



Family Handbook
Policies and Procedures
2023 - 2024

Version 10/20/2023

Welcome to Aristoi!

Dear Aristoi Family,

Western Civilization has traditionally assumed that the family is the fundamental building block of society. Strong families uphold the commonwealth; weak families are portents of its disintegration. Today, strong families seem to be the exception, and even parents who are simply trying to anchor their children in the timeless ideals of manhood and womanhood find the ground shifting beneath their feet. What is to be done?

At Aristoi, we think a good school can go a long way toward fostering strong families. The Aristoi network operates tuition-free classical academies in order to lead young people to discover the permanent bedrock of the human condition—transcendent Truth, the classical Virtues, tested Tools of Learning, the works of the Great Tradition—so that they may build their lives on solid ground. We carry out this mission in an age when the sandstorms of social media, moral indoctrination, irrational fads, intimidation, and political agendas increasingly obscure the foundations upon which human flourishing must be founded.

An Aristoi graduate is formed to know the Truth, and to enter adulthood free to live well. This “Aristoi Family Handbook” is designed to outline the policies and practices that make that formation possible, and to describe how we carve out a space where teachers can truly teach and children can truly learn.

I’m so glad you are joining us this school year! I recommend an Aristoi classical liberal arts education to every parent I meet. And I am meeting more parents all the time; Aristoi is actively expanding in order to make the priceless gift of an Aristoi education available to every family in the Greater Houston area. This gift, however, can only fulfill its promise in the context of active support from parents. It is not the road most traveled or the path of least resistance. Therefore, I encourage you to take time to read through this Handbook and follow up with one of your campus administrators if you have any questions.

Welcome! You have found a life-changing school for your children, and we have an exciting year ahead of us as we partner together to form them to discern and love the True, Good, and Beautiful for a lifetime.

Sincerely Yours,

Matthew D. Watson
Superintendent

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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-8)

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

Aristoi Classical Academy – West Houston (Est. 2024)

Location to be determined

WHY WE EXIST

Aristoi 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 half-truths. 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 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 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

Superintendent	Matthew Watson
Admin. Assistant to the Superintendent	Christi Lester
Chief Financial Officer	Anna Amboree
Business Manager	Joanne Bravo
Director of Human Resources	Peter Brownell
Director of Technology	Jim Jones
Director of Special Education	Blaine Locheed
Director of Facilities	Kevin Johnson
PEIMS Coordinator	Jacqueline Carpio
District Testing Coordinator	Tiffany Madison
ESL Coordinator	GINNA Balestrini
District Registrar	Lauren Boling
Marketing & Communications Coordinator	Heather Lamb
Child Nutrition Coordinator	Rashonda Davis

ARISTOI CLASSICAL ACADEMY - KATY ADMINISTRATION AND STAFF

Grammar:

Headmaster	Kathryn Locheed
Admin. Assistant to the Headmaster	Kelly Miller
Head of Grammar	Tamara Polvogt-Gallagher
Admin. Assistant to the Head of Grammar	Kate Ober
Dean of Students/Student Services Coordinator	Kimberly Elgie
Counselor/504 Coordinator	Allison Bayles
Math Specialist/Campus Testing Coordinator	Stefanie Hall
Reading Specialist	Evette Haberman
Student Care	Stormie Ramirez
Registrar	Carol Garza
Receptionist	Roxanna Lara
Kindergarten Team Lead	Lana Mock
1st grade Team Lead	Kristina Hope
2nd grade Team Lead	Janie DeCesare
3rd grade Team Lead	Kimberli Weddle

4th grade Team Lead
Specials Team Lead
Special Education Team Lead

Jessica Philips
Christina Boroughs
Jessica Castillo

Katy Logic/Rhetoric:

Headmaster
Admin. Assistant to the Headmaster
Head of Logic/Rhetoric
Admin. Assistant to the Head of Logic/Rhetoric
Assistant Head of Logic
Dean of Students
Admin. Assistant/Campus Testing Coordinator
Counselor
College & Career Counselor
Student Services Coordinator
Receptionist
Attendance
5-8 Registrar
9-12 Registrar
Student Care Coordinator
504 Coordinator
Athletic Director
Logic Humanities Dept. Chair
Logic Science Dept. Chair
Logic Math Dept. Chair
World Languages Dept. Chair
Fine Arts Dept. Chair
Humane Letters Dept. Chair
Rhetoric Math Dept. Chair
Rhetoric Science Dept. Chair
Special Education Dept. Chair

Kathryn Locheed
Kelly Miller
Dr. Claudiu Cimpean
Laura Chase
Kelly Garrison
Douglas Thompson
Rehanna Dornelly
Arlena Ramirez Garcia
Beverly Murphy
LaNessa Harrison
Amber Piercy
Heidi Manna
Lauren Boling
Kimberly Hubbard
Anneca Sarver
Ashley Stepp
Terrence Boling
Ryan Birsinger
Jennifer Turner
Sue Ulrey
Dr. Gwendolyn Gruber
Dr. Ronald Montgomery
Violet Slowey
Michelle Mullet
Dr. Russell Stepp
Dr. Christi Hicks

ARISTOI CLASSICAL ACADEMY - CYPRESS ADMINISTRATION AND STAFF

Headmaster
Admin. Assistant to the Headmaster
Dean of Students
Assistant to Administration
General Education/Academic Counselor
Student Services/Campus Testing Coordinator
Special Education/ARD Facilitator
Dyslexia Specialist/Reading Interventionist
Math Specialist
Reading Specialist

Mark Pertuso
Kimberly Wallace
Danielle Turner
Denise Lindsay-Jobs
Joseph Beck
Tanya Pabor
Andria Monceaux-Smalley
Peggy Clark
Rossana LeBlanc
Tanya Pabor

Kindergarten Team Leader
First Grade Team Leader
Second Grade Team Leader
Third & Fourth Grade Team Leader
Fifth Team Leader
Sixth, Seventh, & Eighth Team Leader
Specials Team Leader
Registrar/Attendance Clerk
Child Nutrition Manager
Child Nutrition Aide
Student Care
Custodian/Maintenance
Custodian
Receptionist

Tiana Terry
Ruth Anne Kormash
Stephanie Regitz
Sharee GrothOlson
Jennifer Thompson
Megan Fast
Justin Probst

Makenzie Long
Nakia Gilmore
Indira Vormbrock
Maritza Kjellander
Evelin Ramirez
Sarah Hopkins

ARISTOI CLASSICAL ACADEMY – WEST HOUSTON ADMINISTRATION AND STAFF

Founding Headmaster

John Creech

HOW WE PARTNER WITH PARENTS - LOGISTICS

ENROLLMENT

Currently enrolled students will be automatically enrolled for the following school year. 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 Classical Academy, 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 1st through January 31st.

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.

Submission of Applications and Admissions Lottery

The lottery draw will include students who have completed the application process during the open enrollment period. Multiples (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 that it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (up until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arise before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

All applicants will receive notification within fifteen (15) 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. If the application is received after the lottery has been completed, or after the application period has passed, the applicant's name will be added to the bottom of the waiting list in the order received.

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 1st of the school year in which they seek to enroll (Texas Education Code § 42.003(d)). To qualify for first grade the child must be six (6) years old on or before September 1st of the school year they are applying for. Children under the age of six (6) by September 1st of the school year in which they seek to enroll may enter 1st 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 General Education Counsellor at each campus.

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, applicants and the school in which the student was previously enrolled shall 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.

The school shall 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 you 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

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 a 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 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

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

TRANSFER STUDENTS

Generally speaking, 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 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 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 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.

Prekindergarten and Kindergarten

Students enrolled in prekindergarten and/or 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 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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, unexcused absences, and make-up work will follow the same policies on pages 15-20.

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. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the student's enrollment, the school shall issue a warning letter to the student after the third unexcused absence stating that the student's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, 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.
- An 18-year-old senior may sign themselves out with the written and verbal permission of their parent/guardian.
- 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, or a person living in the student's home).
- 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; or
 - 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; and

- Absence for up to two days in a school year for service as an early voting clerk, provided the student receives approval from <<title>> 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.

