex Thomas. The Quad. “The Secret to Education Excellence: High Expectations.” www.thebestschools.org/magazine/high-expectations-educations-silver-bullet/)

³ (Carol S. Dweck. “Mindsets and Equitable Education.” Principal Leadership. 2010)

extend to: our teaching model in which teachers only teach a maximum of 28-30 champions per day; special education support services in which teachers have the flexibility to push in or pull out for maximum champion support; daily schedule of embedded literacy and math supports in which all champions receive 125 minutes of math and 150 minutes of literacy every day; our Response to Intervention (RTI) program in which champions are monitored and able to receive additional supports with classwork, behavior, or attendance; individualized supports we have in place through our Accelerated Reader software in which champions have access to books at their grade level and zone of proximal development (ZPD) to increase reading proficiency; and small group supports for one-on-one or individual supports champions may need during tutoring or within a small group of 5-7 champions.

Academic Integrity

All champions 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 champion's attempt to present the work of another as his or her own will be viewed as a serious offense, and the champion may be subject to a grading penalty and/or discipline in accordance with the champion Code of Conduct.

Career and Technical Education Programs

San Antonio Preparatory may offer, from time to time, career and technical education programs in a variety of areas. For a complete listing of San Antonio Preparatory courses, please contact the front office. Admission to these programs is based on champion interest and completion of any prerequisites required by San Antonio Preparatory.

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

San Antonio Preparatory will take steps to ensure that lack of English language skills will not preclude a champion from participating in all educational and career and vocational programs.

College Days

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

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

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

Computer Resources

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

Counseling

College Counseling

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

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

Personal Counseling

The Principal, the school counselor, and 3rd party counselor's partnered with San Antonio Preparatory are available to assist champions with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Principal or school counselor may also provide information about community resources to address these concerns. A champion who wishes to meet with the Principal or school counselor should set an appointment through the school secretary.

Please note: San Antonio Preparatory 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 Texas Education Agency for child abuse investigations and reports.

Credit by Exam

San Antonio Preparatory uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam.

A champion in grades 6–12 may be awarded credit based on performance on a CBE taken either with no prior instruction or with prior instruction. champions may not attempt to earn credit by exam for the same high school subject more than two times.

In order for a school district to administer a CBE for a course that has a state end-of-course (EOC) assessment instrument, the school district or the provider of the assessment must certify, prior to the first administration, that the examination meets the criteria listed above; and has been externally validated and determined to align to and appropriately address all assessable TEKS for the course; assess the appropriate level of rigor for each champion expectation; and yield comparable distribution of results across tested subgroups.

If a Champion has Prior Instruction

A champion in grades 6–12 who has previously taken a course or subject (but did not receive credit for it) may, in circumstances determined by the Principal or designee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a champion transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the champion has had prior instruction is sometimes referred to as “credit recovery.” To receive credit, a champion must score at least 70% on the exam.

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

If a Champion Has Not Taken the Course

A champion will be permitted to take an exam to earn credit for an academic course or subject area for which the champion has had no prior instruction or to accelerate to the next grade level. The exams offered by San Antonio Preparatory are approved by the Board of Directors. The dates on which exams are scheduled during the 2020-21 year will be published in an appropriate school publication and on the San Antonio Preparatory website.

A champion in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 50 or higher on an examination administered through the College Level-Level Examination Program, or a score of three or higher on an AP examination, as applicable. A champion may take an exam to earn course credit no more than twice. If a champion fails to achieve the designated score on the approved exam before the beginning of the school year in which the champion would need to enroll in the course according to the school's course sequence, the champion must complete the course.

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

Dual Credit Opportunities

A dual credit course is a college course taken by a high school champion for which the champion earns both college and high school credit. Dual credit is also known as concurrent enrollment.

A champion is eligible to enroll in dual credit courses in 9th - 12th grade if the champion:

- Demonstrates college readiness by achieving the minimum passing standards under the Texas Success Initiative as set forth in 19 Texas Administrative Code § 4.85, on relevant section(s) of an assessment instrument approved by the State Board of Education; or
- Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in 19 Texas Administrative Code § 19.54.

A 10th or 11th grade champion is also eligible to enroll in dual credit courses in reading, writing, and/or mathematics if he or she satisfies standards set by the Texas Higher Education Coordinating Board. As these requirements may change from time to time, champions and parents are encouraged to contact the Director of College and Career Readiness and/or Chief Academic Officer of the participating college for current requirements.

