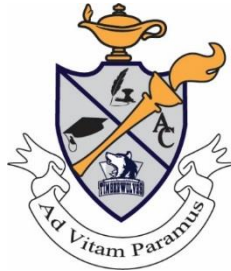




Pineywoods Community Academy



2017-2018

Student – Parent Handbook

www.pcacharter.net

(936) 634-5515 Phone

(936) 634-5518 Fax

Dr. Sarah Strinden Elementary School PreK – 5
Dr. Terry Robins Middle School 6 -8
Pineywoods Community Academy High School 9 - 12

Elementary School Day 8:00-3:30
Middle School and High School Day 8:00-3:30

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Pineywoods Community Academy Board of Directors

Dr. J. Neal Naranjo	President
Mrs. Linda Robbins	Vice President
Mrs. Louise LaVane	Treasurer
Mr. Charlie Grumbles	Secretary
Mr. Joe Douglas, III	Member
Dr. Josefa Santiago	Member
Dr. Sarah Strinden	Member Emeritus
Mr. R.L. Kuykendall	Member Emeritus
Dr. Terry Robbins (deceased)	Member Emeritus

Pineywoods Community Academy Administrative Staff

Director	Ken Vaughn
Chief Financial Officer	George Fowler
Business Manager	Tammi Haden
Accounts Receivable Specialist	Lisa Aycock
Accounts Payable/HR Specialist	April Walker
Purchasing Specialist	Jasmine Macias
Director of Child Nutrition	Darcy Haden
Director of Administration	Marla Pickard
Director of Special Programs	Marilyn Hankla
Diagnostician	Kelli Price
Director of Technology	Steve Horrocks
Campus Technology Specialists	Daniel Lawrence, Ruben Ayala
Lead Nurse	Andrea True, R.N.

Dr. Sarah Strinden Elementary School Staff

Principal	Jennifer Shaw
Assistant Principal	Laura Jones
Counselor	Sonya Hearne
Administrative Assistant	Lene Handley
Receptionist	Alicia Tovar
LVN	Maegan Murphy, Susan Stallard
PreK Teachers	Christina Leach, Stephanie Sparks,
Kindergarten Teachers	Shannon Booth, Cassie Guerrero,
	Kristi Hill, Chakeithia Brown
1 st Grade Teachers	Courtney Cox, Candace Halls, Jaimee Stephens,
	Angela Segura
2 nd Grade Teachers	Donna Baker, Lindsey Briley,
	Markia Hammack, Khristina Teer
3 rd Grade Teachers	Nancy Jackson, Kim Forrester,
	Delisha Jackson-Perry, Dana West
4 th Grade Teachers	Amanda Bradley, Jamie Johnson,
	Kristina Shepherd, Danielle Thompson

5 th Grade Teachers	Terri Frizzell, LeeEtta Adams, Vicky Valdez, Deanna Owen
GT Teacher	Dr. Jo Lynn Corley
Instructional Specialists	Deanna Prunes, Sara Vaughn
Elementary Music Teacher	Riley Armstrong
Elementary PE Teachers	Gina Holder-Murry
Instructional Paraprofessionals	Sonia Cuellar, Julie Wall, Jana Lee, Sandra Dominguez, Bobbye Peden
Special Services	Jennifer Mettlen

**Dr. Terry Robbins Middle School/
Pineywoods Community Academy High School**

Principal	Monica Gunter
Assistant Principal	Jason Perry
Counselor	Kelli Collins
Administrative Assistant	Tracy Brock
Receptionist	Tawnya Baker
Registered Nurse	Andrea True
Grades 6-8 Math	Kim Altimari, Melissa Johnson
Grades 6-8 Language Arts	Jennifer Coogler, Emily Grimes
Grades 6-8 Science	Courtney Myers, Jessica Mayes
Grades 6-8 Social Studies	Viry Cruz, Jennifer Vasquez
Reading Intervention	Whitney Lindsey
Math Intervention	Zoie Lovejoy
Choral Music	Nicole Stewart
Theater	Erin Gentry
Visual Arts	Catherine Blake
Technology Applications	Daniel Lawrence
Spanish	Carlos Alegria, Ana Rodriquez
High School Math	Ron Byrd, Matt Mettlen, Cecelia Vann
High School Language Arts	Sylvia Weathers, TBD
High School Science	Jeri Grogan, Amanda Jordan, Ron Byrd
High School Social Studies	Marla Christian
Special Services	Marisa Nash, Lindsay Wright
Athletic Director	Edwin Quarles
Physical Education/Athletics	Antoinette Carter, Brian Kruk, Edwin Quarles, Chris Robuck, Nick Myers
Cheerleading	Lindsay Wright
Drill Team	Viry Cruz

PARAMUS Early College High School

Principal	Dr. Marilyn Session
Facilitator	Niki Scaief
Instructional Specialist	Tina McCoy

Paraprofessionals

Reyna Alegria, Darlene Smallwood, Virginia Thomas, June Webb

ECHS Bus Drivers

Lisa Newcomb, Danny Serrano, Nancy Serrano

Support Staff

Environmental Services Supervisor

Paul Coutee

Environmental Services Staff

Hattie Dodd, Estela Fierros, Jennifer Gabbard, Rod Spears

Maintenance

Glen Darden

Cafeteria Staff

Bertha Fowler, Sylvia Miranda, Maria Nambo, Angie Porter, Rose Spikes, Hazel Ward

PCA/PARAMUS Mission Statement

The faculty and staff of
Pineywoods Community Academy
and
PARAMUS ECHS

endeavor to prepare students for life; college ready and career ready students who are critical thinkers and problem solvers at home, school, and the future workplace; students who will be on par with the best students in the state, nation, and world.

Pineywoods School Song

**In our hallowed halls of learning
Students kind and good
Strive for excellence in knowledge
At dear Pineywoods**

Refrain:

**Lift our voices ever onward
Silver and the blue;
Loyal to our alma mater
Timberwolves be true**

PINEYWOODS COMMUNITY ACADEMY QUICK FACTS

As an open enrollment charter school in East Texas, Pineywoods Community Academy serves residents throughout Angelina County and surrounding areas. The district is a pre-kindergarten through early college school. The early college high school, working with Angelina College, has a distinguished accreditation. The District's campus improvement plans enable administrators and teachers at each campus to implement programs responsive to the particular needs of its individual student body. With academic achievement the primary objective, Pineywoods Community Academy takes strong measures to ensure a positive, safe and orderly learning environment, to instill self-discipline, and to enforce standards of excellence throughout the system.

ANTI-DISCRIMINATION NOTIFICATION - ENGLISH

All persons must recognize and respect the rights of students as established by federal, state, and school policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in education programs which receive federal financial assistance, as do those of the school.

Pineywoods Community Academy (PCA) offers career and technical education programs in a number of areas, including healthcare, cosmetology, certification programs for technology including Microsoft certifications, technical skill programs including welding and diesel mechanics, and childcare certification programs. Admission to these programs is based on any requirements as set forth by state or federal statutes.

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

It is the policy of (District) not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Pineywoods Community Academy will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Marla Pickard, at mpickard@pcacharter.net, or at 602 S. Raguette, Lufkin, Texas, or by calling 936-634-5515, and/or the Section 504 Coordinator, Marilyn Hankla, at mhankla@pcacharter.net at 602 S. Raguette, Lufkin, Texas, or by calling 936-634-5515

Sexual harassment of students by employees of PCA may be actionable under federal and state law as well as subject to strict discipline, including termination of employment. All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student must be brought to the immediate attention of the Title IX Coordinator, **Marla Pickard**, at 936-634-5515.

NOTIFICACIÓN DE LA LUCHA CONTRA LA DISCRIMINACIÓN - ESPAÑOL

Todas las personas deben reconocer y respetar los derechos de los estudiantes según lo establecido por el estado federal y política, incluyendo pero no limitado a la adherencia a las prohibiciones del Título IX contra la discriminación de género en programas de educación que reciben asistencia financiera federal, como lo hacen los de la escuela de la escuela.

Pineywoods comunitario Academy ofrece programas de educación técnica en un número áreas de pf, incluyendo salud, cosmetología, programas de certificación para la tecnología incluyendo las certificaciones de Microsoft, programas de habilidad técnica incluyendo soldadura y diesel mecánica y programas de certificación de cuidado infantil y carrera. Admisión a estos programas se basa en los requisitos como conjunto adelante por el estado o leyes federales.

Es la política de Pineywoods comunidad Academia no discrimina por razón de raza, color, origen nacional, sexo o discapacidad en sus programas vocacionales, servicios o actividades requeridos por el título VI de la ley de derechos civiles de 1964, según enmendada; Título IX de las enmiendas de Educación de 1972; y la sección 504 de la Rehabilitation Act de 1973, según enmendada.

Es la política de (distrito) no discrimina por razón de raza, color, origen nacional, sexo, discapacidad o edad en sus prácticas de empleo según lo requerido por el título VI de la ley de derechos civiles de 1964, enmendada; Título IX de las enmiendas de Educación de 1972; la ley de discriminación de edad de 1975, según enmendada; y la sección 504 de la Rehabilitation Act de 1973, según enmendada.

Pineywoods comunidad Academia tomará las medidas necesarias para asegurar que la falta de conocimientos del idioma inglés no sea una barrera para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Marla Pickard, en mpickard@pcacharter.net, o en 602 S. Raguett, Lufkin, Texas o llamando al 936-634-5515, y/o el Coordinador de la sección 504, Marilyn Hankla, mhankla@pcacharter.net en 602 S. Raguett, Lufkin, Texas, o llame al 936-634-5515

Acoso Sexual de estudiantes por empleados de PCA puede ser recurrible bajo leyes federales y estatales, así como sujeto a estricta disciplina , incluyendo terminación de empleo. Todo Título IX u otras quejas de conducta ilegal o inapropiada por un empleado con un estudiante deben llevarse a la atención inmediata de la coordinador del Título IX, Marla Pickard, en 936-634-5515.