Should an absence be unavoidable due to sickness or another reason, **an email or note signed by the parent, guardian, or doctor explaining the reason for the absence must be submitted upon the student's return to 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 is not received by the Attendance Clerk within three (3) days following the student's return to 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 an extended absence from Aristoi Classical Academy, the student must return to school with a statement from a physician or health clinic verifying the illness or other condition requiring the extended absence. Failure to do so will result in an unexcused absence. The school has the discretion to exclude any student who is absent due to an illness or other condition requiring an extended absence until such statement is received.

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 Headmaster. 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—4th 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.

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 shall check out through the appropriate office before leaving the campus. Students who leave campus at any time without parental permission and administrative approval shall 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. **The school shall not be responsible for any thefts or damage to vehicles.**

School officials may search vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by school policy. Students shall be responsible for any prohibited items found in vehicles parked on school property. If a school administrator or law enforcement official has reason to believe that a vehicle may contain evidence of criminal activity, the student will be asked to consent to a search of the vehicle. If the student refuses to consent, the school shall contact the student's parents and may turn the matter over to local law enforcement officials.

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.

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 Headmaster or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services website at: <http://www.dshs.state.tx.us/idcu/investigation/conditions/>.

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

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

The final decision to send a student home from school due to illness will reside 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.**

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

TRUANCY

The school 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.

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 before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers **MUST** go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

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

Additionally, the 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 shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

DISRUPTIONS

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

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people 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 AND DISMISSALS

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 day begins at 7:55 AM.; students may not be dropped off at the Logic School and 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. The Logic School and the 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 more 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@aristoiclassical.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 3:30 PM. The school has a legal obligation to report any abuse and/or neglect to Children's 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@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 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) tardies during any one 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, unexcused absences, and make-up work will follow the same policies on pages 15-20.

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.

ATTENDANCE, ETC - CYPRESS

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 twenty (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 Aristoi Cypress 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.

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

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 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 7:55 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) tardies during any one 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 15-20.

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.

CONTINUED ENROLLMENT

A pattern of low grades, poor work habits, poor conduct, or excessive absenteeism or tardiness can jeopardize a student's continued enrollment in Aristoi Classical Academy. Promotion to the next grade level will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

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 shall also provide the name of the new school in which the student will be enrolled, and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

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

Withdrawing students and parents are expected to:

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

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

Involuntary Withdrawal

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

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

Additionally, 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.

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. A fee for lost, damaged, or overdue library books; 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, 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.

FOOD SERVICE

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.

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

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to 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.squaremeals.org.

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.

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 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 of 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 shall 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 mediation 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.

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

The school'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.

OUTSTANDING DEBT

If a student has acquired unresolved debt (e.g., fees, library book, lunch bill, textbook bill), the school may withhold or delay providing a certified or official transcript.

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 our 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 seems 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 and sexually transmitted diseases; and
 - If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.
- Before a student receives human sexuality instruction, 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 district's website.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use 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.

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 Counsellor 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 Counsellor 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.

The letter and numerical grades for **K–8th** grades are listed below:

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

For **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

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.

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. Homework's immediate educational purposes 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 18-19). 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 one seventh of the cumulative semester average.

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

Parent Option for Students to Repeat Grades or Courses

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

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

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

An election for a student to repeat a grade or retake a high school course must be made in writing. If 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 Headmaster 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 Headmaster, 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 shall decide whether the student should be retained or retake a grade or course. Aristoi Classical Academy must abide by the parent's decision.

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

ACADEMIC PROBATION

Students in Grades 3 through 12 whose overall academic average is below a “C” (i.e., below 70%) at the end of any grading period are automatically placed on academic probation for the following grading period. For any student in Grades 3 through 12 who has an average of less than a “C” (70%) for the academic (school) year, the parent may be advised to seek an alternate school for the child for the next year or the student may be recommended for retention. Exceptions are possible only when extenuating circumstances have affected the student’s academic performance. A student will be removed from academic probation when his or her GPA for a full semester is a “C” or above.

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.

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
- 3rd, 4th, and 5th year of any single language (other than English)
- Rhetoric II: Senior Thesis
- Algebra II Honors, Pre-Calculus, Calculus and/or higher courses
- Any courses labeled as “AP” or “Honors”
- American Political Economy

GRADUATION

High 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.

GRADUATION 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 in order 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 State Board of Education (“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 high school students to complete a cardiopulmonary resuscitation (“CPR”) awareness and training program in order to graduate. The CPR awareness course is not taken for credit and does not result in CPR certification. 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 Principal 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, ACT-Plan, SAT, or ACT exam; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the 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 campuses Guidance Counsellor for more information.

FINANCIAL AID APPLICATION REQUIREMENT

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

Students may consult with their Guidance Counsellor 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;
- 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; or
- A <<school counselor>>r authorizes the student to opt out for good cause.

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

- A screenshot that includes the processed date field of the FAFSA 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 four years of high school but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

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

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

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

NOTE ON STUDENTS TRANSFERRING AFTER GRADE 11

Students who enroll in the school 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.

HIGHEST RANKING STUDENT GRADUATE 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.

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

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

STAAR or EOC assessments are administered for the following courses:

- Algebra I;
- 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.

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.

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 high 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. This 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

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 TSI-Accuplacer.

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 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, each teacher, along with 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 Headmaster or designee.

TRANSPORTATION

Aristoi Classical Academy does not provide regular transportation to and from school, unless required by a student's Individualized Education Plan ("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 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, the student's admission, review, and dismissal committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

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

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

- The student must have passed the required parts of the 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 school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the 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 281-391-5003 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

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vaporizing product while on school property or while attending an off-campus school-related activity. 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.

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

Over-the-counter (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, shall 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.

PRESCRIPTION MEDICATION

Only prescription medications from a physician or advanced nurse practitioner (“ANP”) and filled by a pharmacist licensed in the State of Texas. In accordance with the Texas Board of Nursing Practice Act, Aristoi Classical Academy will not administer medications prescribed or fulfilled in Mexico. Prescription medications will be given to students. 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.

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.

In certain emergency situations, Aristoi Classical Academy may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the school’s medical advisor and when the parent has previously provided written consent for emergency treatment.

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-ADMINISTRATION OF 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 the skill level necessary to self-administer the prescription 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 auto-injectors (EpiPens) on its campuses as prescribed by a physician and/or other authorized person. The school nurse, 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, Head of School, Headmaster and an incident report filed that an EpiPen was used and the circumstances surrounding its use. No later than the 10th 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. 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 10th 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 shall 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 supervising or delegating the administration of an EpiPen; possessing, maintaining, storing, or disposing of an EpiPen; dispensing an EpiPen; administering or assisting in administering an EpiPen; providing, or understanding or failing to undertake, any other act permitted or required by this policy. 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.

STEROID 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 shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

DYSLEXIA AND RELATED DISORDERS

From time to time, students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the State of Texas. The program approved by the state must include screening at the end of the school year of each student in kindergarten and each student in the first grade. Parents will be notified should

Aristoi Classical Academy determine a need to identify or assess their student for dyslexia and related disorders.

HEALTH SCREENINGS

ATHLETICS PARTICIPATION

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;
- Marching band; or
- Any extracurricular programs identified by the Superintendent.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder.

FITNESS TESTING

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

VISION AND HEARING

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. A student may be screened using photo screening to detect vision disorders.

Screening records for individual students may be inspected by the Texas Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

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

TYPE II DIABETES RISK ASSESSMENT FOR ACANTHOSIS NIGRICANS (AN)

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

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

SPINAL

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year.

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. For information on the timing of screenings to coordinate the student's screening by the health care provider in a timely manner.

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

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 "2022–2023 Immunization Requirements for Schools" available on the Texas Department of State Health Services website at <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>.

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

PROVISIONAL ENROLLMENT

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

HOMELESS STUDENTS

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

CHILDREN IN FOSTER CARE

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

TRANSFER STUDENTS

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

MILITARY DEPENDENTS

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

EXCLUSIONS FROM IMMUNIZATION REQUIREMENTS

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

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

To claim an exclusion for reasons of conscience, including a religious belief, the student’s parent must present a completed, signed, and notarized affidavit on a form provided by the Texas Department of State Health Services, indicating that the student’s parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the student’s religious belief. The affidavit is valid for a two-year period from the date of notarization.

