



**Family Handbook  
Policies and Procedures  
2025-2026**

Version 07/08/2025; If you have difficulty accessing the information in this document because of a disability, please call 281-391-5003.

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## **LEGAL PURPOSE OF THIS HANDBOOK**

This Handbook was developed to answer many commonly asked questions that students and parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

Aristoi reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and nonacademic conduct of students. Neither this Handbook nor any provision included herein creates a contract or any contractual obligation or right of any kind between the school and the parents or the school and the students. Furthermore, ACA reserves the right to revise, supplement, or rescind any policies or portion of the Handbook in its sole and absolute discretion. Parents and students will be notified of such changes to the Handbook as they occur. This Handbook supersedes all previous student handbooks, provisions in the charter application, and any memoranda of the administration that may have been issued on subjects covered herein.

### **DEFINITION OF “PARENT”**

Throughout this Handbook, the term “parent” includes a natural parent, adoptive parent, legal guardian, or person having legal authority for the student. “Parent” may also include an adult student who has reached the age of majority and who is not under legal guardianship.



## **LOCATIONS**

### **ARISTOI CLASSICAL ACADEMY – KATY (EST. 1996)**

#### **Grammar School (K-4)**

5618 Eleventh Street, Katy, TX 77493  
Office: 281-391-5003 Fax: 281-391-5010

School day begins at 7:40 AM  
Dismissal begins at 3:05 PM  
Early release begins at 12:05 PM

#### **Logic and the Rhetoric School (5-12)**

5610 Morton Road, Katy, TX 77493  
Office: 281-391-5003 Fax: 281-391-5010

School day begins at 7:55 AM  
Dismissal begins at 3:20 PM  
Early release begins at 12:20 PM

### **ARISTOI CLASSICAL ACADEMY – CYPRESS (EST. 2020) (K-10)**

12332 Perry Road, Houston, Texas 77070  
Office: 281-391-5003

School day begins at 7:55 AM  
Dismissal begins at 3:20 PM  
Early release begins at 12:20 PM

## WHY WE EXIST

Aristoi Classical Academy (Aristoi or ACA) believes that responsible citizens of virtuous character and the families they build are foundational to a flourishing society; therefore, we are striving to make authentic classical liberal arts education available tuition-free to all who desire it, beginning in the greater Houston area.

G.K. Chesterton once wrote that, “Every high civilization decays by forgetting obvious things.” If this is true, Western civilization, including its vanguard experiment, the United States of America, is in rapid decline. The once “obvious things” of self-government, human nature, and common decency are being forgotten. This state of affairs is first and foremost an educational failure, for it is in the earliest years of life that a person is either freed to know reality as it is or banished to wander for life in a shadowland of half-truths.

Sadly, the celebrated schemes for schooling that tout “college and career readiness” or “skills for the twenty-first century information economy” as their highest aims are among these halftruths. Traditionally, the education considered appropriate to free men and women has aimed to outfit them for the adventure of life, not launch them at the moving target of a prognosticated job market.

Our forebearers knew this well—they believed each boy or girl would spend life, first, as a man or woman, and only secondly as a butcher, a baker, or a candlestick maker. Therefore, when and where it could be arranged (and afforded), promising young people were bestowed the privilege of a liberal arts education.

A liberal arts education is a preparation for freedom, leadership, and true creativity. It proposes that there is such a thing as Truth, that it is knowable, that acquiring the tools to discern the Truth and the disposition to delight in it are the great aims of education; that character, articulated in the timeless Virtues, is destiny; that wisdom and beauty are cultivated in conversation with the classic compositions, achievements, and personalities of all times and places.

At Aristoi, we believe in the promise of all our region’s young people. That is why we are calling on you to partner with us to redefine the educational landscape of Greater Houston as we strive to return the pursuit of Truth to public education. It is for such a time as this that we meet you at the crossroads of our civilization.

## ABOUT OUR SCHOOLS

Aristoi Classical Academy is a free, public charter school offering classical education from grades kindergarten through 12th. Aristoi Classical Academy was established in 1996 (originally as West Houston Charter School), with an emphasis on student learning in classical education, rigorous academics, and fine arts. We have high expectations for our students and faculty, encourage parental involvement, and promote volunteerism so that students can be a part of the “real-world experience” and support their community.

## **MISSION**

Our mission is to provide students with an academically challenging Classical Liberal Arts education that encourages them to develop a passion for learning and gives them the means to become responsible citizens of virtuous character.

## **VISION**

Aristoi Classical Academy aims to graduate young men and women who seek the truth in all things; who understand that learning is a lifelong pursuit; and who listen carefully, reason critically, communicate clearly, and write persuasively. We desire them to be honorable citizens who seek to improve their communities and the world rather than passively traveling along the road most followed. We desire to cultivate in our students the virtues of courage, moderation, and wisdom. We aim for them to be humble and magnanimous when dealing with others. We seek to help all students become who they are meant to be.

## **PHILOSOPHY**

Aristoi Classical Academy's philosophy is to provide a disciplined culture of excellence that fosters intellectual curiosity through a partnership with the students, their parents, and the community. The school requires a rigorous pursuit of knowledge, teaches the habits of hard work and perseverance, and develops students who embrace truth, goodness, and beauty.

## **STUDENT CODE OF CONDUCT**

Discipline is the means of cultivating wisdom and virtue. We prioritize and take pride in providing the kind of education that gives our students the means to become men and women of virtuous character. Below are the virtues that make up the core of Aristoi Classical Academy's discipline plan and expectations regarding student conduct.

The school believes that each student is a unique individual. As a result, every disciplinary situation is unique in nature. We adhere to the notion that logical and natural consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. When a student's choice of behavior is not in keeping with the Student Code of Conduct, the result will be a range of natural, logical, or imposed disciplinary consequences, which may include, but are not limited to, detention, in-school suspension, out-of-school suspension, or expulsion. The Student Code of Conduct provides information and direction to faculty, staff, students, and parents regarding standards of living, as well as the consequences of misconduct.

The policies and rules outlined in this Handbook related to student conduct should not be read as an all-inclusive description of the school's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these school values may be treated as a major school rule violation. Students are expected to comply with school standards and rules, and they are also encouraged to discuss with fellow students, teachers, or the

administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and what is best for each person in the School community.

In keeping with the high view of the human person expressed above, we believe that the culture we strive to create—academically, socially, athletically—is undermined when attention to higher things is forced to compete with the presence of personal phones. Therefore, personal cell phones of any type, or watches capable of connecting to the Internet or cellular service are not allowed on campus.

## **ACCREDITATION AND FUNDING**

The school is accredited by the Texas Education Agency and receives partial funding through the State of Texas, based primarily on the Average Daily Attendance formula and through federal funds for specific programs. ALL other funding is secured through local, state, and federal grants, as well as fundraising and donations.

## ARISTOI'S ACADEMIC DIVISIONS

### GRAMMAR SCHOOL (K-4)

Boys and girls enter into the Beauty of reality through their senses, building a capacity for sustained attentiveness and a vivid moral imagination

- Fairytales and classic poems form children to love Beauty, reverence courage, and aspire to nobility of life
- Teachers initiate children into the world of math *conceptually*, so that they do not simply learn math facts, but come to “think mathematically”
- As the Grammar School Capstone, fourth grade students research and enact—in dress, dialect, and details—a historical character for the “Living History Museum”

### LOGIC SCHOOL (5-8)

Young scholars train to discern Truth by developing sound habits of mind, distinguishing the nature of the relationships between ideas, people, times, and places

- The formal study of Latin commences, disciplining thought and communication toward precision and clarity
- Scholars learn to write persuasively and powerfully in response to any prompt
- As the Logic School Capstone, eighth grade scholars collaborate to produce “The Eighth Grade Musical” for the delight and edification of their community

### RHETORIC SCHOOL (9-12)

Emerging leaders take personal responsibility for the Good, encouraging and challenging their community out of a mature engagement with the Great Tradition

- Each fall, the Freshman Serve Day launches ninth grade scholars into full participation in Aristoi’s tradition of virtuous leadership, both on and off campus
- In Aristoi’s Humane Letters sequence, Rhetoric School scholars wrestle with the ultimate questions of human existence through daily Socratic conversation centered on the classic texts of Western Civilization
- As the Rhetoric School Capstone, scholars spend their Senior years researching and preparing to publicly present and defend a “Senior Thesis” on a topic of their choosing before a live audience

## **OUR CLASSICAL EDUCATORS**

All paid employees of Aristoi—faculty, staff, and administration—are Classical Educators, and play a role in Aristoi’s mission to form young people in use of the Tools of Learning, love of Virtue, and membership in the Great Tradition. An up-to-date listing of all of Aristoi’s classical educators can be found on the Aristoi website. The educators listed below have special responsibility for specific areas of campus and district operations. Each educator’s current contact information can be found on our website, and each can be reached by calling their campus’ main number.

### **DISTRICT OFFICE ADMINISTRATION**

[District Office](#)

### **ARISTOI CLASSICAL ACADEMY - KATY ADMINISTRATION AND STAFF**

[Grammar Campus](#)

[Logic & Rhetoric Campus](#)

### **ARISTOI CLASSICAL ACADEMY - CYPRESS ADMINISTRATION AND STAFF**

[Cypress Campus](#)

## HOW WE PARTNER WITH PARENTS - LOGISTICS

### ENROLLMENT

Aristoi Classical Academy offers open enrollment to persons who reside within the geographic boundaries stated in the school's charter, and who are eligible for admission based on the lawful criteria identified in the charter and in state law until such time as the maximum enrollment is attained. After such time and as prescribed by state law, if more students submit applications than there are spaces at Aristoi, a lottery draw will be held to determine the order in which the applicants will be placed into available openings. The open enrollment period for the following school year takes place from January 1<sup>st</sup> through January 31<sup>st</sup>.

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

#### ***Automatic Enrollment***

Currently enrolled students will be automatically enrolled for the following school year and exempted from the lottery if they notify Aristoi of their intent to return for the next school year by the deadline designated by the Superintendent or designee for the then-current school year. Siblings of currently enrolled students who timely notify Aristoi of their intent to return for the next school year will also be exempt from the lottery and, space permitting, automatically enrolled.

"Sibling" means a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space, and Aristoi does not guarantee enrollment of each listed sibling.

Children of Aristoi's founders, teachers, and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program.

For returning students who are not re-admitted into ACA for the following school year due to conduct under TEC Chapter 37, Subchapter A, the Administrator will notify the school district in which the student resides within three (3) business days of finalization of the Committee's decision.

#### ***Applications for Admission***

Applications from new students are accepted from January 1st through the last day of January. If the number of eligible applicants does not exceed the number of vacancies, then all applicants who timely applied are offered admission. If there are more eligible applicants than available spaces in a class, a lottery will be conducted the first Wednesday of February, in accordance with the Admissions Lotter process described below. If an application is received after the application period has passed and there is no vacancy, the applicant's name is added to the waiting list behind the names of the applicants who timely applied and participated in the lottery, in date of application order.

Applicants are not required to provide copies of transcripts or other academic records prior to enrollment. In addition, a student will not be precluded from enrolling due to ACA's failure to receive the information required for enrollment from the student's parent and/or previous school.

For returning students, ACA will review and consider the prior year discipline history and records in accordance with the ACA Code of Student Conduct. ACA will determine whether a student who has engaged in conduct that is subject to expulsion or dismissal under the ACA Code of Student Conduct, including repeated infractions of Level I and Level II offenses, may re-enroll for the next school year. The parent, guardian or legal representative of a student or a student of legal age may appeal the Admission Committee's decision to the School Board. ACA will deny admission to students with a documented history of criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.

ACA will notify new applicants, electronically, within 10 business days after the application deadline regarding the status of the child's admission via SchoolMint.

### ***Admissions Lottery***

The lottery draw will include students who have completed the application process during the open enrollment period. A name is drawn for each vacancy that exists, and each applicant whose name is drawn is offered admission. The remaining names are then drawn and placed on a waiting list in the order they were drawn. If a vacancy arises before the commencement of the school year or during the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. Multiple birth siblings (twins, triplets, etc.) will each receive a lottery number. Should one be enrolled and the other(s) not, the remaining sibling(s) will move to the top of the grade level waiting list in order to maximize the opportunity that multiples will be able to remain together. If the school 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, subject to a review of the student's criminal, juvenile, and disciplinary history. 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, subject to a review of the student's criminal, juvenile, and disciplinary history, and then removed from the waiting list.

All applicants subject to the lottery will receive notification within ten (10) business days of the application deadline either offering admission or directing them to view their places on the waiting list. Families offered an enrollment seat will be sent a registration packet with instructions for registering. Families must complete and return the registration packet by the published deadline in order to secure enrollment. Registration packet information may include the following: a completed enrollment form, consent to release records, an ethnicity/race designation form, a health inventory, a home language survey, a military survey, and a free/reduced lunch form. Where applicable, applicants may also be required to submit special service records and custody/guardianship papers during the enrollment process. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential student on the waiting list.



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

To enroll in kindergarten, children must be at least five (5) years of age by September 1 of the school year in which they seek to enroll (Texas Education Code § 48.003(d)). To qualify for first grade the child must be six (6) years old on or before September 1<sup>st</sup> of the school year they are applying for. Children under the age of six (6) by September 1<sup>st</sup> of the school year in which they seek to enroll may enter 1<sup>st</sup> grade if they have completed kindergarten in an accredited school.

As authorized by the school's charter and Texas Education Code §12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems from their previous campus under Texas Education Code, Chapter 37, Subchapter A will be excluded from admission and enrollment in Aristoi Classical Academy. The school does not enroll students who have been expelled from other schools.

## **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT OF 2001**

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

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

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

Questions concerning assistance offered to homeless students can be obtained from the District Registrar.

## **STUDENT INFORMATION**

Any student admitted to Aristoi Classical Academy must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in the school 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 Aristoi Classical Academy, the student's parent or legal guardian, and the school in which the student was previously enrolled must furnish records that verify the identity of the student. These records may include the child's birth certificate, Social Security card, and previous school records. Students will not be denied enrollment if they fail to meet this requirement.

Aristoi will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's consent.

### ***Food Allergy Information***

Parents should notify Aristoi Classical Academy when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the Student Care person at your child's campus if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

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

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

### ***Establishing Identification***

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

### ***Undocumented Students***

In accordance with *Plyler v. Doe*, 457 U.S. 202 (1982), enrollment may not be denied to children who are not legally admitted into the United States.

### ***Residency Verification***

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Aristoi Classical Academy, each

student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including but not limited to:

- A current utility bill or lease agreement,
- The most recent tax receipt indicating home ownership,
- Mailing addresses of the residence occupiers,
- Visual inspection of the residence,
- Building permits issued to a parent on or before September 1<sup>st</sup> 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.

## **TRANSFER STUDENTS**

A student who has transferred from another school district, private school, home school program, or school outside the state of Texas, who has been promoted upon completion of a school year may usually be enrolled in the promoted grade without requiring the student to successfully complete a grade advancement test. However, Aristoi Classical Academy may need to achieve necessary baseline information and may evaluate each student who transfers from another district, private school, home school program, or school outside the state of Texas, to ensure they are being placed in a grade level appropriate with their academic capabilities.

## **LETTER GRADE FROM OUT-OF-STATE AND NON-PUBLIC TEXAS SCHOOLS**

Some transcripts from outside of Texas reflect an alpha grade and not a numeric grade as required in Texas. When this occurs, the registrar will notify the parent of the scale Aristoi Classical Academy uses to transcribe the letter to a numeric grade. If the parent chooses, the parent may contact the previous school and request an official transcript with semester numerical grades. When received, those numeric averages will be used on the transcript and to calculate GPA. Parent/student will have 30 business days from enrollment to provide the registrar with the authorized numerical transcript, if desired.

Aristoi Classical Academy conversion scale for out of district alpha grades:

A+=100	B+=89	C+=79	D+=74	F=65
A=95	B=85	C=77	D=72	
A-=90	B-=80	C-=75	D-=70	

An exception to this practice will be made if a transcript from out-of-state or another district records a 65 as passing. In this event, a grade of 70 will be assigned.

## **ATTENDANCE**

Students are expected to be at school every day and to report to their classes on time. School attendance is critical to the student's academic success and achievement of the school's mission and is required under Section 25.085 of the Texas Education Code.

Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching and learning environment. The school requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Parents of school-age children have the responsibility to require their children to attend school regularly.

The school discourages vacations taken during the regular school year—except during school breaks—and families are discouraged from taking students out of school prior to a school break. Absences for vacations will be unexcused. **Failure to attend the first day of school may result in the loss of enrollment status.**

Furthermore, whenever possible, regularly scheduled medical appointments should be made outside of school hours. Students with excessive absences, excused or unexcused, may be denied reenrollment or promotion or class credit in accordance with the "Minimum Attendance for Class Credit or Final Grade" section below.

Should an absence be unavoidable due to sickness or another reason, the parent must submit an email or note by the parent, guardian, or doctor explaining the reason for the absence upon the student's return to the school. The note should include the following:

- Child's full name and grade level;
- Date of absence;
- Reason for absence; and
- Parent/doctor's signature.

If the email or note from the parent, guardian, or doctor is not received by the Attendance Clerk within three (3) days following the student's return to the school, the absence will be considered unexcused.

If a student is absent for four (4) or more consecutive days due to an illness or other condition requiring the student's extended absence from school, the student must return to school with a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. Failure to do so will result in an unexcused absence.

### ***Kindergarten***

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

### ***Age 6-18***

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19<sup>th</sup> birthday, shall attend school, as well as any applicable accelerated instruction program,

extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

Aristoi students grades 7-12 who are not present (arrived late or left early) for more than 50% of a given class period, other than their 9:05 AM attendance period, will be counted absent for attendance purposes for that class period. Excused absences, unexcused absences, and make-up work will follow the same policies on pages 23-26.

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

### ***Age 19 and Older***

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

### ***Tracking Student Attendance***

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

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

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

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

## **MINIMUM ATTENDANCE FOR CLASS CREDIT OR FINAL GRADE**

In accordance with Section 25.092 of the Texas Education Code, Aristoi Classical Academy maintains the following policy regarding minimum attendance for class credit or a final grade:

(a) Except as provided by the Texas Education Code § 25.092, a student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90% of the days the class is offered. A student who is in attendance for at least 75% but less than 90% of the days a class is offered may be given credit or a final grade for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. A student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without the consent of the judge presiding over the student's case.

(b) The Board shall appoint an attendance committee to hear petitions for class credit by students who are in attendance for fewer than 90% of the days the class is offered and have not otherwise earned class credit under a plan for students attending at least 75% but less than 90% of the days a class is offered. Classroom teachers shall comprise a majority of the membership of the committee. The committee may only award class credit to a student due to extenuating circumstances, as determined by the Board. Furthermore, the Board shall adopt policies establishing alternative ways for students to make up work or regain credit lost because of absences, including at least one option that does not require a student to pay a fee.

(c) No member of the attendance committee is personally liable for any act or omission arising out of duties as a member of the committee.

(d) If the attendance committee denies the student credit or a final grade for a class, the student may appeal the decision to the Board. The decision of the Board may then be appealed to the district court in which Aristoi Classical Academy's District Office is located.

(e) Excused absences from School to observe religious holy days do not count toward the 90% attendance requirement.

## **EXCUSED ABSENCES**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work.

The following absences will be considered "excused":

- Activities relating to obtaining United States Citizenship;
- Required court appearance (upon showing documentation requiring appearance and proof of attendance);
- An absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the student or the student's parent provides a certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment;

- Sent home from the school by Student Care personnel;
- Citizenship application and/or participation in a U.S. Naturalization Oath Ceremony.
- Absences for mental or emotional disabilities (with physician/therapist note);
- Death in the immediate family (parent, sibling, grandparent, great-grandparent, or a person living in the student's home) with proper documentation;
- Participation in an activity that is approved by the Board as a school-sponsored event and is under the direction of a member of the professional staff of the school;
- Lice: up to one (1) school day is excused;
- An absence for a student who is 15 years of age or older to visit a driver's license office to obtain driver's license or learner license, provided that more than one day of school may not be excused during the period the student is enrolled in high school for the purposes of (i) obtaining a driver's license or (ii) obtaining a learner license, and the school verifies the student's visit to the driver's license office in accordance with procedures adopted by Aristoi Classical Academy;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus;
- Religious holy days;
- For students in the conservatorship (custody) of the state who need to attend:
  - An activity required under a court-ordered service plan;
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours;
- Juniors and seniors are allowed two (2) excused days of absences for college visits during their junior year and two (2) excused days of absence for college visits during their senior year. Each absence must have been properly requested and approved through a note or email from the parent to the Head of School. A letter from the college/university, a stamp, or an attendance form to confirm the attendance of the student to the college/university must be submitted to the Attendance Office for the absence to be excused;
- Juniors and seniors are allowed two (2) excused days of absences per year in order to visit a professional at the professional's workplace for the purpose of career investigation to determine the student's interest in pursuing a career in the professional's field. Each absence must have been properly requested and approved through a note or email from the parent to the Head of School. A letter, on the company's letterhead, from the professional confirming the name of the student and date of the visit must be submitted to the Attendance Office for the absence to be excused; or
- Absence for up to two days in a school year for service as an early voting clerk, provided the student receives approval from the Head of School prior to the absence and informs his or her teachers of the absence.

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

Additionally, Aristoi Classical Academy may excuse up to four days of school for a high school student 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 the school verifies the student's activities relating to pursuing enlistment.

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

For death in the immediate family, up to 3 days will be excused for travel within the United States and up to 5 days will be excused for international travel with proper documentation.

An 18-year-old senior may sign themselves out with the written and verbal permission of their parent/guardian.

## **UNEXCUSED ABSENCES**

An unexcused absence is defined as an absence for a reason other than the described excused absences, subject to the review and discretion of the Superintendent. Examples of unexcused absences include, but are not limited to:

- Death of someone other than an immediate family member;
- Doctor's appointment for someone other than the child;
- Family business (e.g., sibling graduation, awards ceremony, accompanying parent on a business trip);
- Family vacations, reunions, weddings, etc.;
- Non-school sponsored activities (e.g., Boy Scouts, gymnastic events, dance competitions);
- Transportation issues (e.g., car trouble or no one available to drive);
- Truancy (i.e., skipping school/class, leaving campus/class without permission); and \
- Any absence for which no reason is provided by the parent.

Each unexcused absence will be entered on the student's record. Absences remain unexcused unless a valid written excuse is submitted to the Attendance Clerk within three (3) days following the student's return to school. Students will receive a "Zero" (0) in each subject for all unexcused absences, excluding major projects and tests and any grades received in K—4<sup>th</sup> Fine Arts, Computer, and Physical Education. These guidelines apply to all school days, including those immediately before and after school-designated breaks.

## **MAKE-UP WORK FOR EXCUSED ABSENCES**

Students who have been absent from school are responsible for making up any graded work missed because of an excused absence. Students are responsible for contacting their teachers to request missed assignments. Unless the teacher has communicated otherwise to the student, students are allowed one (1) school day for each day absent to make up the assignments



missed. Teachers will assign a “Zero” (0) for any missed assignment that is not made up within the required timeframe.

Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test.

In the case of a pre-planned absence, advance work requests should be made with a minimum of two (2) weeks’ notice when possible. Teachers will make every effort to provide advance work in anticipation of pre-planned absences; however, students should expect to receive additional assignments upon return, as lesson plans are subject to change.

## **STUDENT WALKERS AND BIKERS**

Walkers may not board a car within the school zone.

K and 1st grade students will not be allowed to walk home independently. Every child/family should be issued a dismissal tag to ensure they are matched to parent(s) or designated adult. If a kinder or first grade student walks home with an older sibling, parent permission should be in writing.

