

NOTICE OF A REGULAR BOARD MEETING
OF THE BOARD OF GOVERNORS
AMIGOS POR VIDA-FRIENDS FOR LIFE PUBLIC CHARTER SCHOOL
AN AMIGOS POR VIDA, FRIENDS FOR LIFE HOUSING & EDUCATION CORPORATION SCHOOL

Board Meeting Agenda Notice
(7/9/2021)

Notice is hereby given that a video-conference call Meeting of the Board of Governors of the Amigos Por Vida-Friends for Life Public Charter School will be held on, (7/13/2021) at 6:00 P.M. You can access the meeting via the following link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_ZjVkmWFkYtItZDhhOS00M2I0LTk4YWYtYmQ4OTUyMDVhZThi%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522d323cab2-041d-4980-ba2b-817d8b207019%2522%252c%2522Oid%2522%253a%252272d10f3-343f-45ac-9796-537d4e7ddb09%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=d7e8b884-0d1b-4967-acd0-023de4099elc&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true&promptSuccess=true

1. Call to Order
2. Hearing of Citizens
3. School Updates (F. Delgado)

Action Items

4. Discuss and consider board minutes from 6/15/2021. (F. Delgado)
5. Discuss and consider APV Student Code of Conduct/Parent Handbook 2021-2022. (F. Delgado)
6. Discuss and consider APV Personnel Handbook 2021-2022. (A. Zambrano)
7. Closed Session
 - a. Discuss and consider potential Board Member.

Information Items

8. Financial Update as of 6/30/2021 (A. Zambrano)
 - a. Review Non-Profit Tax Return, Form 990 for 2019-2020
9. Update: Board Meeting changes as of 9/1/2021. (F. Delgado)
10. Adjourn

Executive Session Authority

If during the course of the Board meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any item included in this Notice, then such closed or executive session will be held as authorized by the following Sections of the Texas Government Code:

- 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
- 551.072 – For the purpose of discussing the purchase, exchange, lease, or value of real property.
- 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.
- 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

- 551.082 – For the purpose of considering discipline of a public school child or children, or to hear a complaint by an employee against another employee, if the complaint or charge directly results in need for a hearing.
- 551.083 – For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.
- 551.084 – For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

Such closed meeting will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Board may conveniently be meeting in such closed or executive session. Should any final action, final decision, or final vote be required in the opinion of the board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- (a) the open meeting covered by this Notice upon the reconvening of this public meeting, or
- (b) at a subsequent public meeting of the Board upon Notice thereof, as the Board shall determine.

The items listed in this notice may be considered in any order at the discretion of the Board of Governors or the Board President, items listed for closed session discussion may be discussed in open session, and items listed in this notice may be tabled and considered at a subsequent public meeting of the Board of Governors upon proper notice.

Certificate of Posting or Giving of Notice


On this 7th day of July 2021 at 12:30 p.m. This notice was posted at a place convenient to the public in and around Amigos Por Vida - Friends for Life Public Charter School, 5503 El Camino Del Rey St., Houston, Texas 77081 and readily accessible to the general public.










Freddy Delgado, Superintendent/Principal

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If you have taken the Returning Board Member 101 course plan, then you have graduated to this recommended Course Bundle for Returning Board Members. The Returning Board Member 201 Course Plan includes 5 recommended online courses that meet the TEA training requirements for a returning board member:

- Critical Conversations
- Financial Compliance
- Board Reporting
- Strategic Planning

CSS Online Course: **\$300.00**



<https://charterschoolsuccess.com/product/returning-board-member-201-course-plan/>

(Follow link for more information)

Amigos Por Vida - Friends for Life Public Charter School
An Amigos Por Vida - Friend for Life Housing and Education Corporation School

The Board of Governors of the Amigos Por Vida-Friends for Life Public Charter School met in a Virtual Meeting on 6/15/2021, via the following link: (<https://teams.microsoft.com/l/meetup-join/>). It was presided over by the President, Mrs. Silvia Graves, and the Secretary, Ms. Lydia Tamez.

1. Call to Order

- a. Mrs. Silvia Graves called the meeting to order 4:02 PM. The following individuals were present:

Silvia Graves - *Board President*
Lydia Tamez - *Board Secretary*
Rose Mary Valencia - *Board Member*
Freddy Delgado - *Superintendent / Principal*
Kakoli Mukerji - *Assistant Principal*
Sandra Gonzales - *Assistant Principal*

Jaime Romero - *Instructional Coach*
Claudia Marin - *Instructional Coach*
Claudia Zelaya - *Student & Family Support Specialist*
Bill Dinkel - *Business Office*
Antonio Zambrano - *Comptroller*
Deborah Figueroa-Cruz - *School Secretary*

2. Hearing of Citizens

3. School Updates

Action Items

4. Discuss and Consider Board Minutes from 5/18/2021 and 6/1/2021.

- a. A motion to approve the minutes of the 5/18/2021 and the 6/1/2021 meetings was made by Ms. Lydia Tamez; seconded by Mrs. Rose Mary Valencia. Mrs. Silvia Graves moved for a voice vote. All members were in favor; the motion to approve the minutes from both meetings passed.

5. Discuss and Consider authorizing Antonio Zambrano bank signatory authority and account access to Truist (formerly BB&T) and Bank OZK (formerly Bank of Ozarks).

- a. Mrs. Rose Mary Valencia moved to approve authorizing Mr. Antonio Zambrano bank signatory authority and account access for both accounts; Ms. Lydia Tamez seconded the motion. Mrs. Silvia Graves moved for a voice vote. All members were in favor; the motion for authorization passed.

6. Discuss and Consider use of ESSER II & ESSER III funds/survey.

- a. Mr. Antonio Zambrano presented.
b. The Board participated in the survey, and determined no motion was needed to proceed with the application process to receive the funds.

7. Closed Session

- a. Mrs. Silvia Graves moved the meeting into closed session at 5:52pm.
b. Mrs. Silvia Graves moved the meeting into open session at 6:30pm.
c. During closed session, the board discussed Mr. Freddy Delgado's and Mrs. Kakoli Mukerji's salaries.
d. Mrs. Rose Mary Valencia moved to increase Mr. Delgado's salary to \$130,000/year and Mrs. Mukerji's salary to \$96,000/year, effective July 1st; Mrs. Silvia Graves seconded. Mrs. Silvia Graves called for a voice vote. All members were in favor and the motion passed.

Information Items

8. Financial Update as of 5/31/2021

- a. Mr. Bill Dinkel presented. Documents provided.

9. HVAC project update.

10. STAAR Results

- a. Mrs. Kakoli Mukerji presented.

11. Campus Survey Results

- a. Ms. Claudia Zelaya presented.

12. Board Training Dates

13. Availability for Special Board Meeting regarding Board Bylaws.

14. New Business

15. Adjourn

- a. Mrs. Rose Mary Valencia moved the meeting to adjourn; Mrs. Silvia Graves seconded the motion. The motion to adjourn the meeting was agreed upon by the Board at 6:32 PM.

Mrs. Silvia Graves, *Board President*

Ms. Lydia Tamez, *Board Secretary*

Amigos Por Vida-Friends for Life Public Charter School

An Amigos Por Vida-Friends for Life Housing & Education Corporation School

2021 - 2022

Student Code of Conduct Parent Handbook



Neither the Code of Student Conduct and Parent Handbook nor any provision therein creates an obligation on the part of Amigos Por Vida - Friends for Life Public Charter School (APV-FFL-FFL), any contractual relationship between the School and employee.

Because no Code of Student Conduct and Parent Handbook can anticipate every circumstance that may arise in the employment context, the School reserves the right to revise, supplement, or rescind any provisions and policies contained in the handbook.

APV-FFL-FFL is an equal opportunity employer and considers all applicants on the basis of qualifications without regard to race, color, sex, religion, age or national origin.

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FOREWORD

Students and parents are expected to become familiar with the requirements of the district wide Code of Student Conduct and Parent Handbook and the rules and guidelines adopted and implemented by their individual schools based upon their School-Based Discipline Management System. Students are also expected to abide by the policies set forth in the Code so that they can truly get the most out of their years in school.

The School Board of **“APV-FFL – FFL”** has adopted this Code of Student Conduct and Parent Handbook(the “Code”) in accordance with Section 12.131 of the Texas Education Code, in order to clearly communicate standards for expected student conduct, the disciplinary consequences which may be applied to students who violate those standards, and the applicable procedures for the implementation of disciplinary consequences. All students must comply with the Code. Definitions of words and phrases used throughout this Code are provided at the end of the Code.

Parents and students are encouraged to contact campus administration with any questions or concerns regarding the requirements and provisions of the Code. Parents and students are expected to review and be familiar with the provisions of the Code. Lack of knowledge or awareness about any School rules, including this Code, will not excuse violations of the Code. Parents and students will be required to sign a statement acknowledging receipt and understanding of the Code. A copy of this Code is available at the front office and at www.amigosporvida.com.

SCHOOL MISSION

Our mission at APV-FFL-FFL is to empower our students to become life-long learners and achieve academic and personal success, by providing an excellent education in a safe environment.

SCHOOL VISION

It is our desire that every program, event, and resource point toward the development of a Community of Learners. We will endeavor to connect the daily operations of our school to successful student learning outcomes. The following standards will be used for the purpose of developing APV-FFL students as integral stakeholders, actively contributing toward the global community of learning.

THE LEARNER'S CREED

I believe in myself and our ability to do our best at all times. Today, we will be Responsible, Respectful, and Ready.

TRANSFERS/ACCEPTANCE TO APV-FFL

In considering a student's request for admission, APV-FFL may consider the student's history of a criminal offense(s), juvenile court adjudication(s), or disciplinary problems under subchapter A, Chapter 37 of the Education Code, as evidenced by records received from schools previously attended by the student, law enforcement, or any other relevant documentation, and may exclude the student from admission on this basis.

If a student who would otherwise be ineligible for admission to the School provides false information on an admissions application or other enrollment document and as a result of the false information is admitted to the School, the student shall be immediately withdrawn from enrollment from the School upon discovery of the falsification. Falsification of information for the purpose of gaining enrollment in a public school is a criminal offense under § 37.10 of the Texas Penal Code. APV-FFL may elect to report the falsification to law enforcement or take any other action permitted by law.

- Students must complete APV-FFL enrollment process to include: complete report card and/ or current progress report, previous year's STAAR and/or state assessments, file, immunization records, proof of residence with parent/guardian's name, birth certificate, social security card, and/or any other special program information. This information must be submitted at the time of enrollment. If not, any missing school records must be submitted within 3 school days from original enrollment date.
- Students must be in good standing in conduct from previous school (i.e. no suspensions, expulsions, no dues owed to previous school, etc.).
- Students must be in good standing with attendance/tardies.
- Applications will not be processed if it is not filled out in it's entirely.

STUDENT EXPECTATIONS

Students and parents are expected to become familiar with the requirements of the Code of Student Conduct and Parent Handbook and the rules and guidelines adopted and implemented. Students are also expected to abide by the policies set forth in the Code so that they can truly get the most out of their years in school.

COMMITMENT CONTRACT

The purpose of this contract is to establish school, student, and parent/guardian expectations which will ensure that every student has the opportunity to have a successful school year.