The form affidavit may be obtained by writing the Texas Department of State Health Services Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at [Affidavit Request for Exemption from Immunization](#). The form must be submitted to the Superintendent or designee within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

However, Aristoi Classical Academy may exclude a student who has not received the required immunizations for reason of conscience in times of emergencies or epidemics declared by the Texas Department of State Health Services, so long as that immunization is directly related to these.

Updates and changes in state requirements can be found at 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.

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

IMMUNIZATION RECORDS REPORTING

The school's record of a student's immunization history, while private in most instances, may be inspected by the Texas Education Agency ("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,

To maintain control of this issue, classes will be checked periodically and randomly. If it is confirmed that a child has head lice, then every child in that class, as well as any of their siblings in the school, will be thoroughly checked. 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 cases 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. Remove students with head lice.
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:

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.

WHAT ARE THE SYMPTOMS?

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

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

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Vaccination: Bacterial meningitis caused by *Streptococcus pneumoniae* and *Neisseria meningitidis* may be prevented through vaccination. The vaccine 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 7th–12th grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (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.

WHO IS AT RISK FOR BACTERIAL MENINGITIS?

Certain groups are at increased risk for bacterial meningitis caused by *Neisseria meningitidis*. These risk factors include HIV infection, travel to places where meningococcal disease is common (such as certain countries in Africa and in Saudi Arabia), and college students living in a dormitory. Other risk factors include having a previous viral infection, living in a crowded household, or having an underlying chronic illness. Children aged 11–15 years have the highest rate of death from bacterial meningitis caused by *Neisseria meningitidis*. Youth who are in the age range of 16–23 years have the second highest rate of disease caused by *Neisseria*

meningitidis.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

FOR MORE INFORMATION:

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

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

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 Counsellor or an Administrator involved 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 Counsellor or an Administrator involved to identify a student who may need intervention.

The General Education Counsellor 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 Counsellor 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.

INFORMATION ON STUDENT ID CARDS

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

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 shall 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 shall 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	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

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



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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. 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 48th 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).

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

Plan for Addressing Sexual Abuse, Sex Trafficking, and Other Maltreatment of Students: Aristoi Classical Academy has established a plan for addressing child sexual abuse, sex trafficking, and other maltreatment of children, which may be accessed by contacting your head

of school.

What is Sexual Abuse of a Child?: The Texas Family Code defines “sexual abuse” as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

Warning Signs of Sexual Abuse: It is important for parents to be aware of warning signs that could indicate a child might have been or is being sexually abused. The Texas Family Code defines sexual abuse as any sexual conduct harmful to a child’s mental, emotional, or physical welfare, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or display such material to a child.

Possible physical, behavioral, and emotional warning signs of sexual abuse include:

- Difficulty sitting or walking
- Pain in the genital areas
- Claim of stomachaches and headaches
- Verbal references or pretend games of sexual activity between adults and children
- Fear of being alone with adults of a particular sex
- Sexually suggestive behavior
- Withdrawal
- Depression
- Sleeping and eating disorders
- Problems at school

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 and 261.401.

Reporting Obligation: Anyone who suspects that a child has been or may be abused, sex trafficked, neglected, or abandoned has a legal responsibility, under state law, to report the suspected incident to the Texas Department of Family and Protective Services (DFPS) 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 sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse 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 sexual abuse, sex 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.

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.

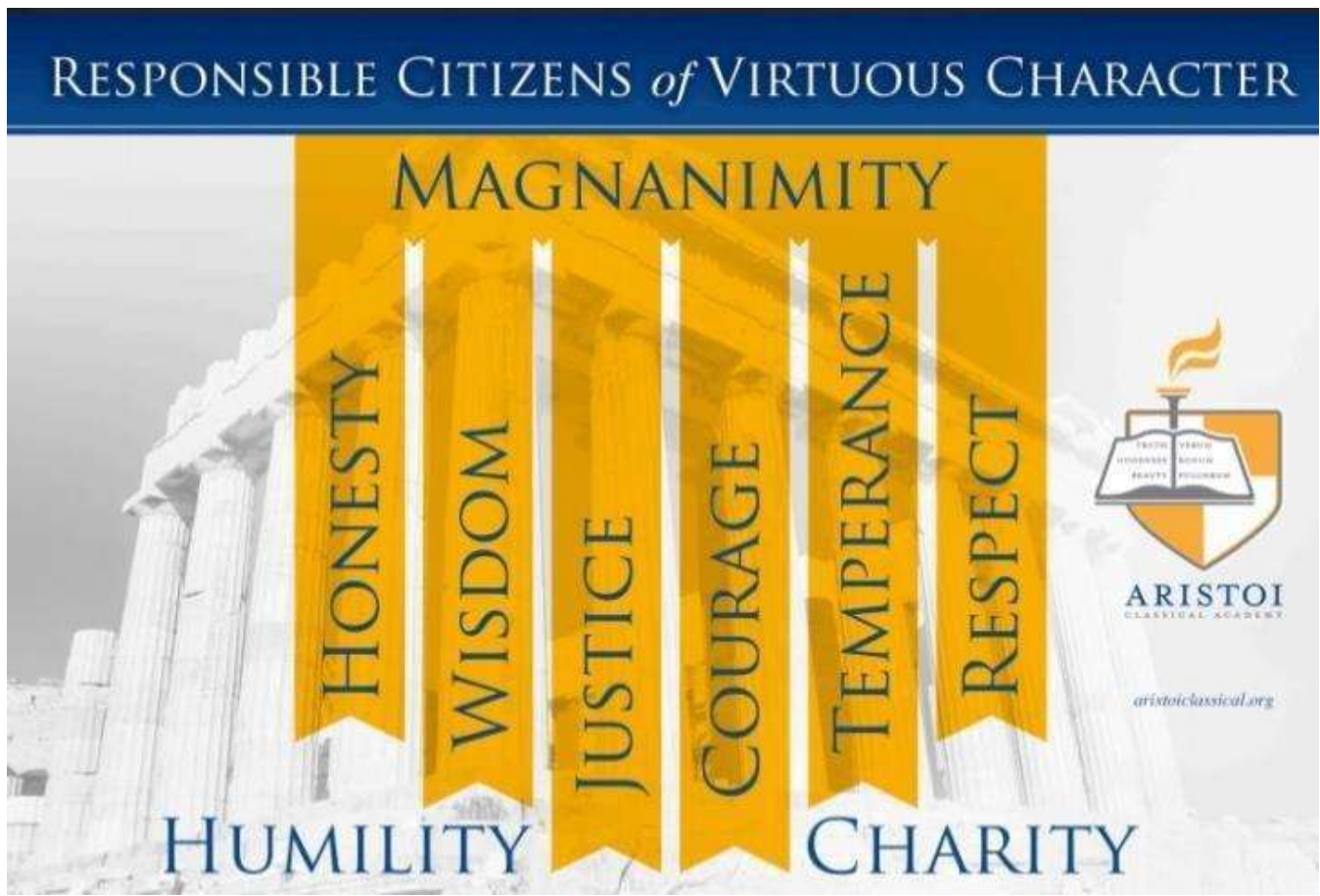
These websites are also helpful:

- [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
- 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
- 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 Aristoi Classical Academy. 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 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.

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 School-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 School event.

SCHOOL DANCES

Each organization that sponsors a school dance is responsible for setting the entrance rate and providing security personnel, where applicable. All Logic and Rhetoric School Students are generally invited to each school dance for the campus in which they are enrolled and 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 Classical Academy 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 Classical Academy'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 Aristoi Classical Academy believes that every disciplinary situation is unique in nature, disciplinary actions will apply justly to all students, except as is provided under 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 Aristoi Classical Academy'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:

- The 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;
- The inappropriate display 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 co-curricular 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” contact.

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

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

EMERGENCY PLACEMENT

If the 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 Aristoi Classical Academy 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.

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 school’s Student Code of Conduct lists as requiring expulsion and mandatory dismissal from Aristoi Classical Academy.