Families who wish to have their students walk to and from school will be required to fill out a parent waiver, release and permission form before their child may be released to walk or bike home from school. By signing the permission form, the parent or guardian acknowledges that students will be released to walk or bike home without school supervision.

## **DRIVER’S LICENSE ATTENDANCE VERIFICATION**

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

## **STUDENT DRIVING AND STUDENT PARKING**

Before being permitted to drive to school, students must produce and have on file with Aristoi Classical Academy administration the following items:

- Copy of a Texas Driver’s License,
- Proof of car insurance,
- Parent permission form, and
- A description of the vehicle(s) the student will be driving to school.

Student parking is only permitted in a designated student parking area.

Reckless and distracted driving will not be tolerated. Permission granted to drive on school grounds may be revoked for such behavior.

Students must exit their vehicles immediately upon parking. Loitering in or around any vehicle is not permitted. Student drivers must exit the property immediately at the end of their school day or following participation in extracurricular activities.

Rhetoric School students who have a car on campus must obtain an early dismissal pass from the front office to leave campus during the school day. These students must check out through the appropriate office before leaving the campus. Students who leave campus at any time without parental permission and administrative approval will be subject to disciplinary action, including but not limited to having their parking permission revoked.

Students are advised to lock their vehicles at all times as they will be held responsible for the vehicle's contents. **Aristoi is not responsible for any thefts or damage to vehicles.**

Aristoi officials may search vehicles parked on Aristoi property at any time if there is reasonable suspicion 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 student will be asked to unlock the vehicle. If the student refuses, Aristoi may contact the student's parents, and/or law enforcement officials. Students are responsible for any prohibited items found in vehicles parked on school property.

## **STUDENT ILLNESS**

Parents are responsible for ensuring that sick children do not come to school if they are exhibiting signs and/or symptoms of illness. Please be considerate of other students and school personnel and help prevent the spread of illness by not sending your child to school with an infectious condition, fever, vomiting, diarrhea, sore throat, green mucus, continuous coughing or sneezing, etc.

Students that have a temperature of 100.0 degrees or greater, vomiting, and/or diarrhea must stay home until they are fever/symptom free for 24 hours without the use of preventive medicine.

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

Any student excluded from school attendance for reason of communicable disease may be readmitted with a note from a medical professional or local health authority stating that the child

does not currently have signs or symptoms of a communicable disease or the disease is not infectious in a school setting.

**The final decision to send a student home from school due to illness resides with the Student Care employee.** The school will notify the parent or individual listed by the parent as the emergency contact if it is determined that the child is unable to participate in a normal day's activities or is suffering from a contagious condition. Sick children will be isolated from other students until they can be picked up from the school. **It is the parent's responsibility to ensure that the child is picked up within one (1) hour of the school's notification.**



## OFFICIAL ABSENCE LETTER

To the parents of: \_\_\_\_\_

Today, \_\_\_\_\_, your child is being sent home due to:

☐ Vomiting ☐ Fever ☐ Lice / Nits ☐ Other \_\_\_\_\_

### THE 24 HOUR RULE:

If your child has a fever of 100.0 or greater, vomiting, and/or diarrhea, they **MUST** stay home until they are symptom free for 24 hours **WITHOUT** the use of medication to relieve the symptoms.

- VOMITING - 24 hours from his/her last incident
- FEVER - a minimum of 24 hours AND fever free without the use of fever reducing medications before returning to school
- DIARRHEA - 24 hours from his/her last incident
- Suspected PINK EYE - written clearance from a doctor upon returning to school.
- LICE / NITS - until treatment has been administered AND return with proof of treatment. Upon returning to school, your student will first report to Student Care for inspection and re-admittance. One day may be excused for treatment of lice.

**If your child is sent home from Student Care with any of the above symptoms, the same 24 hour rule applies. At a minimum, 24 hours begins at the time the student is signed out.**

Parents, please return this form to the Attendance Office upon your child's return to school.

Please excuse \_\_\_\_\_ on \_\_\_\_\_ he/she was sent home from Student Care due to:

☐ Vomiting ☐ Fever ☐ Lice / Nits ☐ Other \_\_\_\_\_

PARENTS SIGNATURE \_\_\_\_\_ Contact phone number \_\_\_\_\_

Today's Date \_\_\_\_\_

## STUDENTS WITH INJURIES

If a student has an injury requiring crutches, a wheelchair, special shoes, or clothing while at School, a note from a physician will be required.

Please contact the Student Care employee if you have questions or if you are concerned about whether a child should stay home.

## STUDENTS WITH DISABILITIES

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

## TRUANCY

Aristoi will initiate truancy prevention measures (TPM) when a student fails to attend school without an excuse for three (3) or more days or parts of days within a four-week period but does not fail to attend school without an excuse on ten (10) or more days or parts of days within a six month period in the same school year (Texas Education Code § 25.0915). If a student fails to attend school without an excuse on ten (10) or more days or parts of days within a six-month period in the same school year, Aristoi Classical Academy will refer the student to a truancy court for truant conduct under the Texas Family Code.

Prior to referring a student to truancy court, Aristoi Classical Academy will develop an Attendance Intervention Plan (AIP) for the student and share it with the parent and student. If the AIP is not successfully fulfilled and unexcused absences persist, Aristoi Classical Academy will refer students ages 12–18 to truancy court and/or file charges against the parents for “parents contributing to nonattendance.”

Through this Handbook, Aristoi Classical Academy is notifying parents that if a student is absent from school for ten (10) or more days or parts of days within a six-month period in the same school year, parents are subject to prosecution under Section 25.093 of the Texas Education Code, and the student is subject to referral to a truancy court for truant conduct under the Family Code.

## LOSS OF CREDIT/GRADE PROMOTION

As indicated above, students may not receive credit for a class unless they are in attendance for at least 90% of the days the class is offered. Therefore, a student is in jeopardy of not receiving credit if the student acquires nine (9) or more absences in a semester. A student is allowed eighteen (18) absences during the entire school year. Failure to meet this attendance requirement, **regardless of whether the absences are excused**, may necessitate a student being retained in the current grade level for the following school year.

Promotion to the next grade level will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

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

## **VISITING A CAMPUS**

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

- Visitors **MUST** sign in at the 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). 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 (whether before, during, or after the school day) to meet with a parent.
- Visitors to campus must be the parent(s), guardian(s), or other adult family member(s) with permission of the parent/guardian. Students' friend(s), younger sibling(s), other minor relatives, and non-related individual(s) 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. Volunteers will not be involved in any educational or extra-curricular activities until this clearance is obtained.

Both virtual and in person visitors may only record video or audio, or take photographs of classroom activities, after receiving permission from the teacher or a campus administrator.

Additionally, the Headmaster 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 DPS or any other database accessible by Aristoi Classical Academy.

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

## **DISRUPTIONS**

To protect student safety and sustain an educational program free from disruption, state law permits Aristoi Classical Academy to act against any person--student or non-student--who:

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

## **ARRIVALS, DISMISSALS, TARDIES, EARLY RELEASES, AND SIGN-IN/SIGN-OUT**

### ***Morning Arrival – Katy Campuses***

The Grammar School day begins at 7:40 AM.; students may not be dropped off at the Grammar School earlier than twenty (20) minutes prior to the official start time of school. The Logic School and the Rhetoric School days begin at 7:55 AM; students may not be dropped off at the Logic School or the Rhetoric School earlier than thirty (30) minutes prior to the official start time of school. There is no direct supervision available for students before these times. Parents take full responsibility for their unsupervised children dropped off at the school prior to the official start time.

The Grammar School students arriving after 7:40 AM are considered tardy and must be checked in at the front office by their parent before going to class. Logic School and Rhetoric School

students arriving after 7:55 AM are considered tardy and must be checked in at the front office by their parent before going to class. Student drivers must also check in at the front office.

Repeated tardiness will result in increasingly severe disciplinary consequences as allowed by the Student Code of Conduct.

Breakfast is available to students for a minimal charge between 7:15 AM and 7:35 AM.

### ***Dismissal – Katy Grammar School Carpool***

The Grammar School dismissal time is 3:05 PM. Students must be picked up in the designated carpool area. Parents are to display the student's carpool tag in the window. Students are not to be picked up after school in any other area. The school must be notified of any change regarding regular pickup before 2:00 PM on the day the change will take place by emailing [katygrammarmacarpool@aristoicclassical.org](mailto:katygrammarmacarpool@aristoicclassical.org) or by calling the front office. Students may be picked up at the front office for early release until 2:30 PM. No student may be picked up from the front office after 2:30 PM. After 2:30 PM, all students will be picked up in their respective carpool areas. The Grammar School students not picked up in their carpool area by 3:30 PM may be picked up at the front office.

Students will not be placed in a car that does not display their school-issued, personalized carpool tag. Persons who are listed on a student's approved pickup list but who do not have the appropriate carpool tag may pick up the Grammar School student at the front office before 2:30 PM or after carpool is over.

Unless students are participating in an after-school event, it is imperative that parents have their children picked up no later than 3:30 PM. Since all faculty are dismissed from work at 3:45 PM, it is a safety issue for students to be on campus after 3:45 PM. The school has a legal obligation to report any abuse and/or neglect to Child Protective Services (CPS). To ensure that the school does not file abandonment charges, all Grammar School students must be picked up by 3:30 PM.

### ***Dismissal – Katy Logic and Rhetoric School Carpool***

The Logic School and the Rhetoric School dismissal time is 3:20 PM. Parents are to display the student's carpool tag in the window. The School must be notified of any change regarding regular pickup before 2:00 PM of the day the change will take place by emailing

[katylogicandrhetoriccarpool@aristoicclassical.org](mailto:katylogicandrhetoriccarpool@aristoicclassical.org) or by calling the front office. No student may be picked up from the front office after 2:45 PM. After 2:45 PM all students will be picked up in their respective carpool areas. The Logic School and the Rhetoric School students not picked up in the carpool area by 3:50 PM may be picked up at the front office in front of building D.

Unless students are participating in an after-school event, it is imperative that the Logic School and the Rhetoric School students are picked up no later than 3:50 PM. Since all faculty are dismissed from work at 3:50 PM it is a safety issue for students to be on campus after 3:50 PM. The school has a legal obligation to report any abuse and/or neglect to CPS. To ensure that the school does not file abandonment charges, all students must be picked up by 3:50 PM.



### ***Tardies/Early Release – Both Katy Campuses***

The Grammar School students arriving after 7:40 AM are considered tardy. The Logic School and the Rhetoric School students arriving after 7:55 AM are considered tardy. Five (5) morning tardies in any one semester will result in an age-appropriate consequence; subsequent tardies will result in further disciplinary action as allowed by the Student Code of Conduct. Parents will receive a warning letter after the third tardy, notifying them that two additional tardies during the semester will result in an age-appropriate consequence. **Parents, please remember that punctuality is important. We are building the foundation for your child's future, and tardiness interferes with student learning.**

Perfect attendance awards will not be awarded to students who have five (5) or more tardies during any single grading period.

Aristoi students grades 7 - 12 who are not present (arrived late or left early) for more than 50% of a given class period, other than their 9:05 AM attendance period, will be counted absent for attendance purposes for that class period. Excused absences, unexcused absences, and make-up work will follow the same policies on pages 23-26.

Please be aware that any subjects missed due to unexcused tardies or unexcused early sign out of a student (other than a school-sponsored early release) may result in a teacher's inability to help students make up missed work. In such cases, parents will be responsible for helping their children complete their assignments. An unexcused tardy or early sign-out of a student will be considered an unexcused absence for that subject.

### ***Sign-In and Sign-Out Procedures – Both Katy Campuses***

There are specific procedures for signing a student in and out of the school. Students who arrive late to school must have their parent sign them in at the front office and then receive a late pass to class. Student drivers must also sign in at the front office.

Students who need to leave campus during the school day must notify the school office prior to leaving campus. They must sign out when leaving and sign in upon returning to the campus. A parent must be present when students sign in or out of school, unless they are 18 years of age or older. The school will not allow a student to leave school early with another person unless authorized by the parent to do so via email.

### ***Morning Arrival – Cypress Campus***

The Aristoi Cypress day begins at 7:55 AM; students may not be dropped off at the Cypress Campus earlier than thirty (30) minutes prior to the official start time of school. There is no direct supervision available for students before these times. Parents take full responsibility for their unsupervised children dropped off at the school prior to the official start time.

Breakfast is available to students for a minimal charge between 7:25 AM and 7:55 AM.

### ***Dismissal – Aristoi Cypress Carpool***

The Aristoi Cypress dismissal time is 3:20 PM. Parents are to display the student's Griffin Gold tag in the window. The School must be notified of any change regarding regular pickup before 2:00 PM of the day the change will take place by emailing [cypresscarpool@aristoiclassical.org](mailto:cypresscarpool@aristoiclassical.org) or by calling the front office. No student may be picked up from the front office after 2:45 PM.

After 2:45 PM, all students will be picked up in their respective carpool areas. The Aristoi Cypress students not picked up in the carpool area by 3:50 PM may be picked up at the front office.

Unless students are participating in an after-school event, it is imperative that the Aristoi Cypress students are picked up no later than 3:50 PM. Since all faculty are dismissed from work at 3:50 PM, it is a safety issue for students to be on campus after 3:50 PM. The school has a legal obligation to report any abuse and/or neglect to CPS. To ensure that the school does not file abandonment charges, all students must be picked up by 3:50 PM.

### ***Tardies/Early Release – Aristoi Cypress***

The Aristoi Cypress students arriving after 7:40 AM are considered tardy. Five (5) morning tardies in any one semester will result in an age-appropriate consequence; subsequent tardies will result in further disciplinary action as allowed by the Student Code of Conduct. Repeated tardiness will result in increasingly severe disciplinary consequences as allowed by the Student Code of Conduct.

Parents will receive a warning letter after the third tardy, notifying them that two additional tardies during the semester will result in an age-appropriate consequence. **Parents, please remember that punctuality is important. We are building the foundation for your child's future, and tardiness interferes with student learning.**

Perfect attendance awards will not be awarded to students who have five (5) tardies during any single grading period.

Aristoi Cypress students grades 7 & 8 who are not present (arrived late or left early) for more than 50% of a given class period, other than their 9:05 AM attendance period, will be counted absent for attendance purposes for that class period. Excused, unexcused absences, and make-up work will follow the same policies on pages 23-26.

Please be aware that any subjects missed due to unexcused tardies or unexcused early sign out of a student (other than a school-sponsored early release) may result in a teacher's inability to help students make up missed work. In such cases, parents will be responsible for helping their children complete their assignments. An unexcused tardy or early sign-out of a student will be considered an unexcused absence for that subject.

### ***Sign-In and Sign-Out Procedures – Aristoi Cypress***

There are specific procedures for signing a student in and out of the school. Students who arrive late to school must have their parent sign them in at the front office and then receive a late pass to class.

Students who need to leave campus during the school day must notify the school office prior to leaving campus. They must sign out when leaving and sign in upon returning to the campus. A parent must be present when students sign in or out of school, unless they are 18 years of age or older. The school will not allow a student to leave school early with another person unless authorized by the parent to do so via email.

## **INCLEMENT WEATHER AND SCHOOL CLOSINGS**

Aristoi Classical Academy values the instructional time our teachers have with students. Thus, the school will make all efforts to conduct instructional days in the event of inclement weather.

If it becomes necessary to delay or close the school because of inclement weather, Aristoi Classical Academy will attempt to follow the same schedule as Katy ISD. Announcement of closings will be made on Channel 13 (TV station) and the school website. An email will also be sent to parents through the email address on file.

Should Aristoi Classical Academy be closed for the school day, all before- and after-school clubs, meetings, rehearsals, and athletic practices/events will be canceled. Coaches and sponsors will communicate directly as decisions are made regarding athletic practices/events.

## **WITHDRAWALS**

### ***Voluntary Withdrawal***

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

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

Withdrawing students and parents are expected to:

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

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

### ***Involuntary Withdrawal***

Aristoi Classical Academy may initiate withdrawal of a student under the age of 19 for nonattendance if:

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

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

For students with a disability, involuntary withdrawal will be in accordance with the IDEA and/or Section 504 policies and procedures.

## **STUDENT FEES**

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

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

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

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, parking, athletics, fine arts, University Interscholastic League (“UIL”) academics, and academic supervision prior to participation.

## **LUNCHES**

### ***National School Lunch Program***

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

Applications for free and reduced-price breakfast and lunches must be renewed each year. Families can apply for benefits at any time during the school year. Please visit SchoolCafé or download the free mobile app to your electronic device to apply today. If you do not have access to the Internet, paper applications are available at the District Office

### ***State-Mandated Nutrition Guidelines***

The TDA places strict limits on any food or drink provided or sold to students other than through Aristoi Classical Academy’s food and nutrition services. More detailed information may be obtained at the school office or online at [www.sqaremeals.org](http://www.sqaremeals.org).

### ***Parent Provided Lunches***

Students may bring their lunches (including eating utensils) or participate in the hot lunch program for a minimal charge. Students who bring their lunches may buy milk. Reduced and free lunch options are available for those who qualify by completing the required form and returning it to the front office. Students are legally prohibited from sharing food from lunches provided under the federally funded school lunch program.

Students who forget their lunch will be given one, and the parent will be charged accordingly. Students with a lunch balance of -\$15.00 or more will be given a cheese sandwich. Should a parent bring the student’s lunch to campus after the school day has commenced, the parent should drop it off at the front desk at least thirty (30) minutes before the child’s scheduled lunch time. The lunch should be labeled with the student’s name, grade, and teacher. It will then be delivered to a designated holding area in the cafeteria.

### ***Lunch Visits***

Parents are welcome to join their child for lunch during their scheduled time, except on days of School testing or when the administration calls for a closed campus. Parents and children eating together are seated at a designated area in the lunchroom. Parents may bring their own child lunch but may not bring food for other students.

Parents must email the school one (1) hour before the scheduled lunch time, if a non-parent adult will be joining their child for lunch. The name of the visitor must be included in the email. The school's administration reserves the right to determine whether an adult visitor will be allowed to have lunch at Aristoi Classical Academy. Visitors will not be allowed to visit with other students and must adhere to all Aristoi Classical Academy policies and procedures. When visiting during lunch, advanced notice is always appreciated so that staff can ensure adequate seating.

Aristoi Alumni in good standing may come to the Aristoi Katy Logic & Rhetoric campus from 9:00 AM - 12:00 PM for lunch provided that they are supervised by an Aristoi Employee.

## **DISTRIBUTION OF MATERIALS OR DOCUMENTS**

### ***School Materials***

Publications prepared by and for Aristoi Classical Academy may be posted or distributed with prior approval by the Headmaster or designee. Such items may include school posters, brochures, murals, etc.

### ***Non-School Materials***

Students 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 must not be distributed by students on Aristoi Classical Academy property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which Aristoi Classical Academy does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with Aristoi Classical Academy 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 to the Superintendent or designee's decision in accordance with Board policy.

## **PLEDGES OF ALLEGIANCE AND MOMENTS OF SILENCE**

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

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

## **RECITATION OF THE DECLARATION OF INDEPENDENCE**

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

## **PRAYER AND MEDITATION**

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

## **ANIMAL POLICY**

Due to concerns about the health, safety, and welfare of people in the school community, no animals are allowed on school property or at school-related events without the express, written permission of the Head of School. This means that animals may not be brought onto school

property for any reason, including drop-off, pickup, parties, games, and activities, and may not be brought to school-related events on- or off-campus.

## **STUDENT USE OF A SERVICE/ASSISTANCE ANIMAL**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the Head of School before the student brings the service/assistance animal on campus. The campus will try to accommodate a request as soon as possible but will do so within ten business days.

## **CONFLICT RESOLUTION**

Aristoi firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance about a particular class, teacher, or the administration of the school, that grievance should be resolved using the following chain of command:

1. The Teacher: Issues that arise in a particular classroom should always be addressed to the teacher first since teachers are in the best position to give accurate information about activities in the classrooms.
2. The Dean of Students: If the grievance and the matter regard discipline, the parent should schedule a meeting with the Dean of Students.
3. The Head of School: If the grievance pertains to academics or other issues not relating to discipline, the parent should schedule a meeting with the Head of School and the teacher or appropriate parties.
4. The Headmaster: If the grievance is not resolved with the Teacher and the Head of School or Dean of Students, the parent should schedule a meeting with the Headmaster.
5. The Superintendent: If the grievance is not resolved with the teacher and the Headmaster, the parent should schedule a meeting with the Superintendent.
6. The School Board: A parent has a right to grieve a decision or address other matters to the Board. If the parent is grieving a matter that cannot be resolved after talking with the teacher, the administration, or appropriate parties, then the parent may request a hearing on the matter by submitting a written request to the Board. The Board will make a final determination in the situation.

## **DRESS CODE**

Aristoi's Dress Code is designed to promote a professional atmosphere that emphasizes academics and encourages a sense of pride in self and the school. The purpose of the Aristoi Classical Academy Dress Code is to:

- Distinguish each student as a member of a unique and special community,
- Establish a desirable learning environment,



- Maintain order and minimize disruptions,
- Minimize peer pressure,
- Improve the appearance of the student body, and
- Reinforce the academic atmosphere.

The administration enforces and determines the appropriateness of all dress and compliance with the Dress Code. For specifics relating to the Dress Code for each grade level, please refer to the Appendix in this Handbook.

## **LOST AND FOUND**

All items left around the school campus will be placed in the “Lost and Found” located in the Commons. It is the responsibility of the student or parent to check for lost items. All items are donated to charity at the end of each quarter. Please check regularly for lost items at lunch or after carpool at 3:30 PM. Writing the student’s name on clothing and belongings can help ensure that items are returned to the student.

## **STUDENT/ADULT INTERACTION AND COMMUNICATION**

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although adults can and should be friendly with students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student’s parent becomes aware of any adult’s communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Head of School or School counselor.

## **CONSENT TO HUMAN SEXUALITY INSTRUCTION**

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

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

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

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy, sexually transmitted diseases, and infection with human immunodeficiency virus or acquired immune deficiency syndrome; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.
- Before a student receives human sexuality instruction, Aristoi Classical Academy must obtain written consent from the student's parent.

### **CONSENT TO INSTRUCTION ON PREVENTION OF CHILD ABUSE, FAMILY VIOLENCE, DATING VIOLENCE, AND SEX TRAFFICKING**

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

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

### **CONSENT TO PROVIDE A MENTAL-HEALTH CARE SERVICE**

Aristoi Classical Academy will not provide a mental health care service to a student or conduct a medical screening of a student as part of the school's intervention procedures except as permitted by law. Unless required under state or federal law, an employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent. An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Aristoi Classical Academy has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse,

or suicide risk. The General Education Counselor or an Administrator involved will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

Aristoi Classical Academy has also established procedures for staff to notify the General Education Counselor regarding a student who may need intervention.

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

## HOW WE PARTNER WITH PARENTS - ACADEMICS

The Headmaster or designee will provide students and parents with information regarding academic programs to prepare for higher education and career choices. A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to receive this information as well.

### TESTING/PLACEMENT

Previous school records or on-site testing will determine grade placement. Placement is the decision of the Headmaster and is made in accordance with state law. All students must participate in placement testing at the request of the school.

### GRADING

As a classical school, Aristoi Classical Academy emphasizes a love of learning over numeric grades as a measure of academic success. However, grades are useful tools for evaluating the extent to which a student has mastered a particular skill or course. Therefore, grades will be assigned in all subject areas. The school will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject.

All classes/subjects, other than K-5 Specials, 6-8 Computer, and AP courses, will have three grading categories with at least three grades each. This ensures that there is sufficient opportunity for students to demonstrate mastery of content and diligence in their work habits. Grade inflation will be discouraged. All 5-12 grade syllabi will be approved by the Head of School/Headmaster prior the beginning of the school year to ensure compliance with the Family Handbook.