Champions in grades 11 and/or 12 are eligible to enroll in workforce education dual credit courses if the champion demonstrates that he or she achieved the designated minimum standards set by the Texas Higher Education Coordinating Board. A champion who is exempt from taking TAKS or STAAR end-of-course assessments may be otherwise evaluated to determine eligibility for enrolling in workforce education dual credit courses. A champion may enroll only in those workforce education dual credit courses for which he or she has demonstrated eligibility.

Champions may not enroll in more than two dual credit courses per semester. A champion may be exempt from this requirement only through approval by the Director of College and Career Readiness and the Chief Academic Officer of the participating college if the champion demonstrates outstanding academic performance and capability.

In partnership with local colleges (MOU) San Antonio Preparatory will offer dual credit classes both on campus and off campus at the local college. champions may also take courses outside of school hours, with approval by the Superintendent.

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 champion 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 Superintendent. Unless an exception is made by the Superintendent, a champion will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

If a champion 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 champion must receive permission from the Superintendent prior to enrolling in the course or subject. If the champion does not receive prior approval, San Antonio Preparatory may not recognize and/or apply the course or subject toward graduation requirements or subject mastery.

DUE to COVID-19 San Antonio Preparatory may be required to offer distance learning through our chosen online platform for regular daily classes that were meant to be taken in person, on campus. If this is the case, San Antonio Preparatory will provide a COVID-19 distance learning manual with instructions on how virtual learning will occur.

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a champion to develop talents, receive individual recognition, and build strong friendships with other champions. 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 San Antonio Preparatory arranges transportation for these events, champions are required to use the transportation provided by San Antonio Preparatory to and from the event. Exceptions may only be made with approval from the activity’s coach or sponsor.

Please note: Sponsors of champion 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 champions in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the champion Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

Graduation (High School Grades Only)

San Antonio Preparatory shall ensure that each champion enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education (“SBOE”) for graduation. Additionally, champions must meet the following requirements to receive a high school diploma:

1. Complete the required number of credits established by the State and any additional credits required by San Antonio Preparatory;
2. Complete any locally required courses in addition to the courses mandated by the State;
3. Achieve passing scores on certain EOC assessments or approved substitute assessments, unless specifically waived as permitted by State law; and
4. Demonstrate proficiency, as determined by San Antonio Preparatory, in the specific communication skills required by the State Board of Education.

Testing Requirements for Graduation

Champions are required, with limited exceptions, to perform satisfactorily on the following end-of-course (“EOC”) assessments: English I, English II, Algebra I, Biology, and United States History. A champion who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a champion choose this option. See the Principal for more information on the State testing requirements for graduation.

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

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

Foundation Graduation Program

Every champion in a Texas public school who entered grade 9 in the 2014–2015 school year and thereafter will graduate under the foundation school program. Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (“STEM”); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a champion will be noted on the champion’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

State law and rules prohibit a champion from graduating solely under the foundation graduation program without an endorsement unless, after the champion’s sophomore year, the champion and the champion’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to an appropriate school administrator for the champion to graduate without an endorsement. A champion who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the champion’s desired college or university.

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

Champions with Disabilities: Upon the recommendation of the admission, review, and dismissal (“ARD”) committee, a champion with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (“IEP”) and in accordance with state rules.

A champion who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the champion participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to

complete the IEP and earn his or her high school diploma; however, the champion will only be allowed to participate in one graduation ceremony.

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

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

In addition to routine tests and other measures of achievement, champions in grades 3–8 will take the state assessment, the STAAR exam, in the following subjects:

- Mathematics, annually in grades 3–8.
- Reading, annually in grades 3–8.
- Writing, including spelling and grammar, in grades 4 and 7.
- 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 champion is enrolled in a reading or math course intended for champions above the champion's current grade level, in order for the champion to be promoted to the next grade level. Exceptions may apply for champions enrolled in a special education program if the ARD Committee concludes the champion has made sufficient progress in the champion's individualized education plan ("IEP").

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

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

End-of-Course Assessments for champions in Grades 9–12

STAAR end-of-course ("EOC") assessments are administered for the following courses:

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

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

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

STAAR Alternate 2 is available for eligible champions receiving special education services and who meet certain state-established criteria, as determined by the champion's ARD committee. The champion's ARD committee will determine whether successful performance on the EOC assessments will be required for a champion receiving special education services to graduate, in accordance with parameters set in state regulations.