ATTENDANCE

Students are required to be in attendance 90 percent of the scheduled class time to receive credit for a course. Students can be excused for temporary absences based on personal illness or family emergency. Upon return to school, the student is required to provide the office with proper documentation from a physician and/or parent.

MAKE-UP WORK WHEN ABSENT

Generally, make-up work must be completed within one school day following a one day absence unless other arrangements are made with the teacher or school administrator. If a student has been absent two (2) days, or if it is known that a student will be absent at least two (2) days (illness, hospitalization, etc.), a parent may request missed assignments by calling 634-5515. Please allow 24 hours for the assignments to be returned to the secretary in the elementary or secondary office. The parent must pick up the assignments in the office as specified by the secretary. If the student needs books or notebooks, that request should be given to the secretary at the time of the original request for assignments. Failure to pick

up requested assignments may result in the loss of the privilege of making such requests in the future. It is the responsibility of the student to complete and turn the assignments prior to requesting additional assignments from the classroom teacher. Students participating in any school-sponsored event will not be counted absent on the day of the event. Students may not participate in school activities on a day they are counted absent. PCA is registered with Angelina County Justice of the Peace Court for truancy cases.

PARENT'S NOTE AFTER AN ABSENCE

When a student must be absent for the day or leaves before school is dismissed, upon returning to school, should bring a written note from their parent/guardian within 24 hours to request an absence be excused. After 5 days of the absence, no notes will be accepted and the absence is unexcused.

After a secondary student returns to school following an absence, the student must pick up an absentee slip from the office in order to be admitted to class. A student who reports to class without an absentee slip will be given a tardy and sent to the office to pick up an absentee slip.

BULLYING

DEFINITION

Bullying means engaging in written or verbal expression or physical conduct that 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; or is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Bullying on the Pineywoods Community Academy (PCA) Campus will result in disciplinary action.

VICTIM OF BULLYING

On the request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the Board or its designee shall transfer the victim to another classroom at the campus to which the victim was assigned at the time the bullying occurred.

The Board or designee shall verify that a student has been a victim of bullying before transferring the student. The Board may consider past student behavior when identifying a bully. The determination by the Board or designee is final and may not be appealed. The procedures set forth at Texas Education Code 25.034 do not apply to a transfer under this provision.

An online bullying reporting platform is provided on the PCA website at <http://www.pcacharter.net/students/bullyelem/> for elementary students and <http://www.pcacharter.net/students/bullysec/> for students in middle school and high school. Students and parents are strongly encouraged to report bullying through the online platform or to any PCA teacher or administrator. Bullying reports will be promptly investigated and appropriate action will be taken to address the issue.

CELL PHONES/ELECTRONIC DEVICES

Students in 5th grade and students in middle school and high school may have a cell phone in their possession at school. Students below grade 5 may not have cell phones in their possession. The phone may not be presented visibly during prohibited use hours. The phone may not be used after 7:50 a.m. or before 3:30 p.m. without explicit permission from the campus administrator or designee except for middle and high school students during lunch time (see below). Cell phones must be turned off or in silent mode. Students who have cell phones out or whose phone rings or signals during the day will have

their phone retrieved by the teacher who will deliver it to the elementary or secondary office. Fines for violating the cell phone policy are as follows:

- 1st Offense Warning. Cell phone/device will be given back to the student at the end of the day by a campus administrator.
- 2nd Offense \$20.00 fine; phone must be retrieved by the parent.
- 3rd Offense \$30.00 fine; phone may not be retrieved by the parent until the last day of school.

Cafeteria Rules for Cell Phones and Electronic Devices

Middle school and high school students may use phones during their entire lunch time. Students may play a game, look at appropriate websites, or text on the phone. Students may not take pictures or videos in the cafeteria. All activity on the phone must be silent and not audible. Music may be listened to only with earbuds. Games volumes must be turned off if not used with earbuds. Phones/devices may only be used by the owner and not passed around. Phone screens must be visible to school personnel walking by to ensure appropriate content is accessed. All policies for school internet usage must be followed by cell phone users. Any violation of the rules for cell phones or electronic devices may result in the device being taken up and further discipline consequences administered including removal of privileges for the remainder of the school year.

GRADUATION

PURPOSE

The district policy is designed to support the desire of the Pineywoods Community Academy (PCA) Board of Directors and administration to promote the highest standards of academic achievement and student conduct and to recognize the achievement of deserving students.

PARTICIPATION IN GRADUATION ACTIVITIES AND COMMENCEMENT

Students must have completed all local and state requirements for high school graduation prior to the date and time of graduation to participate in the commencement ceremony with their graduating class. Students who have not met all requirements will not be allowed to participate in the commencement ceremony and no diploma will be issued. Students who have not met all requirements will, however, be allowed to participate in all other activities preceding commencement including prom, senior recognition dinner, and baccalaureate.

Students who have not met requirements for graduation because of deficient course credit or because they have not met STAAR End of Course passing requirements will be allowed to retake the test and/or course or an equivalent course for credit during the summer following graduation. Students who are deficient on either STAAR EOC or course requirements will be given as many opportunities as needed after graduation to complete the needed requirements. After all requirements are completed a high school diploma will be issued. Students will be given the option to participate in the commencement ceremony in the year following their completion of requirements if they so choose.

Senior “pranks” and other inappropriate behavior prior to graduation will not be tolerated and will be handled as discipline issues. The school superintendent reserves the right to deny participation in commencement activities for any student whose behavior leading up to the time of graduation violates the PCA Code of Conduct. In the instance that a student loses the privilege to participate in commencement, a diploma will be issued in the week following the commencement ceremony if all other requirements have been met.

CLOSED CAMPUS

Pineywoods Community Academy (PCA) is a closed campus—students may not leave the campus at any time during the instructional day except as required for instruction at another educational institution or local educational trips as supervised by a teacher or for competition in UIL or other school-sponsored activities. Only a parent/guardian or parent’s designee may sign out a student from school.

CO-CURRICULAR ACTIVITIES

Activities that are part of the curriculum program that are designed to stimulate, enrich, and extend the academic experience for students; thus, co-curricular activities are not a privilege but an obligation. Students that are in co-curricular activities including but not limited to athletics, choir, theater, speech and debate, robotics, UIL academics, drill team, and cheerleading are expected to follow all guidelines specific to the organization and attend all practices and rehearsals as required by the sponsor as well as all performances, tournaments, and events related to the activity. Failure to follow these guidelines will result in a grade reduction in the class related to the activity and/or disciplinary action.

COMPULSORY SCHOOL ATTENDANCE LAWS

If a student is absent from school three (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six-month period:

- 1) the student’s parent or legal guardian is subject to prosecution under TEC §25.093
- 2) the student is subject to prosecution under TEC §25.094

It is your duty as a parent to monitor your student’s attendance, require your student to attend school and request a conference with a school official to discuss the absences. You are subject to prosecution under §25.093 (b) for failure to require your child to attend school.

A student absent without permission from school, or from any class, will be considered truant and subject to disciplinary action, which includes court actions such as: \$500 fines for each absence, suspension of driver’s license a period of one (1) year, twenty (20) hours of community service, and completion of truancy programs. Truancy may also result in assessment of penalties by a court of law against the student and his/her parents.

COUNSELING

Pineywoods Community Academy (PCA) will not refer any student to an outside counselor for care for any reason unless the school contacts the student’s parents and obtains prior written consent, discloses any relationship between the school and the counselor, and informs the student and parents of any alternate public or private source of care or treatment reasonably available in the area. Before a student can be referred to see a counselor, a signed parent permission form should be on file in the office. The principal may use discretion to allow the student to visit with the school counselor on a one-time basis without a signed permission form if the principal determines that the child’s emotional well being warrants such a visit. The counselor will attempt to contact the parent by phone in this instance. Disclosure of student records is prohibited in any of the above situations if such disclosure would violate state or federal law.

CURRICULUM

Pineywoods Community Academy (PCA) bases classroom instruction on the Texas Essential Knowledge and Skills (TEKS) as outlined by the Texas Education Agency. Additional ancillary materials and programs may be used to supplement education in the TEKS. Students taking approved Dual Credit classes at Angelina

College for high school and college credit are enrolled in a course of instruction approved by Texas High Education Coordinating Board in conjunction with the Texas Education Agency.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

Pineywoods Community Academy believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and school employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in this behaviors.

HARASSMENT

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a 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; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited by law, even if consensual. Examples of prohibited sexual harassment may include, but 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; and other sexually motivated conduct, communications, or contact.

RETALIATION

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyance from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom. Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a school

investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

REPORTING PROCEDURES Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other school employee.

INVESTIGATION OF REPORT

To the extent possible, the school 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, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The school will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the school.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy. If the school's investigation indicated that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

DRESS CODE

The school's dress code is established to teach grooming and hygiene, to instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Student dress reflects the quality of the school and affects student's conduct. Students shall be dressed and groomed in a manner that is clean and neat and will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration or hair style extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that, in the judgment of the administration, may reasonably be expected to cause disruption of or interference with normal school operation.

Pineywoods Community Academy (PCA) **students are required to be in dress code at all times during the school day. This includes Pineywoods Community Academy High School and Angelina College campuses.**

Standardized dress includes solid color navy or khaki pants and white or navy tops.

TOPS

1. Solid navy or white polo type shirts unless the student is wearing a school-approved t-shirt. Shirts can be untucked; however, tops cannot be longer than the student's fingertips when student is standing up straight with arms beside their side.
2. Boys shirts must have a collar unless the student is wearing a school-approved t-shirt. Undershirts may be worn under navy or white shirt but must be solid in color. Oxford type shirts must be buttoned. Shirts cannot be worn as a jacket.
3. Girls may wear camisole shirts, tank tops, or sleeveless shirts under the navy or white top but they must be solid in color. Camisole shirts, tank tops, or sleeveless shirts are not allowed to be worn alone.
4. Tops that expose bare midriffs (i.e. crop tops) are not allowed. Top article of clothing must touch bottom article of clothing at all times.