#### *Kindergarten through 8<sup>th</sup> Grade*

The letter and numerical grades for **K–8<sup>th</sup>** grades are listed below:

A Mastery	90–100
B Proficiency	80–89
C Competence	75–79
D Insufficiency	70–74
F Failing	0–69

#### ***Fine Arts, Computer, and Physical Education for Kindergarten through Grade 5,***

The following scale will be used to reflect the student's participation/effort in the course:

E Excellent	90–100
S Satisfactory	80–89
N Needs Improvement	75–79
U Unsatisfactory	74 and below

### ***Logic or Rhetoric School***

For the purpose of calculating a **Logic or Rhetoric School** student's grade point average, the following scale will be used:

A+	97–100	4.0
A	94–96	4.0
A-	90–93	3.7
B+	87–89	3.3
B	84–86	3.0
B-	80–83	2.7
C+	77–79	2.3
C	74–76	2.0
C-	70–73	1.7
F	<70	0.0

A teacher will only give an “Incomplete” designation under special circumstances as determined by the Headmaster. Parents and students will be informed of the student's progress through the Parent Portal, progress reports, report cards, and teacher communication.

### ***Rhetoric School Courses Enhanced By 1.0***

The Rhetoric School students (grades 9–12) have the opportunity to earn “Enhanced Credit” in specially designated courses. Credit in these courses will be awarded on a 5.0 scale. Courses include:

- Humane Letters I, II, III, IV
- 3<sup>rd</sup> or greater year of any single language (other than English)
- Rhetoric II: Senior Thesis
- Algebra II Honors, Pre-Calculus, Statistics, Calculus and/or higher courses
- Any courses labeled as “AP” or “Honors”
- Government
- Economics

## REPORT CARDS

The school has a 9-week or quarterly grading period. Report cards will be issued at the end of each grading period. Progress reports are issued after the first four (4) weeks of each grading period. Grade reporting days are noted on the school calendar on our website.

## HOMEWORK

Homework is a fundamental part of our general academic program. It helps develop a strong work ethic and personal organizational skills. The immediate educational purposes of homework are:

- To reinforce skills and concepts learned in class,
- To develop study skills and habits,
- To practice skills and knowledge in ways that are not readily accomplished in the classroom, and
- To inform parents of what is being taught in the classroom.

As cited in *A Nation At Risk*, "The single most important factor for determining whether children will go to college is being read to as a child." Going to college is not necessarily a goal for everyone, but becoming a lifelong learner should be if one hopes to become a citizen of nobility and virtue who pursues the true, the good, and the beautiful. It is of utmost concern to all of us at Aristoi Classical Academy that every child learns and is successful. By choosing not to complete assigned learning activities on time, a student is choosing not to learn and impairing the ability to succeed.

As both short- and long-term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned, return homework assignments to the teacher by the designated time, and submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be school appropriate. Students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette references or innuendos in any homework assignments or projects. Additionally, students must not ridicule others because of their disability, gender, sex, age, ethnic, or racial characteristics at any time through homework assignments or projects.

### **Grades K–5:**

Homework one (1) day late will receive a 30% point deduction from the student's earned score. If homework is two (2) days late, the student will receive a "Zero," and the assignment will be completed during the student's recess or off time. Late work must be turned in by the beginning of class time.

Major projects will be penalized one (1) letter grade (or 10%) for each day they are late. After five (5) school days, the student will receive a "Zero." This policy also applies when a student fails to make up a test on the date designated by his or her teacher.

**Grades 6–12:**

No late homework will be accepted. Assignments not turned in on time will be recorded as a "Zero" (0). Major papers and projects will be penalized one (1) letter grade (or 10%) for each day they are late. After five (5) school days, the student will receive a "Zero" (0). This policy also applies when a student fails to make up a test on the date designated by a teacher.

**MIDTERM AND FINAL EXAM POLICY – GRADES 6-12**

Students must take midterm and final exams according to the exam schedule issued by the campus administration. Students may not make arrangements to take exams at alternative times other than for a documented excused absence (see pages 23-24) or in accordance with an accommodation in the student's Section 504 plan or IEP. Students who do not take midterm or final exams as scheduled will receive a "0" for the exam grade. Parents are strongly encouraged to make travel arrangements during Aristoi Classical Academy winter and summer breaks to ensure that their students may take their scheduled exams.

Midterm and final exams count for one seventh of the cumulative semester average grade.

**RETENTION AND PROMOTION POLICY**

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

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

1. failed one or more core subject areas.
2. failed one or more state assessments.
3. performs below level in one or more core subject areas; or
4. missed more than 10% of instructional days in an academic year.

The decision must be made by a committee, which is comprised of the child's core subject area teachers, the counselor, and the Headmaster or designee.

***Special Education Students:***

A student's Individual Education Program (IEP) can modify the school's promotion criteria in whole or in part. Any modified promotion standards will be determined by the student's ARD committee and documented in the IEP. A student's ARD committee will also make determinations on whether a student will be promoted or retained.

[See policy 6.2 (Administration) for more information]

***Parent Option for Students to Repeat Grades or Courses***

A parent may elect for their student to repeat a grade up to eighth grade. A parent may also elect for a student to repeat any course for high school credit in which the student was enrolled during the previous year, unless Aristoi Classical Academy determines the student has met all requirements for graduation.

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

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



## EARNING CREDIT

**CREDITS FOR STUDENTS IN GRADES 9–12 ARE AWARDED ON A SEMESTER-BY-SEMESTER BASIS (TYPICALLY 1/2 CREDIT PER SEMESTER). HOWEVER, IF A STUDENT FAILS THE FIRST SEMESTER OF A FULL-YEAR COURSE AND PASSES THE SECOND SEMESTER, THE TWO (2) SEMESTER GRADES WILL BE AVERAGED TO DETERMINE WHETHER THE STUDENT HAS EARNED A PASSING GRADE FOR THE YEAR. IN OTHER WORDS, IF A STUDENT RECEIVES A 68 THE FIRST SEMESTER AND A 72 THE SECOND SEMESTER, FULL CREDIT HAS BEEN EARNED SINCE THE SECOND SEMESTER PASSING GRADE IS HIGH ENOUGH TO GIVE AN AVERAGE OF AT LEAST 70 FOR THE SCHOOL YEAR. IF A STUDENT PASSES THE FIRST SEMESTER OF A FULL-YEAR COURSE BUT FAILS THE SECOND SEMESTER, THE SECOND SEMESTER GRADE CANNOT BE AVERAGED, AND THE STUDENT MUST REPEAT THE SECOND SEMESTER OF THE COURSE. EACH INDIVIDUAL SEMESTER GRADE EARNED IS INCLUDED IN THE CALCULATION OF A STUDENT'S GRADE POINT AVERAGE (GPA). A STUDENT'S SEMESTER GRADE IS THE AVERAGE OF THE TWO GRADES FOR EACH GRADING PERIOD AND THE GRADE EARNED ON THE SEMESTER EXAMINATION.**

## GRADUATION REQUIREMENTS

The Rhetoric School students who take and successfully complete all requirements for graduation, will receive a diploma from Aristoi Classical Academy. However, students have no constitutional right to receive their diplomas at a specific graduation ceremony. "Walking across the stage" at graduation is both an exciting and memorable privilege, but participation in a graduation ceremony is not a protected right. Thus, Aristoi Classical Academy may restrict participation in a graduation ceremony for any rational reason.

### ***Credit Requirements***

In accordance with Section 28.025 of the Texas Education Code, students must have successfully completed, at a minimum, the following credits to qualify for graduation:

- Four (4) credits in English Language Arts,
- Three (3) credits in Mathematics,
- Three (3) credits in Science,
- Three (3) credits in History,
- Two (2) credits in the same language in a language other than English,
- Five (5) elective credits,
- One (1) credit in Fine Arts, and
- One (1) credit in Physical Education.

Students must also successfully write, present, and defend their Senior Thesis to participate in graduation.

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

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

### ***Additional Graduation Requirements***

Cardiopulmonary Resuscitation Awareness – Texas law requires students in grades 7-12 to complete a cardiopulmonary resuscitation ("CPR") awareness and training program in order to graduate. The CPR awareness course is not taken for credit and does not result in CPR certification. Aristoi Classical Academy will offer CPR awareness training, free of charge, to students during their junior or senior year to satisfy this requirement.

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

### ***Testing Requirements for Graduation***

Students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and U.S. History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments 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 student choose this option. See the College and Career Counselor or designee for more information on the state testing requirements for graduation.

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

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

### ***Foundation Graduation Program***

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

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

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

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgements” that will be acknowledged on a student’s diploma and transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy, in a dual credit course; on an AP or IB exam; on the PSAT, ACTPlan, 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 Headmaster or designee can provide more information about these acknowledgments.

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

Aristoi Classical Academy will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your campus Guidance Counselor for more information.

### ***Financial Aid Application Requirement***

Before graduating from the Rhetoric School, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a FAFSA or TASFA.

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

- The student's parent submits a form provided by Aristoi Classical Academy indicating that the parent authorizes the student to opt out; or
- A student who is 18 years of age or older or a legally independent minor submits a form provided by Aristoi Classical Academy indicating that the student opts out.

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

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

### ***Students with Disabilities***

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

A student who receives special education services and has completed grades 9 through 12 but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance provided that the student has met the other requirements for participation that pertain to nondisabled students, *e.g.* successful completion of the Rhetoric II course, no disqualifying disciplinary referrals, etc. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

The ARD committee for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state and federal laws and rules. Generally, a student with a disability may receive their diploma either with or without modified curriculum, with different criteria for each required under the Texas Education Code. For additional information see Aristoi Board Policy 6.22 (Special Education Graduation).

## **GRADUATION PLAN**

The following graduation plan is available for either the Arts & Humanities or Multidisciplinary Studies endorsement.

<p>Freshman Year</p> <ul style="list-style-type: none"> <li>➤ Humane Letters I: Ancient Greece to the Fall of Rome (English I, World Geography)</li> <li>➤ Biology</li> <li>➤ Algebra I or Geometry</li> <li>➤ Latin I, II, or III, or begin study of a modern language</li> <li>➤ Fine Art (Music, Art, Theater, Band, Choir)</li> <li>➤ P.E.</li> </ul>	<p>Sophomore Year</p> <ul style="list-style-type: none"> <li>➤ Humane Letters II: Rise of Christendom to the Eve of WWI (English II, World History)</li> <li>➤ Chemistry</li> <li>➤ Geometry, Algebra II, or Algebra II Honors</li> <li>➤ Latin II, III, or IV, or continue study of a modern language (Spanish)</li> <li>➤ Fine Art (Music, Art, Theater, Band, Choir)</li> <li>➤ Rhetoric I (Speech) &amp; Health</li> </ul>
<p>Junior Year</p> <ul style="list-style-type: none"> <li>➤ Humane Letters III: The American Civilization (English III, American History)</li> <li>➤ Physics, AP Physics 1, AP Physics C, AP Physics 2, Astronomy, or Anatomy and Physiology</li> <li>➤ Algebra II, Algebra II Honors or Pre-Calculus</li> <li>➤ Latin III or IV, or continued study of a modern language (Spanish)</li> <li>➤ Fine Art (Music, Art, Theater, Band, Choir)</li> <li>➤ American Government &amp; Economics</li> </ul>	<p>Senior Year</p> <ul style="list-style-type: none"> <li>➤ Humane Letters IV: The Legacy of the Twentieth Century (English IV, Advanced Social Studies)</li> <li>➤ Physics, AP Physics 1, AP Physics C, AP Physics 2, Astronomy, or Anatomy and Physiology</li> <li>➤ Pre-Calculus, AP Calculus, or Math Models</li> <li>➤ Latin IV, or continued study of a modern language (Spanish)</li> <li>➤ Fine Art (Music, Art, Theater, Band, Choir)</li> <li>➤ Rhetoric II: Senior Thesis</li> </ul>

### ***Note on Students Transferring After Grade 11***

Students who enroll in Aristoi after completing Grade 11 elsewhere must be able to develop a schedule out of Aristoi Classical Academy's course offerings that will allow them to complete all requirements for graduation by the end of the spring semester. Otherwise, the student may be classified as a Grade 11 student for that school year. The grade status of students transferring from other schools will be evaluated by the Head of School and Headmaster or designee on a case-by-case basis.

## **GRADUATING WITH HONORS**

To be eligible for honors at graduation, a student must have been enrolled at Aristoi Classical Academy for Grades 11 and 12 and have earned the 28 credits required to graduate from Aristoi Classical Academy, as outlined in the graduation plan. The major graduation honors are:

- Valedictorian: Student graduating with the highest GPA
- Salutatorian: Student graduating with the second highest GPA
- Aristoi Award: Aristoi Classical Academy's highest honor, chosen by the faculty and administration. This graduate best exemplifies the ideals articulated in Aristoi Classical Academy's Vision statement. At the graduation exercise, this student delivers a speech extolling the school and his/her teachers and exhorting peers.
- Cumulative GPA Awards
  - *Summa Cum Laude* (3.9 and above)
  - *Magna Cum Laude* (3.89–3.74)
  - *Cum Laude* (3.74–3.50)
- Outstanding Graduate: By subject; nominated by department and ratified by Head of School.
- Class ranking is available upon request.

## HIGHEST RANKING STUDENT GRADE CALCULATION

All courses attempted for the Logic School and the Rhetoric School credits through the end of Cycle 3 of Grade 12 are calculated to determine the semester GPA for Valedictorian and Salutatorian recognition. Grade calculations at the end of Cycle 3 are used to rank all Grade 12 students ONLY for the purpose of determining Valedictorian and Salutatorian. Final semester grades are entered on the final transcripts.

Note: Students arriving from schools that award credit on a 5.0 scale will have those credits converted to a 4.0 scale for the purpose of honors at graduation. Students' grade point averages will be calculated through Cycle 3 of Grade 12 for the purpose of determining graduation honors and class rank.

## ARMED SERVICES VOCATIONAL APTITUDE BATTERY

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

## STANDARDIZED TESTING

### ***State of Texas Assessments of Academic Readiness***

In addition to routine tests and other measures of achievement, students 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; Reading Language Arts
- Science in grades 5 and 8; and
- Social Studies in grade 8.

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

STAAR or EOC assessments are administered for the following courses for students in Grades 9–12:

- 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.

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

*Accelerated Instruction: Grades 3–8*

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

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

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

*Accelerated Learning: Grades 9–12*

Each time a Rhetoric School student fails to perform satisfactorily on an EOC assessment, Aristoi Classical Academy shall provide the student with accelerated instruction in the applicable subject area. Accelerated instruction may require the student's participation before or after normal school hours, or at a time of the year outside normal school operations. This accelerated instruction will also be provided in a manner required under Education Code § 28.0211.

### ***Texas Success Initiative Assessment***

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the TSI assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. 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. Students are encouraged to talk with the College and Career Advisor or designee early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the Headmaster or designee.

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

### ***Texas English Language Proficiency Assessment System***

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

## **COMMUNICATION BETWEEN PARENTS AND TEACHERS**

Please email your child’s teacher with any questions or concerns or to set up a meeting to discuss your questions and concerns. Teachers are generally expected to respond to emails from parents within 48 hours of receipt. Parents may also leave a note with the front office to be placed in the teacher’s personal mailbox.

In addition to email, teachers may also communicate with parents via a class website, phone call/voicemail, the Parent Portal, face-to-face meetings, the Aristoi Classical Academy website, a take-home folder/student planner, or parent/teacher conferences.

Teachers are happy to schedule a meeting with parents and welcome discussion related to parents’ concerns. Because teachers have a large number of daily responsibilities and deadlines, in order to meet and be able to dedicate proper attention to such concerns, teachers are unable to meet with parents without an appointment. In addition to scheduled appointment times, Aristoi Classical Academy also holds pre-scheduled parent/teacher conferences.



## **SCHEDULE AND TEACHER CHANGES**

Schedule and/or teacher changes will be initiated by the school when operational needs require or when the administration believes the change will be in the best interests of the student and/or school. The school will not entertain requests for changes based on a parent's or student's dislike of a particular teacher or to accommodate friendships. Please understand that the school and administration often place students in particular classes to ensure a quality mix of students and enhance everyone's learning experiences.

## **ACADEMIC FIELD TRIPS**

Field trips provide valuable information to supplement the Aristoi Classical Academy curriculum and allow students experiences that cannot be achieved through regular classroom instruction. Participation on a field trip is a privilege for those who have maintained acceptable conduct and grades during a grading cycle. Thus, except for field trip experiences that are required for grading purposes or to attain credit in a course, the Head of School has the right to determine that a student should remain on campus rather than participate in a field trip.

Prior to attending a field trip and in accordance with any stated deadline, the parent must return a signed permission slip for a student to participate in a field trip. Where applicable, payment must be attached with the permission slip. Otherwise, the student may not attend the field trip. Should payment be a hindrance in the student attending the field trip, please notify your child's teacher or Head of School.

Parents may be asked to accompany students on field trips as chaperones. Criteria to be considered in determining the number of chaperones needed are, for example, the age of the students, distance to be traveled, nature of the field trip activities, and safety requirements. Chaperones on Aristoi Classical Academy field trips should be concerned with the safety and security of students while away from campus. Therefore, the following criteria for adult chaperones are in place:

- All chaperones must be at least 21 years of age;
- All chaperones must be approved by the teacher;
- Chaperones may not consume alcohol, tobacco products, or illegal drugs during field trips, nor will they be allowed to chaperone if they report for any duty after consuming alcohol or taking illegal drugs;
- Chaperones are not permitted at any time to purchase questionable or illegal items for students, including cigarettes, alcohol, illegal drugs, weapons, or any sexually suggestive or explicit materials, clothing, or other items;
- For student safety, chaperones may not bring additional children on the field trip.

The school reserves the right to require all chaperones to participate in a background screening performed by Aristoi Classical Academy's designated vendor prior to becoming a chaperone. Aristoi Classical Academy may ask a parent to provide information about a student's medical provider and insurance coverage, and may also ask a parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

## **ACADEMIC/ATHLETIC COMPETITION**

Participation in an academic or athletic event requires that the student meet academic and conduct standards for each grading cycle. Students participating in a sport or academic extracurricular activity must maintain an academic average of “C” (70%) or above during the entire time that they are involved in the sport or activity. This policy is not instituted to punish but to help students keep their academic work as a high priority and not neglect it while participating in sports or academic activities.

Report cards will be used to determine a student’s eligibility. Students with an academic average that falls below a “C” (70%), as determined by their report card, will be required to stop participating in a sport or activity in order to devote more time to school work. They will not be allowed to attend practices or meetings or travel with the team/group to athletic or academic games/competitions. Suspension from all sports and activities will last until the academic average has been raised to a “C” (70%) or above.

A Progress Report may return a student to eligibility; however, it cannot cause a student to become ineligible. This eligibility requirement does not apply to “class-required” performances that constitute a portion of a student’s grade. Eligibility for participation in many school-related activities is governed by state law and rules of the UIL, a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Head of School or designee.

In order to participate in an athletic contest, team/squad tryout opportunities, team/squad practice, or other activity, a student must be in attendance at school a minimum of one-half day (8:00 a.m. – 12:00 p.m., 12:00 p.m. – 3:15 p.m., or equivalent). Students assigned to Out-of-School Suspension (OSS) may not participate in or attend any extracurricular practice or event during the dates of the placement of suspension.

## **TRANSPORTATION**

Aristoi Classical Academy does not provide regular transportation to and from school, unless required by a student’s Individualized Education Program (“IEP”) for a student with disabilities. However, Aristoi Classical Academy may provide transportation in school vehicles for educational field trips and participation in athletic and other extra-curricular events.

Riding a school vehicle is a privilege. Drivers have the authority to maintain discipline and require seating charts. When riding in a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver’s directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. 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 students are allowed to ride in the vehicle. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a student with a disability is receiving school transportation as a result of an IEP, any discipline related to inappropriate behavior in a school vehicle is subject to the provisions of applicable federal law (individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973).

Only students participating in an event can utilize designated transportation provided by the school. Thus, siblings are not permitted to utilize school designated transportation to or from their sibling's academic or athletic competition.

## **COLLEGE DAYS**

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

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

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

## **DISPLAYING A STUDENT'S ARTWORK, PROJECTS, PHOTOS, AND ORIGINAL WORK**

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

## **CHEATING AND PLAGIARISM**

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Cheating and plagiarism are considered serious offenses at Aristoi Classical Academy, where academic integrity is a core component of the school's mission. Cheating is destructive to the entire Aristoi Classical Academy community, as it deprives students of the opportunity to learn for themselves, damages relationships, and engenders mistrust from teachers and classmates.

Cheating is defined as giving or receiving information or help on any assignment for which permission has not been given for students to work together; possession of any unauthorized material during a test; copying another student's schoolwork and homework, or knowingly allowing another student to copy from his/her work; modifying or in any way altering a teacher's grades or official records; stealing or borrowing or removing an assessment from the classroom or taking it from a teacher without explicit permission; submitting the same assignment in more than one class for different assignments without explicit permission from one's teachers (in both subjects); and discussing the contents of any tests or quizzes with other students who were not present or have yet to take the test or quiz. Cheating will result in an automatic "Zero" (0) for that assignment.

Plagiarism is any failure to give credit for information found and used. It may involve word-for-word copying, paraphrasing, or simply using ideas and information without properly citing the initial source of the information. Plagiarism also includes any use of AI (artificial intelligence), including ChatGPT, DALL E-2, DeepL, or other emerging platforms to generate the structure or content of any written, artistic, or translation work. Any work suspected of being plagiarized will be investigated by the teacher, and any evidence found will be reported and discussed with the Head of School.

A student who is found cheating or plagiarizing work will be subject to disciplinary action, up to and including expulsion and permanent removal from the school. Students should recognize the long-term implications of cheating/plagiarizing, including the likelihood that teachers or counselors may be hesitant to write letters of recommendation after learning of the student's dishonest behavior and the fact that suspensions as a result of cheating may be reported on certain college applications. Ignorance about what constitutes cheating is not a defense.

## **HOW WE PARTNER WITH PARENTS – HEALTH AND SAFETY**

### **MENTAL AND PHYSICAL HEALTH RESOURCES**

Parents and students in need of assistance with physical and mental health concerns may contact each campus's Student Care person and/or Counselor.

### **POLICIES AND PROCEDURES THAT PROMOTE STUDENT PHYSICAL AND MENTAL HEALTH**

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

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

Aristoi Classical Academy has also developed administrative procedures as necessary to implement these policies. Please contact the district's Health and Safety Coordinator at 281391-5003 for information on these policies and procedures.

### **ALCOHOL-FREE SCHOOL NOTICE**

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

### **TOBACCO AND E-CIGARETTES PROHIBITED**

Aristoi prohibits students from possessing, smoking, using, selling, giving, or delivering e-cigarettes, vapor products, and other tobacco products at school-related or school-sanctioned activities on or off Aristoi property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

## DRUG-FREE SCHOOL NOTICE

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

## ASBESTOS MANAGEMENT PLAN

Aristoi Classical Academy works diligently to maintain compliance with federal and state law governing asbestos in school buildings, and has developed an Asbestos Management Plan. If you have any questions or would like to examine the school's plan in more detail, please contact the Director of Facilities at 281-391-5003

## MEDICATION

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the Student Care department. All parents must complete and return the Authorization to Administer Medication at School form, which can be obtained from the Student Care department or Aristoi Classical Academy website, before Student Care or designated staff member may treat your child with medication. This form is required for ALL medications, whether prescription or over-the-counter.