APV-FFL-FFL Commitment:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - *All classroom teacher are highly qualified, they are either certified in their content area or on a certification plan.*
 - *All teachers teach the Texas Essential Knowledge Skills (TEKS).*
 - *Teachers follow the TEKS Resource System Curriculum.*
 - *Teachers implement the Math TEKS approved by TEA.*
 - *Teachers use best practices and higher order questioning skills to increase rigor in the classroom.*
- Hold parent-teacher conferences during the first nine weeks of school in which this contract will be discussed as it relates to the individual child's achievement.
 - *Parents may request to schedule appointments with teachers during their conference periods.*
 - *Appointment requests may be made with the receptionist.*
 - *Teachers may request parent-teacher conferences to discuss academic progress.*
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Pre-K3, Pre-K4, and Kindergarten:

 - *Progress Reports will be sent home every 6 weeks.*
 - *Report Cards will be sent home every 12 weeks.*

First through Eighth grade:

 - *Progress Reports will be sent during the 4th week.*
 - *Report Cards will be sent during the 7th week.*
 - ~~Provide parents reasonable access to staff.~~ Specifically, Staff will be available for consultation with parents as follows:
 - ~~Staff member are available after dismissal as well as during their conference period (appointment necessary)~~ *and after dismissal as well.*

- Provide parents opportunities to volunteer and participate in their child’s class and to observe classroom activities, ~~as follows:~~
- *Volunteers may coordinate their volunteering time via the Volunteer Coordinator*

PARENTS'/GUARDIANS' COMMITMENT:

We fully commit to APV-FFL-FFL in the following ways; we will:

- Ensure our child arrives at APV-FFL every day by 7:45 a.m. and is picked up from the school **at 3:30 p.m.** (Mon - Fri).
- ensure our child is at school every day.
- ensure our child arrives at school on time every day.
- make arrangements for our child to come to APV-FFL on Saturdays, if required by administration.
- ensure that our child attends APV-FFL summer school if required by the school administration.
- help our child in the best way we know how and do whatever it takes for him/her to learn.
- check our child's homework every night and have them read **at least 20 minutes** every night.
- send our child to school with the necessary school supplies so that he/she may be successful in school.
- make ourselves available to our children, teacher, and school personnel.
- notify the school as soon as I decide that my child will be absent.
- read carefully all the papers that the school sends home to us.
- allow our child to go on APV-FFL field trips.
- ensure our child follows the APV-FFL dress code.
- parents or legal guardians will not use a cellphone or any electronic device while driving a vehicle in a school zone. According to the law, driving in a school zone while operating an electronic is prohibited. Violators ~~are subject to be ticketed~~ **will be reported.**

We understand that our child must follow the APV-FFL rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

Failure to adhere to these commitments can cause my child to lose various APV-FFL privileges and can lead to my child returning to his/her home school.

Overwhelming evidence shows that when YOU are involved and engaged in the education of your child and give him/her the support necessary to make good decisions about progress made at school, he/she will become successful, perform better on test, and go on to **higher** education. WE NEED YOUR HELP TO EDUCATE YOUR CHILD.

STUDENT'S COMMITMENT:

I fully commit to APV-FFL in the following ways; I will:

- arrive at APV-FFL every day by 7:45 A.M. or 7:30A.M. if eating breakfast (Mon. - Fri.).
- maintain an average of 70 or above in all my classes.
- come to Saturday tutorials if required by the administration.
- attend summer school if required by the administration.
- work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow students to learn.
- complete all my homework every night.
- come to school by 7:30 **A.M.** to speak with my teachers if I have a problem with **the homework**.
- raise my hand and ask questions in class if I do not understand something.
- tell the truth to my teachers and accept responsibility for my actions.
- follow the APV-FFL student code of conduct, the academic code of honesty, and the acceptable use policy.
- respect all school property.
- be ready for school with all necessary supplies.
- follow the APV-FFL dress code.
- be responsible for my own behavior and I will follow the teachers' directions.

Failure to adhere to these commitments can cause me to lose various APV-FFL privileges and canlead to returning to my home school.

REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WITH LEARNING DIFFICULTIES OR MAY NEED SPECIAL EDUCATION

- If a child is experiencing learning difficulties, the parent may contact the student's teacher to learn about the 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~~ **will** be considered for tutorial, and other academic or behavioral support services that are available to all students.
- At any time, a parent is entitled to request an evaluation for Special Education services. APV-FFL will respond within 15 school days after the request is received.

STUDENT ARRIVAL AND DISMISSAL PROCEDURES

APV-FFL-FFL is committed to providing a safe and enjoyable learning environment. The information provided highlights policies and procedures that will allow us to provide maximum safety for students as they arrive to and leave from school daily. ~~Major changes are~~

~~reflected in procedures for student arrival and dismissal. Of most significance is the change indicating that the school hours have changed to 8:00 A.M. — 3:30 P.M. for all students. Breakfast will be from 7:15-7:45 a.m.~~

Student arrival time: 8:00A.M.

Breakfast 7:30-8:00A.M.

Students arriving after **8:05 a.m.** will be considered tardy and must enter through the front door and obtain a tardy pass from the front office before reporting to class. Dismissal will be at 3:30 p.m. Parents must pick-up on time ~~in picking up their children after school.~~ Late pick-up will result in a \$5.00 fee for every **10 minutes** after 3:35 p.m. ~~Beginning the 2016-2017 school year, APV-FFL-FFL will charge a \$5.00 for every time a student arrives tardy.~~ The fee will be charged per student not per family. ~~We recognize the importance of the school and community working together and request that you read this information carefully and follow the policies and procedures outlined.~~

Morning Arrival

Students may enter the building beginning at 7:15 a.m. Parents who arrive earlier are asked to remain with their child/children. Staff is not on duty before 7:15 a.m. to supervise students. All students will use the cafeteria **assigned** doors to enter the building. Students should exit the car on the passenger side only. Parents are asked to remain in their cars and be prepared to move quickly when students exit the car. There is only one car rider line and students should never exit their cars in the parking area to walk through car rider traffic without a parent. Students will not be able to enter the school using the front entrance unless accompanied by a parent, ~~who is coming to the office, there is a~~ **coming for a** scheduled parent/teacher conference or if the student is tardy. **Parents must be sure to sign in at the office and obtain a visitor's badge (see parent dress code).** ~~Keep in mind that students will not be allowed to go to any classroom until 7:45 a.m. Please remember that students should be seated in the classrooms and ready to start the day by 8:00 a.m., so it is important that they arrive on time. If students are late to school, parents/ guardians must sign them in at the office. Students should not be sent to the office alone to sign in. Parents/guardians will be contacted immediately to return to school to sign in late students who are sent into the building alone.~~

Afternoon Dismissal

- In order to maximize instructional time and maintain an orderly school environment and safe dismissal, no student may be checked out of the office between 2:00 p.m. and 3:30 p.m. Your cooperation is appreciated.
- To ensure the safety of students during dismissal time, parents must wait outside of the building near the concrete benches to pick up their children or in the car rider line if they are car riders. A line will be formed to the left facing the front entrance of the school for parents who ~~park their cars and walk to the entrance to pick up car riders~~ pick up walkers.

All families will be issued a car sign with the student's name to place inside the front window, which will help us with an efficient dismissal and ensure that we do not release students to anyone without a car rider sign. Designated older brothers and sisters may not come into the building to get their siblings and must also remain outside and wait for their younger siblings. ~~Parents may not wait in front of the doors; this blocks students from coming out quickly and being picked up by their family members.~~ Parents should only come into the building if they are signing their child out of school early (before 2:00 p.m.) or if they have a scheduled parent/teacher conference. ~~Due to dismissal responsibilities, teachers will not be available for conference until this time unless previous arrangements have been made.~~ **Teachers will not be available for conference until after dismissal duty.** Teachers may not interrupt instruction or the supervision of students to speak with parents. Parents must request a conference time or leave a message. Teachers must respond to parent phone calls and/or parent letters within 24-hours or 1 school day.

- ~~Pre-K3–Kinder will exit the side doors closest to the cafeteria. 1st–3rd grade students will exit through the front office doors. 4th–8th grade students will exit the side doors on the East wing.~~ **Students will exit through the assigned doors.** ~~Bus riders and car riders for all grade levels will be picked up at 3:30 and taken to their respective waiting spots.~~
- ~~At 3:35 p.m.~~ All students who have not been picked up should be brought to the office until they are picked up.
- Students who are assigned administrative detention afterschool must stay until 4:30 p.m. unless specific permission to stay later has been granted by administration.

ATTENDANCE POLICY

- APV-FFL has adopted an attendance policy, which is in compliance with the state guidelines for compulsory attendance found in Chapter 25 of the Texas Education Code.
- Regular attendance and punctuality shall be required of every student.
- Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time unless circumstances prevent them from doing so.
- Unless specifically exempted by TEC 25.086, a child who is at least six years of age or who is younger than six years of age and has had previously been enrolled in first grade, and who has not yet reached the child's 19th birthday must attend school. (TEC 25.085(b)).
- On enrollment in prekindergarten or kindergarten, a child must attend school. (TEC 25.085(c)).

APV-FFL's attendance policy is as follows:

- **Parent/guardian will receive a truancy letter in case of 6 absences or more in the same semester. Parent/guardian will be required to come and meet with the attendance committee and sign a**

truancy contract.

- School Hours: Monday-Friday 8:00 a.m. - 3:30 p.m.
- Afterschool tutorials **and other after school activities as selected (by invitation only) and other extracurricular activities (based on parents and student's selection during registration) from 4:00 p.m. – 5:00 p.m.**
- Administrative detention will be between 3:30 p.m. to 4:30 p.m.
- Students who arrive after **8:05 a.m.** will be marked tardy.
- Absences will be considered excused **if a written excuse is provided for the following reasons:**
 - Illness
 - Death in the family
 - Doctor/dentist/court appointments (afternoon appointments are strongly encouraged).
 - ~~Please pick up students after 10:00 a.m. to ensure they are marked present for the day.~~
 - ~~Student must bring documentation excusing absence.~~
 - Students who are absent three or more consecutive days must bring formal doctor's documentation excusing the absence (not parent's note).
 - Religious holidays as allowed by law.

Absences will be considered unexcused for the following reasons:

- Illness in household other than student
- Waking up late
- Transportation problems which are chronic or show a pattern of occurrence
- Family vacations or out-of-town situations ~~which do not include activities described above as excused absences~~
- **Weather related (example: too cold or raining)**
- Other excuses deemed by the campus administrator.

Students are expected to make up work missed for all absences. With respect to family emergencies or prearranged absences, the parent or guardian must request homework assignments in advance.

Tardy Policy

Students arriving late to school will receive a tardy pass from the Front Office. Upon their arrival to class, they must give their teacher the tardy pass for documentation purposes. After **five** tardies, the receptionist and/or PEIMS coordinator will notify parents.

~~For~~ Five or more tardies per six weeks students will lose their perfect attendance certificate and reward.