PANTS

1. Pants, shorts, skirts, or jumpers must be hemmed with no holes, rips, or tears.
2. Shorts, skirts, or jumpers must be longer than the student's fingertips when student is standing straight up with arms beside their side.
3. Pants, shorts, skirts, or jumpers may not be made of spandex or other form fitting materials. Spandex leggings are allowed if solid in color and worn under a skirt or jumper. Skirt, shorts, or jumper must still meet length requirements if leggings are worn underneath.
4. Sagging pants are not allowed. Pants must be worn on the natural waist at all times.

JACKETS OR SWEATERS

1. Jackets or sweaters that have a full zipper in front or button up the front are allowed. Jacket or sweater may not have any racially related symbols, emblems, pictures, words, or slogans.
2. Navy hoodies that have the Pineywoods Community Academy (PCA) logo are allowed. These hoodies are sold through the PCA School store. Hoodies that have been sold as a fundraiser through the school are also allowed. Any other type of hoodie is not allowed.

SHOES

1. Athletic style shoes are preferred as students are active and in physical education activities during the day. Boots are allowed, but students wearing boots must bring a pair of athletic shoes for participation in PE.
2. Flip flops are not allowed. This includes slides, crocs, and sandals. All footwear must be closed toe/closed heel.
3. Students wearing any shoes that are considered a safety hazard will not be allowed. Footwear that does not meet these guidelines will be considered a dress code violation and treated as such.

ACCESSORIES

1. Scarves are allowed. Scarves may not have any racially related symbols, emblems, pictures, words, or slogans.
2. No body-piercing jewelry, accessories, etc. will be allowed including nose/tongue, lip, or eyebrow. This includes no earrings for male students.
3. Metal hair combs, picks, or rakes are not allowed to be worn in student's hair.
4. Sunglasses may not be worn at school.
5. Jewelry (including earrings, chains, emblems) which are considered to be a safety hazard or a distraction, is not permitted.
6. Tattoos may not be exposed and must be covered.

HAIR/MAKEUP

1. Hair is to be styled and worn in a way as to not interfere with the instructional program and become a distraction to the instructional program. Hair should be clean, combed, and out of the eyes at all times.
2. For male students, hair should not extend below the shirt collar and must be cut above the eyebrows at all times. Male students may not wear hair in a ponytail or tied up in a fashion to keep hair from extending below the collar.
3. Designs that are cut or shaved into hair are prohibited if they cause a distraction to the instructional program.
4. Excessive or distracting makeup or hair color is not allowed.

JEAN DAYS

1. Fridays are Spirit Day. Students are allowed to wear jeans and a school t-shirt. The t-shirt must be a Pineywoods Community Academy or other school-approved shirt and the jeans cannot have any rips, holes, or tears in them.
2. Identified Fridays are College Day and/or Spirit Day. Students are allowed to wear jeans and a college t-shirt. The jeans cannot have any rips, holes, or tears in them.
3. College hoodies are allowed on identified college days.

4. Shirts/t-shirts from professional sports teams and other school districts are prohibited.

CONSEQUENCES

1. Students that are out of the dress code will be sent to the principal's office. Students will be given the opportunity to change into dress code attire. If students are not able to change into dress code attire, he/she will be placed in ISS for the remainder of the day.
2. Any accessory or hoodie that is out of dress code will be taken up by a teacher or administrator.
3. Consequences for dress code infractions:
1st offense: The student will be allowed to get the item back at the end of the day from the teacher or administrator that took up the item.
2nd offense: The item will be kept in the principal's office until the last day of school. It is the student's responsibility to retrieve the item on the last day of school. Failure to retrieve the item will result in the item(s) being donate to an area clothing shelter.
4. Campus administration has the final decision on the appropriateness of school dress.

DRIVER LICENSE ATTENDANCE VERIFICATION

To obtain a driver license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the secondary office.

DRUG TESTING

PURPOSE

Pineywoods Community Academy endeavors that all students make healthy choices and understand the importance of avoiding any substances that would cause harm to their body. Pineywoods Community Academy (PCA) students are prohibited from using any substances designed to enhance performance as well as all substances that are prohibited under local, state, or federal law. Students in high school participating in extracurricular activities and who drive a motor vehicle to school are held to a high standard of accountability by nature of their participation in these activities.

ELIGIBLE STUDENTS

Students in grades 9-12 who participate in UIL extracurricular activities (all sports, cheerleading, drill team, choir, theatre, academics, speech and debate) as well as students who operate a motor vehicle and drive to school may be subject to an annual mandatory drug screen as well as random drug tests throughout the year. Participation in drug screening will serve as a prerequisite to participation in any of these activities. Prior to screening the student, the parent and the student will be required to sign a permission form explaining the testing process and granting PCA permission to conduct the drug screening. Students who are 18 years of age at the time of the testing will not be required to seek parent permission.

PROCEDURE

All eligible students may be screened at the beginning of the year by a licensed, qualified testing company or physician of the school's choosing. The protocols for screening will be established by the testing company in accordance with state and federal laws that protect the confidentiality of the screening process and the results. The school will provide a convenient opportunity for students to be tested at the school prior to the beginning of the year. Students will not be allowed to participate in any extracurricular activities or drive to school until the screening has been conducted. Students may participate in activities prior to results being returned by the testing company or physician.

TEST RESULTS

Parents of students younger than age 18 will receive a copy of the screening results. Students who are 18 years of age will receive their own results. A copy of the test results will also be included in the student's confidential health record. Parents will be notified immediately after results are returned if the presence of a prohibited substance is indicated. At the school's discretion additional screening may be requested to verify the results. Parents may also choose to pay for additional screening from a certified drug testing laboratory or physician.

SUSPENSION OF ACTIVITIES PENDING DUE PROCESS HEARING

Students testing positive for a prohibited substance will be suspended from participation in any extracurricular activities or from driving to school pending a due process hearing that is to be held no later than 5 days after the results of the screening is returned. The purpose of the hearing is to discuss the screening results and allow input from the parent, student, and school personnel. The student, parent, high school principal, nurse, and activity sponsor will constitute the committee participating in the due process hearing. No later than one school day after the conclusion of the meeting the high school principal will render a decision regarding student's status in extracurricular participation and their status as a student at PCA.

CONSEQUENCES FOR VIOLATIONS

If it is determined that no violation has occurred, the principal may choose to reinstate the student to active participation in extracurricular activities. If it is determined that a violation has occurred, the student and parent will be informed of the administration of one or more of the following consequences:

- Suspension from all extracurricular activities and/or driving to school for the remainder of the semester
- Suspension from all extracurricular activities and/or driving to school for the remainder of the school year
- In school or out of school suspension for a determinate period of time
- Removal of the student from Pinewoods Community Academy
- Referral to law enforcement
- Referral to drug abuse counseling services

APPEALS

Parents may choose to appeal the decision of the high school principal to the Director. The Director's decision may be appealed to the Board of Directors. The decision of the Board of Directors will be considered final.

DYSLEXIA SERVICES

Pinewoods Community Academy (PCA) evaluates and provides service for students with dyslexia and related disorders in accordance with a program developed by the State Board of Education. Parents who suspect that their child may have dyslexia or a related disorder should contact the child's teacher or the Special Programs Director for more information on available services.

EMERGENCY PROCEDURES

EMERGENCY DRILLS

Pineywoods Academy students, teachers, and employees will participate in drills of emergency procedures according to state requirements. When the alarm is sounded, students should quickly follow the direction of teachers or others in charge in a quiet and orderly manner.

EMERGENCY SCHOOL CLOSING INFORMATION

The Director shall have the authority to dismiss school for a part of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such actions require the alteration of the annual school calendar, the Director shall prepare recommendations to the Board for approval of a revised calendar as soon as practical. Emergency closures for the school will be placed on the school website. The school will also announce school closing through KTRE (channel 9) both on the air and on the KTRE website. Announcements will also be placed on the Lufkin Daily News website.

ENROLLMENT

Pineywoods Community Academy (PCA) is a third generation open-enrollment charter school as provided by the Texas Education Code, Chapter 12, Subchapter D, 12.101 (b). Students who reside in the following districts are approved by the Texas Education Agency to enroll at Pineywoods Community Academy: Alto ISD, Apple Springs ISD, Broaddus ISD, Central ISD, Colmesneil ISD, Corrigan-Camden ISD, Diboll ISD, Etoile ISD, Hudson ISD, Huntington ISD, Lufkin ISD, Nacogdoches ISD, Palestine ISD, Wells ISD, Woden ISD, Zavalla ISD, Garrison ISD, San Augustine ISD, and Kennard ISD. We are not obligated per Chapter 12 TEC guidelines to admit students who have been referred to an alternative school setting for discipline infractions. Students with multiple prior discipline problems will have their applications returned. Enrollment is not complete until all application forms have been received in the school office, along with required supporting documentation. Incomplete or falsified applications will be returned. To verify the identity of the student, parents are required to furnish birth certificates AND one or more documents from this list: passport, social security card, driver’s license, military ID, hospital birth record, adoption records, or alien registration card.

ESL SERVICES

Pineywoods Community Academy (PCA) offers services in English-as-a-Second Language based on the home language surveys that are part of every student enrollment packet. If the home language survey indicates a language other than English is used at home, the student will be tested for eligibility. Details of the program and available services are available through the ESL Coordinator.

EQUAL ACCESS

Non-curriculum related student groups, as defined by the Federal Equal Access Act, will be provided opportunity to hold student-initiated, voluntary meetings on school premises during non-instructional times as further defined by the Act. Permitting such meetings does not limit the authority of PCA to assure that the meetings maintain order and discipline; to protect the well-being of students and faculty; to assure that the attendance of students at such meetings is voluntary, not directed, conducted, controlled or regularly attended by non-school persons, and does not materially and substantially interfere with the orderly conduct of educational activities within the school. Groups wishing to qualify for such meetings must submit a written request to the school director who will establish reasonable rules for the posting of notice of such meetings and may not deny such request on the basis of the religious, political, philosophical, or other content likely to be associated with the group’s meeting.