The Superintendent will make the determination whether to dismiss or expel the student from Aristoi Classical Academy, 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 expel or dismiss the student from Aristoi Classical Academy based on the offense and provide the parent a written notice of the offenses and the action to be taken. The Superintendent will be notified of the recommendation to expel or dismiss the student. The parent has the right to request a meeting with the Superintendent to discuss the recommendation for expulsion or dismissal from Aristoi Classical Academy.

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, but are not limited to, 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 $\frac{1}{2}$ " (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 Section 100.121 of the Texas Administrative Code, Aristoi Classical Academy 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 Classical Academy. 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. After conferring with the student, Under Section 100.121 of the Texas Administrative Code, Aristoi Classical Academy 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 Classical Academy.

WEAPONS AND THREATS

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

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

- 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.

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

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

REPORTING PROCEDURES

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 Classical Academy will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. Reports of potential bullying may be submitted anonymously.

INVESTIGATION OF REPORT

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

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

A student who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying within applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 *et seq.*). 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.

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

To the greatest extent possible, Aristoi Classical Academy shall 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 Classical Academy that it is investigating the matter and requests that the school delay its investigation, Aristoi Classical Academy will resume the investigation at the conclusion of the agency's investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Aristoi Classical Academy 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 Headmaster 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 shall 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 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 shall provide written notice to the parent or adult student of the proposed expulsion of the student. The written notice shall 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 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 conference.

At the 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 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 shall typically issue a decision within 48 hours (or two school days) unless the Superintendent designates a later time. The Superintendent shall 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 shall 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 for 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.

Under Section 100.121 of the Texas Administrative Code, Aristoi Classical Academy 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 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 shall 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 shall constitute a waiver of the student's right to appeal.

Any notice of appeal shall 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 shall 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 shall 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 shall 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 shall be announced as soon as possible after the conclusion of the hearing before the Board and shall be communicated in writing to the student's parent(s). Decisions on expulsion appeals shall be in writing. The decision of the Board shall 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. 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. See "Manifestation Determination for Students Receiving Special Education Services" subsection of "Students with Disabilities."

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. See "Section 504" under "Students with Disabilities on page 92 in this handbook.

A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without action by the student's admission, review, and dismissal committee to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to Aristoi Classical Academy unless Aristoi Classical Academy and the student's parent(s) agree otherwise.

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

1. Changes in a student's circumstances that may impact the student's behavior, such as:
 - a. Placement of the student in a different educational setting;
 - b. An increase or persistence in disciplinary actions taken regarding the student for similar types of behavioral incidents;

- c. A pattern of unexcused absences; or
 - d. An unauthorized unsupervised departure from an educational setting; or
2. The safety of the student or others.

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

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

DESK AND LOCKER SEARCHES

Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of 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 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.

The School 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.

Restraint Incidents specific to Students Receiving Special Education Services

All incidents wherein restraint is utilized must be documented, and the parent(s) of the student being restrained must be provided written notification of the use of restraint within one (1) school day following such restraint. This written notification must include, at a minimum, the following information: (a) the name of the student; (b) the name of the School employee or volunteer or independent contractor of the School who administered the restraint; (c) the date of the restraint; (d) the time that the restraint started and ended; (e) the location of the restraint;

(f) the nature of the restraint; (g) a description of the activity in which the student was engaged immediately preceding the use of the restraint; (h) the behavior of the student that prompted the restraint; (i) any efforts made to de-escalate the situation and any alternatives to restraint that were attempted; (j) if the student has a BIP, whether the plan may need to be revised as a result of the behavior that led to the restraint; and (k) if the student does not have a BIP, information on the procedure for the student's parent to request an ARD meeting to discuss the possibility of conducting a functional behavioral assessment of the student and developing a plan for the student. Any written documentation regarding the use of restraint, along with information on the method by which the written notification was sent to the parent and the contact information for the parent to whom the school sent the notification, should also be placed in the student's special education folder for review by the student's ARD Committee.

Time-out may only be used in conjunction with other positive behavior intervention strategies and techniques and must be included in a student's IEP or Behavior Intervention Plan if it is utilized on a recurrent basis. It will not be used in any way that denies a student the opportunity to be involved in and progress in the general curriculum and/or advance appropriately toward specified IEP goals. Only those employees, volunteers, or independent contractors who are trained in the use of time-out may implement time-out measures. Any documentation or data collected regarding the use of time-out will be addressed in the student's IEP or Behavior Intervention Plan.

HOW WE PARTNER WITH PARENTS – STUDENTS WITH DISABILITIES

STUDENT DISABILITY ACCOMMODATIONS

We understand that there may be circumstances in which a parent may request that the school provide an adjustment or accommodation for a student's medical needs or -physical, mental, or learning disability. As the range of requests has grown over the years, the school believes that it is appropriate at this time to outline its policy and general guidelines for addressing such requests.

GENERAL POLICY

In general, it is the school's policy to consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention ("RtI") The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students. If a student is experiencing learning difficulties, his or her parent may contact the **Special Education Director at 281-391-5003**.

REQUEST AND DOCUMENTATION

For any type of accommodation (including the administration of medication at school), the parent must contact Student Care to discuss the need. Student Care will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

RELEASE FOR COMMUNICATIONS WITH PHYSICIAN

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. Therefore, the parent(s) must sign a Release of Information form, permitting the school to contact the medical professional when necessary. In addition, if there is any cost associated with the physician's cooperation (e.g., to answer a set of questions submitted), the parent must agree to bear the cost.

ASSESSMENT OF REQUEST

Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parent(s) to clarify information and discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that it will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school or Student Care believes are beyond the scope of Aristo Classical Academy's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

LIMITATIONS ON REQUESTS

Please understand that the school is not a medical facility and does not have the personnel,

training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician.

Nothing in this section of the Handbook serves to limit the process for requesting disability-related accommodations under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act. (See the “Students with Disabilities” section in this Handbook).

PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR NEED SPECIAL EDUCATION SERVICES

AIDING STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION OR SECTION 504 SERVICES

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

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

SPECIAL EDUCATION REFERRALS

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

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

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

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

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

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

CONTACT PERSON FOR SPECIAL EDUCATION REFERRALS

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is the ARD Coordinator on your child's campus. Ask your child's teacher or call 281-391-5003 to be directed.

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 the 504 Coordinator on your child's campus. Ask your child's teacher or call 281-391-5003 to be directed.

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.](#)

NOTIFICATION TO PARENT OF INTERVENTION STRATEGIES FOR LEARNING DIFFICULTIES PROVIDED TO GENERAL EDUCATION STUDENTS

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

SERVICES FOR TITLE I PARTICIPANTS

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

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.

If you know or suspect that your child has a disability, seek to refer your child for special education services, or wish to learn more about support and services provided to students experiencing learning difficulties at Aristoi Classical Academy, please contact the Special Education Director at 281-391-5003.

BEHAVIOR INTERVENTION PLANS

If a Behavior Intervention Plan (BIP) is included as part of a student's IEP, the student's ARD Committee shall review the plan at least annually and more frequently if appropriate to address:

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

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 Committee must conduct a Manifestation Determination Review (MDR) to determine if the student's conduct is a manifestation of the disability. School special education 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.

During the MDR ARD meeting, the ARD Committee will review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parent. The ARD Committee will then determine whether the cited conduct is a manifestation of the student's disability. The ARD Committee must determine that the conduct is a manifestation of the student's disability if (1) the ARD Committee determines that the conduct was caused by, or had a direct and substantial relationship to, the student's disability, or (2) the conduct in question was the direct result of the school's failure to implement the student's IEP. However, if the ARD Committee determines that neither of these conditions are met, the behavior is not a manifestation of the student's disability, and the student may be disciplined in the same manner and for the same duration as that which would be applied to a student without 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 10th 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 Special Education Director or to other supervisory personnel of Aristoi Classical Academy.

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.

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.

Aristoi Classical Academy reserves the right to modify the terms and conditions of this Policy at any time.

INTRODUCTION

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

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

Aristoi Classical Academy will hold ALL students responsible for their use of technology, whether school-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, Aristoi Classical Academy policy and procedures, and legal requirements. This applies to 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.