All medications that are to be administered to a student at School must:

1. Be given to the Student Care department by a parent,
2. Be in the original container,
3. Be properly labeled with the child's name on the container,
4. Not be expired,
5. Include specific instructions for administering the medication,
6. Be accompanied by a fully completed Authorization to Administer Medication at School form (signed by a physician for a prescription drug), and
7. Comply with any other requirements as outlined in this section of the Handbook and Board Policy PG-3.305.

If a student has a potentially life-threatening allergy or illness and a doctor indicates that medicine must be available at all times, either the student (as approved) or School must have the medication, along with the necessary documentation and completed forms, at school. **The student will not be allowed to attend school if Aristoi Classical Academy does not have the appropriate, current medication on hand.**

It is the responsibility of the parent to replace any expired medication that is provided to the school.

### ***Over-the-Counter Medication***

In certain emergency situations, Aristoi Classical Academy may administer a nonprescription over-the-counter (OTC) medication to a student, but only pursuant to protocols established by the District's medical adviser, who must be licensed to practice medicine in the state of Texas, and when the parent has previously provided written consent for emergency treatment.

OTC medications will only be administered at the parent's request and should be provided by the parent. The written request from the parent, which will only be good for the remainder of the current school year, must contain the following:

- Student's name,
- Name of medication to be given,
- Date of permission and number of days medication should be given,
- Amount of medication to be given,
- Time of day the medication is to be given, and
- Signature of parent.

The Superintendent shall designate the employees who are authorized to administer nonprescription medication under these protocols and permissions.

### ***Prescription Medication***

Only prescription medications from a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas will be accepted.

In accordance with the Texas Board of Nursing Practice Act, Aristoi Classical Academy will not administer medications prescribed or fulfilled in Mexico.

Medications must be in the original container with a clear and legible label that contains the following:

- Labeled container showing the student's name,
- Name of the medication,
- Reason the medication is being given,
- Proper dosage amounts,
- The time the medication must be taken,
- The method used to administer the medication

Medications sent in plastic baggies or unlabeled containers will not be administered.

### ***Supplements***

If a substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the student's IEP or Section 504 plan for a student with disabilities.

Only the amount of medication needed should be delivered to Aristoi Classical Academy, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with a student.

Any changes in directions for the administration of prescription medication must be in writing from the physician or ANP and written permission from the parent. They may be faxed or scanned so long as they are legible.

### ***Self-Administered Medication***

**NO MEDICATION OR DRUGS OF ANY TYPE ARE TO BE IN THE POSSESSION OF A STUDENT AT ANY TIME.** This includes, but is not limited to, over-the-counter medication, prescription medication, inhalers, cough drops, EpiPens, vitamins, and mouthwash. Any exception to this rule must be approved and documented in writing through a note on file with the Student Care department. This note must indicate that it is necessary and appropriate for the child to carry and self-administer the medication and that the child is capable of self-medication. The school has the discretion to determine whether a student may possess and self-administer medication on a case-by-case basis and may revoke a decision allowing a student to do so at any time.

Parents relieve the school of any responsibility for benefits or consequences of medication when it is self-administered at the request of the parent and acknowledge that the school bears no responsibility for ensuring that the medication is taken.

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

According to Texas Education Code § 38.015, a student with asthma or anaphylaxis may possess and self-administer his or her prescription asthma or anaphylaxis medication while on school property or at a school-related event or activity if the following criteria are met:

- The prescription medicine has been prescribed for that student as indicated by the prescription label on the medicine;
- The student has demonstrated to his/her physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;
- Self-administration is performed in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- The parent provides the school (1) with written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity and (2) a written statement from the student's physician or other licensed health care provider, signed by the physician or provider, indicating that the student has asthma or anaphylaxis and is capable of self-administering the medicine, the name and purpose of the medicine, the prescribed dosage for the medicine, the times at which or circumstances under which the medicine may be administered, and the period for which the medicine is prescribed.

Before a student can possess and self-administer his or her asthma or anaphylaxis medication, all required paperwork must be completed and on file in the school clinic.

### ***Epinephrine Auto-Injector Use***

Aristoi Classical Academy will maintain epinephrine autoinjectors (EpiPens) on its campuses as prescribed by a physician and/or other authorized person. The student care personnel, or any



other school employee or volunteer designated by the school to administer an EpiPen, may administer it to any person whom they reasonably believe to be experiencing anaphylaxis, whether on the school campus, at an off-campus event, or while in transit to or from a school event.

The school nurse may train and equip such other persons as may be necessary to implement this policy (Texas Education Code §§ 38.201-38.215). All persons designated by the school nurse with the authority to use an EpiPen on an Aristoi Classical Academy campus will be trained annually as required under Section 38.210 of the Texas Education Code.

Each campus of the school shall have at least one person designated under this policy with the authority to use an EpiPen available during all hours the campus is open. EpiPens at each campus will be stored in a secure location and will be easily accessible to school personnel and volunteers who are authorized and trained in their use. EpiPens will be replaced, used, and disposed of as specified by the prescribing medical professionals who consult with Aristoi Classical Academy in their usage.

If an EpiPen is used, the school employee or volunteer who administered it must immediately notify the Student Care personnel, Head of School, or Headmaster and file an incident report that an EpiPen was used and the circumstances surrounding its use. No later than the 10<sup>th</sup> business day after the date a school employee or volunteer administers the EpiPen, the Head of School or designee shall report such usage to the physician who prescribed it, the Board, and Commissioner of Education at the Texas Education Agency at [healthandsafety@tea.texas.gov](mailto:healthandsafety@tea.texas.gov). This report must contain the following information:

- The age of the person who received administration of the EpiPen;
- Whether the person who received such administration was a student, School employee, volunteer, or visitor;
- The physical location where the EpiPen was administered;
- The number of doses of EpiPen auto-injector administered;
- The title of the person who administered the EpiPen auto-injector; and
- Any other information that may be required by the state's Commissioner of Education under any rules or guidance issued by the Texas Education Agency.

Not later than the 10<sup>th</sup> business day after the date the EpiPen is administered, the Head of School or designee must also notify the Commissioner of State Health Services by completing and submitting the form issued by the Texas Department of State Health Services at: <https://www.dshs.state.tx.us/schoolhealth/forms/ReportingForm-Epinephrine.aspx>.

Aristoi must provide annual training to school personnel and volunteers in the administration of an EpiPen either through a formal training session or through online education. The training shall include information on recognizing the signs and symptoms of anaphylaxis; administering an EpiPen; implementing emergency procedures, if necessary, after administering an EpiPen; and properly disposing of used or expired EpiPens. The school will maintain records on the required training.

This provision of this Handbook serves as written notice to parents prior to the start of each school year as to the school's policy regarding the use of EpiPens. Receiving this Handbook serves as affirmation by parents that they have read and understood the policies contained therein relating to the use of EpiPens.

In accordance with Section 38.215 of the Texas Education Code, a person who in good faith takes or fails to take any action in accordance with this policy is immune from civil or criminal liability or disciplinary action resulting from the action or failure to act, including issuing an order for an EpiPen; supervising or delegating the administration of an EpiPen; possessing, maintaining, storing, or disposing of an EpiPen; prescribing an EpiPen; dispensing an EpiPen or medication for respiratory distress; administering, or assisting in administering, an EpiPen; providing, or assisting in providing, training, consultation, or advice in the development, adoption, or implementation of policies, guidelines, rules, or plans; or undertaking any other act permitted or required under Chapter 38, Subchapter E of the Texas Education Code. In addition, Aristoi Classical Academy is immune from suits resulting from an act, or failure to act, under this policy.

## **HEALTH INFORMATION SHARING**

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information—including information related to drug treatment, testing, medical and mental health records—to employees or agents of the school, as determined by the Head of School or appropriate designee, to meet the medical or safety needs of the students and the community or legal responsibilities of the school.

Aristoi Classical Academy will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of Aristoi to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents and students consent to allow employees and agents of the school who have a need to know to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## **SEIZURE MANAGEMENT PLAN**

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

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

A seizure management and treatment plan must:

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

## STERIOD NOTICE

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

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

## HEALTH SCREENINGS

### ***Sports Physical***

For certain extracurricular activities, a student must submit to certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- An athletics program; or
- Any extracurricular programs identified by the Superintendent.

### ***State-Required Screenings***

The Texas Department of State Health Services requires that the following screening tests be conducted for Aristoi Classical Academy students:

Vision and Hearing	
Who Must Be Screened	Screening Date
<ul style="list-style-type: none"><li>• 4 years old by September 1</li><li>• Kindergarten Students</li><li>• Any other first-time entrants</li></ul>	Within 120 days of Admission
<ul style="list-style-type: none"><li>• 1st, 3rd, 5th, and 7th grade students</li></ul>	Within 120 days of Admission

Scoliosis Spinal Screening		
Who Must Be Screened		Screening Date
Girls	5th and 7th grade	Anytime within the calendar year
Boys	8th grade	

Risk Assessment for Type 2 Diabetes (Acanthosis Nigricans)	
Who Must Be Screened	Screening Date
1st, 3rd, 5th, and 7th grade students	Anytime within the calendar year

### ***Exemptions from Screenings***

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

If parents do not wish for Aristoi Classical Academy to perform the screening, they must substitute a professional examination by a preferred health care provider which includes the results of the forward bend test. This documentation must be submitted to the Student Care Department during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

## **IMMUNIZATIONS**

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 student, please read the "2025 - 2026 Texas Minimum State Vaccine Requirements for Students Grades K – 12" available on the Texas Department of State Health Services website at <https://www.dshs.texas.gov/immunizations/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 student may be provisionally admitted to or enrolled in Aristoi Classical Academy if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student 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 student and/or parent must also provide acceptable evidence of vaccination to Aristoi Classical Academy

A Student Care Employee or school administrator will review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and Aristoi Classical Academy will exclude him or her from school attendance until the required dose is administered.

### ***Homeless, Foster Care, Transfer, and Military Dependent Students***

A student who is homeless, in foster care, a transfer student, or military dependent as defined by federal law, will be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. Aristoi Classical Academy will promptly refer the student to appropriate public health programs to obtain the required vaccinations.

### ***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. More information can be found at [Texas Immunization Exemptions | Texas DSHS](#)

Please contact student care for questions regarding immunization exemptions. More information can be found at [Aristoi Katy Logic & Rhetoric Student Care | Student Care \(aristoiclassical.org\)](#)

Updates and changes in state requirements can be found at [www.immunizetexas.com](http://www.immunizetexas.com) under "School Requirements."

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

## **IMMUNIZATION RECORDS REPORTING**

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

## EMERGENCY MEDICAL TREATMENT

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

## LICE

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

Aristoi Classical Academy has a strict “NO LICE – NO NITS” policy, with no exceptions. This policy is necessary to protect the school community since up to one-third of nits hatch despite the use of lice-killing shampoos. Therefore, when the student is sent home an appropriate administrator will discuss a plan for treatment with the parent using an FDA-approved medicated shampoo or cream rinse,

If it is confirmed that a child has head lice, the teacher and all parents of the classroom will be notified. Students will be treated with the utmost respect at all times during this process. If a sibling attends a different school and/or daycare, it will be the responsibility of the parent to notify those facilities. In addition, teachers in Kindergarten through 5th grade will be trained to inspect for lice periodically based on alerts from parents or a physical indication (e.g., scratching, visible bugs).

The parent of a student identified with lice or nits will be immediately contacted by phone and asked to pick up the child within the hour. A letter will be sent home with the other students in that grade, notifying parents of the incident. Students identified with lice or nits will receive an excused absence for one (1) school day for the treatment of lice. Upon returning to school, a parent **MUST** accompany the child to the front office with proof of treatment with a proper lice killing shampoo (i.e., box or store receipt). At that time, the student will be reevaluated by office staff or the school nurse. The student will only be permitted to remain at school if cleared of lice, nits, and eggs. If nits or egg casings are found, the parent must assist the office staff or Student Care with removal of the nit casings before the student may return to class.

Summary of Actions Taken Once Lice/Nits Are Identified:

School

1. Notify parents of child who has lice.
2. Check all students in the child’s class for lice.
3. Notify classmates’ parents that lice has been found.
4. Pick up child from school with an excused absence for treatment.
5. Clean the classroom thoroughly.

6. Recheck chronic cases every two (2) weeks until the child stays clear for two consecutive checks to help identify any new nits.

#### Parents

1. Treat the child's infected head and personal belongings and check all occupants of the home.
2. Remove all nits.
3. Accompany the child back to school.
4. Provide proof of FDA-approved treatment.

## BACTERIAL MENINGITIS

State law requires Aristoi Classical Academy to provide the following information to students and parents: [Aristoi Katy Logic & Rhetoric Student Care | Student Care \(aristoiclassical.org\)](https://aristoiclassical.org/student-care)

### ***What is Meningitis?***

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

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

### ***How Can Bacterial Meningitis be Prevented?***

#### ***Vaccination***

Bacterial meningitis caused by *Streptococcus pneumoniae* and *Neisseria meningitidis* may be prevented through vaccination. The vaccine that protects against *Streptococcus pneumoniae* is called pneumococcal conjugate vaccine or PCV. This vaccine is recommended by the Advisory Council on Immunization Practices (ACIP) for children in the first year of life. *Neisseria meningitidis* is prevented through two types of vaccines. The first is a meningococcal conjugate vaccine that protects against the four (4) serogroups A, C, W, and Y and is referred to as MCV4. The second is a vaccine against *Neisseria meningitidis* serogroup B and is referred to as MenB. The ACIP recommends MCV4 for children aged 11–12 years, with a booster dose at 16–18 years. In Texas, one dose of MCV4 given at or after age 11 years is required for children in 7<sup>th</sup>–12<sup>th</sup> grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (ages 16–23 years) may be vaccinated with MenB. This vaccine is not required for school or college enrollment in Texas. Vaccines to protect against bacterial meningitis are safe and effective. Common side effects include redness and pain at the injection site lasting up to two (2) days. Immunity develops about one (1) to (2) weeks after the vaccines are given and last for five (5) years to life, depending on the vaccine.

### *Healthy Habits*

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

## **MENTAL HEALTH PROMOTION AND INTERVENTION**

Aristoi Classical Academy has developed protocols for providing a parent with a recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention, or who has been identified as at risk of attempting suicide. Aristoi Classical Academy's General Education Counselor or an involved Administrator will notify a parent within a reasonable amount of time after learning that a student has early warning signs and possible need for intervention and will also provide additional information on available counseling options.

The school will contact parents when it has concerns about a student's mental health or if a student has displayed behavior or used language that indicates he or she might be contemplating suicide. It is Aristoi's practice to send such a student home and require a counselor's clearance before he or she may return to school.

Aristoi Classical Academy has also developed protocols for staff members to notify the General Education Counselor or an Administrator involved to identify a student who may need intervention.

The General Education Counselor at your child's campus may be reached at 281-391-5003 and can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

## **MENTAL HEALTH SUPPORT**

Aristoi Classical Academy has implemented protocols to address the following mental health, behavioral health, and substance abuse concerns:

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



If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, Aristoi Classical Academy has procedures to support the student's return to school. Please contact the General Education Counselor on your campus for additional information.

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

## **PREPAREDNESS TRAINING**

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

Aristoi Classical Academy will annually offer students in grades in 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

## **EMERGENCY DRILLS**

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

### ***Active Threat Exercises***

Before Aristoi Classical Academy may conduct an active threat exercise, including an active shooter simulation, Aristoi Classical Academy must comply with the notice requirements of Education Code § 37.1141(a)(1)-(3), including adequate notice of the exercise to students, parents, school staff, and first responder organizations that would likely respond in the event of a false report or alarm.

This procedure will be used when a campus-wide security threat has been identified.



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## CHILD ABUSE REPORTING AND PROGRAMS

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

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the DFPS. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary Plan for Addressing Abuse or Neglect: The Texas Family Code requires any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect or that a child has died of abuse or neglect to make a report to a local law enforcement agency. Any person may make a report of abuse or neglect to the CPS division of the Texas Department of Family and Protective Services by calling the Texas Abuse Hotline at 1-800-252-5400 or by reporting online at <https://www.txabusehotline.org/Login/Default.aspx>. Professionals must make a report no later than the 48<sup>th</sup> hour after first suspecting that a child has been abused or neglected or is a victim of an offense under Section 21.11 of the Texas Penal Code. A professional may not delegate to or rely on another person to make the report (Texas Education Code § 38.004, Texas Family Code § 261.101).

ACA provides assistance, interventions, and counseling options for those students who have been victims of abuse or neglect.

### ***Plan for Addressing Sexual Abuse, Neglect, Sex Trafficking, and Other Maltreatment of Students:***

Aristoi Classical Academy has established a plan for addressing child abuse, neglect, trafficking, and other maltreatment of children, which may be accessed by contacting your Head of School. Abuse includes physical abuse, including sexual, psychological, and emotional abuse.

Trafficking includes both sex and labor trafficking.

Warning Signs of Physical Abuse:

Possible warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body

- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unseasonable clothing that may hide injuries to arms or legs

### ***Warning Signs of Sexual Abuse***

Possible warning signs of sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

### ***Warning Signs of Neglect***

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

### ***Warning Signs of Emotional Abuse***

Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression • Significant changes to weight, such as substantial weight gain or weight loss.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

### ***Warning Signs of Trafficking***

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

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

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude
- Sudden appearance of expensive items (e.g., manicures, designer clothes, purses, technology)
- Tattoos or branding
- Refillable gift cards
- Frequent runaway episodes
- Multiple phones or social media accounts
- Provocative pictures posted online or stored on the phone
- Unexplained injuries
- Isolation from family, friends, and community
- Older boyfriends or girlfriends

### ***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.

### ***Reporting Obligation***

Anyone who suspects that a child has been abused, neglected, or abandoned has a legal responsibility, under state law, to report the suspected abuse to law enforcement or Child Protective Services (CPS) as soon as possible, but no later than 48 hours after the suspicion arises. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

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

Parents, if your child is a victim of abuse, neglect, trafficking, or other maltreatment, the General Education Counselor or Head of School will provide information regarding counseling options in your area for you and your child. The Texas Department of Family and Protective Services also manages early intervention counseling programs.

Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400
- In non-emergency situations only, <http://www.txabusehotline.org>

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS.

### ***Investigations of Child Abuse or Neglect***

Aristoi Classical Academy takes our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations, subject to its obligations under FERPA.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the DFPS. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at Aristoi Classical Academy.

### ***Increasing Awareness Regarding Sexual Abuse, Trafficking, or Other Maltreatment For Staff***

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

#### ***For Students***

School counseling staff will address issues to increase awareness regarding sexual abuse, trafficking, 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.

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. If a parent is frightened for their own safety or that of their child, they 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.

These websites are also helpful:

[Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)  
[Child Welfare Information Gateway Factsheet](#)  
[Human Trafficking of School-aged Children](#)  
[KidsHealth, For Parents, Child Abuse](#)



[National Center on Safe Supportive Learning Environments: Child Labor Trafficking  
Office of the Texas Governor's Child Sex Trafficking Team](#)

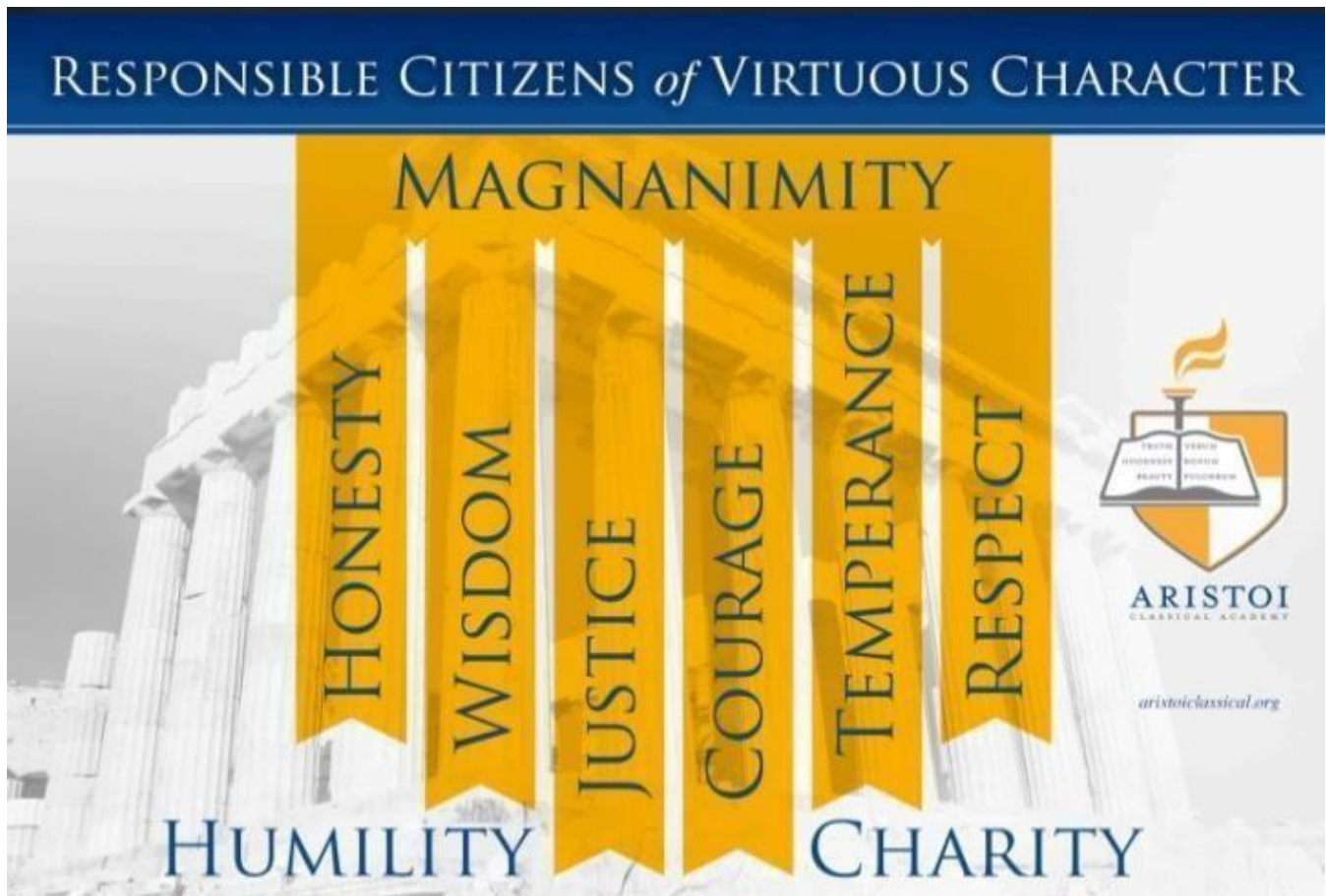
Additional Resources:

Texas Education Agency – Prevention of Child Abuse Overview:  
[http://www.tea.state.tx.us/index2.aspx?id=282\\_0](http://www.tea.state.tx.us/index2.aspx?id=282_0)

Texas Department of Family and Protective Services – Recognize the Signs of Child Abuse:  
[https://www.dfps.state.tx.us/child\\_protection/Child\\_Safety/recognize\\_abuse.asp](https://www.dfps.state.tx.us/child_protection/Child_Safety/recognize_abuse.asp)

Texas Department of Family and Protective Services – When and How to Report Child Abuse:

## HOW WE PARTNER WITH PARENTS – CHARACTER FORMATION



### PHILOSOPHY OF DISCIPLINE AT ARISTOI CLASSICAL ACADEMY

Aristoi Classical Academy is committed to cultivating wisdom and virtue in all students, as well as creating a culture of accountability and responsibility. Further, the school students are expected to behave in a manner that contributes to a positive learning environment on campus and respect themselves, others, and property. Students who behave in a disruptive manner will be subject to disciplinary action. School conduct expectations extend to all school-sponsored activities, whether on or off the school campus. Students should be aware that committing any felony offense, whether on or off the school campus, will result in dismissal from ACA. Any student committing an offense listed in Section 37.007 of the Texas Education Code shall be expelled. These are incorporated in the prohibitions described below.