~~Students may not exceed 6 absences or 5 tardies per semester.~~

- ~~• 2 absences or 3 tardies in the same semester (Action: Teacher will call Parent and e-mail Attendance Clerk)~~
- ~~• 4 absences or 4 tardies in the same semester. (Action: Parent conference and student is placed on attendance contract).~~
- ~~• 6 absences or 5 tardies in the same semester. (Action: Student may be withdrawn and sent back to his/her home school).~~

~~According to Texas law, a student is committing a Class C misdemeanor punishable by a fine not to exceed \$500.00 per complaint plus applicable court costs if the student: fails to attend school ten or more days within a six-month period in the same school year, or the student is absent three or more days within a four-week period (TEC 25.094(a). Each day the child remains out of school may constitute a separate offense.~~

PROMOTION STANDARDS

- Students shall be evaluated on a continuous basis in the most effective manner to determine the extent of their progress.
- Promotion expectations of APV-FFL are those that include attendance, tardy, minimum of 70 in all cores-subjects, meeting minimum standard on all state and local assessments.
- Students have the responsibility to maintain reasonable standards of academic performance appropriate with their ability.
- Please see the attached addendum for promotion standards by grade level.

STUDENT DRESS CODE AND PERSONAL GROOMING

The APV-FFL (School) dress code is established to teach grooming and hygiene, instill discipline, prevent disruptive behavior, ~~avoid~~ **enforce** safety hazards and teach respect for authority.

Appropriate student dress and grooming are important factors in the safe and orderly operation of the School. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Our School values and needs the support of parents in upholding the campus dress and grooming guidelines.

All students are required to adhere to the School dress and grooming guidelines. Parents are expected to be knowledgeable and supportive of the dress and grooming guidelines.

- Students must wear the school uniform.

PK3-2 nd grade	Khaki and/or navy pants and forest (dark green) collared shirt.
3rd-8 th grade	Khaki and/or navy pants and navy blue collared

shirt

- All students must wear the APV-FFL blue jackets (can be purchased at front office).
- Khaki Pants must be sized to fit (no baggy pants) and worn at the waist.
- Fitted, tight, or skinny pants including leggings are not permitted. (Only black, hunter green, white, grey, navy blue footed tights are permitted, solid colors only)
- ~~Only straight fit uniform pants will be permitted.~~
- Shirts must be long enough to be tucked in and not expose the back or stomach.
- There should be no lace, ruffles, zippers, emblems, or designs of any kind visible on the polo shirts.
- Students are not permitted to wear strapless or spaghetti strap shirts or dresses.
- Students are not allowed to wear khaki jeans, blue jeans, black jeans or jeans of any other color, except on Fridays, our "Spirit Day". Students ~~must wear khaki uniform pants~~ may wear jeans with their APV-FFL shirt.
- If pants have belt loops a black or brown belt must be worn. Belts must be worn daily and shirts tucked in. Belts may not have any letters or designs. Large belt buckles are not permitted.
- ~~Khaki~~ Shorts are not allowed.
- Skirts must be knee length with shorts underneath.
- Students must wear appropriate underclothing.
- On free dress days, students cannot wear garments with visual or written messages that are likely to cause a material or substantial disruption to the school environment. Examples of such prohibited visual or written messages include, but are not limited to: drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity.
- A student is prohibited from wearing any form of dress or accessories identifying him or her with a gang or cult or symbolizing the beliefs of such a group.

- Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach, or administration.
- Students who receive a free dress pass still must comply with the dress code.
- Backpacks with wheels are prohibited.
- **Wednesdays is designated "College Day" students may wear a college shirt and will be worn with the uniform pants for students.**
- Shoes: sneakers, penny loafers, or saddle oxfords (no sandals, heels, etc.) – must be worn with socks. All sneakers and shoes must have shoelaces, which must be tied at all times. P.K and kinder may wear shoes with Velcro. Students must wear sneakers for dance, P.E. and structured recess.
- Male students are forbidden to wear earrings, loops, studs, and/or any other ornament jewelry on the ears. By the same token, both genders are forbidden to wear any visible body piercing ornaments including jewelry on the nose, eyebrows, lips and/or tongue or any other body part.
- Hair shall be kept clean and well groomed. A male's hair shall not exceed below the eyebrow, bottom of the ear lobes or touch the shirt collar.
- "mohawks" and haircuts with symbols and designs are considered disruptive and are not permitted.
- The student's hair style/color and makeup must not distract from or interfere with the learning and school environment. Colored hair other than the student's natural hair color is prohibited. Hair must be kept well groomed, neat, and clean at all times.
- No type of head covering is to be worn. Exceptions would be a cap or hat that is part of a uniform worn at a school activity or a head covering worn for religious or medical purposes. Examples of prohibited head covering according to the guidelines include, but are not limited to: scarves, hats, caps, sweatbands and bandanas.
- Male students may not have any facial hair.
- Bib overalls or similar clothing are not allowed.
- No garment with hoods are allowed
- ~~From August to November no winter clothes are allowed, unless specific permission is granted by a school administrator.~~
- Clothing cannot be tied around the waist.
- Noisy, distracting, flashy, or excessive jewelry or accessories, including wallet chains, are prohibited. Examples include, but are not limited to: medallions, big chains or ropes with emblems attached, long chain that extend below the mid-section of the body, etc.).
- Earrings in pierced ears are allowed for girls only, and limited to a maximum of one earring per ear. All other body piercing jewelry is strictly prohibited.
- Body tattoos of any kind are prohibited. Glitter on any part of the body is also not permitted.
- Girls are not allowed to wear fake/false nails or nail tips, make-up (foundation, blush, eye shadow, eyeliner, lip liner, lipstick, mascara, etc.), or lip-gloss with glitter and/or color appearance.

- Perfume or cologne is permitted provided it is used at a minimum and does not cause a distraction to students (physically or medically) or the education process.
- ~~School I.D.s are required for middle school students. The cost to replace a student I.D. is \$5.~~
- ~~Students who are withdrawing must turn in their school I.D~~
- Any other dress deemed inappropriate by a school administrator that may be offensive, vulgar, unsafe, disruptive, or distracting in the school's learning environment will not be permitted while on campus or when attending school related events.

Any student not in compliance with the dress code will have the chance to call home to get suitable clothing. ~~When no replacements are available, the student may be sent home for the day or be assigned after school detention. Students who are sent home will be marked as an unexcused absence.~~ **Students who do not follow the dress code will be assigned consequences by school officials.** ~~may use other appropriate consequences as designated in the Code of Conduct. Students or parents who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.~~

Compliance with these guidelines is expected every day, including the first day of school. Students who are new to the campus, or students with extenuating circumstances, will be expected to be in compliance after a reasonable grace period, provided the grace period is approved by the Principal. Students are expected to follow the appropriate district dress and grooming guidelines. No Exceptions!

PARENT DRESS CODE

Parents are a child's first role model. The employees of APV-FFL also serve as role models for each and every student. When attending a conference, meeting, school event or chaperoning a fieldtrip we ask that parents and volunteers please follow the dress code guidelines below:

- No pajamas
- No house shoes or flip flops
- ~~Proper~~ Undergarments must be worn and should not be exposed.
- No sheer or "see through" clothing

VOLUNTEER GUIDELINES

- Sign in and out every time you are on campus volunteering so we may capture all the hours donated to the school.
- If you are doing volunteer work at home, there is also a sign-in sheet to capture your hours
- When on campus wear the volunteer badge

- ~~If you need a place to do your volunteer work, there is a PARENT ROOM located on the first floor for your use~~
- Report only to your assigned area. Do not go to the classrooms without prior approval.
- Please adhere to the Parent Dress Code while on campus and any time you are representing APV-FFL-FFL

STUDENT RESPONSIBILITIES FOR USING NETWORK RESOURCES

The use of APV-FFL computers, computer systems, computer networks, software, and Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of APV-FFL computers, computer systems, computer networks, software, and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system and building administrators will deem what is inappropriate use, and their decision and the consequences are final.

Network Standards

- Using the network resources in such a way that would disrupt the use of the network is prohibited. (Social media, non-instructional web browsing, online gaming or P2P downloads).
- Follow teacher guidelines and instructions on appropriate use of network resources.
- Using inappropriate language such as swearing or vulgarity, or ethnic or racial slurs, or obscene pictures is prohibited.
- Typing messages in all capital letters is the computer equivalent of shouting and is considered rude.
- Revealing personal information ~~or others~~ is prohibited.
- ~~All, but not limited to, external media storage devices such as USB drives, flash/jump drives, CD R/RW, and storage cards must be scanned by IT school personnel for viruses.~~
- Always log off of a website that requires your personal log in information when your session is completed.
- Sharing your issued username and password for any website is prohibited.
- Individuals using the APV-FFL computer system and network, with or without authorization are subject to, and consent, to having their activities monitored and recorded by authorized system personnel.

Internet Acceptable Use

- Obtain permission from your teacher before e-mailing, accessing, downloading or printing from network resources.
- Follow teacher guidelines and instructions on appropriate use of the Internet.
- Access only course related materials for educational purposes.

- Credit all resources appropriately when utilizing information accessed (observe copyright guidelines).
- Refrain from using Peer Edited Resources as Wikipedia

Use of Data

- Protect confidentiality and act responsibly when accessing data or resources required for schoolwork.
- ~~• Use strong passwords and follow network etiquette to secure sensitive data.~~
- ~~• Do not grant access to confidential information to others by placing sensitive data/schoolwork in “open” network resources.~~
- ~~• Do not misrepresent or falsely manipulate/alter data.~~
- It is a violation to knowingly attempt to access resources that you do not have permission to utilize or should not have access to as required for schoolwork.
- ~~• It is your responsibility to report to your instructors instances where you have access to data/resources that are not part of your schoolwork.~~
- “Hacking”, unauthorized use, or attempts to circumvent or bypass the security mechanisms of an information system or network of any kind are deemed inappropriate use.
- All data contained in the APV-FFL computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed in any manner by authorized personnel.

Restrictions

- Installing any programs to the District’s network system is prohibited.
- Copying and distribution of unauthorized materials such as but not limited to video, audio, and image files is prohibited.
- Use of district equipment for personal financial gain is strictly prohibited.
- ~~• Accessing the district network using any non-district devices is prohibited. (example – a personal wireless laptop)~~
- Damaging and vandalizing computers, computer systems or computer networks is prohibited.
- ~~• Printing non-course related materials is strictly prohibited.~~
- ~~• Accessing and using non-district provided email is strictly prohibited.~~

Copyright of Print/Non-Print Materials

- Use of printed copies either from books or downloaded from electronic sources must be properly cited.
- Copies may not be substituted in part or whole for an original work.
- Copying software is illegal.

Disclaimers

Please note that since the Internet provides access to computers and people all over the world there is a possibility that students may encounter areas of adult content and objectionable material. While the district will take reasonable steps through training to preclude access to such material and does not encourage such access, it is not possible to absolutely prevent such access.