EXTENDED-DAY SERVICES

EARLY BIRDS

Pineywoods Community Academy (PCA) provides free early morning supervision for students beginning at 7:00 A.M. in the Timberwolf Café.

FEE-BASED ELEMENTARY (PREK-5TH GRADE) AFTER SCHOOL CARE PROGRAM

The after school care program sponsored by the Board of Directors of Pineywoods Community Academy is designed to offer child care supervised by adult school personnel, in a group setting, for students in pre-kindergarten through fifth grade. The after school program does not provide educational services to students and is not intended to be an educational program. Group activities, in which the students will participate, include physical activity, homework, and play time. The program is funded entirely through fees paid by parents/guardians of children enrolled in the program. No state or federal funds are used to help with the costs of the after school care program.

The program operates from 3:45 until 6:00 P.M. **All children not picked up after 3:50 who are not participating in a teacher-supervised activity will be sent to after school care; however, the fee for after school care will only be charged for children in after school care after 4:00 p.m.** All children in after school care after 4:00 p.m. will receive a snack.

There will be no after school care when there is early release for students. The program will be provided from the first day of school until the last full day of student attendance. In addition, there will be no after school care program on days when students are not in school.

Fees collected from the program will be used to pay salaries and purchase materials and supplies necessary for the operation of the after school program. Parents may use this service as a daily option for their child or periodically on an "as needed" basis. Checks are to be payable to Pineywoods Community Academy. Payment is for a month. Days missed are not credited. Payment must be received by the 1st day of each month. Short weeks due to holidays or days in which school is not held will be pro-rated or carried forward.

Students in grades Pre kindergarten through fifth grade enrolled at Pineywoods Academy are eligible to enroll in the after school care program. Enrollment in the after school program may be denied or terminated if:

- 1) A student's behavior is so disruptive or dangerous that, even with the provision of reasonable accommodations, continued enrollment poses a significant risk of physical or emotional harm to the students or staff;
- 2) If the child's account balance exceeds \$50.00;
- 3) If a specific accommodation would require the school to change architectural barriers or additional requirements for the student;
- 4) A student's needs require the provision of services which are determined to be a "fundamental alteration" or an "undue burden"; or
- 5) A student's medical needs are beyond the scope of the program to safely address even with reasonable accommodations.

Students in grade 5 may not use their cell phone or electronic device during after school time. Students in grades PreK-4 are prohibited from having cell phones at school by rule.

Parental Responsibilities:

- 1) Parents are expected to complete all registration forms and pay all fees associated with the after school care program in a timely manner;
- 2) Parents are responsible for daily pick up of their children in a timely manner; and for payment of late fees imposed for late pick up. **A late fee of \$1.00 per minute after 6:00 p.m. will be imposed and the child may be excluded from further participation in after school care.**
- 3) Parents shall notify staff if someone other than the parent or designated contacts will pick up the child; and
- 4) Parents should keep staff informed of any concerns that either the parent or the child has regarding the after school care program

Fees:

The schedule of fees for the After School Program for 2016 - 2017 is as follows per family:

1 st child attending after school care	\$35.00 per week
Each additional child attending after school care	\$17.50 per week
Children on free/reduced lunch 1 st child and each additional	\$17.50 per week

Payment for after school care may be paid in the school office during regular office hours (7:30-4:30) or to the after school director at the time of pickup. You will be provided with a receipt for your records. Account statements will be available from the after school director at the time of pickup on approximately the 15th and 30th of each month.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

OFFICES AND ELECTIONS

All class officer, clubs, and organization officer elections will be governed by the following guidelines and procedures.

Prerequisites for Nominations to Office

1. Students running for office will sign up in the secondary office on the designated sign-up sheet. The secondary principal will verify all candidates. Dates for signing up will be posted by the secondary principal.
2. Students must be passing all classes during the prior nine weeks to run for office and must maintain passing grades in order to stay in office. Failure to maintain passing grades will result in removal from office.
3. Students who run for office may not have more than three referrals to the office.
4. A student may be removed from office, if three discipline referrals are received within his/her term of office.
5. Should a vacancy in an office occur, in the case of presidency, the vice president will advance to the presidency. All other offices will be filled by a new election, to be held within fourteen days of the vacancy.
6. All special elections will be held with the same guidelines as stated in regular elections.

Campaign and Pre-Election Regulations

1. A student must sign himself/herself up to run for office.
2. Two campaign posters may be posted in the secondary hallway. All posters must receive approval from the secondary office before being posted in the hallway.
3. The size of the posters is limited to no larger than normal poster board (18 x 24).
4. All campaign posters are to be removed by 4:00pm on the day of the election, or that candidate may be disqualified. The counting committee will determine disqualification.
5. All candidates will have three days to campaign before an election.

Voting Regulations

1. All voting will be held by secret ballot.
2. All students will have to sign a voter sheet in order to receive a ballot for voting. Verification of the voter eligibility will be made by the election official in charge of the election station.
3. Each ballot will have all candidates listed for each position up for election in the class.
4. Late ballots will not be accepted. Winners of the office will be posted in the secondary hallway.
5. All ballots with more than one person marked for an office will be disqualified. All candidates will have until 4:00pm on the day following the election in which to protest any election. All protests must be in writing and given to the secondary principal.
6. The counting committee will sign the posted sheet containing the winner's name. They will also sign a final tally sheet of the number of votes received by each candidate as their form of verification.

Clubs and organizational elections will be governed by the by-laws of that organization and must have a copy of the by-laws on file in the secondary office.

All candidates in any school election must be passing all subjects in order to participate.

FEES

The school may require payment of fees in the following instances:

1. Fees for materials used in any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of materials. This includes dual credit class fees when students could reasonably take another class and receive the same credit.
2. Membership dues in student organizations or clubs, and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
3. Security deposits for the return of materials, supplies, or equipment.
4. Fees for personal physical education and athletic equipment and apparel. However, any student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety established by the Board.
5. Fees for items of personal use or products that a student may purchase at the student's option, such as student publications, class rings, annuals, and graduation announcements.
6. Fees specifically permitted by any other statute.
7. Fees for an authorized, voluntary student health and accident benefit plan.
8. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned by the school.
9. Fees for personal apparel that become the property of the student and that are used in extracurricular activities, such as athletic shoes, bags, or other apparel only worn by one student.
10. Parking fees and fees for identification cards.
11. Fees for courses offered for credit that requires the use of facilities not available on the school premises or the employment of an educator who is not part of the school's regular staff, if participation in the course is at the student's option.
12. Fees for courses offered during summer school, including dual credit classes offered through an approved IHE that are not a part of the student's graduation requirements.
13. Fees for student drug testing as part of an approved testing program for high school students who participate in extracurricular activities and student drivers.

The Board may not charge fees for:

1. Textbooks, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course, except as authorized under this code. Fees may be charged, however, for lost or damaged textbooks or other instructional materials.
2. Field trips required as part of a basic educational program or course where non-attendance on the field trip would negatively impact a student's grade, either through the lowering of a student's grade as a result of not participating in the field trip or in providing extra credit for those students who do attend.
3. Any specific form of dress necessary for any required educational program or diplomas.
4. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
5. Library books required to be used for any educational course or program. However, fines may be assessed for lost, damaged, or overdue books.
6. Admission to any activity the student is required to attend as a prerequisite to graduation.

FIELD TRIPS

At various times during the school year, the school may sponsor field trips to various locations. The Student Code of Conduct applies when students are on school related field trips. Students may be denied the opportunity to attend the field trip if they have not proven responsibility with their conduct. Students will be denied the opportunity to attend a field trip if they do not turn in a Permission Form signed by their

parent or guardian. The decision of whether a student attends a school sponsored field trip rests with the administration.

SECONDARY FIELD TRIPS/COLLEGE VISITS

Secondary students will not be allowed to participate in school sponsored field trips or college visits if they have three or more discipline referrals. This includes dress code violations. Referrals are cumulative each nine week grading period.

SOCIAL EVENTS

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

INTERNET SAFETY

It is the policy of Pineywoods Community Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Pineywoods Community Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Pineywoods Community Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Steve Horrocks, Technology Director, or designated representatives.

Training

The Technology Director or designated representatives will provide age appropriate training for students who use the Pineywoods Community Academy Internet facilities. The training provided will be designed to promote the school’s commitment to: a. The standards and acceptable use of Internet services as set forth in the Pineywoods Community Academy Internet Safety Policy; b. Student safety with regard to:
i. safety on the Internet;

- ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

LETTERMAN JACKETS

Pineywoods Community Academy (PCA) will provide letter jackets to eligible students who satisfy the lettering requirements of the academic, athletic, fine arts, or cheer/drill organization. Students may choose at their own expense to purchase additional enhancements to the letter jacket as offered by the jacket vendor. Students who are not eligible for a jacket under the requirements of the organization are prohibited from purchasing a jacket on their own.

MEDICAL POLICIES

ABNORMAL SPINAL CURVATURE SCREENING

Pineywoods Community Academy (PCA), in compliance with the Texas Department of Health, conducts mandatory spinal screenings for abnormal spinal curvature for students in grades 5 and 8. The school may engage a non-health practitioner to conduct the screenings, but the school shall ensure that any individual conducting the screenings shall be properly trained and certified. Report forms prescribed by the Texas Department of Health will be mailed to parents and kept in the student’s health file. Spinal screenings are mandatory for all students, unless the parent or guardian substitutes a professional examination, and provides PCA proof that such an examination has been performed or the screening conflicts with the tenets and practices of a recognized religion and the parent signs an affidavit stating the objection to the screening.

ACCESS TO MEDICAL RECORDS

All school personnel are entitled to access a student’s medical records maintained at the school on a “need to know” basis, which exists when such personnel is:

- handling a medical emergency or student injury that occurs at school or a school-related event
- working directly with a student in the classroom
- considering disciplinary or academic actions
- reviewing or developing an IEP for a student with disabilities
- compiling statistical data
- investigating a school-related matter
- evaluating a school program
- acting as an after-school care provider.

All medical record information is confidential. PCA cannot require any student to be tested to determine a medical condition or status.