Parents may be asked to participate in behavior management plans that will help support efforts directed toward improving a student's behavior while at school. Parents may also be asked to take their student home to discuss appropriate behavior choices. Respect for self and others is an essential component of each student's success at Aristoi Classical Academy.

## **STUDENT CODE OF CONDUCT**

Discipline is a means of cultivating wisdom and virtue. We prioritize and take pride in providing the kind of education that gives our students the means to become men and women of virtuous character. Below are the virtues that make up the core of Aristoi Classical Academy's discipline plan and expectations regarding student conduct.

ACA believes that each student is a unique individual. As a result, every disciplinary situation is unique in nature. We adhere to the notion that logical and natural consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation.

When a student's choice of behavior is not in keeping with the Student Code of Conduct, the result will be a range of natural, logical, or imposed disciplinary consequences, which may include, but are not limited to, detention, in-school suspension, out-of-school suspension, or expulsion. The Student Code of Conduct provides information and direction to faculty, staff, students, and parents regarding standards of living, as well as the consequences of misconduct.

The policies and rules outlined in this Handbook related to student conduct should not be read as an all-inclusive description of Aristoi's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these school values may be treated as a major school rule violation. Students are expected to comply with school standards and rules, and they are also encouraged to discuss with fellow students, teachers, or the administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and what is best for each person in the School community.

In keeping with the high view of the human person expressed above, we believe that the culture we strive to create—academically, socially, athletically—is undermined when attention to higher things is forced to compete with the presence of personal phones. Therefore, personal cell phones of any type, or watches capable of connecting to the Internet or cellular service are not allowed on campus.

## **WHEN AND WHERE THE RULES APPLY**

The policies and administrative procedures concerning student conduct apply to the student's choices of actions at any time the student is enrolled in the school, including both on and off school property,

1. During lunch periods in which a student is allowed to leave campus;
2. During the regular school day and while the student is going to and from school on Aristoi Classical Academy transportation;

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

## **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.

Finally, faculty and staff who are or who become aware of criminal activity by a student, whether on or off School property, must report the activity to appropriate law enforcement agencies. This may result in a student being subject to criminal charges for violations of state or federal law, as well as penalties under Aristoi Classical Academy's Student Code of Conduct.

## **BEHAVIOR IN CLASS/HALLS/WALKWAYS**

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in their mouths, not playing in the corridors, not blocking entrances or walkways, etc.

## **PUBLIC DISPLAYS OF AFFECTION**

To maintain a mature and respectful atmosphere, students are reminded that public displays of affection are considered unsuitable in an educational setting, which includes school events occurring outside of the regular school day. These displays include, but are not limited to, kissing,

embracing, and/or other forms of physical fraternization, and are subject to disciplinary action as stipulated in the Student Code of Conduct or otherwise in this Handbook.

## **LANGUAGE**

Students and parents are prohibited from using profane, obscene, bigoted, and other type of offensive language or gestures on campus or at ACA-sponsored events.

## **CONDUCT AT SCHOOL EVENTS**

All students are encouraged to participate in school events. The possession or use of alcohol and drugs are prohibited before or during any ACA event.

### ***School Dances***

Each organization that sponsors a school dance is responsible for setting the entrance rate and providing security personnel, where applicable. For the prom, juniors and seniors can bring 1 guest each. They may invite Aristoi sophomores or non-Aristoi guests including guests ages 19 and younger. Guest permission forms will be reviewed by the Administration to ensure that the student fits within the Aristoi guidelines. Parents will be notified should there be any question about a guest pass. For 7-8 dances and 9-12 dances, only students from these grades may participate, and they may invite guests from other schools unless prohibited by the Head of School. All students entering the dance must present their school identification before entering, and guests must sign in and provide an address, telephone number, and form of identification, such as a driver's license. Once a student or guest leaves the dance, they will not be permitted to return to the dance. Aristoi Classical Academy faculty are responsible for chaperoning school dances.

## **GENERAL DISCIPLINE GUIDELINES FOR ASSESSING CONSEQUENCES**

As stated previously, Aristoi believes that each student is a unique individual. When assessing behavior, the teacher, Dean of Students, and/or Head of School will determine the natural, logical, or imposed consequences using the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated justly and independently. Consequences shall be based on a careful assessment of the circumstances of each case and will include, without limitation, such factors as:
  - a) Seriousness of the offense,
  - b) Student's age and attitude,
  - c) Frequency of misconduct;
  - d) Potential effect of the misconduct on the School environment, and
  - e) State law requirements for certain disciplinary consequences.

The Board declares that Aristoi's standard of conduct as outlined in this Student Code of Conduct will be enforced, faithfully employed, and implemented in a nondiscriminatory manner. School personnel will use the Student Code of Conduct, applicable law, and their professional judgment in determining which disciplinary actions will be most effective in dealing with specific choices of student misconduct. Since ACA believes that every disciplinary situation is unique in nature, disciplinary actions will apply justly to all students, subject to applicable law related to disabled students.

## **BEHAVIORS AND CONSEQUENCES**

The school environment should be safe for all students and free of disruptions that interfere with the educational process. Therefore, school personnel will handle all issues related to misconduct, and criminal activity will be referred to the proper authorities.

Any student who chooses to commit an act of misconduct as set forth below at school, on school property, at a school-related event, or during transport to a school event will be subject to a natural, logical, or imposed consequence administered by the classroom teacher, Dean of Students, Head of School and/or Headmaster in accordance with this Code of Student Conduct.

The following section provides a description of a broad range of behaviors considered to be student misconduct. Listed are four responses to student misconduct: Teacher-Directed, Administrative Intervention, Suspension or Dismissal from Aristoi Classical Academy, and Mandatory Dismissal from Aristoi Classical Academy.

### ***Teacher-Directed***

This section includes misconduct that generally occurs in the classroom and can be corrected by the teacher.

Acts of misconduct under this section include, but are not limited to, the following behaviors:

- Chewing gum;
- Cheating and/or copying the work of other students;
- Refusing to participate in classroom activities;
- Unexcused tardiness to class;
- Failure to bring required classroom materials and/or assigned work to class;
- General misbehavior including, but not limited to, unauthorized eating in class, horseplay, and making excessive noise;
- Any other act that impedes orderly classroom procedures or interrupts the orderly operation of the class; and
- Failure to deliver and/or return written communications between home and the school.

Disciplinary options and responses to such misconduct include, but are not limited to, the following:

- Verbal corrections;
- Teacher-student conference;

- Parent contact by note, email, or telephone call;
- Student-counselor conference;
- Detention after School for thirty (30) minutes with 24-hour notice to parent;
- Referral to the Dean of Students or Head of School or ;
- Other appropriate in-class disciplinary actions;
- Any other appropriate disciplinary actions determined by the Dean of Students or Head of School in keeping with ACA's Student Code of Conduct.

### ***Administrative Intervention***

This section includes misconduct that is more serious in nature and/or a continuance of misconduct described in the "Teacher-Directed" subsection that may require a referral to the Dean of Students or Head of School. The disciplinary consequences for these types of behaviors will depend on the nature of the offense, previous actions and misconduct of the student, and the seriousness of the misbehavior.

Teachers or other school personnel who observe a student engaged in misconduct included in this section will make a written referral to the Dean of Students or Head of School. If the conduct requires immediate attention, the person making the written referral will follow up with the Dean of Students or Head of School to ensure the misconduct received appropriate attention. The Dean of Students or Head of School may contact the parent by phone or email or send a copy of the referral home with the student for the parent's signature.

The Dean of Students or Head of School will then confer with the student about the reported misconduct and provide the student with the opportunity to give a personal account of the incident. Subsequently, the administration will determine the appropriate consequence based on the degree of severity of the conduct, the nature of the conduct, and the disciplinary history of the student. Acts of misconduct under this section include, but are not limited to, the following behaviors:

- Repeated or continual occurrence of misbehavior described in the "Teacher-Directed" subsection;
- Leaving the classroom or school grounds without the permission of school personnel;
- Dress Code violations;
- Inappropriate display(s) of affection;
- Inappropriate physical or sexual behavior, including jokes, comments, gestures, or unwelcome physical conduct or contact that does not rise to the level of sexual harassment;
- Any verbal abuse of others, including name-calling or derogatory statements;
- Posting or distributing unauthorized materials on school grounds;
- Failure to abide by rules and regulations applicable to extracurricular activities and/or cocurricular activities, such as field trips;
- Violation of the school's policy on toys and electronics, including cell phones, MP3 players, and hand-held games;
- Altering school records, documents, or signing parent's names on school documents;
- Participation in illicit activities by groups unauthorized by the school, such as gangs;
- Failure to serve a detention assigned by a teacher;

- Disruptive behavior or any other acts that interfere with the orderly educational process in the classroom and/or the school, including, but not limited to, the following: obstructing or restraining the passage of another student or adult; exhibiting force; engaging in conduct that prohibits others from peaceful, lawful assembly; emitting noises that prevent or hinder classroom instruction; bullying; threats and/or harassment of another person, whether school employee, student, or any other person; enticing or attempting to entice another student away from the classroom; and/or inappropriate use of force;
  - Throwing things or objects that can cause bodily injury or damage property;
  - Use of inappropriate language—verbal or written;
  - Violating the School’s acceptable use policy for technology;
  - Any form of dishonesty, including lying, cheating, and stealing;
  - Loitering in unauthorized areas; and
  - Failure to comply with directions of a school faculty or staff member.
- Disciplinary options and responses to such misconduct include, but are not limited to, the following:
  - Parental contact by phone and written notification to the parent(s) within 24 hours;
  - Required student/parent conference with the Dean of Students or Head of School;
  - Detention;
  - Exclusion from extracurricular activities, including, but not limited to, field trips and award ceremonies; and
  - The creation of a “behavioral” contract.

### ***Suspension or Dismissal from Aristoi Classical Academy***

This section includes misconduct that seriously disrupts the educational process in the classroom, the school, and/or school-related activities, and/or a continuance of repeated misconduct described in the “Teacher-Directed” and/or “Administrative Intervention” subsections. The following includes, but is not limited to, misconduct for which a student may receive an in-school or out-of-school suspension. The Dean of Students or Head of School will determine whether to suspend the student from Aristoi Classical Academy. The duration of a suspension under this section is limited to three (3) days per occurrence.

Teachers or other school personnel who observe a student engaged in the misconduct included in this section will submit a written referral to the Dean of Students or Head of School. If the conduct requires immediate attention, the person making the written referral will follow up with the Dean of Students or Head of School to ensure the misconduct received appropriate attention. The Dean of Students or Head of School may contact the parent(s) by phone or email or send a copy of the referral home with the student for the parent’s signature.

The Dean of Students or Head of School will then confer with the student about the reported misconduct and provide the student with the opportunity to give a personal account of the incident. Subsequently, the administration will determine the appropriate consequence based on the degree of severity of the conduct, the nature of the conduct, and the disciplinary history of the student. The administration will determine whether to suspend the student from Aristoi Classical Academy and provide written notice of the offenses and any action taken to the Head of School, parent(s), and teacher. Should expulsion be recommended, Aristoi Classical Academy will follow the expulsion process outlined in the section titled “Expulsion Process” below.

Acts of misconduct under this section include, but are not limited to, the following behaviors:

- Fighting in the classroom, on school grounds, or at a school-related event or activity;
- Chronic or repeated disciplinary referrals or continuing or repeated misconduct described in the “Teacher-Directed” or “Administrative-Intervention” subsections;
- Gambling;
- Stealing/theft of property;
- Possession of a knife or weapon;
- Smoking, vaping/using e-cigarettes, or otherwise possessing or selling tobacco and tobacco products on the school campus or at school-related events;
- Inappropriate substance use or possession of contraband on campus or at a school-related event;
- Interfering with school authorities in any manner;
- Aggressive, disruptive action or group demonstration that substantially interrupts or materially interferes with school activities, including such acts as boycotts, sit-ins, trespassing, or walkouts;
- Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel;
- Failure to adhere to terms of behavior contracts;
- Indecent/unsolicited sexual proposals and/or sexual harassment;
- Selling or soliciting for sale any unauthorized merchandise;
- Display of disrespect toward school personnel, campus visitors, chaperones, or others;
- Profanity, vulgar language, or obscene gestures;
- Any ethnic or racial slurs that seriously disrupt the educational process;
- Engaging in acts of intimidation that interfere with another student’s desire or willingness to participate in the educational process;
- Misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction of or damage to school property or the property of members of the Aristoi Classical Academy community;
- Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media or display information that advocates unlawful activities or provides guidance on the construction of weapons or other illegal devices;
- Misdemeanor extortion, which is defined as obtaining money or information from another by coercion or intimidation;
- Participation in unauthorized organizations, such as gangs;
- Possession or use of any prescription or non-prescription drug, controlled substance, medicine, vitamins, or other chemicals in violation of the guidelines for dispensing medications at school;
- Defacing of school property with graffiti or other means;
- Bullying, threats, and/or harassment of another person, whether a school employee, student, or any other person;
- Hazing, which means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others, that endangers the mental or physical health

or safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization or general classification of students;

- Leaving campus without permission and/or truancy;
- Assisting (directly or indirectly) with the promotion of or conspiring with one or more persons to commit any behavior prohibited by ACA's Student Code of Conduct;
- Any other acts of serious misconduct that disrupt the environment in the classroom and/or School; and
- Driving another student off campus during regular school hours without the express written and verbal approval of the other student's guardian(s) (this is a safety issue and strictly prohibited). A student who abuses the student driver privileges will be subject to discipline that includes the removal of the driving privilege for the remainder of the school year and suspension from school for up to three (3) days.

Disciplinary options and responses to such misconduct include, but are not limited to, the following:

- A mandatory conference between the Dean of Students or Head of School and the student and/or parent;
- In-school or out-of-school suspension (ISS or OSS) for up to three (3) school days per occurrence;
- Financial restitution or restoration, as applicable, for vandalism to property;
- Expulsion from extracurricular activities, including, but not limited to, field trips and award ceremonies;
- Receipt of a "Zero" (0) in each course for daily work for each day of suspension. "Zeroes" will not be given for a test or project during a suspension. Receipt of a "U" in conduct in each subject for a suspension for the current grading period;
- Any other appropriate disciplinary actions as determined by the Dean of Students or Head of School in keeping with the School's Student Code of Conduct.

### ***Special Rules for Suspensions Involving Homeless Students***

Aristoi may not place a student who is homeless in out-of-school suspension unless the student engages in the following conduct while on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Conduct that contains the elements of an offense related to weapons under Penal Code 46.02 or 46.05;
2. Conduct that contains the elements of a violent offense under Penal Code 22.01, 22.011, 22.02, or 22.021; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

### ***Emergency Placement***

If the Headmaster or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of ACA or a school-sponsored activity, the Headmaster or designee may order immediate removal



of the student. The Headmaster or designee may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from imminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal. Prior to the emergency removal or placement of a student with a disability, Aristoi will follow appropriate IDEA and Section 504 processes if the emergency removal or placement constitutes a change in placement.

### ***Expulsion and Mandatory Dismissal from Aristoi Classical Academy***

This section includes more serious criminal offenses and/or repeated misconduct covered in the “Teacher-Directed” or “Administrative Intervention” subsections and any conduct the Student Code of Conduct lists as requiring expulsion and mandatory dismissal from Aristoi.

The Superintendent will make the determination whether to dismiss or expel the student from ACA, subject to the right of the student to a hearing before the Board.

Teachers or other school personnel who observe or become aware of a student engaging in misconduct included in this section will submit a written referral to the Dean of Students or Head of School. If the conduct requires immediate attention, the person making the written referral will follow up with the Dean of Students or Head of School to ensure the misconduct received appropriate attention. The Dean of Students or Head of School may contact the parent by phone or email or send a copy of the referral home with the student for the parent’s signature. The Dean of Students and/or Head of School will then confer with the student about the student’s misconduct and provide him or her with the opportunity to give a personal account of the incident. After conferring with the student, the Dean of Students and Head of School will confer among themselves before meeting with both the student and parent(s) to discuss the student’s offense. The Headmaster will determine whether to recommend expulsion or dismissal of the student from Aristoi to the Superintendent based on the offense. The Superintendent will then provide the parent a written notice of the offenses and the action to be taken. The parent has the right to request a meeting with the Superintendent to discuss the recommendation for expulsion or dismissal from ACA.

The following acts of misconduct require **mandatory expulsion** from Aristoi Classical Academy

- Using, exhibiting, or possessing a firearm, defined as any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use (Section 46.01 (3), Penal Code) (see Texas Education Code § 37.0071) and any other offense listed in Section 37.007 of the Texas Education Code; and
- Engaging in conduct that contains the elements of the offense of:
  - Aggravated assault, which includes, but is not limited to, causing serious bodily injury to another during the commission of an assault, or using or exhibiting a deadly weapon during the commission of an assault (Section 22.02, Penal Code);
  - Sexual assault (Section 22.011, Penal Code);
  - Aggravated sexual assault, which includes, but is not limited to, causing or threatening to cause serious bodily injury to another during the commission of a sexual assault,

or using or exhibiting a deadly weapon during the commission of a sexual assault (Section 22.021, Penal Code);

- Arson (Section 28.02, Penal Code);
- Murder (Section 19.02, Penal Code);
- Capital murder (Section 19.03, Penal Code) or criminal attempt to commit murder or capital murder (Section 19.03, Penal Code);
- Indecency with a child (Section 21.11, Penal Code);
- Continuous sexual abuse of a young child or children (Section 21.02, Penal Code);
- Aggravated kidnapping (Section 20.04, Penal Code);
- If punishable as a felony, possessing, using, selling, giving, delivering, or being under the influence of marijuana or a controlled substance or a dangerous drug; or committing a serious act or offense while being under the influence of an alcoholic beverage, but only if the conduct is punishable as a felony, including aggravated robbery (Section 29.03, Penal Code), manslaughter (Section 19.04, Penal Code), and criminally negligent homicide (Section 19.05, Penal Code).

Other acts of misconduct under this section include the following behaviors:

- Continuous or repeated infractions or offenses described under “Administrative Intervention” for which the student may be suspended;
- Engaging in assault, which is defined as intentionally, knowingly, or recklessly causing bodily injury to another (Section 22.01 (a)(1), Penal Code);
- Engaging in any offense punishable as a felony;
- Engaging in the elements of the offense of false alarm (Section 42.06, Penal Code);
- Engaging in terrorist threats, defined as but not limited to, threatening to commit violence or harm to any person or property with intent to cause an emergency response or which places any person in fear of imminent serious bodily injury; interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means; causing impairment or interruption of public communications, public transportation, public water gas or power supply, or other public service (Section 22.07, Penal Code);
- Selling, giving, delivering to another person, possessing, using or being under the influence of marijuana, a controlled drug, or other controlled substance (Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et. seq.);
- Selling, giving, delivering to another person, possessing, using or being under the influence of a dangerous drug (Chapter 483, Health and Safety Code);
- Selling, giving, or delivering an alcoholic beverage to another person or causing another person to be under the influence of alcohol;
- Possessing, using, or being under the influence of alcohol on campus or at a school-related event;
- Engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol paint, including, but not limited to, the possession or use of abusable glue or aerosol paint, delivery of abusable glue or aerosol paint to a minor, or possession of inhalant paraphernalia (Sections 485.031 through 485.035, Health and Safety Code);
- Engaging in conduct that contains the elements of an offense relating to volatile chemicals, including but not limited to, possession or use, delivery of abusable volatile

chemicals to a minor or possession of inhalant paraphernalia (Chapter 484, Health and Safety Code);

- Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure, which are defined to include offenses against chastity, common decency, morals, and the like (Sections 21.07 and 21.08 Penal Code);
- Felony stealing/theft of school property; repeated acts of stealing or theft of school property or the property of other persons, regardless of value;
- Burglary of an Aristoi Classical Academy facility or any vehicle on school property or parked at a school-related event;
- Engaging in conduct that includes elements of the offense of retaliation under Section 36.06, Penal Code, against any school employee by engaging in conduct including, but not limited to, intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of official duties;
- Using, exhibiting, or possessing a location restricted knife, which includes any knife with a blade over  $1\frac{1}{2}$ " (Section 46.01 (6), Penal Code);
- Using, exhibiting, or possessing a club, to include an instrument that is specially designed to inflict serious bodily injury or death by striking a person with the instrument including but not limited to a blackjack, nightstick, mace or tomahawk (Section 46.01 (1), Penal Code);
- Using, exhibiting, or possessing a weapon listed as a prohibited weapon—including a location restricted knife, firearm, sword, spear, tomahawk, club, explosive device, throwing instrument designed to cut or stab, firearm silencer, ammunition, dagger, knuckles, blackjack, nightstick, mace, switchblade, bowie knife, zip gun, chemical dispensing device, short-barreled firearm, machine gun, a tire deflation device, and an improvised explosive device;
- Engaging in deadly conduct (Section 22.05, Penal Code);
- Engaging in any conduct that seriously disrupts the educational environment or is harmful to other students or persons; and
- Any other conduct that the Head of School, Headmaster, Superintendent, or Board in their reasonable discretion consider to be detrimental to the health, welfare, and safety of other students.

Disciplinary options and responses to such misconduct include, but are not limited to, the following:

- Written referral to the administration not to exceed one page in length;
- Written notification of the referral to the parent;
- Mandatory conference between the Head of School and/or Headmaster and the parent and/or student;
- Referral to the Houston or Katy Police Department (or other appropriate agency); Dismissal of the student from Aristoi Classical Academy.

The Head of School, Headmaster, Superintendent, and/or designee have an obligation under the law to notify the Houston or Katy Police Department (or other appropriate agency) if they have reasonable grounds to believe that certain offenses listed in Section 37.015 of the Texas

Education Code have occurred in school, on school property, or at a school-sponsored or school-related activity, on or off school property.

The school has a zero-tolerance policy for misconduct including possession of a firearm, possession of a prohibited weapon, sexual harassment and/or sexual assault, Title V felonies, and threats against a school or campus. Under Title 19, Section 100.121 of the Texas Administrative Code, ACA shall notify the school district in which the student resides within three (3) business days of any action for which a student is expelled or withdrawn from Aristoi. The Dean of Students, Head of School, Headmaster and/or Superintendent will then confer with the student about the student's misconduct and provide him or her with the opportunity to give a personal account of the incident.

## **WEAPONS AND THREATS**

A student must not use, exhibit, or possess any prohibited weapon at school, on any school property or grounds, in any school building, at any school-related activity regardless of location, or while being transported to any school-related event. A student in violation of this prohibition will be removed from the school or the school-related activity immediately and shall be expelled permanently from school.

The following weapons constitute "prohibited weapons" for the purpose of this section: location restricted knife, firearm, sword, spear, tomahawk, club, explosive device, throwing instrument designed to cut or stab, firearm silencer, ammunition, dagger, knuckles, blackjack, nightstick, mace, switchblade, bowie knife, zip gun, chemical dispensing device, short-barreled firearm, machine gun, a tire deflation device, and an improvised explosive device.

The school takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the school. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion to be threatening in nature will result in disciplinary consequences.

### ***Gun-Free Schools Act***

In accordance with the Gun-Free Schools Act, Aristoi will expel any student who is determined to have brought a firearm, as defined by federal law, to any Aristoi campus. This expulsion will be from student's regular program, for a period of one year. The Superintendent may modify the term of expulsion for a student or assess another comparable penalty that results in the student's exclusion from the regular school program on a case-by-case basis. *18 U.S.C. 922.*

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

- 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;
- Any firearm muffler or firearm silencer;
- 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.