Texas Success Initiative Assessment

Prior to enrollment in a Texas public college or university, most champions must take a standardized test called the Texas Success Initiative ("TSI") assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level champions should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test ("ACT") or the Scholastic Aptitude Test ("SAT") for admission. These examinations are usually taken at the end of the junior year but may be offered starting as early as 7th grade. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the Principal or designee.

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

Texas English Language Proficiency Assessment System ("TELPAS")

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") champions 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 champions by providing a state-level measure of both their current academic English levels and their annual progress in English.

Promotion and Retention

A champion 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 champion must demonstrate mastery on grade level standards and meet San Antonio Preparatory's requirements for attendance. A champion in grades 9–12 will be advanced a grade level based on the number of course credits earned.

In addition, at certain grade levels a champion – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness ("STAAR"), if the champion is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, champions enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 grade assessment exam in English or Spanish.
- In order to be promoted to grade 9, champions enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment exam in English.

If a champion in grades 3–8 is enrolled in a course that earns high school credit and for which an end-of-course ("EOC") assessment will be administered, the champion will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, for federal accountability purposes, the champion may be required to take both

the grade level and EOC assessment.

If a champion in grade 8 is enrolled in a class or course intended for champions above his or her current grade level in which the champion will be administered a state-mandated assessment, the champion will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

Parents of champions who do not perform satisfactorily on their STAAR or EOC assessments will be notified that their child will participate in an Accelerated Instructional Program designed to improve performance. A champion in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a champion fails a second time, a grade placement committee, consisting of the Principal or designee, the champion's teacher, and the champion's parent will determine the additional special instruction the champion will receive.

Champions will also have multiple opportunities to retake EOC assessments.

If a champion fails after a third attempt, the champion will be retained at his or her current grade level. The parent, however, may appeal this decision to the Committee. A decision to promote a champion to the next grade level must be unanimous. Regardless of whether the champion is retained or promoted, an educational plan for the champion will be designed to enable the champion to perform at grade level by the end of the next school year.

In addition to the requirements listed above for champions in grades 5 and 8, a champion may be considered for retention if they have met any of the following criteria:

1. failed one or more core subject areas;
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 consists of the child's core subject area teachers, the counselor, and the Principal.

Report Cards

Report cards with each champion'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 champion 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 champion 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 champion 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

champions Who Speak a Primary Language Other than English

A champion may be eligible to receive specialized support if his or her primary language is not English, and the champion has difficulty performing regular class work in English. If the champion qualifies for these extra services, the Language

Proficiency Assessment Committee (“LPAC”) will determine the types of services the champion needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

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

For those champions 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 champions, 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 champions.

If a champion is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school’s overall general education referral or screening system for support services. This system links champions 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 champion 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 champion, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the champion, 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 champion, it must complete the champion’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 champion. However, if the champion 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 champion 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 champion 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 champion experiencing learning difficulties or regarding a referral for evaluation for special education services is: Bea Fallis at 210-473-2698.

Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of champions 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 champion experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is: Bea Fallis at 210-473-2698.

Additional Information

The following websites provide information and resources for champions 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 champions

San Antonio Preparatory will annually notify parents that it provides assistance to champions, 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 San Antonio Preparatory's Title I program may be obtained from Name at phone number.

SECTION 4: CHAMPION CODE OF CONDUCT

Purpose of the Champion Code of Conduct

To function properly, education must provide an equal learning opportunity for all champions by recognizing, valuing, and addressing the individual needs of every champion. 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, San Antonio Preparatory has established this Champion Code of Conduct ("the Code") in accordance with state law and the San Antonio Preparatory open-enrollment charter. The Code has been adopted by the Board of Directors, and provides information to parents and champions regarding expectations for champion behavior and how San Antonio Preparatory will support champions through positive behavior management, trauma informed care, and restorative practices.

In accordance with state law, the Code will be posted at each San Antonio Preparatory campus and/or will be available for review at the campus office. Champions must be familiar with the standards set forth in the champion Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of champion behavior, as San Antonio Preparatory 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 champion and may or may not constitute violations of the Code. When champions participate in champion activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, champion behavior and consequences.