~~APV-FFL makes no warranties of any kind, either expressed or implied, for the provided access.~~

- ~~• The staff, faculty, and school are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on APV-FFL resources.~~
- ~~• The staff, faculty, and school are not responsible for information obtained through district network resources resulting in criminal or terrorist activities.~~
- ~~• Parents who do not wish for their children to have individual access to the Internet must submit to the campus principal a written letter expressing their desire for their child to be exempt from individual Internet access~~

~~Anyone using the APV-FFL computing system and network expressly consents to aforementioned monitoring and is such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence to law enforcement officials and could result in fine, imprisonment, or both. Unauthorized access or use of the APV-FFL computing system and network may result in disciplinary action up to and including termination, and may lead to potential criminal or civil administrative action.~~

CELL PHONES AND PAGING DEVICES USES

~~A “paging device” is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. *Education Code 37.082* (PDAs and palm pilots with the capability of receiving messages and cellular phones are included in this definition. The term “cell phone” will be used for the remainder of this topic since it is the more commonly used device.)~~

~~Elementary students shall not possess a cell phone during the instructional day (7:15 am to 3:30 pm), while riding to/from school on District transportation, or while participating in a school-sponsored extracurricular activity on or off school property. For example, an elementary student performing at a parent meeting or on a field trip to the zoo may not be in possession of a cell phone; however, an elementary student could possess a cell phone at an event open to the public (in which the student is not performing) such as at a carnival or a sporting event. [See “Noncompliance” (later in this topic) regarding consequences that apply to Elementary students who are in possession of a cell phone at school.]~~

In response to parental safety concerns, APV-FFL will allow elementary and middle school students to possess cell phones (including PDAs, palm pilots, and blackberries) with certain restrictions. While most students are respectful of the rules related to cell phones in the school setting, campus administrators still report many problems associated with the misuse of cell phones. These problems will continue to rise as technology advances and the devices get smaller. Administrators report that cell phones ring during class causing disruptions, students are distracted from instruction because they are sending/receiving text messages, and the devices are used to cheat on tests and other classroom work. Students are also using cell phone technology to take inappropriate photos/videos, scan tests and other classroom work, etc. In order to allow cell phones on campus during the school day, the following guidelines will be required of middle school students who choose to bring these devices to school:

- Cell phones must be turned off and must not be visible during the instructional day and/or at any time on District transportation. An exception will be made if a middle school student is in attendance in the capacity of an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. A cell phone that rings or vibrates IS NOT turned off. If a parent needs to get a message to their child, a cell phone turned off can still receive voicemail messages that can be retrieved after school hours. Cell phones should not be used to keep track of the time because cell phones must be off and not visible (i.e. cellphones become visible when pulled out of a purse or backpack). Cell phones should be completely out of sight (including cell phone holders).
- Students must keep cell phones in a purse, backpack, or locker -- the cell phones may not be on a student's person.
- Instructional day defined. For cell phone purposes, the instructional day is as follows: Elementary and Middle School - 7:15 a.m. to 3:30 p.m. unless the student is in afterschool classroom activities (such as tutorials, fine arts rehearsals, athletic practices/competitions, club meetings, etc.) or detentions when the length of the instructional day is extended until the end of these programs. These timeframe restrictions apply to school-related meetings/practices before school and to high school students on work release as well.
- Afterschool use. When attending afterschool activities, cell phones must be in the "silent" mode inside the venue of an afterschool activity held indoors (i.e. basketball game, choir or band concert, carnival, etc.). Students must go into a foyer or outside prior to using a cell phone at an indoor afterschool event.
- Responsibility. If a student brings a cell phone to school, it is the student's responsibility to keep the item secure. The school will not be responsible for cell phones that are damaged, lost or stolen; however, as with other personal property brought to school, administrators will conduct investigations as time permits, in an effort to recover lost/stolen items or to determine the person(s) responsible for damages, and will assess discipline as

appropriate.

- **School Emergencies and Safety Restrictions.** Ensuring that school officials, law enforcement officers and other emergency agencies will have adequate means of communication during an emergency is of utmost importance to the safety of all students. Therefore, students are asked to not turn cell phones on to make phone calls or send/receive text messages during an emergency situation that occurs at school until the crisis stage is over unless they are instructed to do so by a staff member or an emergency responder. Students will participate in emergency drills to prepare for these situations. (Parents are asked to refrain from making calls to the school since there are only a few phone lines into the school, and these phone lines are strategic in communicating with emergency responders. In addition, parents are asked to refrain from calling cell phones or sending text messages to keep the airwave frequencies open for emergency responders. As soon as feasible, school personnel will allow students to make phone calls to parents.)

Noncompliance. The following will occur when a student is not in compliance with the guidelines:

- The cell phone will be confiscated.
- The student who violates the cell phone guidelines will be assessed a disciplinary consequence at Level II for first and second offense(s) and at Level III for third and subsequent offense(s) as outlined in the *Discipline Management Plan and Student Handbook*. (Note: Participation in many extracurricular organizations is impacted by Level II and Level III offenses. Please review organizational guidelines and understand the ramifications that may occur due to noncompliance.)
- The parent or guardian of the student will be allowed to reclaim the confiscated paging device, from the campus where the confiscation occurred, by paying an administrative fee of fifteen dollars [(\$15) by cash or money order] as allowed by *Texas Education Code 37.082*. Fees collected will be designated for use toward school activities.
- **Unclaimed Cell Phones.** If a cell phone is not reclaimed by the parent/guardian within 30 days of the date of notification or the end of the school year (whichever is later), the equipment will be disposed of by the school as allowed by State law.

An employee who discovers a student in possession of a cell phone/paging device in violation of this policy shall confiscate the cell phone/paging device and report the violation to the Principal or his/her designee.

Under no circumstances should cell phones be used to take pictures in the school facility. This is especially important because of privacy issues related to the Family Educational Rights and Privacy Act (FERPA), the federal law that protects student privacy. Confiscated cell phones that

have the capacity to take photographs will have photos reviewed in the presence of the student prior to being claimed by a parent/guardian to ensure that no photos were taken during the school day that violate FERPA laws or school rules. Students will be required to delete school-related photos that were not taken at an event open to the public. Additionally, police will be contacted if an administrator has reason to believe that a photo might be a violation of law.

RIGHT TO INFORMATION AND PRIVACY OF RECORDS

- Students are assured the right to information and privacy of their records in accordance with the Texas Public Information 5 Act and the Family Educational Rights and Privacy Act of 1974.
- Parents or eligible students have the responsibility to release information to those individuals or agencies that are working actively and constructively for the benefit of the student, including, for example, teachers, administrators, school nurses, etc.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

- The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the school principal or designee a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the APV-FFL-FFL to amend a record that they believe is inaccurate or misleading. They should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the open public charter school decides not to amend the record as requested by the parent or eligible student, the open public school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support

staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the open public charter school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION NOTICE

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that APV-FFL-FFL, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, APV-FFL-FFL may disclose appropriately designated "directory information" without written consent, unless you have advised the open- enrollment public charter to the contrary in accordance with charter school procedures. The primary purpose of directory information is to allow APV-FFL-FFL to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama or dance production;
- The school newsletter;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets or t-shirts, such as for soccer, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that print t-shirts or awards. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's

information disclosed without their prior written consent.

If you do not want APV-FFL-FFL to disclose directory information from your child's education records without your prior written consent, you must notify the open-enrollment charter school in within 15 days of enrollment. APV-FFL-FFL has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Enrollment Period
- Telephone number
- Weight and height of members of athletic teams
- Electronic mail address
- Honors and awards
- Photograph
- Grade level
- Date and place of birth

MEDIA RELEASE

Students may participate and appear in video or audio recordings, films, photographs, written articles, or on websites and social media sites. This consent includes the use and editing of a student's image, voice and name in media projects by APV-FFL-FFL to print, broadcast or Internet media outlets, such as newspapers, radio and television stations and news websites. If you DONOT wish for your child to participate in any of these activities the PEIMS Coordinator must be notified in writing otherwise it will be understood APV-FFL-FFL, including its employees and contractors, will be released from all claims resulting from the use and editing of my child's

Parent-signed media releases are NOT needed when:

- Photographing or videotaping anonymous students engaged in normal classroom/school activities.
- Photographing, videotaping or interviewing students at events that are open to **the public**, such as music, theater or athletic events.

Parent-signed media releases are ALWAYS needed when:

- Students are interviewed or will be identified by name in a photograph/news article.

- An individual student(s) is the focus of the story.
- Photographing, videotaping or interviewing students who are in special education classes/ services or certain specialized programs (drug/alcohol, detention/work detail, etc.).
- You feel the photograph, videotape or interview may be used in a negative way.

INVESTIGATION OF DISCIPLINE ISSUES

In order to determine whether a violation of the Code has occurred, campus administrators or other authorized individuals may conduct an investigation. Investigations of student misconduct may involve, but are not limited to, interviews of other students, employees and adults, review of school surveillance footage, review of relevant documents, review of information on School-owned computers, verification of tips received from other individuals, gathering of physical evidence, contact of or cooperation with law enforcement agencies and officials. Law enforcement may be contacted and informed of student conduct which may constitute a criminal offense.

Students should have no expectation of privacy with respect to School-owned property. Lockers, desks, and other items provided for student use remain School property, and students do not have a reasonable expectation of privacy in School property or in personal items placed inside School property. School administrators or other authorized personnel may monitor and search student desks and lockers for any reason. School officials may search any School property, including School property that is within a student's possession or otherwise being used by a student, at any time, with or without notice to the student and without consent. School officials may confiscate any items found during a search, including prohibited items, dangerous items or other items that violate School policy.

A student's person or property may be searched by authorized school officials if the official has a reasonable belief that the search will result in the discovery of evidence of a violation of the Code or of the law. Any personal property which is brought onto school property or to a school-sponsored or school-related activity or event, on or off school property, may be subject to search (e.g., student cell phone, backpack, personal computer, purse, car, etc.).

Education during Suspension

- Student absences while suspended shall be considered as **unexcused absences**.
- Students have the responsibility to make up all work missed while suspended within five school days after their return to school from suspension in order to receive credit for the work.

STUDENT MISCONDUCT

- The Code of Student Conduct and Parent Handbook provide a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. The acts of misconduct listed in Levels I, II, III, IV, and V are not inclusive. The student who commits an act of misconduct that may be classified into any of the five levels will be subject to disciplinary action by the classroom teacher, Assistant Principal, and/or Principal.

When and Where These Rules Apply

- The policies and administrative procedures concerning Code of Student Conduct and Parent Handbook apply to actions of students on school property, school buses, and designated bus stops and, in some cases, for conduct occurring off of school property. Under state law, a student may be expelled by APV-FFL for Level V misconduct that occurs on the property of another school district within Texas. Additionally, the rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, fairs, or evening school-related activities. Students should be aware that the commission of any felony offense, whether at school or away from school, may result in placement of the student in an APV-FFL in expulsion. Finally, students should be aware that administrators who are made aware of criminal activity whether on or off of campus will make a report to appropriate law enforcement agencies and that, in addition to these administrative rules, students may be subject to criminal charges for violations of the law.

Gang-Free School Zone

- In addition to regular discipline, students should be aware that APV-FFL is a “gang-free school zone.” HB 2086 of the 81st Legislature established gang-free school zones and provides punishment for gang-related criminal activity occurring in, on, or within 1,000 feet of any real property that is owned, rented, or leased by a school or school board. Under the statute, the punishment for certain offenses is increased to the punishment prescribed for the next- highest category of offense if the actor is 17 years of age or older and it is shown beyond a reasonable doubt after the trial of the offense that the actor committed the offense at a location that was owned, rented, or leased by a school or school board.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Students eligible for services under the Individuals with Disabilities in Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) are subject to discipline under those laws and in accordance with the provisions of this Code.

The School may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability under Section 504 who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that the School would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to disciplinary action for the use or possession of illegal drugs or alcohol. However, a student who is eligible for special education under the IDEA should have a manifestation determination review conducted to address any use or possession of illegal drugs or alcohol if such conduct could result in a change of placement.