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

USING THE INTERNET AND COMMUNICATIONS SYSTEMS

Aristoi Classical Academy provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any Aristoi Classical Academy computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by Aristoi Classical Academy, and any personal

¹ “Communication Systems” include educational-related communications between and among Aristoi Classical Academy and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

technology used in an educational setting. Access to Aristoi Classical Academy's technology is a privilege, not a right. Students must comply with all standards set forth in this Policy at all times in order to maintain the privilege of using its technology resources.

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

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

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

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

any Aristoi Classical Academy technology outside its intended purpose, including the use of school-recommended websites for purposes outside the educational intent, will be in violation of this Policy, which may lead to disciplinary consequences for the student.

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

PROPER AND ACCEPTABLE USE OF ALL TECHNOLOGY RESOURCES

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

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

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

Activities that are permitted and encouraged include the following:

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

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

- Attempting unauthorized access, or "hacking," of Aristoi Classical Academy computers or networks, or any attempts to bypass Internet content-filtering software used by Aristoi Classical Academy.

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

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

or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of “pirated” or other software products. Students shall immediately report any violations of this Policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this Policy, they should ask a classroom teacher or the Headmaster or designee.

PERSONAL ELECTRONIC DEVICES

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

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

PRIVACY AND SECURITY

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

CONSEQUENCES

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

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

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

LIMITATIONS OF LIABILITY

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

Please sign the "*Aristoi Classical Academy's Student Technology Acceptable Use Policy Form*" on page 139.

STATE AND FEDERAL LAW - MISCELLANEOUS

LEGAL PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the 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 Classical Academy (“school”) 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, 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 may have been issued on subjects covered herein.

If you have any questions about the Handbook or any of its policies, please contact Christi Lester, Administrative Assistant to the Superintendent at clester@aristoiclassical.org.

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.

NONDISCRIMINATION POLICY

The school 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. The school 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.. The school 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 school community in any capacity and to those who interact with the school, including citizens, parents, and vendors.

As required by Title IX, the school does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with the school. Inquiries into issues related to Title IX may be

referred to the school Title IX Coordinator (Human Resources Director), 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/gender (including sexual harassment), is Director of Human Resources, 5610 Morton Road, Katy, Texas, 77493, pbrownell@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, 281-391-5003.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Director of Human Resources, 5610 Morton Road, Katy, Texas, 77493, pbrownell@aristoiclassical.org, 281-391-5003.
- All other concerns regarding discrimination may be directed to Director of Human Resources, 5610 Morton Road, Katy, Texas, 77493, pbrownell@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 or gender, 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, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or that is so severe, persistent, or pervasive that the conduct:

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

Examples of Prohibited Conduct may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical

aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

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 a Aristoi Classical Academy 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 other than allegations of harassment prohibited by Title IX. For allegations of sex-based harassment that, if proved, would meet the definition of a formal complaint of sexual harassment under Title IX, please see the procedures outlined in “Freedom from Sexual Harassment” in this Handbook.

Any student who believes that 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, the Headmaster or designee, or other school employee. 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 of potential Prohibited Conduct, Aristoi Classical Academy will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, or retaliation. If not, Aristoi Classical Academy will determine if the allegations, if proven, would constitute bullying. If the alleged Prohibited Conduct, if proven, would constitute discrimination or harassment and would also be considered bullying, an investigation of bullying will also be conducted.

INVESTIGATION

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

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

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

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

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

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

APPEAL

A student or parent who is dissatisfied with the outcome of the investigation of reported Prohibited Conduct may appeal through the Aristoi Classical Academy 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 Classical Academy 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 Aristoi Classical Academy 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 Aristoi Classical Academy decides not to amend the records as requested by the parent or eligible student, Aristoi Classical Academy 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 Aristoi Classical Academy 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 Classical Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
- A person serving on the Board of Directors;
- A volunteer, contractor, or consultant who, while not employed by Aristoi Classical Academy, performs an institutional service or function for which Aristoi Classical Academy would otherwise use its own employees and who is under the direct control of Aristoi Classical Academy 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 Classical Academy 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 Aristoi Classical Academy 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 Classical Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Aristoi Classical Academy may disclose appropriately designated “directory information” without written consent, unless you have advised Aristoi Classical Academy to the contrary in accordance with Aristoi Classical Academy procedures.

Directory Information for School-Related Purposes:

Aristoi Classical Academy 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.
- Marketing materials of Aristoi Classical Academy (e.g., using directory information for print media, website or social media accounts operated by Aristoi Classical Academy, 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 Classical Academy and that manufacture class rings or publish yearbooks.

DIRECTORY INFORMATION SUPPLIED TO MILITARY AND COLLEGE RECRUITERS (SECONDARY STUDENTS ONLY)

Two federal laws require Aristoi Classical Academy 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 Aristoi Classical Academy 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 Classical Academy 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 Classical Academy 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 CLASSICAL ACADEMY 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 Aristoi Classical Academy to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Aristoi Classical Academy 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 Aristoi Classical Academy has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom Aristoi Classical Academy 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 Classical Academy 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))

STATE AND FEDERAL LAW - FREEDOM FROM SEXUAL HARASSMENT

The school does not discriminate on the basis of sex in any educational program or activity. 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.

Students and/or parents are encouraged to discuss any questions or concerns about these expectations with a teacher, campus administrator, or Title IX Coordinator and report any possible harassment to the Title IX Coordinator: Anna Amboree, Chief Financial Officer, at aamboree@aristoi.classical.org, 5610 Morton Road, Katy, Texas, 77493.

SEXUAL HARASSMENT

The school's students may not engage in offensive, verbal, written, electronic, or physical conduct of a sexual nature directed toward another student. Additionally, sexual harassment of students by school employees is strictly prohibited. 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. 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 schoolchildren, even when the comments target differences in gender.

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

1. An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo* sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity (i.e., *hostile environment* sexual harassment); or
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

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

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

GENERAL DEFINITIONS

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

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

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

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

Title IX covers not only sexual harassment occurring on the school’s campus, but also all locations, events, and circumstances wherein the school exercises substantial control over the context of the harassment and the person accused of committing sexual harassment, including field trips, conferences, and school buses.

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 defines 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.

All allegations of sexual harassment or retaliation involving any person observed or reported to a school employee shall be immediately reported by that employee to a school administrator and the school's Title IX Coordinator. Should any person need to bring a complaint against a school administrator or supervisor, 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 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.

NOTICE OF ALLEGATIONS

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

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

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

INVESTIGATION OF REPORT AND GRIEVANCE PROCESS

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

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

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

The Title IX Coordinator shall promptly investigate all allegations of discrimination, harassment, or retaliation based on sex. In addition, Aristoi Classical Academy administration has discretion to take any other action as deemed appropriate pursuant to the school’s policies. Any school employee participating in the grievance policy must be properly trained and have no conflict of interest or bias toward any party.

The school is considered to have actual knowledge of a complaint and must promptly respond as soon as any school employee is made aware of a complaint. Once the school receives a formal complaint of sexual harassment, it must give all parties written notice of its grievance process and the allegations of sexual harassment at issue (in sufficient detail) before an initial interview. This notice must also include a statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached, that a party has a right to an advisor or representative and to inspect and review evidence, and a prohibition regarding false statements. If the complainant has not yet filed a formal complaint, the Title IX Coordinator must also notify the complainant of his or her right to do so. In addition, the Title IX Coordinator may personally initiate the complaint process.

CONSOLIDATION OF FORMAL COMPLAINTS

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

DISMISSAL OF FORMAL COMPLAINTS

Aristoi Classical Academy must investigate the allegations in a formal complaint.

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

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

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

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

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

EMERGENCY REMOVALS

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

INVESTIGATING FORMAL COMPLAINTS

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

- Aristoi Classical Academy will ensure the burden of proof and the burden of gathering

evidence sufficient to reach a determination regarding responsibility rests on Aristoi Classical Academy and not on the parties.

- Aristoi Classical Academy cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Aristoi Classical Academy receives that party's voluntary, written consent to do so.
- Aristoi Classical Academy will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Aristoi Classical Academy will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Aristoi Classical Academy will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Aristoi Classical Academy will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- Aristoi Classical Academy will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, Aristoi Classical Academy must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completing the investigative report.
- Aristoi Classical Academy must create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.