## **GANG FREE ZONE**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Gang-Free Zones Section 71.028 of the Penal Code establishes gang-free zones which include schools, institutions of higher education, public or private youth centers, playgrounds, shopping malls, movie theaters, public swimming pools, video arcades, and school buses. A person 17 years of age or older who commits certain offenses (for school-related purposes) in, on, or within 1,000 feet of any real property that is owned, rented, or leased by a school or school board or on a school bus may be assessed a punishment that is increased to the next highest category of offense (unless the offense is already classified as a felony in the first degree). The gang-free zones apply if a person commits or conspires to commit certain offenses with the intent to establish, maintain, or participate in a combination or in the profits of a combination or as a member of a criminal street gang as specified in Section 71.02, Penal Code (organized criminal activity). These offenses include murder, capital murder, arson, aggravated robbery, robbery, aggravated kidnapping, kidnapping, aggravated assault, aggravated sexual assault, sexual assault, forgery, deadly conduct, assault with bodily injury; unlawful manufacture, transportation, repair, or sale of firearms or prohibited weapons; or any offense listed in Chapter 43, Penal Code (public indecency) depicting or involving conduct by or directed toward a child younger than 18 years of age. Penal Code 71.02

## **BULLYING AND CYBERBULLYING**

The school maintains a strict policy prohibiting bullying as well as retaliation against anyone who reports or is involved in an investigation of potential bullying.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

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

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

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

Aristoi's anti-bullying policy applies to:

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

### ***Reporting Procedures***

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, the Dean of Students, Head of School, or another school employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. Aristoi will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. Reports of potential bullying may be submitted anonymously.

### ***Investigation of Report***

The Head of School or Head of School's designee will determine whether the allegations in the report, if proven, would constitute prohibited discrimination and/or harassment and, if so, proceed under Board Policy PG-3.102 (Prohibited Discrimination, Harassment, and Retaliation) instead. The Head of School or Head of School's designee will conduct an appropriate

investigation based on the allegations in the report, and will take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Absent extenuating circumstances, the investigation should be completed within ten school business days from the date of the initial report. However, the Head of School or Head of School's designee must take additional time if necessary to complete a thorough investigation.

Following completion of the investigation, the Head of School or Head of School's designee will prepare a written decision regarding the complaint. If the results of an investigation indicate that bullying and/or cyberbullying occurred, the administration will respond promptly by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Aristoi may take action based on the results of an investigation even if Aristoi concludes that the conduct did not rise to the level of bullying and/or cyberbullying as defined in this policy. Administration may notify law enforcement in certain circumstances. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

[See Board Policy 6.11 (Discipline of Students with Disabilities)]

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

To the greatest extent possible, Aristoi Classical Academy will respect the privacy of the complainant and/or grievant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. If a law enforcement or other regulatory agency notifies Aristoi that it is investigating the matter and requests that the school delay its investigation, Aristoi will resume the investigation at the conclusion of the agency's investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Aristoi student and parent complaint and/or grievance procedure.

## **NON-DISCIPLINARY REMOVAL**

The Head of School may remove a student from regular classes or from school premises for non-disciplinary health, safety, or welfare reasons whenever the Head of School determines that an emergency or necessity exists for doing so. Any student who is removed from school

premises pursuant to this subsection and who is in a condition that threatens their own welfare or the welfare of others must be released to the student's parent, a representative of the parent, or other proper authority.

The Head of School must make reasonable efforts to notify the parent(s) prior to removing a student from school premises under this subsection. If a parent cannot be notified prior to removal, the parent must be notified as soon as possible after the removal and the reasons for it.

## **EXPULSION PROCESS**

The Board of Directors delegates to the Superintendent the authority to conduct hearings and expel students. The Dean of Students and/or Head of School will confer with the student about the student's misconduct and provide him or her with the opportunity to give a personal account of the incident. After this initial conference, the Head of School will determine whether the student's conduct warrants expulsion. Should the Head of School and/or Headmaster decide that the student's conduct warrants expulsion, that individual will provide written notice to the parent or adult student of the proposed expulsion of the student. The written notice will include the reason(s) for the proposed expulsion—including a description of the violated offense(s) listed in the Student Code of Conduct—and the date, time, location, and procedure for an expulsion hearing in front of the Superintendent. The student is entitled to be represented by an attorney or other representative (e.g., parent, guardian, attorney, or other) at the due process hearing.

An expulsion hearing may be conducted virtually or telephonically as necessary and appropriate. The student may not be returned to the regular classroom pending the hearing.

At the due process hearing, the student and/or the student's representative will have the opportunity to review and present evidence and information to the Head of School, Headmaster and Superintendent. The Superintendent may place reasonable restrictions on the conduct of the hearing, such as the length of the hearing. At the end of the hearing, the Superintendent may issue a decision immediately or wait until a later date to communicate a decision. However, the Superintendent will typically issue a decision within 48 hours (or two school days) unless the Superintendent designates a later time. The Superintendent must send written communication of the decision to the parent or adult student and to the school administration.

If the Superintendent determines that expulsion is warranted, the written decision must include the length of the term of expulsion. Specifically, the period of expulsion may be either (1) permanent or (2) temporary. A temporary expulsion is generally defined as through the end of the following school year. A scholar who is permanently expelled is not eligible for readmission to Aristoi Classical Academy.

The parent or adult student may choose to voluntarily waive the right to an expulsion hearing by signing a hearing waiver form provided by the administration. If the hearing is waived, or the parent or adult student fails to appear at the hearing, the decision-maker will review the relevant evidence and issue a written decision to the parent or adult student as described above.



### ***Board Review of Expulsion***

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the Superintendent within seven days after receipt of the written decision. The Superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision. The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting.

The board may also hear a statement from the student or parent and from the board's designee. The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

### ***Expulsion Order***

Under Title 19, Section 100.121 of the Texas Administrative Code, Aristoi Classical Academy will notify the school district in which the student resides within three (3) business days of any action for which a student is expelled or withdrawn from Aristoi Classical Academy. During a period of expulsion, the student is prohibited from entering onto any Aristoi Classical Academy property or attending any Aristoi Classical Academy-sponsored or Aristoi Classical Academy-related events. Failure to comply with this prohibition will result in the filing of criminal trespass charges against the student.

## **APPEAL OF STUDENT DISCIPLINE**

The school adheres to the following due process procedures and provides an appeal process for student disciplinary action.

A student or parent seeking to appeal a decision of the Superintendent may appeal to the Board. The student or parent must give written notice of the appeal to the Board within seven (7) school days after the decision of the Superintendent is communicated in writing to the parent(s). Failure to give timely notice of appeal will constitute a waiver of the student's right to appeal.

Any notice of appeal must contain the student's name, date of issuance of the decision under appeal, name of the official whose decision is under appeal, aspects of the decision that the student wishes to appeal, and the grounds for such appeal. Within seven (7) school days of receipt of timely written notice of appeal, the School Board will notify the student's parent(s) in writing of the date, time, and place at which the appeal will be heard.

Pending the outcome of the student's appeal, the student must serve any and all discipline assigned by the Superintendent. Generally, the student will not be charged with unexcused absences during the pendency of the appeal and will be allowed to remain current on all coursework. However, in the case of expulsion and denial of the appeal, credit will not be given for any coursework performed during the pendency of the appeal unless the decision on appeal provides that such credit shall be given. An expulsion will not be delayed during the appeal process. Hearings before the Board shall be limited to the matters and issues set forth in the student's notice of appeal and generally shall be conducted on the basis of the testimony given

and evidence introduced during the initial hearing with the Head of School, Headmaster and Superintendent, unless the Board determines that it is in the best interest of the School and educational process to permit the introduction of new or additional matters or evidence during the appeal. The student will be entitled to representation in any appeal by an adult chosen by the student or parent. Hearings before the Board will be before a quorum of Board members.

Decisions on appeal will be announced as soon as possible after the conclusion of the hearing before the Board and must be communicated in writing to the student's parent(s). Decisions on expulsion appeals must be in writing. The decision of the Board will become final unless the student is entitled to a timely appeal under applicable federal or state law.

## **DISCIPLINE OF SPECIAL EDUCATION STUDENTS UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

The Student Code of Conduct applies to all students, including students with disabilities under the IDEA. Students with disabilities are expected to exhibit appropriate conduct and are subject to the requirements of the Student Code of Conduct. To the extent any conflict exists, Aristoi shall comply with federal law. However, all disciplinary actions regarding a student with a disability who receives special education services shall be determined in accordance with state and federal law and related regulations.

### ***Manifestation Determination for Students Receiving Special Education Services***

Within ten (10) school days of any decision to make a disciplinary change of placement of a student with a disability due to a violation of the Aristoi Classical Academy Student Code of Conduct, the student's ARD/504 Committee must conduct a Manifestation Determination Review (MDR) to determine if the student's conduct is a manifestation of the disability. School special education or 504 personnel will provide the parent with written notice of the MDR ARD meeting at least five (5) school days before the meeting unless the parent agrees to a shorter timeframe. The notice will indicate the purpose, time, and location of the meeting and inform the parent of the provisions relating to the participation of other individuals who have knowledge or special expertise about the student. For more information, please review Aristoi Board Policy 6.11 (Discipline of Students with Disabilities).

If the School takes a disciplinary action regarding a student who receives special education services that constitutes a change in placement, not later than the 10<sup>th</sup> school day after the change in placement, the school shall:

- Seek consent from the student's parent to conduct a functional behavioral assessment of the student, if a functional behavioral assessment has never been conducted on the student or the student's most recent functional behavioral assessment is more than one year old; and
- Review any previously conducted functional behavioral assessment of the student and any BIP developed for the student based on that assessment; and
- As necessary, develop a BIP for the student if the student does not have a BIP, or if the student has a BIP, revise the student's plan.

### ***Protections for Students Currently being Evaluated***

A student who has not yet been determined to be eligible for special education and related services may be protected from certain disciplinary actions under the IDEA if Aristoi Classical Academy had knowledge that the student had a disability before the behavior that precipitated the disciplinary action occurred. 20 U.S.C. § 1415(k)(5)(A); 34 CFR 300.534(a). The school shall be deemed to have knowledge that the student has a disability if the following took place before the behavior that precipitated the disciplinary action occurred:

- The student's parent expressed concern in writing to supervisory or administrative personnel of Aristoi Classical Academy or to the student's teacher that the student needs special education or related services;
- The student's parent requested an initial evaluation to determine if the student qualifies as a child with a disability under the IDEA;
- The student's teacher or other Aristoi Classical Academy personnel directly expressed specific concerns about a pattern of behavior demonstrated by the student to the Special Education Director or to other supervisory personnel of Aristoi Classical Academy.

EXCEPTION: The school will not be deemed to have knowledge that the student has a disability if the parent has prevented Aristoi Classical Academy from evaluating the student or has refused special education services. Likewise, Aristoi Classical Academy will not be deemed to have knowledge that the student has a disability if the student has been evaluated and determined to be not eligible for special education services. Finally, Aristoi Classical Academy will not be deemed to have knowledge that the student has a disability if the student has previously been determined eligible for and has received special education services, but the parent has since withdrawn consent for the provision of services.

### **DISCIPLINE OF STUDENTS UNDER SECTION 504 OF THE REHABILITATION ACT**

The Student Code of Conduct applies to all students, including students receiving services under Section 504 ("Section 504"). All disciplinary actions regarding a student with a disability who receives services under Section 504 shall be determined in accordance with state and federal law.

Aristoi may take disciplinary action pertaining to the use of illegal drugs or alcohol against any student receiving Section 504 services, who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that the district would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504, including a right to an MDR do not apply such disciplinary action. 29 U.S.C. 705(20)(iv).

### **REPORTING OF INFRACTIONS TO COLLEGES/UNIVERSITIES AND OTHER SCHOOLS**

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring the following:

(1) disciplinary matters for which a consequence has been given and (2) circumstances under which a student was withdrawn from Aristoi Classical Academy to avoid the possibility of a

disciplinary infraction. The student and/or parent must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the school and/or the student's college counselor will also inform the school/college of such an incident.

When a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the school with a copy of the update letter. Similarly, Aristoi Classical Academy will update the information to the college or school. This reporting must take place in letter form to the college or school within a reasonable period of time after the consequence has been imposed or the withdrawal has occurred.

## **LAW ENFORCEMENT AGENCIES**

### ***Questioning of Students***

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Headmaster or designee will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if the questioning or interview is part of a child abuse investigation.

In other circumstances, the Headmaster or designee will:

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

## **STUDENTS TAKEN INTO CUSTODY**

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

1. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court.
2. By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
3. By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

5. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services (“DFPS”), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Texas Family Code relating to the student’s physical health or safety.
6. Pursuant to a properly issued directive to apprehend.
7. To comply with a properly issued directive from a juvenile court to take a student into custody.
8. To comply with an order of the juvenile court.
9. To comply with the laws of arrest.

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

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

## **THEFT AND VANDALISM**

Theft and/or vandalism will not be tolerated, and incidences of either offense will result in serious disciplinary action up to and including expulsion and permanent removal from the school. Disciplinary consequences will be assessed based on the damage or amount taken and the student’s history of similar infractions. The student and parent will be liable for repair of damages or replacement of property if a student is responsible for damage or theft.

## **SEARCHES, SEIZURES, STUDENT INTERVIEWS, AND INVESTIGATIONS**

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

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

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

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### ***Desk and Locker Searches***

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

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

### ***Computers and Electronic Devices***

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

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

### ***Vehicles on Campus***

Vehicles parked on school property and property under school control are under the jurisdiction of Aristoi Classical Academy 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 student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, Aristoi Classical Academy may contact the student's parents and/or law enforcement officials. A student 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, Aristoi Classical Academy conducts random drug searches of all school facilities. Aristoi Classical Academy may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed, prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around student lockers, and the areas where vehicles are parked on Aristoi Classical Academy property or at school-related events. The dogs shall not be asked to alert on students. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

## **RESTRAINT AND TIME-OUT FOR STUDENTS**

The school treats all students, including those with disabilities receiving special education services, with dignity and respect. Thus, Aristoi Classical Academy employees, volunteers, and independent contractors may only utilize behavior management techniques or discipline management practices that protect the health and safety of each student and others. The school

prohibits any technique or practice that is intended to inflict injury, cause harm, demean, or deprive a student of basic human necessities.

Specifically, Aristoi Classical Academy employees, volunteers, and independent contractors, as well as any peace officer employed or commissioned by the school, are authorized to use restraint in the event of an emergency subject to the following limitations:

- Only reasonable force as is necessary to address the emergency may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.
- “Restraint” generally means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student’s body.

“Emergency” means a situation in which a student’s behavior poses a threat of: 1. Imminent, serious physical harm to the student or others; or 2. Imminent, serious property destruction.

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

Aristoi further prohibits students with disabilities receiving special education services from being confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique. Confinement is only allowed in an emergency situation while awaiting the arrival of law enforcement personnel if the student possesses a weapon and the confinement is necessary to prevent the student from causing bodily harm to self or another person. For more information see Board Policy 6.28 (Restraint and Time-Out).

## **HOW WE PARTNER WITH PARENTS – STUDENTS WITH DISABILITIES**

### **SPECIAL EDUCATION SERVICES**

Aristoi Classical Academy has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school's jurisdiction. Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an

Individual Education Plan (IEP), which is developed by the student's Admission, Review, and Dismissal (ARD) Committee. The ARD Committee considers the student's disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities, can be obtained [here](#), from the ARD Facilitator on your child's campus, or the Special Education Director. Ask your child's teacher or call 281-391-5003 to be directed.

### **DYSLEXIA AND RELATED ORDERS**

In accordance with the [Texas Dyslexia Handbook](#), evaluation for dyslexia will be initiated through a special education referral for a Full Individual Evaluation. Following the evaluation, an ARD Committee will convene to determine eligibility and the appropriate services to support student needs.

### **AIDING STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION**

At any time, a parent is entitled to request an evaluation for special education or Section 504 services. If a student is experiencing learning difficulties, his or her parent may contact the Special Education Director at 281-391-5003.

For students who are having difficulty in the general education classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other intervention and support services that are available to all students, through the district or school's multi-tiered system of academic and behavioral supports (MTSS). The provision of these intervention and support services, which might include a response to intervention (RTI) process, can have a positive impact on the ability of districts and charter schools to meet the needs of all students.



If a student is experiencing learning difficulties, which could include academic or non-academic difficulties, his or her parent may contact the individual(s) listed below to learn about the school's MTSS. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation, when appropriate, to determine if the student needs specific aids, accommodations, or specialized services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Contact Person for MTSS**

The designated person to contact regarding options for a student experiencing learning difficulties and the district or charter school's multi-tiered system of supports (MTSS) is:

Contact Person: Blaine Locheed  
Phone Number: 281-391-5003  
Email Address: blocheed@aristoicclassical.org

### **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 to an administrative employee of the school district or open enrollment charter school, such as a campus principal, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, a copy of the Notice of Procedural Safeguards, and a copy of the Overview of Special Education for Parents form created by the Texas Education Agency (TEA). If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard and form 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 conducts a special education evaluation for a student, it must complete the student's evaluation and evaluation report no later than 45 school days following the date it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period can be extended by the number of school days equal to the number of school days that the student is absent.

There is another 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 evaluation report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or

more days will apply. If a district or charter school receives a parent's consent for the initial evaluation less than 35 school days before the last instructional day of the school year, the general timeline of 45 school days applies to the date the written report of the initial evaluation must be completed, with the same extension for three or more absences during the evaluation period.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report as soon as possible, but no later than five school days prior to the initial admission, review and determination (ARD) committee meeting, which will determine a student's initial eligibility or no later than June 30 if the parent consent was received at least 35 but less than 45 school days before the last instructional day of the school year. The copy of the evaluation must be provided to the parent 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 a referral for evaluation for special education services is:

Contact Person: Blaine Locheed  
Phone Number: 281-391-5003  
Email Address: blocheed@aristoicclassical.org

## **SECTION 504 REFERRALS**

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

#### ***Contact Person for Section 504 Referrals***

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

Contact Person: Blaine Locheed  
Phone Number: 281-391-5003  
Email Address: blocheed@aristoicclassical.org

#### ***Additional Information***

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

- [Texas SPED Support](#)

- [SPED Tex](#)

## **SECTION 504 SERVICES**

Aristoi Classical Academy provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is "qualified" if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless Aristoi demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the school will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, the school will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities.

Charter Schools must have standards and procedures in place for the evaluation and placement of students in the Charter School's Section 504 program. Charters must also implement a system of procedural safeguards that include:

- Notice
- An opportunity for a parent or guardian to examine the relevant records
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel
- A review procedure

If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the 504 Coordinator on your child's campus for more information concerning available programs, assessments, and services. Parents or teachers may also ask your child's teacher or call the Special Education Director at 281-391-5003.

### ***Students with Physical or Mental Impairments Protected under Section 504***

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services may qualify for protections under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Section 504 is a federal law designed to prohibit discrimination against persons with disabilities. When an evaluation is requested, a committee will be created to determine whether the student needs Section 504 services and supports in order to receive an appropriate education as required by federal law.

### ***Additional Information***

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

- [Legal Framework for the Child-Centered Special Education Process;](#)
- [Partners Resource Network;](#)
- [Special Education Information Center; and](#)
- [Texas Project First.](#)
- [TEA Special Education Parent and Family Resources](#)
- [SBOE's Dyslexia Handbook, Procedures Concerning Dyslexia and Related Disorders, 2024 Update](#) (Handbook)

## **SERVICES FOR TITLE I PARTICIPANTS**

Information regarding Aristoi Classical Academy's Title I program may be obtained from your child's Head of School.

## **TEXAS DRIVING WITH DISABILITY PROGRAM**

In accordance with state law, the district will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21st birthday and to the student's parents. The Texas Driving with Disability Program focuses on improving the interaction between law enforcement and drivers with disabilities that have unique communication needs.

## HOW WE PARTNER WITH PARENTS – TECHNOLOGY

### TECHNOLOGY ACCEPTABLE USE POLICY

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

ACA reserves the right to modify the terms and conditions of this policy at any time.

#### ***Introduction***

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

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

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

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

#### ***Using the Internet and Communications Systems***

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

Students and their parents are advised that any information stored on and/or sent through Aristoi’s technology resources is the property of ACA. Accordingly, in connection with ensuring student

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

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

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

### ***Proper and Acceptable Use of All Technology Resources***

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

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

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

Aristoi permits and encourages the following activities:

- 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.

Aristoi prohibits the following activities:

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

- o Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
  - o Sending, posting, or sharing statements encouraging another person to commit self-harm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any ACA 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 ACA equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other use or than the student's host (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use Policy and the Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above; using Artificial Intelligence to create or manipulate these materials, including nude images, is also prohibited.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting."
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of ACA 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 ACA or the end user does not have an active license.
- Using a website or software program implemented by ACA 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 ACA 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 ACA technology resource to engage in any activity that violates any Board policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any ACA technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any ACA technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using obscene or profane language on any ACA technology resource, to include posting such language on any website or software used by ACA.
- Using ACA or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
- Using technology for plagiarism or otherwise representing the work of others as the student's own.
- Using USB, bootable CD's, or other devices to alter the function of any ACA 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.

Any student participating in these activities will be subject to potential disciplinary action and loss of privileges, whether on a school-provided or personal electronic device. Students must immediately report any violations of this Policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this Policy, they should ask a classroom teacher or the Head of School or designee.

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

## Privacy and Security

Students are expected to use ACA's technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using a school-issued or personal electronic device. Students must not share their individual logins, passwords, or access to ACA's technology with others without the prior approval of a classroom teacher or administrator. Students must sign off or log off all ACA 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 ACA's policies and procedures concerning use of the computer on the Aristoi network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

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

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

### **LIMITATIONS OF LIABILITY**

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

Please sign ACA's Student Technology Acceptable Use Policy Form on page 146.

## STATE AND FEDERAL LAW

### NONDISCRIMINATION POLICY

Aristoi does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, sexual identity or sex status, age, national origin, citizenship status, or disability in providing educational services, activities, and programs, including vocational and career technology programs. ACA complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 ("Title IX") 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. ACA does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, sexual identity or sex status, age, national origin, citizenship status, or disability in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. This nondiscrimination policy also applies to those who seek to join the Aristoi community in any capacity and to those who interact with the school, including citizens, parents, and vendors.

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

Any questions or concerns about the school'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 (including sexual harassment), is Latoya Boston-Finister, Human Resources Manager, 5610 Morton Road, Katy, Texas, 77493, [lboston@aristoiclassical.org](mailto:lboston@aristoiclassical.org), 281-391-5003.
- The deputy Title IX Coordinator, for concerns regarding discrimination on the basis of sex (including sexual harassment), is Kathryn Locheed, Headmaster, 5610 Morton Road, Katy, Texas, 77493, [klocheed@aristoiclassical.org](mailto:klocheed@aristoiclassical.org), 281-391-5003.
- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Director of Special Education, 5610 Morton Road, Katy, Texas, 77493, [blocheed@aristoiclassical.org](mailto:blocheed@aristoiclassical.org), 281-391-5003.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Latoya Boston-Finister, Human Resources Manager, 5610 Morton Road, Katy, Texas, 77493, [lboston@aristoiclassical.org](mailto:lboston@aristoiclassical.org), 281-391-5003.
- All other concerns regarding discrimination may be directed to Latoya Boston-Finister, Human Resources Manager, 5610 Morton Road, Katy, Texas, 77493, [lboston@aristoiclassical.org](mailto:lboston@aristoiclassical.org), 281-391-5003.

## **FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

### ***Statement of Nondiscrimination***

Aristoi Classical Academy prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint and/or grievance process is a violation of school policy.