Any disciplinary action that would constitute a “change in the placement” of a student receiving special education services may be taken only after the student’s Admission, Review, and Dismissal (ARD) committee conducts a Manifestation Determination Review (MDR) in order to determine whether the student’s conduct was a manifestation of his or her disability.

A change in placement occurs if a student is:

- Removed from the student’s current educational placement for more than ten consecutive school days; or
- Subjected to a series of removals that constitute a pattern because:
 - The series of removals total more than ten school days in a school year;
 - The student’s behavior is substantially similar to the student’s behavior in the previous incidents that resulted in the series of removals; and
 - Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

The School will determine, on a case-by-case basis, whether a pattern of removals constitutes a change in placement.

A student who has not been determined eligible for special education services and who has engaged in behavior that violates the Code is entitled to the protections under the IDEA regarding discipline of a student with special needs described above if the school has knowledge that the

student was a student with a disability before the behavior that precipitated the disciplinary action occurred. If the school does not have knowledge that a student is a student with a disability prior to taking disciplinary action, the student may be subject to the disciplinary actions applied to students without disabilities. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary action, the evaluation shall be conducted in an expedited manner.

GENERAL DISCIPLINE GUIDELINES FOR ASSESSING PENALTIES

One or more of these disciplinary consequences may be issued to a student found to have violated the Code. If the Code does not specify the appropriate disciplinary consequence for a particular type of student conduct, the School may issue whatever disciplinary consequence is deemed reasonable and appropriate, with the exception of expulsion. A teacher may have additional rules and consequences for student conduct in the classroom which may result in discipline under this Code or may be enforced in addition to any discipline issued under this Code.

If a student withdraws from the School before completing assigned In-School Suspension, Out-of-School Suspension, or Expulsion, the School shall send documentation of the discipline to the next school that enrolls the student. If a student withdraws from the School before the expulsion process is completed, the School may choose to complete the expulsion process and send documentation of the expulsion decision to the next school that enrolls the student. If the student returns to enroll in the School at a later date and has not been required to complete the disciplinary consequences previously required, the School may require the student to complete the discipline upon return.

The Code shall be applied and enforced consistently and equitably among students, with the understanding that every disciplinary situation will differ and decisions will be made based on the individual facts and circumstances of a given situation.

Depending on the nature and severity of the offense, discipline may be issued by the student's classroom teacher, campus administrator, or administrator's designee, in accordance with this Code. In order to make a determination of misconduct or issue disciplinary consequences under this Code, the authorized School employee must have a reasonable belief that the student engaged in the suspected conduct. The employee's conclusion may be based on any relevant evidence including, but not limited to, observation, other personal knowledge, verbal or written witness statements, other forms of documentation, or information received from law enforcement.

When administering discipline, district personnel shall adhere to the following general guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Administrators should use caution and should ordinarily consider developmentally appropriate interventions for very young children who engage in misconduct. Factors that must be considered in each decision concerning suspension, removal to a disciplinary alternative education program, expulsion, or placement in a juvenile justice alternative education program, regardless of whether the decision concerns a mandatory or discretionary action, include such factors as:
 - Student intent;
 - The nature and severity of the alleged conduct;
 - Whether the student has previously engaged in similar conduct;
 - The severity of the effect or harm of the conduct on other persons or property;
 - The frequency of the conduct.
 - seriousness of the offense
 - student’s age and intent or lack of intent at the time the student engaged in the conduct
 - student’s disciplinary history
 - student’s attitude
 - potential effect of the misconduct on the school environment
 - state law requirements for certain disciplinary consequences
 - whether the facts of the case warrant consideration of self-defense as a mitigating factor in the
 - assessment of any punishment
 - whether the student has a disability that substantially impairs substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct
- Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, the school, or any school- related activity and may include persistent misbehavior or Level II or higher misconduct. Persistent shall be defined as more than one instance of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level IV or Level V constitutes a finding that the student has engaged in serious misbehavior.
- One or more of these disciplinary consequences may be issued to a student found to have violated the Code. If the Code does not specify the appropriate disciplinary consequence for a particular type of student conduct, the School may issue whatever disciplinary consequence is deemed reasonable and appropriate, with the exception

of expulsion. A teacher may have additional rules and consequences for student conduct in the classroom, which may result in discipline under this Code or may be enforced in addition to any discipline issued under this Code.

- The School may issue discipline based on a determination that a student has engaged in conduct, which meets the elements of a criminal offense. The School has the authority to make such a determination without regard for whether the student is arrested, charged, or otherwise processed by the criminal justice system for the criminal offense. The School may consider information received from law enforcement or other entities within the criminal justice system in issuing discipline under this Code.
- Actions will not be based on a student's race, ethnicity, national origin, gender, sex, religion, disability, or any other unlawful consideration.

GENERAL PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

General Procedures for Resolving School Problems School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, and/or students can meet with a teacher at appropriate times to discuss existing problems. If parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

LEVEL OF STUDENT MISCONDUCT AND DISCIPLINARY OPTIONS

LEVEL I: VIOLATION OF CLASSROOM OR TRANSPORTATION RULES

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I Acts of Misconduct May Include Such as Behavior as:

- Violation of rules or procedures established by the teacher
- Failure to participate in classroom activities
- Unexcused tardiness to class
- Failure to bring required materials or assigned work to class
- General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
- Any other act that disrupts the classrooms or interrupts the operation of the class

- Failure to deliver or return written communication between home and school
- Disruptive or noncompliance behavior on a **field trip sponsored bus** ~~or at bus stop~~
- Failure to protect individual computer-account passwords from disclosure

Disciplinary Options/Responses

- Oral correction
- Other appropriate in class-disciplinary actions
- Teacher-student conference
- Parent contact: note or telephone call to parent
- Student-counselor conference
- Detention (maintained by teacher) before or after school
- ~~Restriction of school bus privileges by the bus operator~~
- Community Services

Procedures:

- Any staff member who observes a student violating class rules may correct the student.
- A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
- The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
- Level I behavior violations and discipline options/responses are not limited to those provided. Serious or repeated violations may result in a more severe or referral to Level II.

LEVEL II: ADMINISTRATOR INTERVENTION

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with orderly educational process in the classroom or in the school. A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline referral form for the Principal or other appropriate administrator. The Principal will forward an oral or written report to the parents.

Level II Administrative Referral Such Behavior as:

- Repeated violation of classroom ~~or transportation rules~~ Level I
- Failure to comply with the Student Handbook, or other school or campus rules;
- Leaving the classroom, school building, mandatory school activities or events, or adult supervision without permission;
- Skipping class period or other mandatory activity, in whole or in part, without permission;
- Violation of school or campus policies or rules related to the use of electronic media,

including personal or school-owned electronic devices (e.g., cell phones, tablets, game systems, computers, cameras), or the school's network or internet connection;

- Truancy or other failure to attend school without excuse;
- Defacing, destroying or otherwise modifying school property without authorization;
- Taking photographs or making videos or audio recordings of students, employees, or other persons without the consent of the other person;
- Soliciting or attempting to solicit another student to violate the Code, school policies and rules, or the law;
- Taking steps toward violation of the Code even if the act is not completed, as determined by appropriate school administrator;
- Failing to follow school directives and classroom rules and expectations;
- ~~• Disobeying rules and expectations regarding school transportation;~~
- Inappropriate or unauthorized use of school property, including posting disturbing literature or materials without school authorization;
- Cheating, plagiarism, or copying the work of other students
- Leaving the classroom or school grounds without the permission of school personnel
- Cutting class or skipping school
- Possession of matches or other flammable materials
- Inappropriate display of affection
- Posting or distributing unauthorized materials on school grounds
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Loitering in unauthorized areas
- Cheating, plagiarism, or copying the work of other students on a classwork, homework, or class test (not benchmark test).
- Use or operation of cell phones, tablets, iPad, or any other type of electronic communication system, on school campuses at functions during school hours. ~~Such devices may be used at time and place as determined by the individual campus in coordination with the campus Share Decision Making Committee (SDMC). A \$15.00 administrative fee payable to APV-FFL will be charged every time any technological device is collected a cell phone is collected. Paging devices not claimed will be sent to Property Management for disposal.~~
- ~~• Possession of iPods, Mp3 players, personal radios, or personal music devices at school, with final determination of the limits made at the individual campus level.~~
- Cafeteria disturbance
- Violation of a school's mandatory school-uniform policy
- ~~• Disruptive behavior on a school bus or at a school bus stop~~
- Any other acts that interfere with the orderly educational process in the classroom or the school.
- Accessing materials and sites on the Internet that are deemed to be inappropriate by APV-FFL
- Sending or forwarding inappropriate e-mail, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes.
- Community Services

Disciplinary Options/Responses:

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parent conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- “Behavior,” “behavioral,” and/or “conduct” contracts
- ~~Teacher removal of the student from the classroom~~
- ~~Suspension of transportation privileges~~
- ~~Removal of school transportation privileges~~
- Any other appropriate disciplinary actions determined by the administration
- Community Service

Procedures:

1. ~~Referral to administrator by way of written report not to exceed one page in length.~~ Fill out appropriate referral form.
2. Administrator confers with student and/or teacher to establish appropriate action.
3. Written or oral notification of action is sent to parent.
4. Notification is sent to the teacher indicating action taken.
5. Discipline Referral Form is retained by the administrator.
6. Level II behavior violations and discipline options/responses are not limited to those provided.
7. Repeated violations shall result in a more severe response and/or referral to level III.

LEVEL III: MISCONDUCT RESULTING IN SUSPENSION/REMOVAL FROM CLASSROOM

Level III acts include misconduct for which an administrator may suspend the student, place the student in in-school suspension, or, if the administrator finds the Level III misconduct to be serious or persistent as defined in this Code, refer the student for possible expulsion from campus. The Principal or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct. The period of the suspension is limited to three days per occurrence.

LEVEL IV AND LEVEL V- EXPULSION FOR SERIOUS OFFENSES:

- Offenses that include those for which a student may or shall be expelled under state law.

- Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the district’s Code of Student Conduct and Parent Handbook by a student while placed in probation. A finding that a student engaged in an offense listed under Level V constitutes a finding that the student has engaged in serious misbehavior. Staff members will use their professional judgment to determine the most effective way to correct student misconduct.

Disciplinary actions apply equally to all students, except as provided under Administrative Regulations related to disabled students.

Suspension/Probation and/or Optional Removal from Campus

In addition, a student may be suspended, placed in in school suspension, or if serious or persistent behavior occurs, removed from the regular classroom and expelled for engaging in the following conduct at school or at a school-related event:

- Possession of prohibited items; (e.g., knife, gun, etc.);
- Conduct which meets the elements of a criminal offense, as determined by the school;
- Physical, verbal or sexual harassment of others;
- Inappropriate physical or sexual behavior, including jokes, comments, gestures, or unwelcome physical conduct or contact;
- False statements or false accusations
- Hazing or initiations;
- Participation in a gang, soliciting or attempt to solicit participation in a gang;
- Possessing, distributing, using or being under the influence of tobacco products, electronic cigarettes, drugs, alcohol, or controlled substances, including prescription drugs if the student has not been prescribed the drugs or is taking the drugs in excess of the dosage specified by the prescription;
- Possessing drug paraphernalia;
- Stealing, lying, cheating, or copying the work of another without authorization (plagiarism);
- Deliberately, and without school authorization, accessing, damaging, or altering school data and records, including but not limited to confidential records, electronic data, networks or systems;
- Violence of any kind, including dating violence;
- Fighting;
- Gambling;
- Setting or attempting to set a fire;
- Inappropriate or indecent exposure of body parts;
- Retaliation of any form against other students or school personnel;
- Conduct which requires the student’s registration as a sex offender;
- Possession or distribution of pictures, text messages, electronic messages or other material of a sexual or obscene nature;

- Endangering the health or safety of others;
- Other conduct as identified within this code;

DETENTION / IN-SCHOOL SUSPENSION

A student may be assigned to one or more sessions of detention or placed in in-school suspension for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and assignment to detention or in-school suspension. Detention will be held outside of the instructional day, either before or after school, during lunch period, or during recess. In-school suspension will require the student to report to the Principal or assistant Principal to receive further instructions. While in in-school suspension, the student will be provided the appropriate class assignments and will be expected to complete those assignments as if the student were in the regular classroom.