ADMINISTRATION OF MEDICATION

PCA allows administration of prescription medication obtained only in the United States. In order for the school to administer any medication, the medication must be in its original container, properly labeled, and accompanied by a permission form signed by the parent. Students are not permitted to carry any prescription or over-the-counter medications unless permission is first obtained from the school nurse. The school will not administer vitamins, herbal remedies, or other home remedies to any student. The school

will not administer over-the-counter medicines without a completed health information and medication administration form on file.

Students with asthma are permitted by law to self-administer their asthma medication provided that the Asthma Action Plan form has been signed by the parent and the student's medical provider. The Asthma Action Plan form must be renewed yearly and kept in the nurse's office.

BACTERIAL MENINGITIS

Meningitis is an inflammation of the covering of the brain and spinal cord. Bacterial meningitis is dangerous and has potential for serious, long term complications. It is an uncommon disease but, if acquired, it requires urgent treatment with antibiotics to prevent damage or death. Children (over one year old) and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright light, neck stiffness, joint pains, drowsiness and/or confusion. In both children and adults, there may be a rash of tiny red-purple spots which can occur anywhere on the body. Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not airborne or spread by casual contact. The bacteria live naturally in the back of our noses or throats, but they do not live outside the body for long. They are spread when people exchange saliva (such as kissing, biting, or sharing drinking containers, utensils, or cigarettes). While there are vaccines for some other strains of bacterial meningitis, they are used only in certain circumstances. These include when there is a disease outbreak in a community or when people traveling to a country where there is a high risk of getting the disease. When diagnosed early and treated promptly, the majority make a complete recovery.

If the school becomes aware that a student or staff member is diagnosed with or may have been exposed to someone diagnosed with bacterial meningitis, the Angelina County Health Department will be contacted immediately. The Health Department will provide specific information at that point regarding further actions that the school and parents should take.

COMMUNICABLE DISEASE

State law prohibits all public schools from allowing children with certain communicable diseases (those which may be passed directly or indirectly from one person to another) to attend school. The Texas Department of Health publishes a complete list of communicable diseases which may require a student to be excluded from attending school. A copy of the list may be obtained by contacting the school nurse. A student may return to school when one of the following occurs:

- the school receives a written medical clearance from the student's physician;
- the school receives a readmission permit from the local health district; or,
- The guidelines published by the Texas Commissioner of Health show that the communicable disease in question is no longer considered contagious.

Common communicable diseases include, but are not limited to: common cold with fever; ringworm of the scalp; pink eye; scabies; hepatitis; impetigo; measles (initial outbreak); chickenpox (initial outbreak); and whooping cough.

FOOD ALLERGIES

Texas Education Code Chapter 25, Section 25.0022 states that upon enrollment of a child in a public school, a school district shall request, by providing a form or otherwise, that a parent or other person with legal control of the child under court order:

1. disclose whether the child has a food allergy or a severe food allergy that, in the judgment of the parent or other person with legal control, should be disclosed to the district to enable the district to take necessary precautions regarding the child's safety, and
2. specify the food to which the child is allergic and the nature of the allergic reaction.

In addition, the United States Department of Agriculture regulations (Texas Department of Agriculture, 2011) require substitutions or modifications in school meals for children whose disabilities restrict their

diets. When in the licensed physician’s assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child’s condition would meet the definition of “disability,” and the substitutions prescribed by the licensed physician must be made.

The school nutrition program must receive a signed statement by a licensed physician that identifies: the child’s disability;

- an explanation of why the disability restricts the child’s diet;
- the major life activity affected by the disability; and
- the food or foods to be omitted from the child’s diet and the food or choice of foods that must be substituted

What do I do when my child is sick? [The Guidelines for Illness at School](#) is a guideline to help parents and teachers make decisions about sending or keeping children home from school. It is not a comprehensive list of illnesses children might be sent home with, so when you are in doubt do not hesitate to call us or your child’s medical provider.

GUIDELINES FOR ILLNESS AT SCHOOL:

CONDITION	SHOULD YOU STAY HOME?	WHEN CAN YOU RETURN TO SCHOOL
Chicken Pox	Yes	When all pox have scabbed over
Cold	No, unless you have a fever	24 hours fever free- 8 hours without fever reducing medication
Coxsackie (hand, mouth and foot disease)	No, unless fever	
Diarrhea	Yes	24 hours after last diarrhea episode
Ear Infection	No	
Temperature greater than 99.6F	Yes	24 hours fever free – 8 hours without fever reducing medication
Fifth Disease	No, unless fever	See Fever Guidelines
Giardia	Yes	When diarrhea subsides or your medical provider releases you
Impetigo	Yes	Once treatment has begun
Lice	Yes	Until one treatment has been given
Pink Eye	Yes	24 hours after treatment is started
Unidentified Rash	Yes	Until rash is gone, or medical provider releases you

Ringworm	Yes	Once treatment has begun. Must keep the area covered.
Roseola	Yes, with fever	See fever guidelines
Rota Virus	Yes	When diarrhea is gone or your medical provider releases you
Strep Throat	Yes	24 hours after beginning treatment or when you are fever free
Thrush	No, but seek treatment	
Vomiting	Yes	24 hours after last vomiting

HEALTH STATUS OF STUDENT

A student may be sent home because of a health needs if he/she has any of the following conditions. These guidelines are established to protect your child and all students.

1. Appears ill and unable to do school work
2. If suspected of having a contagious disease/condition
3. Sustains an injury that may need medical attention
4. Vomiting or diarrhea during school hours
5. Temperature above 100.4F

IMMUNIZATION

In compliance with state law, each student shall be fully immunized against the following diseases: diphtheria, rubella, mumps, tetanus, and poliomyelitis. Proof of immunization is required upon enrollment, with the following exceptions:

1. Student’s parent has submitted to PCA a signed affidavit stating that the immunizations conflict with the tenets and practices of a recognized religion of which the student is a member, except that this exception does not apply in time of epidemic or emergency as declared by the Commissioner of Public Health; and,
2. Student’s parent submits an affidavit signed by a licensed physician stating that, in the physician’s opinion, the immunizations would be injurious to the health of the student or the student’s family or household.

Students may be provisionally admitted to PCA if the student has begun the required immunizations and continues to receive the necessary immunizations as soon as is medically possible. PCA will keep on file immunization records for each student during the term of attendance at the school, in compliance with all laws and regulations governing inspection of such records. These records may be transferred to other schools with or without parental or student consent as required by law.

LICE

Students with an active case of lice shall be sent home. PCA requires that the condition be treated with medicated shampoo or lotion prior to returning to school.

Children with an extreme case of head lice that are resistant to over-the-counter products should contact the school nurse for further advice and assistance.

MEDICATION POLICY

Only medication for First Aid treatment will be administered by the nurse. Examples of this are: Hydrogen Peroxide

The nurse will administer Caladryl, Orajel or, Antibiotic Ointment only with parental approval.

The nurse will not stock or administer Aspirin, Ibuprofen, Tylenol or Cough Drops. If your child is in need of any of the above, please refer to the Short Term Medication Administration Policy.

It is our desire to accommodate parents and students in every possible way, but it is our primary responsibility to provide the safest and most healthful atmosphere for our students.

1. The nurse will give only those medications which cannot be given at home:
 - a. Medications that are to be given daily, twice daily, or three times, must be given at home unless prescribed by a physician to be given at lunch.
 - b. Medications that are to be given four times a day may be given once at school.
2. Medications sent to school by parents are the only medications that will be given at school.
3. Medications sent to school will be given only under the following instances:
 - a. Medication is in the original, properly labeled container (no foil packets).
 - b. Medication must be accompanied by a note from the parent giving permission and directions for administration. The note and the medication label must coincide exactly in name, dosage, and frequency.
 - c. Over-the-counter drugs will be given for five days only, unless a new note is sent to school. These records will be kept on file in the nurse's office.
4. Students with asthma are permitted by law to self-administer their asthma medication provided that the parent has signed a permission form and that the student's medical provider has approved. This form must be renewed yearly. This form is kept in the Nurse's Office.

We appreciate your cooperation in giving your child's medications at home. This will provide the best possible situation for their prompt return to good health. If you have any concerns or questions, please contact our school nurse.

SUICIDE PREVENTION

All suicide threats are taken seriously by all school staff. Students making such threats will be required to call parents for a meeting with the school counselor and principal to address the student's safety. All suicide attempts are treated as medical emergencies and appropriate authorities will be notified.

VISION AND HEARING

PCA, in cooperation with the State Board of Health, provides screening to detect vision and hearing disorders and any other special senses or communication disorders specified by the State Board of Health. A parent or guardian may substitute one or more evaluations performed by an outside professional for the required screenings. PCA will not reimburse parents for private or outside evaluations obtained in these areas. A student may be exempt from the screenings if the screening procedure conflicts with the tenets and practices of a recognized religion of which the student is a member. The school nurse must receive an affidavit signed by the student's parent or guardian on or before the day of admission stating the objection to the screening. The school nurse shall maintain records of the screenings on forms provided by the State Board of Health. Such records shall be available for inspection by the state and/or local health departments.

CAFETERIA/CHILD NUTRITION

- 1.) Pineywoods Community Academy (PCA) participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced priced meals are available based on financial need. Information on this program can be obtained from Darcy Haden, Director of Student Nutrition Services.
- 2.) Due to state school food service regulations parents will not be able to bring in food for classroom parties, except for the designated dates throughout the year. Designated party days are Christmas party day (the last day before the Christmas holiday,) Valentine’s Day, and the last day of school. Please contact the cafeteria director if you have any questions.

CHARGING MEALS

Elementary and Primary Students

Students will be served one regular lunch if he/she is out of money. Any following day where the student is out of money the student will be offered peanut butter and jelly and milk only if they fail to comply with the charge policy. Notices will be sent home (by the teacher) with students when accounts reach a \$5.00 or less balance. Do not wait until notices are sent. Payments need to be made on a daily or weekly basis. When student accounts are in arrears all monies received will go toward the owed balance. All checks written to the PCA cafeteria will be credited toward the designated student account.