After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or

if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

DETERMINATION REGARDING RESPONSIBILITY

Decision-maker cannot be the same person as the investigator or Title IX Coordinator. In most cases, the decision-maker for the school will be the school administrator over the school or program in which the complainant is enrolled or the Director of Human Resources if an employee is involved. The decision-maker must review the investigation report and make a written determination based on the clear and convincing evidence standard, regarding responsibility.

The written determination must include:

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

A determination regarding responsibility finding sexual harassment or retaliation did occur may lead to disciplinary action up to permanent removal from the school community (expulsion or termination). Depending on the nature of the violation, the school may also be required to report the conduct to local, state, or federal authorities.

The Office of Civil Rights ("OCR") also may evaluate, investigate, and resolve complaints alleging sex discrimination.

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

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

APPEAL PROCEDURES

The school will allow both parties to appeal from a determination regarding responsibility, its dismissal of a formal complaint, or any allegations therein, if:

- a procedural irregularity affected the outcome,
- a party has new evidence that could affect the outcome and was not reasonably available

- at the time of the determination, and/or
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome.

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

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

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

INFORMAL RESOLUTION

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

Prior to facilitating an informal resolution process, Aristoi Classical Academy must:

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

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

CONFIDENTIALITY

Aristoi Classical Academy must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been

reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

NON-SEXUAL HARRASMENT DISCRIMINATION

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

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 or 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. In addition, postings on social networking or other Internet sites of students engaging in inappropriate or illegal behavior (e.g., drinking, smoking, sexual actions) are prohibited.

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 is disruptive to the school's educational mission or activities.

Students may not be "friends" with "followers" of or "followed" by any faculty member or administrator on any social networking site. 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, parents, 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 HOW 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 Classical Academy 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 Aristoi Classical Academy's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

All Aristoi Classical Academy students must understand and acknowledge that using digital devices (personal or school-owned) and the Aristoi Classical Academy 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 Aristoi Classical Academy 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 Aristoi Classical Academy's Technology Appropriate Use Policy as set forth herein or in any other document provided to Aristoi Classical Academy students and parents could result in disciplinary consequences, up to and including expulsion and permanent removal from the school.

If students are authorized to use their own equipment or devices on campus, they assume sole responsibility for the care and safekeeping of each device. Any loss or damage, regardless of the cause, will be the strict financial responsibility of the student.

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 Aristoi Classical Academy. All loaned equipment must be returned to the school immediately upon request or withdrawal from Aristoi Classical Academy. 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 Aristoi Classical Academy. 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 "2023-2024 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 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 Head of School and must be reclaimed by a parent. In such cases the school reserves the right to inspect the device, including all contents, and students must provide any passwords to inspect the device upon request by an administrator. 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 good condition. A student's family is financially responsible for any textbook(s) not returned in a timely manner or returned in a damaged condition. The school may withhold official or certified transcripts from students who have not

cleared their financial records for lost textbooks.

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, Aristoi Classical Academy 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 – 4th 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 – 2nd GRADE CONSEQUENCES

- 1st violation: Warning and note/email home to parents,
- 2nd violation: Lunch detention with a note/email home to parents,
- 3rd violation: Lunch detention, recess detention, and a note/email home to parents,
- 4th violation: Further disciplinary action as determined appropriate (may involve speaking with the Head of Grammar School); phone call to parents.

3rd – 4th GRADE CONSEQUENCES

- 1st violation: Lunch detention with note/email home to parents,
- 2nd violation: Lunch detention with a note/email home to parents,
- 3rd violation: Lunch detention, recess detention, and a note/email home to parents,
- 4th 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.

	Boys	Girls
Tops Flynn O'Hara French Toast Walmart–Galaxy by Harvic	<p>Style: short or long sleeve polo shirt. May have school logo, but no other logo is acceptable. All shirts must be tucked in; no exceptions. Polo shirt color: Griffin gold or heather gray only.</p> <p>Purchased from stores listed under "Tops"</p> <p>Undershirt: short sleeve, crew-neck t-shirts may be worn under the Dress Code polo. The crew neck t-shirt should not be visible except at the neck. Undershirt color: Solid navy or white</p>	
Bottoms	<p>Style: pants or knee-length shorts Solid navy only</p>	<p>Style: pants, capris, shorts, skirts, skorts, or jumpers. All bottoms should be knee-length or longer. Solid navy skirts or pants only: Flynn O'Hara or French Toast only Shorts: must be worn under skirts or jumpers. (Options for shorts can be found at French Toast or Flynn O'Hara) Solid navy or solid black only</p>
Bottoms	<p>Bottoms color: solid navy only Garments must be age- and size-appropriate. No cargo pants, denim, jeggings, spandex, knit, faded, stained, corduroy, or torn garments may be worn. Belts: Bottoms with belt loops must be worn with a belt in a size that is proportionate to the size of the child. Belt color: solid black or navy.</p>	
Classroom Cover-ups, Outerwear	<p>Sweaters only: French Toast or Flynn O'Hara V-neck button-up cardigan sweater or crew-neck button-up sweater Sweater color: solid navy only Jackets: Aristoi logo jackets ordered through PTO/Booster club or French Toast or Pullover quarter-zip fleece provided by PTO/Booster Club Jacket color: solid navy only</p>	<p>Sweaters only: French Toast or Flynn O'Hara V-neck button-up cardigan sweater or crew-neck button-up sweater Sweater color: solid navy only Jackets: Aristoi logo jackets ordered through PTO/Booster Club or French Toast Or Pullover quarter-zip fleece provided by PTO/Booster Club Jacket color: solid navy only</p>
	<p><i>The above mentioned sweaters and jackets may be worn in the classroom and throughout the campus. Non-dress code outerwear may be worn to and from school only, not in the buildings. If the weather is below the temperature suitable for Dress Code compliance, personal coats or jackets may be worn outside only at the discretion of the Aristoi Classical Academy administration.</i></p>	
Shoes	<p>Style: athletic shoes. No high-tops are allowed. Color: solid white, with no colored emblems or fabric</p>	
Socks	<p>Style: cuff, crew, or knee-high sock Sock color: solid white</p>	<p>Style: cuff, crew, or knee-high sock Sock color: solid white Style: "footed" tights Color: solid white or solid navy</p>
	<p><i>Socks or footed tights must be worn with all shoe styles.</i></p>	
Spirit Day Wear (all grade levels)	<p>Shirts: approved Aristoi Classical Academy spirit shirts or Dress Code Griffin gold or heather gray polo tops and gray cover ups sold by PTO/Booster Club. Shirts do not need to be tucked in on Spirit Day. Bottoms: Dress Code bottoms or ALL solid blue denim jeans, capris, shorts, skirts, skorts, or jumpers. All bottoms should be knee-length or longer and shorts must be worn under skirts or jumpers. Jeans must be Dress Code compliant with no rips, tears, frays, or holes. No tightly fitted jeans or jeggings. Shoes: athletic shoes in any color or Dress Code footwear For safety reasons, only tied lace-up shoes or Velcro shoes are allowed. No boots, slippers, flip-flops, Toms. Sock color: any color if ankle, cuff, knee-length, or crew</p>	
Backpacks: K–2	<p>For safety reasons, students in K–2nd grade are not allowed to use rolling backpacks.</p>	
Hair, Jewelry	<p>Hair: clean, neat, and styled in a tied up ponytail, or pig tails, braids or placed in a bun so as not to be covering any portion of a student's eyes or face, and must be of a naturally occurring hair color. Spiking of the hair is limited to one inch. Mohawks, designs and fad cuts are not allowed. Jewelry: Jewelry must not pose a distraction. Body piercings are not acceptable. If a student has a nose piercing, the nose ring must be removed or a filler –instead of jewelry –must be worn during school hours.</p>	

5th 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.

5th GRADE CONSEQUENCES

- All violations will result in a 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.