### ***Discrimination and Harassment (Prohibited Conduct)***

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

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

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

### ***Retaliation***

Retaliation against a person who makes a good faith report of Prohibited Conduct (meaning discrimination or harassment) is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with an ACA investigation, however, may be subject to appropriate discipline.

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.

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

Any student who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged conduct to a teacher, counselor, Head of School, or Headmaster. The report may be made by the student's parent. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report the appropriate Compliance Coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct. When a report alleges sex-based harassment the Title IX Coordinator shall determine if the allegations, if proved, would meet the definition of sexual harassment and jurisdictional requirements under Title IX. If they would, the Title IX Coordinator will coordinate Aristoi's response in accordance with the detailed Title IX grievance process, which can be found [insert link to place on Aristoi website where we will post this]

For all reports of discrimination or harassment that would constitute prohibited conduct under this policy (other than Title IX sexual harassment), the Compliance Coordinator will immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

### ***Investigation***

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

The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by ACA, such as an attorney. When appropriate, the Head of School will be involved in or informed of the investigation.

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

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

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

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

### ***Appeal***

A student or parent who is dissatisfied with the outcome of the investigation of reported Prohibited Conduct may appeal through the ACA student and parent complaint and/or grievance procedure.

## IMPORTANT NOTICES

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

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education record within 45 days after the day Aristoi receives a request for access.
2. Parents or eligible students who wish to inspect their child’s or their education records should submit to the Headmaster a written request that identifies the records they wish to inspect. The Headmaster or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
4. Parents or eligible students who wish to ask ACA to amend their child’s or their education records should write the Headmaster, clearly identify the part of the record they want changed, and specify why it should be changed. If ACA decides not to amend the records as requested by the parent or eligible student, ACA will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before ACA discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is:

- A person employed by Aristoi 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 volunteer, contractor, or consultant who, while not employed by Aristoi, performs an institutional service or function for which ACA would otherwise use its own employees and who is under the direct control of ACA with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or providers of video conferencing or other virtual learning software apps to hold classes or conduct classroom activities virtually;
- A parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or
- A parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, Aristoi discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### ***Notice Of Directory Information***

FERPA, a federal law, requires that Aristoi, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ACA may disclose appropriately designated "directory information" without written consent, unless you have advised ACA to the contrary in accordance with ACA procedures.

Aristoi has designated the following categories of information as directory information for the purpose of disclosure for school-related purposes:

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

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

- Extracurricular programs or events (e.g., playbills or programs for events such as school plays, concerts, athletic events, graduation ceremony, etc.).
- Honor roll and other student recognition lists.
- ACA Marketing materials (e.g., using directory information for print media, website or social media accounts operated by Aristoi, videos, newspaper articles, etc.).
- Publications (e.g., printing student names and pictures in newsletters and yearbooks, etc.), including sharing directory information with companies who have a contractual relationship with Aristoi and that manufacture class rings or publish yearbooks.

*Directory Information Supplied to Military and College Recruiters (Secondary Students Only)*

Two federal laws require Aristoi to provide military recruiters or an institution of higher education, upon request, with access to the name, address, and telephone listing of each secondary student served by Aristoi Classical Academy, unless parents have advised ACA that they do not want their student's information disclosed without their prior written consent.

*Directory Information Supplied to Law Enforcement Officials and Authorities*

Aristoi has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities: students name, address, and telephone number.

Aristoi shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-related purposes; for the purpose of disclosure to military recruiters and institutions of higher education for secondary students; and for the purpose of disclosure upon request by law enforcement officials and authorities.

**IF YOU DO NOT WANT ARISTOI CLASSICAL ACADEMY TO DISCLOSE ANY OR ALL OF THE TYPES OF INFORMATION DESIGNATED ABOVE AS DIRECTORY INFORMATION FROM YOUR CHILD'S EDUCATION RECORDS WITHOUT YOUR PRIOR WRITTEN CONSENT, YOU MUST NOTIFY ARISTOI IN WRITING WITHIN 10 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."**

***Disclosure of PII without Consent***

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires ACA to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Aristoi may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom ACA has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom ACA has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Texas Education Agency. Disclosures under this provision may be made, subject to the



requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information Aristoi has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## **SEXUAL HARASSMENT**

Title IX is a federal law that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” As a recipient of federal funding, Aristoi does not discriminate on the basis of sex in any educational program or activity that it operates. This non-discrimination requirement extends to admission and employment. Furthermore, Aristoi Classical Academy does not retaliate against any person for opposing an unlawful educational practice or policy, or for making charges, testifying, or participating in any complaint action under Title IX.

Inquiries about the application of Title IX and/or its implementing regulations may be directed to Aristoi’s Title IX Coordinator, or to the Assistant Secretary for Civil Rights in the U.S. Department of Education’s Office for Civil Rights (OCR), or both. The Title IX Coordinator is Latoya Boston-Finister, HR Manager, and the Deputy Title IX Coordinator is Kathryn Locheed, Katy Headmaster.

Students may not engage in offensive, verbal, written, electronic, or physical conduct of a sexual nature directed toward students. Any romantic or inappropriate social relationship between a student and school employee is prohibited, even if consensual. Sexual contact between a school employee and a student is a second-degree felony under the Texas Penal Code. “Sexual conduct” is defined in the Texas Penal Code as any touching by an employee of the school of the anus, breast, or any part of the genitals of a student or any touching of any part of a student’s body with the anus, breast, or any part of the genitals of the employee of the school.

However, necessary or permissible physical contact that is not reasonably construed as sexual in nature does not constitute sexual harassment. In addition, sexual harassment does not include simple acts of teasing and name-calling among school children, even when the comments target differences in gender.

Additionally, sexual harassment of students by school employees is strictly prohibited.

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

## **RETALIATION**

Retaliation against a person who makes a good faith report of dating violence, discrimination, or harassment is prohibited. Retaliation against a person who is participating in an investigation of alleged dating violence, discrimination, or harassment is also prohibited. Title IX regulations define retaliation as intimidation, threats, coercion, or discrimination, including charges against an individual for Code of Conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

A person who makes a false claim, offers false statements, or refuses to cooperate with an investigation conducted by the school, however, may be subject to appropriate discipline.

## **REPORTING PROCEDURES**

Students or persons (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) who believe that they have experienced harassment or retaliation on the basis of sex or have information regarding another person being subjected to harassment or retaliation on the basis of sex should immediately report the problem to a teacher, school administrator, or Title IX Coordinator. A report of sex discrimination or retaliation may be made in person, by mail, telephone, or email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's report. A report may be made to the Title IX Coordinator at any time, including during non-business hours, via the telephone number, email address, or physical office address listed for the Title IX Coordinator.

Should any person need to bring a complaint against a school administrator, the complaint may be filed with the next level of authority and/or directly with the Title IX Coordinator. The school shall keep identities of parties and witnesses confidential unless required to disclose such information under Title IX or another law or as necessary to conduct the grievance process.

Filing false allegations is a violation of school policy and may result in disciplinary action. Any person who intentionally files a false claim may also be subject to any and all available state and school penalties under the Student Code of Conduct.

## **PREGNANCY AND RELATED CONDITIONS**

Aristoi Classical Academy does not discriminate against any student on the basis of current, potential, or past pregnancy, pregnancy-related conditions, childbirth, lactation needs, termination of pregnancy, related conditions, or recovery from these conditions. Please contact the deputy Title IX Coordinator, Kathryn Locheed, Headmaster, [klocheed@aristoi.classical.org](mailto:klocheed@aristoi.classical.org), for inquiries about potential accommodations or modifications.

Reasonable modifications could include, but are not limited to, breaks during class to express breast milk, eat, drink, or use the restroom; intermittent absences to attend medical appointments; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby even if not otherwise allowed; and a voluntary leave of absence.

Accommodations must be reasonable, not cause a fundamental alteration of program requirements, and not cause undue hardship on the school. Aristoi Classical Academy will not require or compel a student to take a leave of absence, withdraw from school, or limit their studies due to the student's pregnancy or pregnancy-related conditions.

Aristoi Classical Academy will not require a pregnant student to provide certification from a healthcare provider that the student is able to participate in a class or activity unless (i) the

certified level of physical activity or health is necessary for participation in the activity and (ii) all other students also are required to provide a certification.

When any student informs an employee of the student's pregnancy or related conditions, the employee must provide the student with contact information for the deputy Title IX Coordinator identified above and explain that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the Charter's education programs or activities. The duty to provide this information does not apply if the employee reasonably believes that the Title IX Coordinator has already been notified.

## **ADDITIONAL SCHOOL POLICIES**

### **SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES**

Social media encompasses a broad array of online activity, including social networks such as Facebook, Instagram, Twitter, TikTok, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, it is important that parents and students understand the school's position regarding a student's use of social media or networking.

#### ***Use at School or a School-Related Event***

Aristoi Classical Academy does not permit students to access social media and/or social networking sites while on school property or at school-related events. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on school property or at a school-related event, you should understand that your activities are in violation of school policy and may result in disciplinary action.

#### ***Use Away from School Property or School-Related Events***

It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. Please understand, however, that certain activities may impact a student's relationships with other students or school employees, and that online activities that cause a substantial disruption to the school environment may result in discipline or the loss of school rights that we reserve the right to regulate. All students should ensure that they are familiar with the school's conduct policies to avoid any online communications that might violate those policies.

For example, students should refrain from any online activities that violate Aristoi's policies regarding bullying or harassment. If a student posts or says something online that makes another student feel uncomfortable, that activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically access such sites and may determine that off-campus behavior violates the Student Code of Conduct by making disparaging or negative remarks about the school, administration, or faculty members in a manner that cause a substantial disruption to the school environment .

Faculty members and administrators may not be "friends" with "followers" of or "followed" by any students on any social networking site unless they are family members. Any violation of this prohibition must be reported to the Head of School immediately.

Students are not permitted to use the school's name, logo, trademark or service mark in online activities. Students are not permitted to post photographs of the school, its locations, activities, students or parents at those activities, or employee-related activities online. Further, students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

## **ELECTRONIC DEVICES AND RESOURCES USE POLICY**

Aristoi Classical Academy offers student access to technology resources for the purpose of supporting the educational experience and enhancing the teaching and learning experience for all members of the school. The Aristoi curriculum utilizes online Web resources for research, instruction, and the fulfillment of technology goals.

Students will have access to a computer network and school equipment for approved purposes only. Students and parents will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding use of these school resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Unacceptable and Inappropriate Use of Technology Resources***

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

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

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

All Aristoi Classical Academy students must understand and acknowledge that using digital devices (personal or school-owned) and the ACA network is a privilege and that they must be used in accordance with the following guidelines:

- Do not use a computer to harm other people or their work;
- Do not damage a computer or the school network in any way;
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware;
- Do not violate copyright laws through the use of the school network or devices;
- Do not view, send, or display offensive, harassing, or otherwise inappropriate messages or pictures through the use of the school network or devices;
- Do not share your password with any person other than those authorized by the school to have access to such information;
- Do not waste limited resources, such as disk space or printing capacity;

- Do not trespass in another member of the ACA community's folders, work, or files;
- Notify an appropriate adult (e.g., teacher, Head of School) if, by accident, you encounter materials that violate the rules of appropriate use;
- Do not use any school computer or technology for personal, unapproved uses;
- Do not use a computer without appropriate supervision.

Students at Aristoi Classical Academy will be held accountable for any actions that violate these guidelines. A violation of ACA's Technology Appropriate Use Policy as set forth herein or in any other document provided to Aristoi students and parents could result in disciplinary consequences, up to and including expulsion and permanent removal from the school.

In the event that a student is loaned a device, it is the responsibility of the parent to pay for any damage to school equipment. Any device loaned to a student remains the property of ACA. All loaned equipment must be returned to the school immediately upon request or withdrawal from ACA. Any loaned device should be used for educational purposes *only*. Inappropriate use of the device may result in the student losing the right to use the device. It is the responsibility of the parent to supervise the student's use of the device at home or off-campus and to ensure that the student cares for the equipment and retains it in a safe environment. Any problems with a school-loaned device should be immediately reported to the school.

Students and their parents should have no expectation of privacy in the use of the school's computers, servers, software, or Internet access; in any information stored on computers or computer peripherals; or in any information gathered related to a student's use or operation of the school's equipment, software, or technology.

The school may access any files or data as needed for the following purposes: system administration and maintenance, resolution of technical problems, compliance with the school policies set forth in this section related to technology use, compliance with the Texas Public Information Act and other laws, investigation purposes, and any other purpose necessary to conduct the business of ACA. The school retains the right to review and inspect the content of any electronic files or data or to investigate Internet usage without prior notice to the student or parent(s).

Furthermore, users of the school's network and/or devices should be aware that computer use (including emails) may be subject to review or public disclosure under the Texas Public Information Act or pursuant to a subpoena, court order, or other law.

### ***Opt-In to Creation of Internet Accounts for Students***

Students will use technology, including websites and other Internet applications operated by third party providers, as part of the school's educational program. One or more of these providers may require that students disclose certain personal identifying information (generally name and email address) in order to use their product or service. By signing the school's "2025-2026 Family Acknowledgement of Responsibility," a parent agrees to the following:

I understand that my child, including a child under thirteen (13) years of age, will use technology, including websites and other Internet applications operated by third party providers, as part of

the school's educational program. I understand that one or more of these providers may require that students provide certain personal identifying information (generally name and email address) in order to use their product or service. I authorize, and release from any liability in doing so, the school to provide the necessary personal identifying information for my child to providers chosen by the school. I understand that I may (1) review the privacy policies for these providers upon written request to the Head of School, (2) contact any provider to request the information it has about my child, and/or (3) request that a provider refrain from sharing or deleting any information it has about my child. If I ask a provider to delete my child's information, I will notify the school's Head of School in writing and understand that my child's educational curriculum may be hindered. I understand that this would prevent my child from participating in some of the school's educational activities and that the school is not obligated to develop alternative activities for my child.

### ***Alternative to Technological Resources***

Upon request, Aristoi Classical Academy will provide printed instructional materials to students without reliable access to technology at home. To request such materials, please contact the Technology Department, [technology@aristoiclassical.org](mailto:technology@aristoiclassical.org) or call 281-391-5003.

## **TOYS, ELECTRONIC DEVICES, AND PERSONAL ITEMS**

Students are not to bring toys, electronic devices, or other personal items (including cell phones, smart watches, iPods or similar devices, laser pens, or any other device that is capable of connecting to the Internet or receiving a Bluetooth or other wireless signal) or other personal items of this sort to school. Inappropriate items brought to school will be sent to the administration and must be reclaimed by a parent. A student who disregards the school's policy regarding bringing toys, electronic devices, and/or personal items, as described in this Handbook, two (2) or more times may be subject to disciplinary action, up to and including expulsion.

The school will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school in violation of this Handbook do so at their own risk. Any students found to have an electronic device in their possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a "Zero" (0) for the test or examination.

## **USE OF TEXTBOOKS**

All textbooks issued to students are the property of Aristoi Classical Academy. Students are responsible for maintaining textbooks in acceptable condition. A student's family is financially responsible for any textbook(s) not returned in a timely manner or returned in a damaged condition.



## **VIRTUAL LEARNING**

A situation, such as a pandemic or natural disaster, may arise that requires Aristoi Classical Academy to close or sequester classes, grades, age groups, sections of the campus, and/or the entire campus due to an emergency and/or if required by federal, state, and local authorities. In such situations, ACA may opt to educate students through the use of virtual learning.

Use of Aristoi Classical Academy's virtual learning resources, such as school-issued devices and remote learning platforms, is use of school property. Thus, use must comply with school policies and procedures. Students must use virtual learning resources in a responsible, ethical, and courteous manner, respecting the rights of the school and others. The school's virtual learning resources may be used only for educational purposes and to conduct school business.

All content provided or accessed through the school's virtual learning resources must relate to educational purposes and be professional and respectful in content and tone.

Students have no expectation of privacy when using the school's virtual learning resources. The school retains the right to review and inspect the content of any electronic files or data or determine Internet usage without prior notice.

All users of the school's virtual learning resources shall adhere to the same standard of conduct expected and required in the classroom environment, including, but not limited to, using only appropriate language, following the school's Dress Code, and not sharing any inappropriate content and/or language. All rules outlined in the school's "Appropriate Use Policy" under "Technology" apply to virtual learning.

Being able to participate in virtual learning and utilize the school's virtual learning resources is a privilege. Those who do not comply with acceptable use standards, as well as all applicable local, state, and federal laws, may lose their privilege of using the school's virtual learning resources and/or be subject to other disciplinary actions.

While virtual learning provides students with a new model of classroom instruction that opens the door to a multitude of learning opportunities, an unintended consequence is that students may have access to information that provides them with an inappropriate advantage when completing assignments. Students are expected to demonstrate academic honesty and integrity while utilizing virtual learning resources. Possible consequences of using these resources to cheat or act dishonestly include discontinuation of access to the school's virtual learning resources and severe disciplinary action, such as expulsion.

## **SPECIAL PROGRAMS: STUDENTS WHO SPEAK A PRIMARY LANGUAGE OTHER THAN ENGLISH**

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

modifications related to classroom instruction, local assessments, and state-mandated assessment.

## **APPENDIX I – DRESS CODE**

### **KINDERGARTEN THROUGH 4<sup>TH</sup> GRADE**

The purpose of the Aristoi Classical Academy Dress Code is to:

- Distinguish the student as a member of a unique and special community,
- Establish a desirable learning environment,
- Maintain order and minimize disruptions,
- Minimize peer pressure,
- Improve the appearance of the student body, and
- Reinforce the academic atmosphere.

Exceptions to the Dress Code will include special event days, which have been preapproved and scheduled by the Superintendent.

#### ***Kindergarten–2<sup>nd</sup> Grade Consequences***

- 1<sup>st</sup> violation: Warning and note/email home to parents
- 2<sup>nd</sup> violation: Lunch detention with a note/email home to parents
- 3<sup>rd</sup> violation: Lunch detention, recess detention, and a note/email home to parents
- 4<sup>th</sup> violation: Further disciplinary action as determined appropriate (may involve speaking with the Head of Grammar School); phone call to parents

#### ***3<sup>rd</sup> and 4<sup>th</sup> Grade Consequences***

- 1<sup>st</sup> violation: Lunch detention with note/email home to parents
- 2<sup>nd</sup> violation: Lunch detention with a note/email home to parents
- 3<sup>rd</sup> violation: Lunch detention, recess detention, and a note/email home to parents
- 4<sup>th</sup> violation: Further disciplinary action as determined appropriate (may involve speaking with the Head of Grammar School); phone call to parents

Because we do not want students to miss social time because of this issue, we request your diligence in ensuring that your child is dressed according to the guidelines.

The administration enforces and determines the appropriateness of all dress and compliance with this Dress Code.

\*If purchasing an athletic uniform is a financial burden, please contact the administration at your campus.

## 2025 - 2026 Grammar Dress Code (Grades K-4)

Dress code may be purchased using our partner vendor of [French Toast](#) OR from local or online vendors that meet the below requirements

<u>Tops</u>	<ul style="list-style-type: none"> <li>■ Color: gold or heather gray</li> <li>■ Style: short or long sleeve polo. Tucked in.</li> </ul> <p>Optional undershirt: solid white short or long-sleeve crew neck</p>
<u>Bottoms</u>	<ul style="list-style-type: none"> <li>■ Color: solid navy; plaid jumper option also available via French Toast</li> <li>■ Style: dress pants or dress shorts just above the knee or longer in a twill or chino material</li> <li>■ Grades 2-4: dress pants or dress shorts must have belt loops</li> </ul> <p>Additionally, <b>girls</b> may wear: capris, skirts*, jumpers* or skorts in a twill material just above the knee or longer</p> <p>*Navy or black shorts should be worn underneath</p>
<u>Belt</u>	<ul style="list-style-type: none"> <li>■ Solid black, brown, or navy belt must be worn with any bottoms that have belt loops</li> </ul>
<u>Socks</u>	<ul style="list-style-type: none"> <li>■ Solid white cuff, crew, or knee-high socks must be worn</li> </ul> <p>Additionally, <b>girls</b> may wear: Solid white or navy footed tights (<b>not leggings</b>) in a plain or cable-knit style</p>
<u>Shoes</u>	<ul style="list-style-type: none"> <li>■ Solid white (with no colored emblems) low-top athletic shoes</li> </ul>
<u>Other</u>	<ul style="list-style-type: none"> <li>■ Backpacks: K-2nd grade are not allowed to use rolling backpacks for safety reasons</li> <li>■ Jewelry: jewelry must not pose a distraction. Only piercings of the ears are allowed.</li> <li>■ Hair and nails: clean and neat. Natural hair colors only. Hairstyles that distract from the learning environment are not allowed.</li> <li>■ Outerwear accessories (scarves, gloves, etc.) may only be worn outdoors</li> </ul>
<u>Spirit Wear</u>	<ul style="list-style-type: none"> <li>■ Tops: approved Aristoi spirit shirt or dress code top</li> <li>■ Bottoms: solid blue denim pants, shorts, skirts, skorts, or jumper just above the knee or longer. All bottoms should be free of frays, rips, tears, or holes or dress code bottoms.</li> <li>■ Shoes: athletic shoes of any color</li> <li>■ Socks: any color ankle, cuff, crew, or knee-length</li> </ul>
<u>Sweaters, Pullovers, &amp; Jackets</u>  Items in this category must be purchased from Aristoi French Toast site unless indicated otherwise	<p><b>Aristoi crest embroidered preferred*:</b></p> <ul style="list-style-type: none"> <li>■ French Toast Sweater: navy v-neck or crew neck button up cardigan, v-neck sweater, front zip sweater</li> <li>■ French Toast Pullover: heather gray or navy quarter zip pullover.</li> <li>■ French Toast Jacket with removable hood</li> <li>■ Additional approved outerwear options sold through Spirit Wear link</li> </ul> <p><small>**Former non-embroidered Aristoi outerwear will be grandfathered for 2025-2026 school year. Students are permitted to wear non-Aristoi outerwear <b>outdoors</b> when the temperature, including wind chill, falls below 50 degrees.</small></p>

## **5TH THROUGH 8TH GRADES**

The purpose of the Aristoi Classical Academy Dress Code is to:

- Distinguish the student as a member of a unique and special community,
- Establish a desirable learning environment,
- Maintain order and minimize disruptions,
- Minimize peer pressure,
- Improve the appearance of the student body, and
- Reinforce the academic atmosphere.

Exceptions to the Dress Code will include special event days, which have been preapproved and scheduled by the Head of School or Headmaster.

### ***5th Through 8th Grades Consequences***

- All violations will result in lunch detention on the day of the violation and an email notification sent home to parents.
- Multiple violations will require further disciplinary action and may require a conference with the Dean of Students or Head of Logic School.

Because we do not want students to miss social time because of this issue, we request your diligence in ensuring that your child is dressed according to the guidelines.

The administration enforces and determines the appropriateness of all dress and compliance with this Dress Code.

\*If purchasing an athletic uniform is a financial burden, please contact the administration at your campus.