Middle School and High School Students

Students will be served one regular lunch if he/she is out of money. Any following day where the student is out of money the student will be offered peanut butter and jelly and milk only if they fail to comply with the charge policy. These students will receive verbal notification when their accounts reach a balance of \$5.00 or less. When student accounts are in arrears all monies received will go toward the owed balance. All checks written to the PCA cafeteria will be credited toward the designated student account. Students that owe for breakfast or lunch charges will not be allowed to purchase food from the snack bar. Vending machines are for the use of PCA Faculty and Staff. Students are not allowed to use vending machines.

Energy drinks are prohibited on the PCA Campus.

Food and drinks are not allowed outside the cafeteria. This includes outside drinks in the mornings prior to the start of school. Students who bring food or drink in the morning must proceed directly to the cafeteria when they arrive at school and finish their breakfast prior to class.

CHECK ACCEPTANCE AND RECOVERY POLICY

To be an acceptable form of payment, a check must include your accurate name, address, telephone number, and driver’s license number.

In the event that your bank returns a check written to Pineywoods Community Academy in an unpaid status, resulting from Non-Sufficient Funds or Account Closed, Pineywoods Community Academy or its agent will charge a returned check fee of \$35 and payment of check amount in cash. The use of a check for payment is your ACKNOWLEDGMENT and ACCEPTANCE of this policy and its terms.

Furthermore, if a trend is established by an individual or particular vendor with regard to returned checks for any reason, your checks will no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment (cash, money order) may be accepted instead of a check. Pineywoods Community Academy reserves the right to determine acceptable method of payment based on the payment history of the individual or vendor. For special or unique circumstances, please contact our office to negotiate an acceptable resolution as quickly as possible. You can contact the Business Office at 936-634-5515 for any further matters pertaining to resolution of payment or acceptable method of payment.

COST FOR MEALS AND SNACKS

Student Breakfast Full Pay	\$1.40	Visitor Breakfast	\$2.50
Student Reduced	.30	Staff Breakfast	\$2.25

Student Lunch Full Pay	\$2.50	Visitor Lunch	\$3.50
Student Reduced	.40	Staff Lunch	\$3.25
Extra Student Breakfast	\$2.05		
Extra Student Lunch	\$2.80		
Juice 4oz.	.40	Snack bar prices:	\$.50 - \$2.00
Milk 8 oz.	.75		

DEPARTMENT OF CHILD NUTRITION

The Pineywoods Community Academy Child Nutrition Department is operated under the direction of the Texas Department of Agriculture and the National School Lunch & Breakfast Program. The State and Federal Government set guidelines that dictate meal pattern and nutritional requirements.

TEXAS PUBLIC SCHOOL NUTRITION POLICY—Adopted August 1, 2004

Foods of Minimal Nutritional Value (FMNV) - Foods with little or no contribution to daily nutritional requirements. Items that are included but not limited to are carbonated beverages, water ices, chewing gum, certain candies such as hard candy, jellies and gummies, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.

Competitive Foods—Any food and beverage sold or made available to students that compete with the school’s operation of the National School Lunch Program, School Breakfast Program, and/or After School Snack Program. This definition includes but is not limited to, food and beverages sold or provided in vending machines, in school stores, or as fundraisers. School fundraisers include food sold by school administrators or staff, students or student groups, parents or parent groups, or any other person, company or organization.

How this affects our School:

1. Competitive foods may not be offered or given to students anywhere on the school premises throughout the school day until the end of the last scheduled class. Parents, however, can deliver lunches to the school. The lunch can only be consumed by the child of the parent who brought the lunch. No food sharing allowed.
2. French fries or fried potato products may not exceed three oz. and may only be served once a week.
3. Classrooms may allow one nutritious snack per day under the teacher’s supervision. The snack may be in the morning or afternoon but may not be at the same time as the regular meal period for that class. The snack must comply with fat and sugar limits of the Public School Nutrition Policy and may not contain FMNV’s or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts).

BRINGING LUNCHES TO SCHOOL

Parents are welcome to bring lunches to school. The following procedures are in place for elementary and secondary lunches:

Parents are welcome to bring to school lunches in the morning after school starts for a student who may have forgotten their lunch at home. Purchased fast food lunches, however, can no longer be left in the office prior to lunchtime. Parents must deliver the lunch to their student, either by getting a visitor tag and waiting by the cafeteria for their child or by waiting with the lunch in the front office until the child’s lunchtime where the parent will meet the child to deliver the lunch.

Parents are encouraged to eat with their children and are welcome to do so. However, parents should plan to leave immediately after the child’s lunch period so that the teacher can begin instruction when the child returns to class.

TEXAS PUBLIC SCHOOL NUTRITION POLICY EXEMPTIONS

1. Schools are allowed three exempt days throughout the year. They must be determined by the campus administration and posted on the school’s calendar. During exempt days, FMNV, candy and other restricted items are allowable. However, they are not allowed during the mealtime in areas where schools meals are being served or consumed AND regular meal service must be available to students on these days
2. Students may be provided with one additional snack per day during STAAR testing. The snack must comply with sugar limits of the policy and may not contain FMNV or consist of any chips, candy or dessert type items.
3. The policy does not restrict what parents may provide for **their** own child’s lunch or snack but does not allow parents to provide restricted items to other students at school.

FREE AND REDUCED LUNCH & BREAKFAST MEAL PROGRAM

Application for the free and reduced meal program will be sent home with students at orientation, first day of school, or upon request. Applications must be renewed each year. Only one application is required per family. Parents may apply for benefits at any time throughout the school year. The program is based on family size and income levels set by USDA. Students are required to pay full price for all meals until applications are processed and approved. All charging policies apply to students that are applying for free meals until the time of approval. Eligibility notification will be sent by mail or by teacher to all households within ten days of application.

PAYMENT BY CHECK FOR MEALS

All students paying for meals by check will be required to put the full amount of the check in their account. WE WILL NOT CASH CHECKS FOR STUDENTS.

Payment by check is highly encouraged. Payment by check is your receipt for payment of meals. Meals and snacks come from the same account, so if a student purchases snacks this amount is deducted from the same account that they purchase meals from.

Be advised that any negative account balance will be resolved before applying a payment to the students account. (Example: A student owes \$3.00 and the parent sends \$10.00. The student will only have \$7.00 available for use).

Payments can be made online through mySchoolBucks. The link can be found on the PCA website.

If you have any questions regarding these policies, you may contact the Darcy Haden at (936) 634-5515.

In accordance with the federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. (800) 795-3272 or call (202) 720-6382 (Voice and TDD). USDA is an equal opportunity provider and employer. You may also contact Darcy Haden, PCA Food Service Director, to assist in registering your complaint.

PHYSICAL EDUCATION AND ATHLETIC PARTICIPATION

PURPOSE

It is the policy of Pineywoods Community Academy (PCA) that physical education is a central component of each student’s comprehensive educational program. The charter school shall adopt and implement a physical education program to meet Texas Administrative Code Chapter 74 requirements related to

health and physical education as well as Texas University Interscholastic League (UIL) rules regarding eligibility and participation in health and physical education courses.

ELIGIBILITY FOR PARTICIPATION IN UIL-SPONSORED COMPETITIVE SPORTS

Per UIL regulations, student-athletes shall not be enrolled in more than one physical education and/or athletic class whether or not they are receiving credit. Exceptions include PE classes that are labeled as adventure/outdoor education classes and PE substitute classes including JROTC, cheerleading, drill team, and marching band. [UIL Section 1206(e)]

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Students are required to earn one credit of physical education as part of their high school graduation requirements (TAC 74.12.6). All PE courses (PCA local substitution courses and Angelina College courses) must include at least 100 minutes per five-day school week of moderate to vigorous physical activity.

STUDENTS WHO ARE UNABLE TO PARTICIPATE DUE TO DISABILITY OR ILLNESS

A student who is unable to participate in physical activity due to disability or illness may substitute an academic elective credit (English language arts, mathematics, science, or social studies) or a course that is offered for credit as provided by the TEC, §28.002(g-1), for the physical education credit requirement. The determination regarding a student's ability to participate in physical activity will be made by:

- (i) the student's ARD committee if the student receives special education services under the TEC, Chapter 29, Subchapter A;
- (ii) the committee established for the student under Section 504, Rehabilitation Act of 1973 (29 USC, §794) if the student does not receive special education services under the TEC, Chapter 29, Subchapter A, but is covered by the Rehabilitation Act of 1973; or
- (iii) a committee established by the school district of persons with appropriate knowledge regarding the student if each of the committees described by clauses (i) and (ii) of this subparagraph is inapplicable. This committee shall follow the same procedures required of an ARD or a Section 504 committee
(TAC 74.12.6.G)

PINEYWOODS COMMUNITY ACADEMY (PCA) LOCAL COURSES ELIGIBLE FOR PE CREDIT

The required credit may be selected from any combination of the following one-credit* courses offered at Pineywoods Community Academy:

- Athletics
- Physical Education
- Elective PE Credit Offered

*Courses are awarded .5 credit per semester

ANGELINA COLLEGE COURSES ELIGIBLE FOR PHYSICAL EDUCATION CREDIT

The required credit may be selected from any combination of the following one-credit courses offered at Angelina College:

- Foundations of Personal Fitness Courses
 - a. PHED 1101 – Exercise & Jogging I
 - b. PHED 1104 – Dance I
 - c. PHED 1105 – Western Dance
 - d. PHED 1108 – Weight Training I
 - e. PHED 1110 – Aerobics I
 - f. PHED 1112 – Fitness Walking

- g. PHED 1114 – Low-Impact Muscle Conditioning
- h. PHED 1119 – Volleyball I
- i. PHED 1120 – Ropes Course
- j. PHED 1121 – Lifetime Activities
- k. PHED 1123 – Archery I
- l. PHED 2105 – Ballet I
- m. PHED 2112 – Racquet sports
- n. PHED 2121 – Outdoor Recreation Activities

(TAC.74.11.i)

CREDIT EARNED FOR COURSES COMPLETED

Credit may not be earned for any course identified as a local option or as an Angelina Course more than once. Local courses, however, may be taken multiple times without credit earned. No more than four substitution credits may be earned through any combination of substitutions. Courses that do not satisfy the one-hour activity core course requirement are not eligible for selection by students.