	Boys	Girls
Tops Flynn O'Hara French Toast Valmart–Galaxy by Harvic	<p>Style: short or long sleeve polo shirt. May have school logo, but no other logo is acceptable. All shirts must be tucked in; no exceptions. Polo shirt color: Griffin gold or heather gray only Purchased from stores listed under "Tops" Undershirt: short sleeve, crew-neck t-shirts may be worn under the Dress Code polo. The crew neck t- shirt should not be visible except at the neck. Undershirt color: solid navy or white</p>	
Bottoms	<p>Style: pants or knee-length shorts Solid navy only</p>	<p>Style: pants, capris, shorts, skirts, skorts, or jumpers. All bottoms should be knee-length or longer. Solid navy only: Flynn O'Hara or French Toast only</p> <p>Shorts: must be worn under skirts or jumpers. (options for shorts can be found at French Toast or Flynn O'Hara) Solid navy or solid black only</p>
	<p>Bottoms color: solid navy only Garments must be age- and size-appropriate. No cargo pants, denim, jeggings, spandex, knit, faded, stained, corduroy, or torn garments may be worn. Belts: bottoms with belt loops must be worn with a belt in a size that is proportionate to the size of the child. Belt color: solid black or navy.</p>	
Classroom Cover-ups, Outerwear	<p>Sweaters only: French Toast or Flynn O'Hara V-neck button-up cardigan sweater or crew-neck button-up sweater Sweater color: solid navy only</p> <p>Jackets: Aristoi logo jackets ordered through PTO/Booster club or French Toast Or Pullover quarter-zip fleece provided by PTO/Booster Club Jacket color: solid navy only</p>	<p>Sweaters only: French Toast or Flynn O'Hara V-neck button-up cardigan sweater or crew-neck button-up sweater Sweater color: solid navy only</p> <p>Jackets: Aristoi logo jackets ordered through PTO/Booster club or French Toast or Pullover quarter-zip fleece provided by PTO/Booster Club Jacket color: solid navy only</p>
	<p><i>The abovementioned sweaters and jackets may be worn in the classroom and throughout the campus. Non-Dress Code outerwear may be worn to and from School only, not in the buildings. If the weather is below the temperature suitable for Dress Code compliance, personal coats or jackets may be worn outside only at the discretion of the ACA administration.</i></p>	
Shoes	<p>Style: athletic shoes. No high-tops are allowed. Color: solid white, with no colored emblems or fabric</p>	
Socks	<p>Style: cuff, crew, or knee-high sock Sock color: solid white</p>	<p>Style: cuff, crew, or knee-high sock Sock color: solid white Style: "footed" tights Color: solid white or solid navy</p>
	<p><i>Socks or footed tights must be worn with all shoe styles.</i></p>	
Spirit Day Wear (all grade levels)	<p>Shirts: approved Aristoi Classical Academy spirit shirts or Dress Code Griffin gold or heather gray polo tops and gray cover ups sold by PTO/Booster Club. Shirts do not need to be tucked in on Spirit Day.</p> <p>Bottoms: Dress Code bottoms or ALL solid blue denim jeans, capris, shorts, skirts, skorts, or jumpers. All bottoms should be knee-length or longer, and shorts must be worn under skirts or jumpers. Jeans must be Dress Code compliant with no rips, tears, frays, or holes. No tightly fitted jeans or jeggings.</p> <p>Shoes: athletic shoes in any color or dress code footwear. For safety reasons, only tied lace-up shoes or Velcro shoes are allowed. No boots, slippers, flip-flops, or Toms. Sock color: any color if ankle, cuff, knee-length, or crew</p>	
Hair, Jewelry	<p>Hair: clean, neat, and styled in a tied up ponytail, or pig tails, braids or placed in a bun so as not to be covering any portion of a student's eyes or face, and must be of a naturally occurring hair color. Spiking of the hair is limited to one inch. Mohawks, designs and fad cuts are not allowed.</p> <p>Jewelry: Jewelry must not pose a distraction. Body piercings are not acceptable. If a student has a nose piercing, the nose ring must be removed or a filler –instead of jewelry –must be worn during school hours.</p>	

6th - 8th 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.

6th - 8th GRADE 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.

	Boys	Girls
Tops Flynn O'Hara French Toast Walmart–Galaxy by Harvic	Style: short or long sleeve polo shirt. May have school logo, but no other logo is acceptable. All shirts must be tucked in; no exceptions. Polo shirt color: Griffin gold or heather gray only. Purchased from stores listed under "Tops" Undershirt: short sleeve, crew-neck t-shirts may be worn under the Dress Code polo. The crew neck t-shirt should not be visible except at the neck. Undershirt color: solid navy or white.	
Bottoms	Style: pants or knee-length shorts Solid navy only Flynn O'Hara or French Toast only	Style: pants, capris, shorts, skirts, skorts, or jumpers. All bottoms should be knee-length or longer. Solid navy skirt or pants: Flynn O'Hara or French Toast only <u>Shorts:</u> must be worn under skirts or jumpers. (options for shorts can be found at French Toast or Flynn O'Hara) Solid navy or solid black only
	Bottoms color: solid navy only Garments must be age- and size-appropriate. No cargo pants, denim, jeggings, spandex, knit, faded, stained, corduroy, or torn garments may be worn. Belts: bottoms with belt loops must be worn with a belt in a size that is proportionate to the size of the child. Belt color: solid black or navy.	

Options		Skirts: French Toast or Flynn O'Hara pleated skirt or kick pleat skirt: solid navy only
	Boys	Girls
Classroom Cover-ups, Outerwear	<p>Sweaters only: French Toast or Flynn O'Hara V-neck button-up cardigan sweater or crew-neck button-up sweater Sweater color: solid navy only</p> <p>Jackets: Aristoi logo jackets ordered through PTO/Booster club or French Toast or pullover quarter-zip fleece provided by PTO/Booster Club Jacket color: solid navy only</p>	<p>Sweaters only: French Toast or Flynn O'Hara V-neck button-up cardigan sweater or crew-neck button-up sweater Sweater color: solid navy only</p> <p>Jackets: Aristoi logo jackets ordered through PTO/Booster club or French Toast or pullover quarter-zip fleece provided by PTO/Booster Club Jacket color: solid navy only</p>
<p><i>The above mentioned sweaters and jackets may be worn in the classroom and throughout the campus. Non-dress code outer wear may be worn to and from School only, not in the buildings. If the weather is below the temperature suitable for Dress Code compliance, personal coats or jackets may be worn outside only at the discretion of the Aristoi Classical Academy administration.</i></p>		
* Socks or tights must be worn with all shoe styles.		
Shoes	Style: dress shoes only in either loafer, Mary Janes, Oxfords, flats or lace-up (no court shoes) Color: black	
Socks	Style: ankle, cuff, crew or knee high socks Sock color: solid white, navy, or black	Style: ankle, cuff, crew or knee high socks Sock color: solid white, navy, or black Style: "footed" tights Color: solid white, navy, or black
* Socks or footed tights must be worn with all shoe styles.		
Hair, Jewelry	<p>Hair: clean, neat, and styled in a tied up ponytail, or pig tails, braids or placed in a bun so as not to be covering any portion of a student's eyes or face, and must be of a naturally occurring hair color. Spiking of the hair is limited to one inch. Mohawks, designs and fad cuts are not allowed.</p> <p>Jewelry: Jewelry must not pose a distraction. Body piercings are not acceptable. If a student has a nose piercing, the nose ring must be removed or a filler –instead of jewelry –must be worn during school hours.</p>	
Make-up		Make-up must be natural in appearance.
Spirit Day Wear (all grade levels)	<p>Shirts: approved Aristoi Classical Academy spirit shirts or Dress Code Griffin gold or heather gray polo tops and gray cover ups sold by PTO/Booster Club. Shirts do not need to be tucked in on Spirit Day.</p> <p>Bottoms: Dress Code bottoms or ALL solid blue denim jeans, capris, shorts, skirts, skorts, or jumpers. All bottoms should be knee-length or longer and shorts must be worn under skirts or jumpers. Jeans must be Dress Code compliant with no rips, tears, frays, or holes. No tightly fitted jeans or jeggings.</p> <p>Shoes: athletic shoes in any color or Dress Code footwear, or Western-style boots. For safety reasons, only tied lace-up shoes or Velcro shoes are allowed. No boots, slippers, flip-flops, or Toms.</p> <p>Sock color: any color if ankle, cuff, knee-length, or crew</p>	
PE Uniforms	P.E. tops and bottoms will be purchased through the Athletic/PE Department.	
PE Shoes	<p>Shoe style: lace-up, athletic shoes For safety reasons, only tied lace-up shoes are allowed. No boots, slip-ons, or flip-flops. High-tops may be worn. Color: any color Socks: same as Jr. High Dress Code socks</p>	

9th – 12th GRADE

The purpose of the Aristoi Classical Academy Dress Code is to:

- Distinguish 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.