Authority and Jurisdiction

San Antonio Preparatory has parental authority over a champion:

1. During the regular school day and while the champion is going to and from school on San Antonio Preparatory transportation;
2. During lunch periods in which a champion is allowed to leave campus;
3. While the champion is attending any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any offense committed while on San Antonio Preparatory property or while attending a school-sponsored or school-related activity of San Antonio Preparatory or another school in Texas;
6. For any offense committed away from San Antonio Preparatory property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
7. While the champion is in transit to or from school or to or from school-related activities or events;
8. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
9. When the champion commits a felony, including those provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location; and
10. When criminal mischief is committed on or off San Antonio Preparatory 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 champion Conduct

Each champion 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 San Antonio Preparatory's standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of champions, teachers, and other San Antonio Preparatory staff and volunteers.
- Respect the property of others, including San Antonio Preparatory property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the champion Code of Conduct.

Corporal Punishment

San Antonio Preparatory will NOT administer corporal punishment upon a champion for misconduct.

Placement of Champions with Disabilities

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

A champion 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 ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the champion with a disability shall remain in the then current education setting in place at

the time such appeal is noticed to San Antonio Preparatory, unless San Antonio Preparatory and the champion's parents agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, San Antonio Preparatory shall expel, from the champion's regular program for a period of one year, any champion 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 champion or assess another comparable penalty that results in the champion'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 champion 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 champion 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 champion shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032

No champion 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 champion 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 champions directed at another champion 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 champion, damaging a champion's property, or placing a champion in reasonable fear of harm to the champion's person or of damage to the champion'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 champion; (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 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 School 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 champions to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off School property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a champion's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, the School, 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 champion knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

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

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

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

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

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the champion 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 or electronic cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the 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 knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. § 921(a)) as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm weapon; or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Firearm silencer 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 champion Handbook; or
- Conduct that threatens to cause harm or bodily injury to another champion, is sexually intimidating or obscene, causes physical damage to the property of another champion, subjects another champion to physical confinement or restraint, or maliciously and substantially harms another champion's physical or emotional health or safety.

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 champion for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization, if the act involves situations outlined in Texas Education Code § 37.151.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 superintendent 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 San Antonio Preparatory).

Tire deflation device means a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

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

Trespassing means entering or remaining on the property of another (including San Antonio Preparatory) 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 San Antonio Preparatory 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 champion "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 San Antonio Preparatory of any changes in their address, telephone number, and/or email address so that we can update our records accordingly and maintain up-to-date contact information.

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 champion to put a high priority on education and working with your champion 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 San Antonio Preparatory. Discuss with the Principal any questions you may have about the options and opportunities available to your child.
3. Monitoring your champion'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 school 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 Principal. 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 champion achievement. For further information, contact
7. Attending Board meetings to learn more about San Antonio Preparatory's operations.

Surveys and Activities

Champions will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

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

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 champion’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 champion 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 champion (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

Notice of Teacher Qualifications

San Antonio Preparatory will provide parents with the qualifications of each teacher employed by the school. Parents may also request, and San Antonio Preparatory will provide in a timely manner, information regarding the professional qualifications of their champion’s classroom teachers. Information provided in response to a parent request will include, at a minimum:

1. Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher has an emergency permit or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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 champion 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 San Antonio Preparatory. 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.

champion or Parent Complaints and Concerns

San Antonio Preparatory values the opinions of its champions and parents, and the public it serves. Parents and champions 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 champion 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 champions. 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 champion's or parent's presence shall constitute communication of the decision.

Informal Conferences

A parent or champion may request an informal conference with the Principal, teacher, or other campus administrator within seven school days of the time the parent or champion 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 Board of Directors 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 champion, and the remedy sought. A parent or champion 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 champion 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 –Principal Review

A parent or champion shall submit a written Level One Grievance Form to the Principal or designee within the later of (1) number school days from the time the event(s) causing the complaint were or should have been known, or (2) within number 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 or designee will meet with the complaining parent and issue a written Level One Decision within ten school days of the Principal's receipt of the complaint.

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

Level Two Complaint –Level Two Hearing Officer Review

If the parent or champion is not satisfied with the Level One Decision, or if no Level One Decision is provided, the parent or champion may file a written appeal to the Level Two Hearing Officer. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the Principal and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The

appeal must be filed within ten school days of the Level One Decision or the response deadline if no Level One Decision is made.