COURSES REQUIRING SPECIAL FEES

Angelina College courses that require a special fee are not eligible for selection by students.

PARTICIPATION IN HIGH SCHOOL AND COLLEGE SPORTS OR ACTIVITIES

PCA students who compete in a sport or activity at Angelina College may not compete in the corresponding sport or activity at PCA if the sport or activity is available at PCA, including basketball, track and field as well as other non-athletic activities including choir, cheerleading, drill team, theater, and debate.

PARTICIPATION IN BASKETBALL

PCA students who participate in basketball and swim must be enrolled in the athletic period for that sport in the fall and spring semesters.

PARTICIPATION IN OTHER SPORTS (TRACK, CROSS-COUNTRY, GOLF, TENNIS)

PCA students who participate in track, cross-country, golf, and tennis and are not part of the basketball program are encouraged but not required to be enrolled in an athletic period to participate in one or more of these sports. Basketball participants may also compete in one or more of these sports. Participants in cheerleading or drill team may also participate in one or more of these sports.

RELIGIOUS ACTIVITY

Students may individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. No instructional time shall be devoted to the inculcation of sectarian religious doctrine. Pinewoods Community Academy (PCA) may teach classes whose subject is religion and/or sacred religious books when the instruction is undertaken solely for secular purposes, including historical, literary, and sociological perspectives. Students may be excused from attendance for religious observances provided that parents/guardians submit advance written notice to the school. Parents who have a religious objection to a classroom activity may request that their child be removed from the classroom while that activity is conducted.

SCHOOL FACILITIES

USE BY STUDENTS BEFORE AND AFTER SCHOOL

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing the activity gives written permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under supervision of a teacher, students must leave campus immediately.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before- or after- school activities on school premises and at school sponsored events off campus. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

USE OF HALLWAYS DURING CLASS TIME

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

SEXUAL HARASSMENT AND SEXUAL ABUSE

Sexual abuse of a student by an employee is a criminal act punishable under Texas law. Sexual abuse violates a student’s constitutional right to bodily integrity when there is a connection between the physical sexual activity and the employee’s duties and obligations as a District employee. Sexual abuse may include fondling, sexual assault, or sexual intercourse. Sexual harassment of students may also constitute discrimination on the basis of sex in violation of Title IX.

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender.

EMPLOYEE- STUDENT SEXUAL HARASSMENT

A school official who has authority to address alleged harassment by employees on the District’s behalf shall take corrective measures to address the harassment or abuse. Known instances of sexual harassment or suspicion of sexual harassment should be reported to the school director immediately.

STUDENT-STUDENT SEXUAL HARASSMENT

The school must reasonably respond to known student-on-student harassment where the harasser is under the school’s disciplinary authority. Known instances of sexual harassment or suspicion of sexual harassment should be reported to the school director immediately.

SPECIAL EDUCATION SERVICES

Pineywoods Community Academy (PCA) offers a full continuum of Special Education services, instructional arrangements, and related services as required by the Individuals with Disabilities Education Act (IDEA) to those enrolled students who qualify. A student must have one or more of the disabilities listed in federal regulations or in state law or both in order to qualify for Special Education and related services. PCA evaluates each student who is suspected to have a disability. Testing is conducted in accordance with federal and state regulations.

For each enrolled student who is determined to be eligible for services, an Admission, Review, and Dismissal (ARD) Committee shall develop an Individual Education Plan (IEP) for the student. The IEP may be modified

at any time, but in no event shall the IEP remain the same for longer than twelve months.

For a student who is new to the school, an ARD Committee meeting shall be convened when the student enrolls and the parent informs the school that the student was receiving Special Education or related services in the previous school. Special Education services and/or related services shall be set up temporarily and will be contingent upon:

1. Receipt of valid assessment data from the previous school; or
2. Collection of new assessment data.

A second ARD meeting will be convened within 30 days from the date of the first ARD meeting held to finalize or develop a new IEP based on the assessment data.

Parents are encouraged to contact the Special Education Director if at any time during the school year they suspect that their child has a disability that would make him/her eligible to receive Special Education and/or related services. Staff members who suspect a child may be eligible for Special Education or related services at any time during the school year should notify the Special Education Director as soon as the suspicion arises.

Parents interested in having the school assess their child to determine eligibility, or who wish to receive more information about the Special Education services at PCA, or parents of children experiencing difficulty with academic success, should contact the school's Special Education Director for more information and a copy of the Procedural Rights Handbook published by the Texas Education Agency.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within sixty calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Marlilyn Hankla (936 - 634-5515).

STANDARDIZED TESTS

STAAR EXAMS

All students are administered the State of Texas Assessments of Academic Readiness (STAAR) in grades 3-8. This series of tests includes reading, writing, math, social studies, and science exams that measure the progress of the student towards mastery of the Texas Essential Knowledge and Skills. Pineywoods Community Academy (PCA) implements the STAAR as prescribed by the State Board of Education and set forth in the Texas Education Code, Chapter 39, Subchapter B. A student may take the alternative assessment as provided by the Texas Education Code Chapter 39.027 if the student is eligible for special education

services and the ARD committee deems it necessary. Students in high school take EOC (End of Courses) assessments for the subjects of English I, English II, Algebra I, Biology, and US History after instruction has been completed in that course. Students must pass all 5 EOC exams as part of their fulfillment of state of Texas high school graduation requirements and to be able to participate in graduation ceremonies.

STUDENT DRIVERS

Students may not return to their vehicle at any time during the day except with permission of a secondary administrator. Students who demonstrate reckless or unsafe driving will be subject to disciplinary action and may have their driving privileges suspended.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. Per Texas Education Code section 26.009, an employee of a school district is **not** required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:

- (1) purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
- (2) a purpose related to a co-curricular or extracurricular activity;
- (3) a purpose related to regular classroom instruction; or
- (4) media coverage of the school.

The Administration will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS AND VOLUNTEERS

Any visitor or volunteer to the building must sign/check in at the Elementary or Secondary Office and present their drivers license to obtain a visitor's pass before going into the hall or a classroom.

CLASSROOM OBSERVATIONS DURING REGULAR INSTRUCTIONAL TIME

Parents are permitted to observe instruction in the classroom within the following parameters:

- The parent must make arrangements with the school principal at least 24 hours in advance of the visit.
- Visits are limited to 15 minutes
- Parents are prohibited from interacting with the teacher, their child, or other children in the classroom
- Any form of audio or visual recording is strictly prohibited
- Classroom visits are prohibited during periods of local or state assessment or at other times as designated by the school director
- Parents who violate these guidelines will be prohibited access to the school

SCHOOL VISITS BY PARENTS AND VISITORS FOR SPECIAL EVENTS

Parents are welcomed and encouraged to visit the school throughout the year to attend special events in their child's classroom, and for school-wide assemblies, open houses, demonstrations, book fairs, and the like. These types of events can be enjoyable for both the parent and the student and are an important way to be involved in your child's education. Parents and visitors are expected to exhibit appropriate conduct

and decorum while at the school event. School visitors who demonstrate inappropriate conduct while at a school event or who are disrespectful to school personnel will be asked to leave the campus and may be prohibited from future access to the school.

WELLNESS POLICY

Pineywoods Community Academy shall implement, in accordance with law, a coordinated health program with a nutrition education component and shall use health course curriculum that emphasizes the importance of proper nutrition.

NUTRITION EDUCATION

Students shall receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.

Nutrition education shall be a Districtwide priority and shall be integrated into other areas of the curriculum, as appropriate.

Staff responsible for nutrition education shall be adequately prepared and shall participate in professional development activities to effectively deliver the program as planned.

The food service staff, teachers, and other school personnel shall coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.

Educational nutrition information shall be shared with families and the general public to positively influence the health of students and community members.

PHYSICAL ACTIVITY

PCA shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. In addition, the school establishes the following goals for physical activity:

The school shall provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.

Physical education classes shall regularly emphasize moderate to vigorous activity.

The school shall encourage teachers to integrate physical activity into the academic curriculum where appropriate.

Before-school and after-school physical activity programs shall be offered and students shall be encouraged to participate.

District will provide opportunity for training to promote enjoyable, safe physical activity for themselves and students.

The school shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

The school shall encourage students, parents, staff, and community members to use the District's recreational facilities that are available outside of the school day. [See GKD]

SCHOOL-BASED ACTIVITIES

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities:

Sufficient time shall be allowed for students to eat meals in lunchroom facilities that are clean, safe, and comfortable.

Wellness for students and their families shall be promoted at suitable school activities.

Employee wellness education and involvement shall be promoted at suitable school activities.

IMPLEMENTATION

The Superintendent shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring

WITHDRAWAL

Parents must inform the school at least 24 hours prior to withdrawing a student from Pineywoods Community Academy (PCA) to allow time for proper processing of the request. Textbooks and other school property must be returned, any fees or charges owed must be paid, and all grades must be recorded by teachers before records can be forwarded to the receiving school.

Appendix A – Non-Discrimination Legal Policy

NONDISCRIMINATION

The District shall provide equal opportunities to all individuals within its jurisdiction or geographic boundaries. Education Code 1.002(a)

No officer or employee of the District shall, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin. Civ. Prac. & Rem. Code 106.001

The District may not deny services to any individual eligible to participate in its special education program, but it shall provide individuals with disabilities special educational services as authorized by law. Education Code 1.002(b)

FEDERAL FUNDING RECIPIENTS

No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination by any district that receives federal financial assistance, on the basis of any of the following protected characteristics:

1. Sex.
2. Race, color, or national origin.
3. Disability, or relationship or association with an individual with a disability.