OUT-OF-SCHOOL SUSPENSION

A student may be suspended for one or more school days for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and the length of the period of suspension. A student may not be suspended for more than three consecutive school days. During a period of suspension, the suspended student may not enter onto school property or participate in or attend school-sponsored or school-related events or activities. The student's teachers will provide assignments that the student will be expected to complete during the period of suspension. Student assignments or other class work completed during a period of suspension will be accepted for grading if completed in a timely fashion.

REASONS FOR EXPULSION

A student [may/must] be expelled from the School if he or she is found to have committed any of the acts listed below.

Weapons. The student used, exhibited, or possessed any of the following while on school property or while attending a school-sponsored or school-related activity on or off school property:

- A firearm;
- An illegal knife;
- A club;
- A prohibited weapon.
- Illegal drugs

Violent Conduct. The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:

- Aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping, aggravated robbery, manslaughter, criminally negligent homicide, or continuous sexual abuse of a child or children;
- Assault against another student, an employee, or a volunteer of the School;
- Deadly conduct;
- A Title V felony under the Penal Code.

Disruptions. The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:

- False alarm or report or terroristic threat involving a public school;
- An offense related to an abusable volatile chemical;
- Breach of computer security if the conduct involves accessing a computer network, or computer system owned by or operated on behalf of a public school and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system;
- Criminal mischief if the conduct is punishable as a felony;
- Public lewdness or indecent exposure.

Drugs and Alcohol. The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code:

- On school property, at school-sponsored or school-related event, or within 300 feet of school property:
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of marijuana, dangerous drug, or alcoholic beverage.

Regardless of location:

- Sells, gives, delivers to another person or possesses or uses or is under the influence of marijuana or a dangerous drug, as defined by the Health and Safety Code, if the conduct is punishable as a felony.
- Sells, gives, delivers to another person an alcoholic beverage, as defined by the

Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol or possesses, uses, or is under the influence of an alcoholic beverage, and the conduct is punishable as a felony.

Other. The student, while on campus or at a school-sponsored or school-related event, on or off campus:

- Engages in conduct that constitutes a felony;
- Commits an assault;
- Commits frequent violations of this Code that cause significant disruption to the School environment or substantial interference with the instructional process.

EXPULSION PROCESS

If the school administrator or administrator's designee determines that the student's conduct warrants expulsion, the administrator shall provide written notice to the parent, guardian, or adult student of the proposed expulsion of the student. The written notice shall also include the reason(s) for the proposed expulsion and the date, time, location and procedure for the expulsion hearing. The student is entitled to a hearing with the campus administrator during which the student and/or the student's representative (*e.g.*, parent, guardian, attorney, other) will have the opportunity to review and present evidence and information. The campus administrator may place reasonable restrictions on the conduct of the hearing, including the length of the presentations. At the end of the hearing, the campus administrator may issue a decision immediately or may wait until a later date to communicate a decision. The administrator shall send written communication of the decision to the parent, guardian or adult student. If the administrator determines that expulsion is appropriate, the written decision ("Expulsion Order") shall include the length of the term of expulsion.

The parent, guardian or adult student may choose to **voluntarily** waive the right to an expulsion hearing by signing a hearing waiver form provided with the notice of proposed expulsion. If the hearing is waived, the administrator will review the relevant evidence and issue a written decision to the parent as described above.

The School will notify the independent school district in which the student resides of the student's expulsion within three business days of the Expulsion Order.

TERMS OF SUSPENSION AND EXPULSION

The period of SUSPENSION may be determined by the severity of the conduct and the existence of a continuing risk of harm to other students and employees if the student were allowed to return. A suspension may range from 1 to 3 day and may be served either out of school or in school depending on the offense. A student expelled from the school will be denied future admission. The Expulsion Order must explain the circumstances which justify the expulsion.

RANDOM SEARCHES

Amigos Por Vida Public Charter School (APV-FFL) reserves the right to randomly search students, backpacks, lockers, and any personal property of the students. APV-FFL will also use trained search dogs to maintain the school free of drugs, weapons and paraphernalia associated with such.

DISCIPLINE APPEAL PROCESS

With the exception of expulsions, student discipline decisions at the campus level are final and not appealable. A parent, legal guardian, or adult student may appeal an expulsion decision by filing a written appeal with the Principal within 5 business days of the date of the Expulsion Order. The Principal or Principal's designee will review the record of the expulsion proceedings at the campus level, along with any other relevant information, and will issue a written decision to the appealing party within 10 business days of receiving the request for review.

If the appealing party is not satisfied with the decision of the Principal or Principal's designee, he or she may appeal that decision to the School Board of APV-FFL by filing a request for review with the Principal's office within 5 business days of the date of the decision. The Principal shall notify the School Board of APV-FFL and arrange for the School Board of APV-FFL to hear the complaints of the appealing party at the next available board meeting. The Principal shall notify the appealing party of the location, date and time of the hearing in front of the School Board of APV-FFL. The decision of the School Board of "APV-FFL" is final and not appealable. An expulsion action will not be delayed during the appeal process.

Provision for Appeal –

- The appeal process for excessive absences starts with the parent/student and his or her Principal. The appeal may go to the Attendance Review Board, made up of teachers, counselor, and administrators.
- Parents or guardians are not allowed to pick up students between 2:00 p.m. and regular

~~dismissal time.~~

- ~~• If a parent picks up their child late from school, the parent must pay a fee of \$5.00 for every fifteen minutes they are late.~~

PARENT ATTENDANCE GUIDELINES

- Annual Warning Notice: In this section “parent” includes a person standing in a parental relationship. (TEC 25.095(d))
- At the beginning of the school year, a school district shall notify the parent in writing if the student is absent from school on 10 or more days or parts of days the parent is subject to prosecution for “parent contributing to non-attendance” and the student is subject to prosecution for “failure to attend school”. (TEC 25.095(a)).
- Partial day absences include, but are not limited to arriving ten or more minutes late to school, arriving ten or more minutes to class, skipping class and early pick-ups before school is over.
- When a student has been absent from school, without excuse, for three days or parts of days, the school shall notify the parent.
- Inform the parent that it is the parent’s duty to monitor the student’s attendance and require the student to attend school;
- Inform the parent that the parent is subject to prosecution, and
- Request a conference between school officials and the parent. (TEC 25.095(b)).
- Parent Contributing to Non-Attendance: If a warning notice is issued as required by TEC 25.095(a)), the parent, with criminal negligence, fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under TEC 250094, the parent commits an offense. (TEC 25.093(a))

ZERO TOLERANCE/PURSUIT OF CRIMINAL CHARGES

The APV-FFL School, Board, in accordance with its major system priorities, believes the school environment should be safe for all students and free of disruptions that interfere with the educational process. In response to this belief, the School Board has developed a policy of zero tolerance. This policy shall apply to elementary-, middle-, and high-school students. In cases where students in elementary, middle, or high school engage in conduct that contains the elements of an offense in violation of the Penal Code or the Education Code, the school district will pursue arrest, charges, and probationary contracts, juvenile detention facility, or county jail. Parents and students should be aware that Houston Police Department officers are peace officers commissioned by the State of Texas and are authorized to enforce all laws or take any action to enforce the law whether on campus or away from campus.

REPORTS TO LOCAL LAW ENFORCEMENT

The Principal has an obligation under the law to notify the Houston Police Department if he or she has reasonable grounds to believe that a student has engaged in any criminal offense in

school, on school property, or at a school sponsored or school-related activity on or off school property. The Principal or other administrator who notifies local law enforcement of these offenses shall notify each instructional or support-staff member who has regular contact with the student who has committed an expellable offense.

CORPORAL PUNISHMENT

School Board prohibits corporal punishment as a disciplinary method within the “APV-FFL-FFL” school.

STUDENTS REQUIRED TO REGISTER AS SEX OFFENDERS

Any student who is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure and who is under any form of court supervision, including probation, community supervision, or parole, shall be removed from APV-FFL for at least one semester. If a student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure and is not under any form of court supervision, APV-FFL may expel the student or elect to leave the student in the regular classroom. The district may not leave the student in the regular classroom if the School Board’s designee determines that the student’s presence in the regular classroom:

- threatens the safety of other students or teachers;
- will be detrimental to the educational process; or
- is not in the best interests of the district’s students.

A student or the student’s parent or guardian may appeal the decision to place the student in the DAEP by requesting a conference among the School Board’s designee, the student’s parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure. If the School Board’s designee determines at the conclusion of the conference that the student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure, the student shall be expelled. The decision of the School Board’s designee is final and may not be appealed.

PROCEDURES FOR TEACHER REMOVAL OF STUDENTS

The Texas Education Code provides teachers with three ways to maintain discipline by removing unruly or disruptive students from the classroom. Each alternative for removal of students carries different disciplinary alternatives.

Reasons for Teacher Removal of Students

Alternative I

- A teacher may send a student to the Principal’s office to maintain effective discipline in the classroom as stated in Level II after other alternatives have been tried and after parent

notification.

- If the student is removed to maintain effective discipline as stated under Alternative I, the Principal is free to employ any disciplinary management technique or option authorized by the Code of Student Conduct and Parent Handbook as determined by the level of the offense and the seriousness of the misconduct. The student removed under this provision may be returned to the teacher's class. This alternative corresponds to Levels I and II and to the Optional Removal of Expulsion under Level III.

Alternative II

- A teacher may remove a student from class who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Documentation should ordinarily be through a written factual account of the behavior that is occurring in the classroom.
- A teacher may remove a student from class whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

Disciplinary Options under Alternative II

If the student is removed by the teacher under Alternative II and the teacher has appropriately documented the reasons for the removal, the student may not be returned to the teacher's class without the teacher's consent. Subject to the review procedures outlined in this section, the disciplinary options available to the Principal include:

- placement in another appropriate class
- placement in in-school suspension

Review for Students Removed Under Alternative II

- Not later than the third class day after the day on which a student is removed under this section, the school Principal shall schedule a conference with the Principal or his or her designee, a parent or guardian of the student, the teacher removing the student from the class, and the student.
- While waiting for the conference, the student may not be returned to the regular classroom without the teacher's consent. Pending the conference, the Principal may place the student in in-school suspension or in another class,
- At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.
- Following the conference and whether or not each requested person is in attendance after valid attempts to obtain the person's attendance, the Principal may place the student in another class, in in-school suspension, or may return the student to the class of the teacher who removed the student unless the teacher objects to the student's return. If the teacher objects, the Principal may refer the student to the Campus

Placement Review Committee for a determination as to placement.