The Level Two Hearing Officer or designee will meet with the complaining parent or champion and issue a written Level Two Decision within number school days of the written appeal.

Level Three Complaint – Level Three Hearing Officer Review

If the parent or champion is not satisfied with the Level Two Decision, or if no Level Two Decision is provided, the parent or champion may file a written appeal to the Level Three Hearing Officer. The appeal must include the documentation submitted to the Level Two Hearing Officer 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 Level Two Decision is made.

The Level Three Hearing Officer or designee will meet with the complaining parent or champion and issue a written Level Three Decision within number school days of the written appeal.

Level Four – Board of Directors Review

If the champion or parent is not satisfied with the Level Three Decision, or if no Level Three Decision is provided, the parent or champion may submit to the Level Three Hearing Officer or designee a written appeal to the Board of Directors. The request must be filed within ten school days of the Level Three Decision or the response deadline if no Level Three Decision is made. The Superintendent or designee will inform the champion or parent of the date, time, and place of the Board meeting at which the complaint will be placed on the agenda for consideration by the Board.

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

San Antonio Preparatory 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 champion or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint 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 champion Complaints and Concerns process does not apply to all complaints:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, or any other characteristic protected by law shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation,” page 28 of this Handbook.

2. Complaints concerning retaliation related to discrimination and harassment shall be submitted as described in "Reporting Procedures," page 30 of this handbook.
3. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Bullying and Cyber-Bullying," page 31 of this Handbook.
4. For complaints concerning loss of credit on the basis of attendance.
5. For complaints concerning disciplinary long-term suspensions and/or expulsions.
6. Complaints concerning the identification, evaluation, or educational placement of a champion with a disability within the scope of Section 504 shall be submitted as described in "champion 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.
7. Complaints concerning the identification, evaluation, educational placement, or discipline of a champion 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 of all champions referred to special education.
8. 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 NOTICE

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

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

The Right to Inspect and Review

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

If circumstances effectively prevent the parent or eligible champion from exercising the right to inspect and review the champion's educational records, San Antonio Preparatory shall provide the parent or eligible champion with a copy of the records requested to make arrangements for the parent or eligible champion to inspect and review the requested records.

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

The Right to Seek Amendment of the champion's Educational Records

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

If, as a result of the hearing, San Antonio Preparatory decides that the information in the educational record is not inaccurate, misleading, or in violation of the champion's privacy rights, it shall inform the parent or eligible champion 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 San Antonio Preparatory. If the school places an amended statement in the champion's educational records, San Antonio Preparatory 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 champions have the right to consent to disclosures of personally identifiable information contained in the champion'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 San Antonio Preparatory 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 San Antonio Preparatory 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 champion serving on an official committee, such as a disciplinary or grievance committee; or a parent, champion, 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, San Antonio Preparatory discloses educational records without consent to officials of another school in which a champion seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the champion's enrollment or transfer.

The Right to File a Complaint

Parents and/or eligible champions 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 San Antonio Preparatory 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 champion's medical records.

Notice for Directory Information

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

San Antonio Preparatory has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

- Champion 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 San Antonio Preparatory 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 champion recognition lists.
- Marketing materials of San Antonio Preparatory (print media, website, videos, newspaper, etc.).

San Antonio Preparatory 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 champions:

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

San Antonio Preparatory has designated the following categories of information as directory information for purposes of responding to requests for general champion information made by law enforcement officials and authorities:

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

San Antonio Preparatory shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes; for the purpose of disclosure to military recruiters and institutions of higher education for secondary champions; and for the purpose of disclosure upon request by law enforcement officials and authorities.

A PARENT OR ELIGIBLE champion MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND champion 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 champion that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits San Antonio Preparatory to designate certain personal information as “directory information,” which may be released to anyone who follows the procedures for requesting it as prescribed in school policy.

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

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

PLEASE CIRCLE YES OR NO

For all champions:

YES	NO	I give permission for my champion’s name and photograph to be included in the San Antonio Preparatory yearbook.
YES	NO	I give permission for my champion to be videoed, photographed, or interviewed at school by local media or San Antonio Preparatory personnel for use in educational purposes.
YES	NO	I give permission for my champion’s artwork, projects, photographs, etc. to be used or displayed in any San Antonio Preparatory communication devices. Examples include media coverage, printed materials, marketing, and websites.
YES	NO	I give permission for my champion’s name, address, and telephone number to be provided upon request by law enforcement officials and authorities.