9th – 12th GRADE 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.

	Boys	Girls
Tops	<p>Style: short or long sleeve polo shirt or oxford button-down shirt. May have school logo, but no other logo is acceptable. All shirts must be tucked in; no exceptions. Shirt color: solid white only</p> <p>Undershirt: short sleeve, crew-neck t-shirts may be worn under the Dress Code polo. The crew neck t-shirt should not be visible except at the neck. Undershirt color: solid white only</p>	
Bottoms	<p>Style: pants or knee-length shorts</p>	<p>Style: pants, capris, shorts, skirts, skorts, or jumpers. All bottoms should be knee-length or longer.</p> <p>Shorts must be worn under skirts or jumpers. (an option for shorts can be found at French Toast or Flynn O'Hara) Solid navy or solid black only</p>
	<p>Bottoms color: solid navy or khaki only Solid khaki pants, shorts, or skirts from French Toast or Flynn O'Hara only</p> <p>Garments must be age- and size-appropriate. No cargo pants, denim, jeggings, spandex, knit, faded, stained, corduroy, or torn garments may be worn.</p> <p>Belts: bottoms with belt loops must be worn with a belt in a size that is proportionate to the size of the child. Belt color: solid black</p>	

Options	Optional plaid necktie available at Flynn O'Hara Necktie color: navy plaid only Hopsack blazer: available at Flynn O'Hara Blazer color: solid navy only	Optional plaid skirts available from Flynn O'Hara Plaid skirt color: navy plaid only Skirts: French Toast or Flynn O'Hara Color: solid navy only Optional plaid necktie available at Flynn O'Hara Necktie color: navy plaid only Hopsack blazer: available at Flynn O'Hara Blazer color: solid navy only
Classroom Cover-ups, Outerwear	Sweaters only: French Toast or Flynn O'Hara V-neck button-up cardigan sweater or crew-neck button-up sweater Sweater color: solid navy only Jackets: Aristoi logo jackets ordered through PTO/Booster club or French Toast (#1321C) or Pullover quarter-zip fleece provided by PTO/Booster Club Jacket color: solid navy only Sweater color: solid navy only	Sweaters only: French Toast or Flynn O'Hara V-neck button-up cardigan sweater or crew-neck button-up sweater Sweater color: solid navy only Jackets: Aristoi logo jackets ordered through PTO/Booster club or French Toast (#1321C) or Pullover quarter-zip fleece provided by PTO/Booster Club Jacket color: solid navy only Sweater color: solid navy only
<p>Optional outerwear: letter jackets approved by ACA administration only</p> <p><i>The abovementioned sweaters and jackets may be worn in the classroom and throughout the campus. Non-dress code outerwear may be worn to and from School only, not in the buildings. If the weather is below the temperature suitable for Dress Code compliance, personal coats or jackets may be worn outside only at the discretion of the Aristoi Classical Academy administration.</i></p>		
Shoes	Style: dress shoes only in either loafer, Mary Janes, Oxford, flats or lace-up (no court shoes) Color: black	
Socks	Style: ankle, cuff, crew or knee-high socks Sock color: solid white, navy, or black	Style: ankle, cuff, crew or knee-high socks Sock color: solid white, navy, or black Style: "footed" tights Color: solid white, navy, or black
<i>Socks or footed tights must be worn with all shoe styles.</i>		
Hair, Jewelry	Hair: clean, neat, and styled in a tied up ponytail, or pig tails, braids or placed in a bun so as not to be covering any portion of a student's eyes or face, and must be of a naturally occurring hair color. Spiking of the hair is limited to one inch. Mohawks, designs and fad cuts are not allowed. Jewelry: Jewelry must not pose a distraction. Body piercings are not acceptable. If a student has a nose piercing, the nose ring must be removed or a filler –instead of jewelry –must be worn during school hours.	
Make-up	Make-up must be natural in appearance.	
Spirit Day Wear (all grade levels)	Shirts: approved Aristoi Classical Academy spirit shirts or Dress Code white polo or oxford tops and gray cover ups sold by PTO/Booster Club. Shirts do not need to be tucked in on Spirit Day. Bottoms: Dress Code bottoms or ALL solid blue denim jeans, capris, shorts, skirts, skorts, or jumpers. All bottoms should be knee-length or longer, and shorts must be worn under skirts or jumpers. Jeans must be Dress Code compliant with no rips, tears, frays, or holes. No tightly fitted jeans or jeggings. Shoes: athletic shoes in any color or Dress Code footwear, or Western-style boots. For safety reasons, only tied lace-up shoes or Velcro shoes are allowed. No boots, slippers, flip-flops, or Toms. Sock color: any color if ankle, cuff, knee-length, or crew	
PE Uniforms	PE tops and bottoms will be purchased through the Athletic/PE Department.	

PE Shoes	Shoe style: lace-up, athletic shoes For safety reasons, only tied lace-up or high-top athletic shoes are allowed. No boots, slip-ons, or flip-flops. Color: any color Socks: same as High School Dress Code socks
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CASUAL DRESS GUIDELINES

All students **MUST** wear appropriate shoes at all times. Steel-toed boots as well as flip-flops are not appropriate footwear at Aristoi Classical Academy. Students must dress in suitable clothing for school that in no way interferes with learning or disrupts the learning atmosphere. Pants and shorts **MUST** be worn at the waist (**NO SAGGING**) and skirts/dresses must be knee-length or longer.

Inappropriate attire includes, but is not limited to, the following:

- Clothing that reveals the midriff
- Low-cut shirts that reveal cleavage (any at all)
- Hats, caps, bandanas, and scarves on the head that are not worn for a religious, medical, or other protected purpose
- Clothing/accessories referring to alcohol, drugs, tobacco, weapons, nudity, gang affiliation, violence, or vulgar/obscene language or images
- Clothing that insults any race, religion, sex, ethnicity, or disability
- Clothing with frayed edges, cuts, patches, or holes
- Hairstyles that may be distracting or conspicuous
- Unnatural hair color
- Any body-piercing jewelry other than that designed for the ears
- Chains and emblems that may cause a disruption
- Pajamas, biker shorts, tank tops, and spandex-type clothing items, including leggings and jeggings
- Sleeveless, spaghetti straps, tank tops, see-through blouses or any style of clothing that shows undergarments
- Slippers and flip-flops

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

PRINT Student’s Full Legal Name

Student’s Date of Birth

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

Parent/Guardian Signature
or Eligible Student Signature

Date

USE OF STUDENT WORK IN SCHOOL PUBLICATIONS

Occasionally, 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 97). 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 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
2023-2024 FAMILY
ACKNOWLEDGMENT OF RESPONSIBILITY

This Family Handbook, Policies and Procedures, 2023-2024, 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.

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, 2023-2024, and to use the network in a constructive manner.

Student Name (Please Print)

Student Signature	Date
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FREQUENTLY ASKED QUESTIONS 2023-24

(Page 1)

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–2nd 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@aristoi.classical.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.

FREQUENTLY ASKED QUESTIONS 2023–24

(Page 2)

_____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, uppercarpool@aristoiclassical.org, or 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 Aristo Katy Grammar School and 2:45 PM at both the Aristo Katy Logic and Rhetoric School and Aristo 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 Aristo 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 2023-2024 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 2023–2024

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



LATE PICKUP PROCEDURES

ACKNOWLEDGMENT

School Year 2023–2024

Late pickup is defined as students not picked up by 3:30 p.m. for the Grammar School and 4 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 4 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

2023-2024 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, 2023-2024. I also agree to comply with the provisions in this Handbook.

Employee Signature

Date