20 U.S.C. 1681 (Title VI); 42 U.S.C. 2000d (Title IX); 20 U.S.C. 1400 et seq. (Individuals with Disabilities Education Act); 29 U.S.C. 794 (Section 504); 42 U.S.C. 12132 (Americans with Disabilities Act [ADA])

SEXUAL HARASSMENT

Sexual harassment of students is discrimination on the basis of sex under Title IX. *Franklin v. Gwinnett County Schools*, 503 U.S. 60 (1992)

HUMAN RIGHTS COORDINATOR

The District shall designate at least one employee to coordinate its efforts to comply with Title IX, Section 504, and the ADA. The District shall notify all students and employees of the name, office address, and telephone number of the employee(s) so designated.

GRIEVANCE PROCEDURES

The District shall adopt and publish grievance procedures for prompt and equitable resolution of student complaints alleging discrimination under these statutes.

34 CFR 106.8 (Title IX); 34 CFR 104.7 (Section 504)

RETALIATION

The District shall not coerce, intimidate, threaten, retaliate against, or interfere with any person who attempts to assert a right protected by the above laws or cooperates with investigation and enforcement proceedings under these laws. 34 CFR 100.7(e) (Title VI), 104.61 (Section 504), 106.71 (Title IX)

STUDENTS WITH LEARNING DIFFICULTIES

The Texas Education Agency shall produce and provide to school districts a written explanation of the options and requirements for providing assistance to students who have learning difficulties or who need or may need special education. The explanation must state that a parent is entitled at any time to request an evaluation of the parent's child for special education services under Education Code 29.004. Each school year, the District shall provide the written explanation to a parent of each District student by including the explanation in the student handbook or by another means. Education Code 26.0081

DISABILITY DISCRIMINATION

ADA

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the District, or be subjected to discrimination by the District. 42 U.S.C.A. 12132; 28 CFR 35.130

SECTION 504

Under Section 504 of the Rehabilitation Act, no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity re-ceiving federal financial assistance. 29 U.S.C.A. 794(a)

DEFINITIONS

'STUDENT WITH A DISABILITY'

A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical sup-plies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics, hearing aids, mobility devices, oxy-gen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being "regarded as" having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of 6 months or less.

29 U.S.C. 705(20)(B), 42 U.S.C. 12102(1), (3)-(4)

'QUALIFIED INDIVIDUAL WITH A DISABILITY'

The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District. 42 U.S.C. 12131(2)

'MAJOR LIFE ACTIVITIES'

"Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. "Major life activity" also includes the operation of major bodily functions, including functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and re-productive functions. 42 U.S.C. 12102(2)

REASONABLE MODIFICATION

The District shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. 28 CFR 35.130(b)(7)

DIRECT THREAT

“Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services as provided below. 28 CFR 35.104

The ADA does not require the District to permit an individual to participate in or benefit from the services, programs, or activities of the District when that individual poses a direct threat to the health or safety of others.

In determining whether an individual poses a direct threat to the health or safety of others, the District must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

1. The nature, duration, and severity of the risk;
2. The probability that the potential injury will actually occur; and
3. Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

28 CFR 35.139

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

The District shall provide a free appropriate public education to each qualified student with a disability within the District’s jurisdiction, regardless of the nature or severity of the student’s disability.

A student with a disability is “qualified” if he or she is between the ages of three and 21, inclusive. 28 CFR 35.104(l)(2)

An appropriate education is the provision of regular or special education and related services that are:

1. Designed to meet the student’s individual educational needs as adequately as the needs of students who do not have disabilities are met; and
2. Based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards, as set forth below.

34 CFR 104.33(b)

Implementation of an individualized education program (IEP) under IDEA is one means for providing FAPE.

34 CFR 104.33(b)(2)

Note: See EHBA series for policies regarding the provision of special education to students with disabilities under IDEA who require special education in order to benefit from a free appropriate public education.

EDUCATIONAL SETTING

The District shall place a student with a disability in the regular educational environment, unless the District demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. 34 CFR 104.34(a)

In providing or arranging for nonacademic and extracurricular services and activities, the District shall ensure that a student with a disability participates with students who do not have disabilities to the maximum extent appropriate to the needs of the student with a disability. 34 CFR 104.34(b), 104.37

EVALUATION AND PLACEMENT

The District shall establish standards and procedures for the evaluation and placement of persons who, because of disability, need or are believed to need special education and related services. The District shall conduct an evaluation before the initial placement, or any significant change in placement, of the student.

34 CFR 104.35

MILITARY DEPENDENTS

In compliance with the requirements of Section 504, and with Title II of the Americans with Disabilities Act (42 U.S.C. Sections 12131–12165), the District shall make reasonable accommodations and modifications to address the needs of incoming military dependents with disabilities, subject to an existing Section 504 or Title II Plan, to provide the student with equal access to education. This does not preclude the District from performing subsequent evaluations to ensure appropriate placement of the student. Education Code 162.002 art. V, § C

PROCEDURAL SAFEGUARDS

The District shall establish a system of procedural safeguards with respect to the identification, evaluation, and educational placement of persons who need or are believed to need special instruction or related services.

The system shall include notice, an opportunity for the student’s parent or guardian to examine relevant records, an impartial hearing with the opportunity for participation by the student’s parents or guardian and representation by counsel, and a review procedure. Compliance with the procedural safeguards of IDEA is one means of meeting this requirement. 34 CFR 104.36

HOMELESS CHILDREN

The District shall adopt policies and practices to ensure that home-less children are not stigmatized or segregated on the basis of their homeless status.

LIAISON

The District shall designate an appropriate staff person as the District liaison for homeless children. The District shall inform school personnel, service providers, and advocates working with homeless families of the duties of the liaison.

No Child Left Behind Act of 2001, 42 U.S.C. 11432(g)(1)(J)(i), (ii)

RELIGIOUS FREEDOM

The District may not substantially burden a student’s free exercise of religion, unless the burden is in furtherance of a compelling govern-mental interest and is the least restrictive means of furthering that interest. Civ. Prac. & Rem. Code 110.003

DISCRIMINATION ON THE BASIS OF SEX

No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination by any district receiving federal financial assistance. 20 U.S.C. 1681(a)

The District shall not provide any course or otherwise carry out any of its educational programs or activities separately on the basis of sex, or require or refuse participation therein on the basis of sex, including health, physical education, industrial, business, vocational, technical, home economics, music, and adult education courses. 34 CFR 106.34

SEPARATE FACILITIES

The District may provide separate toilet, locker room, and shower facilities on the basis of sex, but the facilities provided for one sex shall be comparable to the facilities provided for the other sex. 34 CFR 106.33

HUMAN SEXUALITY CLASSES

Portions of classes in elementary and secondary school that deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.

VOCAL MUSIC ACTIVITIES

The District may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

34 CFR 106.34

SINGLE-SEX PROGRAMS

The District shall not, on the basis of sex, exclude any student from admission to an institution of vocational education or any other school or educational unit operated by the District unless the District otherwise makes available to the student, pursuant to the same policies and criteria of admission, comparable courses, services, and facilities. 34 CFR 106.35

PREGNANCY AND MARITAL STATUS

A recipient shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. 34 CFR 106.40

PHYSICAL EDUCATION CLASSES

The District may group students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

SKILLS ASSESSMENT

Where use of a single standard of measuring skill or progress in physical education classes has an adverse effect on members of one sex, the District shall use appropriate standards that do not have such effect.

CONTACT SPORTS

The District may separate students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

34 CFR 106.34

ATHLETIC PROGRAMS

The District shall not discriminate, on the basis of sex, in interscholastic or intramural athletics or provide any such athletics separately on such basis.

SINGLE-SEX TEAMS

The District may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a recipient operates or sponsors a team in a particular sport for members of one sex but not for members of the other sex, and athletic opportunities for members of that sex have previously been limited, members of the excluded sex must be allowed to try-out for the team offered unless the sport involved is a contact sport.

EQUAL ATHLETIC OPPORTUNITIES

A district that operates or sponsors interscholastic or intramural athletics shall provide equal athletic opportunity for members of both sexes. The following factors shall be considered in determining whether the District provides equal athletic opportunities:

1. Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both sexes;
 2. Provision of equipment and supplies;
 3. Scheduling of games and practice time;
 4. Travel and per diem allowance;
 5. Opportunity to receive coaching and academic tutoring;
 6. Assignment and compensation of coaches and tutors;
 7. Provision of locker rooms and practice and competitive facilities;
 8. Provision of medical and training facilities and services;
 9. Provision of housing and dining facilities and services; and
 10. Publicity.
- 34 CFR 106.41



PARENT LETTER OF COMMITMENT

I have received and read the 2017-2018 Pineywoods Community Academy (PCA) Student Handbook and the Code of Conduct concerning the rules and procedures of the school. I will support the school by discussing the handbook with my son/daughter to assure that he/she understands the expectations, and I will support the school's efforts to provide the best possible education for every child. I agree to work cooperatively with the school in discipline should there be a need to discipline my son/daughter. I expect the school to support my child and provide for his/her individual needs. This commitment assures an effort on the part of the parent and the school to work together positively for the success of the student.

The Student Handbook is designed to coincide with Board Policy and the Student code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that modify student handbook provisions will be communicated to students and parents. These changes will generally supersede the provisions made obsolete by the newly adopted policy. In case of conflict between Board Policy or the Student Code of Conduct, any provisions of Board Policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Students and parent are to be familiar with the PCA Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. Students with a documented history of a criminal offense, juvenile court adjudication, or discipline problems under TEC Subchapter A, Chapter 27 may be excluded from PCA. See TEC 12.111(6).

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities, dates of attendance, grade level, enrollment status, honors and rewards received in school, most recent previous school attended, and school e-mail address. Directory information may be released by the school to anyone who requests it or may be posted on school-approved websites unless I object to the release of any or all of the information with ten (10) days of the time this handbook is issued to my child.

I understand that I am responsible for reading this Student Handbook and Student Code of Conduct and for knowing the rules and procedures of PCA. I will discuss the contents with my son/daughter to assure that he/she understands as well.

PRINT NAME OF STUDENT: _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

DATE: _____