For secondary champions only:

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

PRINT champion’s Full Legal Name (or Eligible champion Full Legal Name) _____

Champion’s Date of Birth ____ - ____ - ____

PRINT Parent/Guardian Full Legal Name _____

Parent/Guardian Signature _____ Date ____ - ____ - ____

Use of champion Work in School Publications

Occasionally, San Antonio Preparatory wishes to display or publish champion artwork, photos taken by the champion, 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. San Antonio Preparatory agrees to use these champion projects in this manner.

Parents: Please circle one of the choices below:

I, parent of _____ (champion's name), (do give) (do not give) San Antonio Preparatory permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature: _____

Date: ____ - ____ - ____

Champion Acceptable Use Policy

This champion Acceptable Use Policy sets forth the guidelines governing the use of all San Antonio Preparatory technology resources by champions 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 San Antonio Preparatory technology resources via off-campus remote access.

San Antonio Preparatory reserves the right to modify the terms and conditions of this policy at any time.

Introduction

San Antonio Preparatory is pleased to offer champions access to school computers, communications systems,⁴ the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a champion's access to educational materials, prepare champions by providing workforce skills and college readiness, and lead to personal growth. San Antonio Preparatory recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect champions. This policy is designed to make parents, teachers and administrators partners to teach champions how to be responsible users of technology.

San Antonio Preparatory will educate all champions about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

San Antonio Preparatory will hold ALL champions responsible for their use of technology, whether San Antonio Preparatory-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, San Antonio Preparatory policy and procedures, and legal requirements. This applies to the use of all San Antonio Preparatory technology resources by champions 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 San Antonio Preparatory technology resources via off-campus remote access.

This policy shall be used in conjunction with the champion Code of Conduct.

Using the Internet and Communications Systems

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

champions and their parents are advised that any information stored on and/or sent through San Antonio Preparatory's technology resources is the property of San Antonio Preparatory. Accordingly, in connection with ensuring champion safety, San Antonio Preparatory network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on San Antonio Preparatory technology resources to maintain system integrity and ensure that champions are complying with this policy and using technology in a responsible and appropriate manner. Such reviews will include champions' use of San Antonio Preparatory-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with San Antonio Preparatory's expectations for such use.

⁴ "Communication Systems" include educational-related communications between and among San Antonio Preparatory and champions by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

champions do not have a reasonable expectation of privacy over any information stored on San Antonio Preparatory technology.

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

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

Although San Antonio Preparatory strives to ensure that any Internet access avoids any inappropriate material, champions 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. San Antonio Preparatory does not condone any champion accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. San Antonio Preparatory takes steps to minimize champions' opportunities to do so, including the implementation of extensive content-filtering software. This software is not fail-safe, however, and while at school San Antonio Preparatory strives to ensure that champions' Internet use is supervised, it is possible that the software may miss some content, or champions may find a way around the software to access inappropriate material. For this reason, this policy is strictly enforced, and champions who misuse any San Antonio Preparatory technology outside its intended purpose, including the use of San Antonio Preparatory -recommended websites for purposes outside the educational intent, will be in violation of this policy, which may lead to disciplinary consequences for the champion.

With this in mind, San Antonio Preparatory still believes that the benefits of allowing champion access to the Internet to enhance the educational experience outweighs any potential harm to champions.

Proper and Acceptable Use of All Technology Resources

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

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

All San Antonio Preparatory technology resources, including but not limited to San Antonio Preparatory 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 an San Antonio Preparatory -provided or personal electronic device, include the following:

- Attempting unauthorized access, or “hacking,” of San Antonio Preparatory computers or networks, or any attempts to bypass Internet content-filtering software used by San Antonio Preparatory.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the champion is not an intended recipient or logging into a server or account that the champion 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 champion’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 San Antonio Preparatory technology resource, to include the use of any website or software used by San Antonio Preparatory.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any San Antonio Preparatory 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 San Antonio Preparatory equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other use or than the champion’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 champion.
- Refusing to submit to a search of a personal electronic device in accordance with the champion Acceptable Use policy and champion Code of Conduct.
- 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 champion 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 San Antonio Preparatory 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 San Antonio Preparatory or the end user does not have an active license.