- The teacher may not be coerced to accept the student without a determination by the Campus Placement Review Committee.
- The Campus Placement Review Committee will make a determination as to whether the student may be returned to the removing teacher's class. The student may not be returned to the teacher's class without the teacher's consent unless the committee determines that such placement is the best or only placement available. In the case of Special Education students, the decision on placement may be made only by a duly constituted Admission, Review, and Dismissal Committee.

Placement Review Committee under Alternative II

- Each school shall have a placement review committee composed of three members. The committee will determine placement of a student when a teacher has removed the student under Alternative II and refuses to allow the return of the student to the teacher's class. The committee will make a final determination of the student's placement
- When a student is removed under this section.
- The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member.
- The Principal shall choose one member from the professional staff of the campus.
- The teacher refusing to readmit the student may not serve on the committee. If the teacher removed the student from class for engaging in assault, aggravated assault, sexual assault, aggravated sexual assault, or assault against the teacher, the student may not be returned to the teacher's class without the teacher's consent. The teacher may not be coerced to consent. In accordance with federal law, the placement of a student with disabilities may be changed only by a duly constituted ARD Committee.

Alternative III

- A teacher is required to remove from class and send to the Principal for disciplinary action who engages in Level IV or Level V misconduct.

Disciplinary Options Under Alternative III

- If the student is removed under Alternative III for engaging in Level IV or Level V misconduct, then the student may or shall be expelled as appropriate or as required by state law. Procedures for removal or expulsion shall be followed.

STUDENTS' RIGHTS AND RESPONSIBILITIES:

Sexual Harassment/Sexual Abuse/Dating Violence

Sexual Harassment by Students

- Students shall not engage in sexual harassment toward another student or a school

employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual Harassment/Abuse by Employees

- School employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited. A substantiated charge of sexual harassment against an employee shall result in disciplinary actions and legal charges.

Date/Relationship Violence

- The school prohibits sexual harassment, dating violence, and harassment based on a person's age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, political affiliation, sexual orientation, gender identity and/or gender expression. Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. 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 these behaviors against the targeted student.

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

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

Reports to Lawful Authorities

- Any school employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law, within 48 hours.
- APV-FFL shall notify the parents of all students involved in sexual harassment by a student or students when the allegations are not minor. The district shall notify parents of all incidents of sexual harassment or sexual abuse by an employee.

Investigations

- All reports of sexual harassment that are not minor shall be referred to the Principal or a designee. Oral complaints shall be ~~reduced to~~ **submitted in** writing to assist in the district's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Protection from Retaliation

The school shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

PROCEDURE FOR SEXUAL HARASSMENT/DATING VIOLENCE

For purposes of the following complaint process, "*days*" shall mean calendar days.

Level One:

- A student or parent who has a complaint alleging sexual harassment by another student or other students or sexual harassment or sexual abuse by an employee may request a conference with the Principal or a designee. The student may be accompanied by a parent or other advisor at the initial conference and throughout the complaint process. The initial conference with the student ordinarily shall be held with a person who is the same sex as the student. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office of Civil Rights. The Principal or designee shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of receipt of the complaint. The student or parent shall be informed if extenuating circumstances delay the investigation. Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to the person who is the subject of the complaint.

Level Two:

- If the resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has seven days to request a conference with the Principal or a designee, who shall schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's and/or parent's signature, and the date of the conference with the Principal or designee.

Level Three:

- If the resolution of the complaint at Level Two is not to the student's or parent's

satisfaction, the student may present the complaint to the School Board at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Announcing a decision in the student's or parent's presence constitutes communication of the decision.

Closed Meeting:

The School Board shall hear complaints alleging sexual harassment by students or sexual harassment or sexual abuse by employees in closed meeting, unless otherwise required by the Open Meetings Act.

BULLYING AND OTHER TYPES OF HARASSMENT

- The school encourages all students and staff members to foster a climate of mutual respect for others in order to enhance the district's educational purpose and the program designed to achieve that purpose. Each student is expected to respect the rights and privileges of other students, teachers, and district staff members.
- Students shall not engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, political affiliation, sexual orientation, gender identity and/or gender expression and directed toward another student. A substantiated charge of harassment against a student shall result in disciplinary action.
- The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, or disability that creates an intimidating, hostile, or offensive educational environment. The term also includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.
- Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the district's ability to investigate and address the prohibited conduct.
- Bullying, meaning engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:
(1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; (4) interferes with a student's education or substantially disrupts the operation of a school.

- Engaging in threats or other acts of intimidation that **interfere** with another student's desire or willingness to participate in the educational process.
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, sexual orientation, and gender identity and/or gender expression.
- Cyberbullying at or away from campus, which is defined as the use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on websites or forums to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.
- Engaging in assault not involving bodily injury, which is defined as intentionally or knowingly threatening another with imminent bodily injury (Section 22.01(a)(2), Penal Code)
- To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, Principal, or other district employee. Any district employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the Principal or designee.

Procedures for Investigation of Bullying

- The Principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the district shall proceed under policy. If the allegations could constitute prohibited conduct and bullying, the investigation under shall include a determination on each type of conduct.
- The Principal or designee shall conduct an appropriate investigation based on the allegations in the report.
- The Principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
- **In the absence of** extenuating circumstances, the investigation should be completed

within ten district business days from the date of the initial report alleging bullying; however, the Principal or designee shall take additional time if necessary to complete a thorough investigation.

- The Principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Principal or designee.
- If an incident of bullying is confirmed, the Principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
- If the results of an investigation indicate that bullying occurred, the district shall promptly respond by taking appropriate disciplinary action in accordance with the district's Code of Student Conduct and Parent Handbook and may take corrective action reasonably calculated to address the conduct.
- A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
- The discipline of a student with a disability is subject to applicable state and federal law in addition to the Code of Student Conduct and Parent Handbook.
- To address a request for a transfer to another class on the basis of bullying shall be referred to the Principal.
- The Principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
- If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the district may take action in accordance with the Code of Student Conduct and Parent Handbook or any other appropriate corrective action.
- To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
- A student who is dissatisfied with the outcome of the investigation may appeal through School Board.

Transfer of Students Who Have Engaged in Bullying

Students who engage in bullying may be transferred to another classroom on the campus to which the victim was assigned at the time the bullying occurred; or a campus in the district other than the campus to which the victim was assigned at the time of the bullying. If another campus is not available the student will be informed about the home school as well as other area charter schools. Students with disabilities may only be transferred in accordance with the discipline procedures applicable to students with disabilities as specified in Tex. Educ. Code, Sec. 37.004.

STUDENT PUBLICATIONS AND PRIOR REVIEW

School-Sponsored Material

- All publications edited, printed, or distributed in the name of or within APV-FFL shall be under the control of the school administration and the School Board. All publications approved and issued shall be part of the instructional program, under the supervision of a faculty sponsor, and all shall be carefully edited to reflect the high ideals and expectations of the citizens of the school. The exercise of appropriate economy in materials and production is expected without jeopardy to the content. The Principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to Principal's approval.

Advertising

- Advertising in the school publications may be accepted from business firms, subject to the approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.

Complaints

- Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with the School Board's Policy.

TRANSPORTATION SERVICE SAFETY GUIDELINES

Students shall be aware that all of the rules contained in this Code are applicable to their conduct and actions while riding APV-FFL-provided transportation. Aside from compliance with the rules contained in Level I through V, students are expected to observe the following:

- Students shall wait in an orderly manner and avoid horseplay.
- Students shall enter and exit the bus in an orderly manner.
- Students shall remain seated in an orderly manner while the bus is in motion and until the bus comes to a complete stop.
- Students must sit in their assigned seats at all times.
- Students shall not tamper with bus windows, emergency doors and all other bus equipment. Emergency doors and exits will be used in the event of a declared emergency or evacuation drill.
- Students shall keep arms, legs, heads, and all personal effects inside the bus and out of the aisle.
- Students shall not mark or deface the bus and/or its equipment.
- Any damage done to the bus is chargeable to the parent of the student responsible for the damage.
- Students shall not fight, scuffle or throw objects or possess/use laser pointers inside or

outside the school bus or at the bus stop.

- Students who must cross the roadway before entering or after leaving the school bus shall cross the roadway ten feet to the front of the bus and only after the bus has come to a complete stop and upon the direction of the bus driver.
- No one except school personnel, authorized adults, and school children assigned a particular route or schedule may ride a bus unless written permission is received from the appropriate school administrator.
- Students shall not eat or drink, including candy and gum, or use any tobacco product while on the bus.
- No student shall take or remove from another passenger personal effects of any kind.
- Students shall use appropriate language while on the bus and shall not engage in conversation or activities considered to be vulgar, abusive or demeaning.
- Students shall wear classroom acceptable attire while on the bus.
- Students are not permitted to leave or board the bus at any location other than the assigned stops at home or school.
- Should the above rules be broken, students shall be reported to an appropriate school administrator and discipline may be imposed in accordance with the rules contained in this *Code*.

DEFINITIONS

The following definitions are provided to further detail and define the terms of this Code. The Board of Governors shall have final authority to interpret or amend any terms or provisions within this Code.

Abusable volatile chemicals: Those substances as defined in Texas Health and Safety Code § 485.001.

Alcoholic Beverage: Those substances as defined in Texas Alcoholic Beverage Code § 1.04.

Assault: Intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying: Written or verbal expression or physical conduct that (1) has 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 (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Club: An instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

Controlled substance: Substances as defined in Chapter 481 of the Texas Health & Safety Code

or 21 U.S.C. § 801 et seq.

Deadly conduct: Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Electronic media: Refers to all forms, kinds and types of electronic devices, communication systems, networks, software, websites, and any other technology resources including, but not limited to, social media, text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing or file sharing Web sites, cellular telephones, portable electronic devices, computers.

False alarm or report: Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm (federal): (1) any weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm weapon; or (4) any destructive device, such as an explosive, incendiary, or poison gas bomb, or grenade.

Firearm (state): Any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

Gang: An organization, combination, or association of persons composed wholly or in part of students that: (1) seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than on the free choice of the individual, or (2) that engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the School will consult with law enforcement authorities.

Harassment: Threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, alone or in combination with other conduct prohibited by School policy, rules or the Code.

Hazing: Any act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership

in an organization or group. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

Illegal knife: A knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

Paraphernalia: Any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, or a dangerous drug into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, bongs and pipes.

Possession: Regardless of the student's knowledge or intent to possess the item, to have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk.

Prohibited item: Includes but is not limited to (1) alcoholic beverages, marijuana, controlled substances, or dangerous drugs; (2) paraphernalia; (3) prohibited weapons; (4) any other item prohibited by this Code.

Prohibited weapons: Includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, or zip gun, Taser gun.

Retaliation: Harming or threatening to harm another: (1) on account of their service as a School employee or volunteer, (2) to prevent or delay another's service to the School, or (3) because the person intends to report a crime or violation of this Code.

Self-defense: When the person who is not the aggressor in an encounter uses the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter will not be considered self-defense.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with a student's performance or creates an intimidating, hostile, or offensive educational environment.

Soliciting: Requesting, commanding, or attempting to induce another student to engage in specific conduct that would constitute a violation of the Code, and with the intent that a violation of the Code be committed.