## 2025 - 2026 Logic Dress Code (Grades 5-8)

Dress code may be purchased using our partner vendor of [French Toast](#) OR from local or online vendors that meet the below requirements

Tops	<ul style="list-style-type: none"> <li>■ Color: gold or heather gray</li> <li>■ Style: short or long sleeve polo. Tucked in.</li> </ul> <p>Optional undershirt: solid white short or long-sleeve crew neck</p>
Bottoms	<ul style="list-style-type: none"> <li>■ Color: solid navy; plaid jumper option also available via French Toast</li> <li>■ Style: dress pants or dress shorts just above the knee or longer in a twill material</li> <li>■ Grades 5-8 pants and shorts must have belt loops</li> </ul> <p>Additionally, <b>girls</b> may wear: capris, skirts*, jumpers* or skorts in a twill or chino material just above knee or longer *Navy or black shorts should be worn underneath.</p>
Belt	<ul style="list-style-type: none"> <li>■ Solid black, brown, or navy belt must be worn with any bottoms that has belt loops</li> </ul>
Socks	<ul style="list-style-type: none"> <li>■ <b>5th grade only:</b> solid white cuff, crew, or knee-high socks must be worn</li> <li>■ 6th-8th grade: solid white, navy, or black cuff, crew, or knee-high socks must be worn</li> </ul> <p>Additionally, 5th-8th grade <b>girls</b> may wear solid white or navy footed tights (not leggings) in a plain or cable-knit style</p>
Shoes	<ul style="list-style-type: none"> <li>■ <b>5th and 6th grade only:</b> solid white (with no colored emblems) low-top athletic shoes</li> </ul> <p>7th - 8th grade</p> <ul style="list-style-type: none"> <li>■ Color: solid black genuine or synthetic leather</li> <li>■ Dress shoes in the style: Oxfords, Derby, Mary Janes, loafers or flats</li> <li>■ All shoes may have no more than a 1 inch heel</li> </ul>
Other	<ul style="list-style-type: none"> <li>■ Hair and nails: Clean and neat: Natural hair color only. Hairstyles that distract from the learning environment are not allowed.</li> <li>■ No visible tattoos or "body art"</li> <li>■ Jewelry: Jewelry must not pose a distraction. Only piercings of the ears are allowed.</li> <li>■ Make-up: natural in appearance</li> <li>■ Outerwear accessories (scarves, gloves, etc.) may only be worn outdoors</li> </ul>
Spirit Wear	<ul style="list-style-type: none"> <li>■ Tops: approved Aristoi spirit shirt or dress code top</li> <li>■ Bottoms: solid blue denim pants, shorts, skirts, skorts, or jumper just above the knee or longer. All dress code and blue denim bottoms should be free of frays, rips, tears, or holes.</li> <li>■ Socks: any color ankle, cuff, crew, or knee-length</li> <li>■ Shoes: dress code shoes, athletic shoes of any color, or western style boots</li> </ul>
PE attire  <a href="#">PE/Athletic uniform sold through French Toast</a>	<p><b>7th - 8th grade only</b></p> <ul style="list-style-type: none"> <li>■ PE tops &amp; bottoms</li> <li>■ solid white cuff, crew, or knee-high socks</li> <li>■ athletic shoes of any color</li> </ul> <p><b>Cold weather option: Navy or heather gray sweat shirt and/or joggers</b> **Former Aristoi PE or Athletics top without "name bar" will be grandfathered for 2024-2025 school year.</p>
Sweaters, Pullovers, & Jackets  <a href="#">Items in this category must be purchased from Aristoi French Toast site</a> <small>unless indicated otherwise</small>	<p><b>Aristoi crest embroidered preferred*:</b></p> <ul style="list-style-type: none"> <li>■ French Toast: navy v-neck or crew neck button up cardigan, v-neck sweater, front zip sweater</li> <li>■ French Toast Pullover: heather gray or navy quarter zip pullover. Also sold through Brammer's</li> <li>■ French Toast Jacket: removable hood jacket</li> <li>■ Additional approved outerwear options sold through Spirit Wear link</li> </ul> <p><small>**Former non-embroidered Aristoi outerwear will be grandfathered for 2025-2026 school year. Students are permitted to wear non-Aristoi outerwear outdoors when the temperature, including wind chill, falls below 50 degrees.</small></p>

## **9<sup>TH</sup>–12<sup>TH</sup> GRADE**

The purpose of the Aristoi Classical Academy Dress Code is to:

- Distinguish the student as a member of a unique and special community,
- Establish a desirable learning environment,
- Maintain order and minimize disruptions,
- Minimize peer pressure,
- Improve the appearance of the student body, and
- Reinforce the academic atmosphere.

Exceptions to the Dress Code will include special event days, which have been preapproved and scheduled by the Head of School or Headmaster.

### ***9<sup>th</sup>–12<sup>th</sup> Grade Students Consequences***

- All violations will result in lunch detention on the day of the violation and an email notification sent home to parents.
- Multiple violations will require further disciplinary action and may require a conference with the Dean of Students or Head of Rhetoric School.

Because we do not want students to miss social time due to this issue, we request your diligence in ensuring that your child is dressed according to the guidelines.

The administration enforces and determines the appropriateness of all dress and compliance with this Dress Code.

\*If purchasing an athletic uniform is a financial burden, please contact the administration at your campus.

## 2025 - 2026 Rhetoric Dress Code

(Grades 9-12)

Dress code may be purchased using our partner vendor of [French Toast](#) OR from local or online vendors that meet the below requirements

Tops	<ul style="list-style-type: none"> <li>■ Color: white</li> <li>■ Style: Short or long sleeve polo or Oxford button down shirt. Tucked in.</li> </ul> <p>Optional undershirt: solid white short-sleeve crew neck</p>
Bottoms	<ul style="list-style-type: none"> <li>■ Color: solid navy, khaki or optional plaid sold by French Toast</li> <li>■ Style: dress pants or dress shorts just above the knee or longer</li> <li>■ Grades 9-12 dress pants and dress shorts must have belt loops</li> </ul> <p><small>**Grandfathered for 2024-2025 school year: former Flynn O'Hara plaid skirt and plaid tie</small></p> <p>Additionally <b>girls</b> may wear: capris, skirts* or skorts in a twill or chino material just above the knee or longer</p> <p><small>*Navy or black shorts should be worn underneath</small></p>
Belt/Optional Tie	<ul style="list-style-type: none"> <li>■ Solid black, brown, or navy belt must be worn with any bottoms that has belt loops</li> <li>■ Optional: navy tie or plaid tie sold through Aristoi French Toast site</li> </ul>
Socks	<ul style="list-style-type: none"> <li>■ Color: solid white, navy, or black</li> <li>■ Style: cuff, crew, or knee-high socks must be worn</li> </ul> <p>Additionally girls may wear solid white or navy footed tights (not leggings) in a plain or cable-knit style</p>
Shoes	<ul style="list-style-type: none"> <li>■ Color: solid black genuine or synthetic leather</li> <li>■ Dress shoes in the style: Oxfords, Derby, Mary Janes, loafers or flats</li> <li>■ All shoes may have no more than a 1 inch heel</li> </ul>
Other	<ul style="list-style-type: none"> <li>■ Hair and nails: Clean and neat. Natural hair color only. Hairstyles that distract from the learning environment are not allowed.</li> <li>■ No visible tattoos or "body art"</li> <li>■ Jewelry: Jewelry must not pose a distraction. Only piercings of the ears are allowed.</li> <li>■ Make-up: natural in appearance</li> <li>■ Outerwear accessories (scarves, gloves, etc.) may only be worn outdoors</li> </ul>
Spirit Wear	<ul style="list-style-type: none"> <li>■ Tops: approved Aristoi spirit shirt or dress code top</li> <li>■ Bottoms: solid blue denim pants, shorts, skirts, skorts, or jumper just above the knee or longer. All dress code and blue denim bottoms should be free of frays, rips, tears, or holes.</li> <li>■ Socks: any color ankle, cuff, crew, or knee-length</li> <li>■ Shoes: dress code shoes, athletic shoes of any color, or western style boots</li> </ul>
PE/Athletics attire	<p><b>9th grade PE &amp; Athletics class</b></p> <ul style="list-style-type: none"> <li>■ PE/Athletics tops &amp; bottoms</li> <li>■ solid white, navy, or black socks</li> <li>■ athletic shoes of any color</li> </ul> <p>Option for cold weather days: navy or heather gray sweat shirt and/or joggers</p>
Sweaters, Pullovers, & Jackets	<p><b>Aristoi crest embroidered preferred*:</b></p> <ul style="list-style-type: none"> <li>■ French Toast: navy v-neck or crew neck button up cardigan, v-neck sweater, front zip sweater</li> <li>■ French Toast Pullover: heather gray or navy quarter zip pullover. Also sold through Brammer's</li> <li>■ French Toast Jacket: removable hood jacket</li> <li>■ Additional approved outerwear options sold through Spirit Wear link</li> </ul> <p><small>**Former non-embroidered Aristoi outerwear will be grandfathered for 2025-2026 school year. Students are permitted to wear non-Aristoi outerwear outdoors when the temperature, including wind chill, falls below 50 degrees.</small></p>

[PE/Athletic uniform sold through French Toast](#)

[Items in this category must be purchased from Aristoi French Toast site](#)

unless indicated otherwise



## CASUAL DRESS GUIDELINES

Aristoi Classical Academy will designate specific Casual Dress days. On these days, the scholar's attire should be comfortable for all school activities and not distract from the learning environment. If a scholar's clothing causes a distraction, they will be referred to the administration.

Casual Dress days should maintain a focused and comfortable learning atmosphere for all scholars. Clothing choices should support this objective.

### Tops:

- ALL tops must have sleeves
- Tops must not reveal any areas of the waist or upper body (NO CLEAVAGE).
- Tops must be opaque in fabric

### Bottoms:

- Bottoms must cover undergarments at all times
- Bottoms must be worn at the waist (no "sagging" pants)
- Bottoms must be knee length or longer
- Bottoms should NOT have holes, cuts, rips, or frays

### Footwear:

- Closed-toe shoes are to be worn on school grounds at all times
- Shoes may not have heels over 2" in height
- Not allowed: Steel-toed boots, flip-flops, slippers, foam footwear (Crocs or the like)

### Other items NOT allowed:

- Tight, form-fitting, stretchy activewear
- Pajamas
- Lounge pants
- Bandanas/hats/headscarves/headwraps unless for religious or medical purposes
- Sunglasses and nonprescription eyewear
- Chains, spiked jewelry, or spiked accessories (including belts)
- Clothing with logos or designs promoting alcohol, drugs, tobacco, gang affiliation, nudity, profanity, violence, or inappropriate content is not allowed and may be confiscated

The school's administration is authorized to determine the suitability of students' attire and grooming. The administrator is the person designated to enforce the Dress Code on campus.

Please note that inappropriate dress will result in the student calling parents to bring appropriate clothes. The student will not be allowed to remain in class until appropriate attire is brought for the student to wear.

## **APPENDIX II – CRITERIA FOR EARNING A LETTERMAN**

### **ATHLETIC LETTER REQUIREMENTS**

- Member of varsity team in Cross Country, Volleyball, Football, Basketball, or Soccer
- No academic suspension or other removal from the team during the season
- Fewer than two behavioral referrals during the athletic season; no suspensions

### **THEATER LETTER REQUIREMENTS**

Points needed to qualify: 12

All points that are not for taking a theater class must be earned outside of class time unless previous permission is granted.

Point opportunities:

- Minimum of two (2) years in Theatre (1 point each year)
- Perform in a production
- Main role: 3 points
- Minor role: 2 points
- Walk-on or understudy: 1 point
- Participate in a theater/speech contest or festival (2 points)
- Duet acting scene or monologue, out of class and performed (1 point)
- Design and run lights or sound for a show (2 points)
- Design and pull costumes/props for a show (1 point)
- Organize the greenroom (1 point)
- Make-up design and implementation for a production (1 point)
- Set construction or strike (1 point)
- Direct a piece performed outside of class (2 points)
- Stage manage a production (3 points)
- Design a program for a production (1 point)
- Ticket or house crew (1 point)
- Build a costume (2 points)
- Write an original script (extracurricular/produced):
- Full-length: 3 points
- One act: 2 points
- Scene: 1 point
- Attend a production outside of school and write a review (1 point)

### **BAND LETTER REQUIREMENTS**

Points needed to qualify: 12 Point opportunities:

- Minimum of two years in Band (1 point each year)

- Earning an “A” for each semester completed (2 points each year)
- No missed rehearsals or performances each year in Band (2 points each year)
- Region or Area Band audition (1 point each)
- Region or Area Band selection (2 points each)
- All-State Band, Orchestra, or Jazz selection (3 points each)
- Section Leader (1 point each year)
- Jazz Ensemble participation (1 point each year)
- Concert attendance at performances outside of school (1 point each year)

## **ART LETTER REQUIREMENTS**

Points needed to qualify: 12 Point opportunities:

- Minimum of two years of art (1 point each year)
- Participation in any art contest (1 point each contest)
- Receiving a 4 at VASE UIL Art Competition (1 point)
- Participation in VASE and chosen for State (1 point)
- Participation in the art exhibit (1 point each year)
- Earning an “A” for each semester completed (2 points each year)
- Help with backdrops for theater productions (up to 2 points)
- Create advertisements for school functions (up to 2 points)
- Create banners to increase school spirit (up to 2 points)
- A professional portfolio presentation with quality work that illustrates the student’s artistic talent and quest for artistic excellence (2 points)
- Eloquently written Artist Statement (500 words minimum) that shows the student has mastered the ability to communicate about their art (1 point)

## **CHOIR LETTER REQUIREMENTS**

Points needed to qualify: 12 Point opportunities:

- Minimum of two years of choir (1 point each year)
- Earning an “A” in each semester completed (2 points each year)
- Participation in any choir/voice contest (1 point each contest)
- Participation in the fall and spring concert (1 point each year)
- Successful presentation of a solo in a public performance (2 points each year)
- Participation in a performance in the community (up to 2 points each year; must be approved by choir teacher to qualify)
- Section Leader (1 point each year)
- Help with set-up/tear-down for choir concerts (1 point)
- Eloquently written Artist Statement (500 words minimum) that shows the student has mastered the ability to communicate about music and performance (2 points; see choir director for guidance)

## **APPENDIX III – TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCESS**

Please note the Title IX Grievance Process is administratively adopted. Therefore, it can be altered by the administration for cases on a going forward basis. Any updates to the process made during the 2025-26 school year can be found on Aristoi's Title IX website at: <https://www.aristoiclassical.org/district-resources/business-office/title-ix-compliance>

## APPENDIX IV – FORMS

### FERPA DIRECTORY INFORMATION OPT-OUT FORM

“Directory Information” means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA permits

Aristoi Classical Academy to designate certain personal information as “directory information,” which may be released to anyone who follows the procedures for requesting it as proscribed in school policy.

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

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

PLEASE CIRCLE YES OR NO

For all students:

YES	NO	I give permission for my student’s directory information to be used for school-related purposes.
YES	NO	I give permission for my student’s name, address, and telephone number to be provided upon request by law enforcement officials and authorities.

For secondary students only:

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

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PRINT Student's Full Legal Name

---

Student's Date of Birth

---

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

---

Parent/Guardian Signature  
or Eligible Student Signature

---

Date

## USE OF STUDENT WORK IN SCHOOL PUBLICATIONS

Occasionally, Aristoi Classical Academy wishes to display or publish a student's name and photo along with student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), on social media accounts operated by the school, and in school publications. Aristoi Classical Academy agrees to use these student projects in this manner.

Parents/Guardians: Please circle one of the choices below:

I, parent/guardian of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** Aristoi Classical Academy permission to use my child's artwork, photos, or other original work in the manner described above.

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

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

## MEDIA RELEASE FORM

Throughout the school year, there may be times when Aristoi Classical Academy staff, the media, or other organizations (with the approval of the Headmaster), may take photographs of students, audiotape and/or videotape students, or interview students for school-related stories in a way that would individually identify a specific student.

### Privacy Code Selections and Implications:

By checking the boxes below, you are granting the school permission to utilize pictures via the corresponding communication channels.

	Yes	No
School-Confined Publications (Internal Documents and Presentations)		
Programs for Performances		
Yearbook (name and individual, class, group, club, or candid pictures)		
School Publications (Available to Public)		
District/Campus Webpage		
Social Media Platforms (Facebook, LinkedIn)		

Student's Legal Name: \_\_\_\_\_

Parent Legal Name: \_\_\_\_\_

Campus Student is Attending: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

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

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



## ACCEPTABLE USE AGREEMENT ACKNOWLEDGMENT FORM

I have read and agree to abide by Aristoi Classical Academy's Student Technology Acceptable Use Policy (See page 110). I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(If you are under the age of 18 a parent or guardian must also read and sign this Acceptable Use Agreement Acknowledgement Form.)

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

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

\_\_\_\_\_  
Date

**ARISTOI CLASSICAL ACADEMY**  
**2025-2026 FAMILY ACKNOWLEDGMENT OF RESPONSIBILITY**

This Family Handbook, Policies and Procedures, 2025-2026, and Student Code of Conduct have been created to help each student gain the greatest possible benefit from the school experience. Parents must read and discuss this document with their child. Your signature below acknowledges your receipt of a copy of the Handbook, represents that you have read or will read and discuss this Handbook with your child, and indicates that you understand the responsibilities outlined within. Your signature further acknowledges your notice of and assent to the affirmative or opt-in provisions contained in the aforementioned Family Handbook. A copy of this form will be kept on file by Aristoi Classical Academy.

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Student Name (Please Print)

Grade

---

Student Signature

Date

---

Parent(s) Signature(s)

Date

The school reserves the right to revise, supplement, or rescind any policies or portion of the Handbook in its sole and absolute discretion. Parents and students will be notified of such changes to the Handbook as they occur. This Handbook supersedes all previous student handbooks, provisions in the charter application, and any memoranda of the administration that might have been issued on subjects covered herein. Neither this Handbook nor any provision included herein constitutes a contract or creates any contractual obligation or right of any kind between Aristoi Classical Academy and the parents or Aristoi Classical Academy and the students.

\* \* \* \* \*

As a user of the school computer network, I agree to comply with the Technology Appropriate Use Policy, as stated in this Family Handbook, Policies and Procedures, 2025-2026, and to use the network in a constructive manner.

---

Student Name (Please Print)

---

Student Signature

Date

## FREQUENTLY ASKED QUESTIONS 2025-26

The school's goal is to enable parents to make informed decisions and to effectively communicate all policies. Please initial in the blanks below to indicate your acknowledgment of the following frequently asked questions:

\_\_\_\_\_ **Does Aristoi Classical Academy enforce the Dress Code specified in the Appendix?** Yes, parents will be notified of all Dress Code violations. Students in grades 3–12 who are not in compliance will receive lunch detention that day. Students in grades K–2<sup>nd</sup> will receive lunch detention on the second and thereafter violations.

\_\_\_\_\_ **What type of outerwear (i.e., sweaters, jackets) may be worn at school?** Only the approved sweater, pullover, and jackets detailed in the Dress Code in the Appendix of this Handbook may be worn during School hours. If the weather is below the temperature suitable for Dress Code approved outerwear, personal coats or jackets may be worn outside of the building at the discretion of Aristoi Classical Academy's faculty and staff.

\_\_\_\_\_ **What is considered an excused absence?** An absence is excused only for the reasons listed under "Excused Absences" in the section of "Attendance" and only if a note is emailed to the Attendance Office ([attendance@aristoiclassical.org](mailto:attendance@aristoiclassical.org)) or sent to school within three (3) days of the student returning to school.

\_\_\_\_\_ **Do I need to send a note if my child is absent, even if I called the school?** Yes, we must have an excuse in written or emailed form within three days or the absence will be unexcused.

\_\_\_\_\_ **Are there academic consequences (penalties) for an unexcused absence?** Yes, students will receive a "Zero" (0) in each subject for all unexcused absences, excluding major projects and tests.

\_\_\_\_\_ **What is truancy? Does Aristoi Classical Academy file truancy charges?** If a student is absent without an excuse for three (3) or more days or parts of days in a four-week period, or ten (10) or more days or parts of days in a six-month period, it is considered truancy. Yes, ACA reserves the right to file truancy charges.

\_\_\_\_\_ **What excuses a tardy?** Only proof of a doctor's visit excuses a tardy.

\_\_\_\_\_ **What excuses an early dismissal?** Only a school-sponsored early release or the reasons stated for an excused absence excuse an early dismissal.

\_\_\_\_\_ **What is the latest time a parent may notify the office of early dismissal or carpool changes?** Parents must call the front office or email [elementarycarpool@aristoiclassical.org](mailto:elementarycarpool@aristoiclassical.org), [uppercarpool@aristoiclassical.org](mailto:uppercarpool@aristoiclassical.org), or [cypresscarpool@aristoiclassical.org](mailto:cypresscarpool@aristoiclassical.org) by 2:00 PM. for early dismissal or carpool changes. If parents do not notify the office by 2:00 PM, their students will only be released in carpool to persons listed on the students' approved pickup lists.

\_\_\_\_\_ **What is the latest time a parent may sign out a student for early pickup?** Students may be signed out at the front desk up until 2:30 PM at the Aristoi Katy Grammar School and

2:45 PM at both the Aristoi Katy Logic and Rhetoric School and Aristoi Cypress. After 2:30 PM. (Katy Grammar School) or 2:45 PM (Katy Logic & Rhetoric School and Cypress), students must be picked up through carpool.

**\_\_\_\_\_ May parents bring food or treats for the class for their child's birthday or for special occasions?** Yes, parents may bring treats for the class. Parents may drop off treats at the office for their child's birthday to be given out after 2:30 PM. at the teacher's discretion. In consideration of students with dietary restrictions, please notify the teacher in advance of bringing treats.

**\_\_\_\_\_ May I join my child for lunch?** Yes, parents are welcome to join their children for lunch during their scheduled time, except on days of School testing or when the administration calls for a closed campus. Parents and children are seated at a designated area in the lunchroom. Parents may bring their own children lunch but may not bring food for other students. An hour's notice ahead of your arrival is appreciated.

**\_\_\_\_\_ Can students or parents return to classrooms after afternoon carpool to retrieve forgotten items?** No, teachers and staff have their afternoon duties and are not in their classrooms after carpool. At Aristoi Classical Academy, we encourage a culture of student accountability and responsibility.

**\_\_\_\_\_ (For students under 13 years of age) Can the school sign my child up for Internet accounts used in the classroom for educational purposes?** Yes, by signing the 2025-2026 FAMILY HANDBOOK ACKNOWLEDGEMENT in this Handbook, I consent to the school acting on my behalf to create any necessary Internet accounts for my child in compliance with the Children's Online Privacy Protection Act (COPPA) and all other applicable laws.

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

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



### ACKNOWLEDGMENT OF COMPULSORY ATTENDANCE 2025–2026

I have received information regarding the requirements for compulsory attendance and attendance for credit. My signature is an acknowledgment that I have received this notice.

Name of Student	Grade Level
Address City/State/Zip	
Parent/Guardian Name	Home/Work Phone Numbers
Parent/Guardian Signature	Date
Parent/Guardian Name	Home/Work Phone Numbers
Parent/Guardian Signature	Date



## ACKNOWLEDGMENT OF LATE PICKUP POLICY

### ***School Year 2025–2026***

Late pickup is defined as students not picked up by 3:30 p.m. for the Grammar School and 3:50 p.m. for the Logic School and the Rhetoric School and the Cypress Campus in the designated carpool area from Aristoi Classical Academy. To avoid abandonment charges, please be prompt.

\*\*\*\*\*

I understand that a late pickup, as defined as any time after 3:30 p.m. for the Grammar School and 3:50 p.m. for the Logic School and the Rhetoric School and Cypress, of my child from Aristoi Classical Academy may result in Aristoi Classical Academy filing abandonment charges with the local authorities.

Administrative discretion will be used for severe emergencies, such as weather.

I, \_\_\_\_\_ (parent name), acknowledge the procedures for late pickup from Aristoi Classical Academy.

Student Name (please print)

\_\_\_\_\_

Grade Level \_\_\_\_\_ Teacher \_\_\_\_\_

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

## EMPLOYEES ONLY

### ***2025-2026 FAMILY Handbook Acknowledgement***

I, \_\_\_\_\_, acknowledge that I have read and have had the opportunity to ask any questions I have regarding the Aristoi Classical Academy Family Handbook, Policies and Procedures, 2025-2026. I also agree to comply with the provisions in this Handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date