- Using a website or software program implemented by San Antonio Preparatory 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 San Antonio Preparatory 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 San Antonio Preparatory technology resource to engage in any activity that violates any San Antonio Preparatory Board Policy, the champion Code of Conduct, campus rule, local, state, and/or federal law.
- Using any San Antonio Preparatory technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any San Antonio Preparatory technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using obscene or profane language on any San Antonio Preparatory technology resource, to include posting such language on any website or software used by San Antonio Preparatory.
- Using San Antonio Preparatory 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 champion's own.
- Using USB, bootable CD's, or other devices to alter the function of any San Antonio Preparatory 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.

Champions shall immediately report any violations of this policy to a classroom teacher or administrator. If any champion or parent has any question about whether any activity may be a violation of this policy, they should ask a classroom teacher or the Principal.

Personal Electronic Devices

Personal wireless and mobile devices may be provided filtered access to the Internet as well as access to any web-based champion applications (e.g., Discovery Education Streaming, Moodle) that would normally be accessible to champions from home. San Antonio Preparatory 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. champions and parents assume any and all risks associated with bringing a personal electronic device to a campus or school-related event. In addition:

- All champions with personal electronic devices being used for instructional or other school business must use San Antonio Preparatory's wireless network, which is filtered according to federal guidelines for Internet access in public schools.
- If a champion 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 Acceptable Use Policy and the champion 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 champion 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 champion and parent have signed a form authorizing the champion 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.
- champion 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 San Antonio Preparatory policy that champions are not allowed to access the Internet unless supervised by a teacher or staff member.
- The champion must take full responsibility for configuring and maintaining their personal electronic devices. San Antonio Preparatory will not provide technical support for these devices.
- When personal electronic devices are not in the champion's possession, the champion must secure them. San Antonio Preparatory will not store, nor will it accept responsibility for storing, any champion's personal electronic device on school grounds. Personal electronic devices must go home with champions daily.

Privacy and Security

champions are expected to use San Antonio Preparatory technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using an San Antonio Preparatory -issued or personal electronic device. champions shall not share their individual logins, passwords, or access to San Antonio Preparatory technology with others without the prior approval of a classroom teacher or administrator. champions shall sign off or log off all San Antonio Preparatory 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 San Antonio Preparatory'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 champion Code of Conduct. Any or all of the following consequences may be enforced if a champion violates the terms of this policy:

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the administration.
3. Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
4. Expulsion may be considered in instances where champions have used San Antonio Preparatory's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another champion's work files.

Violations of law may also result in criminal prosecution as well as disciplinary action by San Antonio Preparatory.

Limitations of Liability

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

Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by the San Antonio Preparatory champion 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.

Champion Name

Champion 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 champion, I have read the San Antonio Preparatory champion Acceptable Use Agreement. I understand that this access is designed for educational purposes. San Antonio Preparatory has taken precautions to eliminate controversial material. However, I also recognize it is impossible for San Antonio Preparatory to restrict access to all controversial materials and I will not hold San Antonio Preparatory 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 San Antonio Preparatory.

This Electronic Communication Device Commitment Form grants authority and permission to San Antonio Preparatory 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 champions 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 champion on school property or at school-related events is subject to regulation by San Antonio Preparatory.
- If a champion possesses such devices on school property or while attending school-related events, San Antonio Preparatory 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 champion 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 champion Code of Conduct, school policy or regulation is subject to confiscation and that San Antonio Preparatory is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

(Signature of champion) Date: _____

(Printed name of champion)

(Signature of parent/guardian) Date: _____

Food Allergy Notification Form

Dear Parents,

San Antonio Preparatory is required by law to request, at the time of enrollment, that the parent or guardian of each champion attending San Antonio Preparatory disclose the champion'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 San Antonio Preparatory 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. San Antonio Preparatory 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:

San Antonio Preparatory 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. San Antonio Preparatory will maintain this form as part of your child's champion record.

Champion Name: _____ Date of Birth: _____

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

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by San Antonio Preparatory: _____

Acknowledgement and Approval of Parent – Champion Handbook
and Code of Conduct

My signature below acknowledges that San Antonio Preparatory has made its Parent–champion Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the champion Code of Conduct; that I have been informed that when I or my child is enrolled in San Antonio Preparatory, 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 champion Code of Conduct contained within and to abide thereby.

Printed Name of champion: _____ Grade: _____

Signature of champion: _____ Date: _____

Signature of Parent: _____ Date: _____