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

Switchblade knife: Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force.

Terroristic threat: Threats to commit an offense involving violence to any person or property with intent to: (1) cause a reaction by an official or volunteer agency organized to deal with emergencies; (2) place any person in fear of imminent serious bodily injury; (3) prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the School).

Title 5 felony offenses: Offenses against the person that, depending on the circumstances, may include the following offenses under the Penal Code: murder; capital murder; transport; assault; aggravated assault; sexual assault; aggravated sexual assault; improper relationship between educator and student; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; improper photography or visual recording; coercing, soliciting, or inducing gang membership; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment by a person in a correctional facility; continuous sexual abuse of a young child or children; and tampering with a consumer product.

Under the influence: When in an employee's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of marijuana, a controlled substance, dangerous drug or alcoholic beverage. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior. The student need not be legally intoxicated.

Use: With respect to substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. With respect to objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

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

ADDENDUMS

- Promotion and Student Expectations
- Code of Student Conduct and Parent Handbook (Signature Page)

5503 El Camino del Rey, Houston, TX 77081
 (713) 349.9945 Fax. (713) 349.0671
www.amigosporvida.com

Principal: Freddy Delgado

Promotion Standards and Student Expectations

	PK 3	PK 4	Kinder	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade
Attendance	Students may not have more than 4 absences per semester.										
Report Card Grades	Students must earn a 70% or better in all subjects.										
End of the Year Fluency Rate (WPM)			English:30 Spanish: 30	English:60 Spanish:60	English:90 Spanish:90	English:120 Spanish:120	English:150	English: 180	English: 200	English: 220	English:220
End of the Year Reading Level		DRA: 4 EDL: 4 (or equivalent)	DRA: 10 EDL: 10 (or equivalent)	DRA: 18 EDL: 18 (or equivalent)	DRA: 30 EDL: 30 (or equivalent)	DRA:40 EDL:40 (or equivalent)	DRA:50 EDL: 60 (or equivalent)	DRA: 60 (or equivalent)	DRA: 70 (or equivalent)	DRA:80 (or equivalent)	DRA:80 (or equivalent)
High Frequency Words	26 letters and sounds English:20 HFWs Spanish: 20 HFWs	26 letters and sounds English: 20 HFWs Spanish: 40 HFWs	Students must score 90% or higher on the HFW evaluation at the end of the school year.								
Math Facts	Rote counting 0-20 Number recognition 0-5	Rote counting 0-50 Number recognition 0-10	Rote counting 1-100 Number recognition 0-20 Addition and Subtraction Facts 1-5	Rote counting 1-150 Skip Counting by 2's, 3's, 5's, 10's Addition and Subtraction Facts 1-10	Skip Counting by 2's, 3's, 5's, 10's Addition and Subtraction Facts 1-10 Multiplication Facts 1-12	Skip Counting by 2's, 3's, 5's, 10's Multiplication Facts 1-15					
STAAR	Students must pass STAAR in Reading and Math										
Stanford and APRENDA	Students must show a minimum of one years' growth.										

CODE OF STUDENT CONDUCT AND PARENT HANDBOOK

Student and Parent Acknowledgement

- Attend all classes each day and be on time
- Prepare for each class with appropriate materials and completed assignments
- Dress according to the dress code ~~adopted by each individual school~~
- Know that the possession, use, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited
- Show respect toward others
- Conduct yourself in a responsible manner
- Pay required fees and fines
- Know and obey all school rules in the Code of Student Conduct and Parent Handbook and the School-Based Discipline Management System
- Cooperate with staff members in investigations of disciplinary matters *The Code of Student Conduct and Parent Handbook has been written to help your son or daughter gain the greatest possible benefit from his or her school experience.*
- Seek changes in school policies and regulations in an orderly and responsible manner, through appropriate channels
- Report threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the building Principal, a teacher, or another adult
- Be familiar with and comply with the Acceptable Use Policy for Computers and Technology and understand that if access is not desired, the parent and student may opt out. Use APV-FFL technology systems for school business purposes only and use school computers and related equipment appropriately
- Abide by the technology security procedures developed by APV-FFL, ~~such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network~~
- Report all observed or suspected technology security problems immediately to a teacher

APV-FFL shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel. The student’s responsibilities for achieving a positive learning environment at school and/or school-related activities shall include the following:

The Code of Student Conduct and Parent Handbook have been written to help your son or daughter gain the greatest possible benefit from his or her school experience.

The school is in need of your help and cooperation. It is important that every student understands the *Code* and be expected by his or her parent(s) or guardian(s) to follow the rules and regulations set forth in the *Code*. Please read and discuss the *Code* with your child. When you have done so, you and your child must sign this form and return it to the school. Signatures of parents and the student acknowledge receipt of a copy of the *Code of Student Conduct and Parent Handbook* and certify that they have read and discussed the *Code*. It is expected that parents and students will accept their responsibilities as described in the *Code of Student Conduct and Parent Handbook*.

Student Signature	Date	Parent or Guardian Signature	Date
Grade		Homeroom Teacher	

Note: Place original form in student’s cumulative folder.

New Laws on Videoconferencing Under the Texas Open Meetings Act¹

Does the Open Meetings Act (Act) allow a Charter School or School District to hold a meeting by videoconference call?

Yes, if certain conditions are met. *See* TEX. GOV'T CODE § 551.127. The special videoconference requirements set out below are in addition to requirements that otherwise apply to meetings under the Act. If the below requirements are NOT met, a videoconference meeting would violate the Act, there are potential criminal liabilities and actions taken at the meeting are voidable.

What are the procedures that a governmental body must follow to meet by videoconference if a quorum will be in one physical location?

1. The meeting notice must specify where the quorum of the governmental body will be physically present and the intent to have a quorum present. *See* TEX. GOV'T CODE § 551.127(d); Senate Bill 984 § 1(e).
2. The video and audio feed of a remote Board member or employee must be broadcast live at the meeting. *See* House Bill 2414 § 2 (a-1).
3. Each portion of the meeting held by videoconference call that is required to be open to the public must be visible and audible to the public at the location where the quorum is present. *See* TEX. GOV'T CODE § 551.127(f).
4. The location where the quorum is present, and each remote location from which a member of the governmental body participates, must have two-way audio and video communication with each other location during the entire meeting. Each participant's face in the videoconference call, while speaking, must be clearly visible and audible to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the location where a quorum is present, and at any other location of the meeting that is open to the public. *See* Senate Bill § 1(h); House Bill 2414 § 2(h).
5. The audio and video signals perceptible by members of the public at each location of the meeting must meet or exceed minimum standards established by Texas Department of Information Resources (DIR) rules. *See* TEX. GOV'T CODE § 551.127(i).
6. The audio and video signals perceptible by members of the public at the

¹ This Handout was borrowed from content released by the Texas Municipal League and other sources including Texas Association of School Boards, Texas Legislative Counsel, but has been customized for charter schools and school districts.

location where the quorum is present and, any other location open to the public, must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting. *See* House Bill 2414 § 2(j).

7. If a problem occurs that causes a meeting to no longer be visible and audible to the public at the location where a quorum is present, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned. *See* TEX. GOV'T CODE § 551.127(f).
8. A member of a governmental body who participates in a meeting by videoconference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected. The governmental body may continue the meeting only if a quorum of the body remains present. *See* TEX. GOV'T CODE § 551.127(a-3)
9. The governmental body must make at least an audio recording of the meeting, and the recording must be made available to the public. *See* TEX. GOV'T CODE § 551.127(g).

What are the procedures that a governmental body must follow to meet by videoconference if a quorum will not be in one physical location?

1. The meeting notice must specify the physical space, described in 2, below, and specify the intent to have the presiding officer physically present at the physical space. *See* TEX. GOV'T CODE § 551.127(d); Senate Bill 984 § 1(e); House Bill 2414 § 2(e).
2. The governmental body must make available to the public at least one suitable physical space in or within a reasonable distance of the charter school's geographic territory that is equipped with videoconference equipment that provides an audio and video display, as well as a camera and microphone, by which a member of the public can provide testimony or otherwise participate in the meeting. *See* Senate Bill 984 § 1(e), House Bill 2414 § 2(c)(1).
3. The member of the governmental body presiding over the meeting must be present at the physical space described in 2, above, and the location must be open to the public. *See* Senate Bill 984 § 1(c),(e); House Bill 2414 § 2(c)(2).
4. Any member of the public present at the physical space described in 2, above, must be provided the opportunity to participate in the meeting by means of a videoconference call in the same manner as a person who is physically present at a meeting of the governmental body that is not conducted by videoconference call. *See* House Bill 2414 § 2(c)(3).

5. Each portion of the meeting held by videoconference call that is required to be open to the public must be visible and audible to the public. *See* Senate Bill 984 § 1(f).
6. The video and audio feed of a remote board member or employee must broadcast live at the meeting. *See* House Bill 2414 § 2(a-1).
7. The physical location described in 2, above, and each remote location from which a member participates, must have two-way audio and video communication with each member who is participating by videoconference call during the entire meeting. Each participant's face in the videoconference call, while speaking, must be clearly visible and audible to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the physical location described in 2, above, and at any other location of the meeting that may be open to the public. *See* Senate Bill 984 § 1(h); House Bill 2414 § 2(h).
8. The audio and video signals perceptible by members of the public at each location of the meeting must meet or exceed minimum standards established by State DIR rules. *See* TEX. GOV'T CODE § 551.127(i).
9. The audio and video signals perceptible by members of the public at each location of the meeting that is open to the public, and each remote location, are of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting. *See* House Bill 2414 § 2(j).
10. If a problem occurs that causes the meeting to no longer be visible and audible to the public at the physical space described in 2, above, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned. *See* Senate Bill 984 § 1(f).
11. The governmental body must make at least an audio recording of the meeting, and the recording must be made available to the public. *See* TEX. GOV'T CODE § 551.127(g).

Are there any size restrictions on charter schools that may utilize videoconferencing for Board meetings?

No. According to the Attorney General, videoconferencing is not limited to charter schools with geographic service areas that extend into three or more counties. Thus, all charter schools may use videoconferencing for their Board meetings, provided they comply with all other requirements.

Do Skype or similar platforms meet the requirements for videoconferencing under the Act?

Under prior law, and the law as recently amended, State DIR is responsible for establishing the minimum standards for the audio and video signals related to videoconferencing. *Id.* § 551.127(i); 1 TEX. ADMIN. CODE. ch. 209. Written guidance from DIR regarding which Internet-based communication technologies meet those standards is available at <http://www2.dir.state.tx.us>.

May a member of the Board participate in a meeting by videoconference from a physical location outside the charter school's geographic territory, including out of state?

Yes. The Attorney General has clearly stated that so long as the presiding member of the Board is present at a physical location of the meeting open to the public in or within a reasonable distance of the charter school's geographic territory, other members of the Board may participate in a videoconference call meeting from remote locations outside the geographic service area, including outside of the state.

If a member of the Board participates in a meeting by videoconference call is the member counted for purposes of a quorum?

Yes. The Act expressly provides that a member of a governmental body who participates remotely in a meeting by means of a videoconference call must be counted present at the meeting for *all* purposes. TEX. GOV'T CODE § 551.127 (a-2).

May a member of the public testify at a meeting by videoconference call even when the entire Governing Body is physically present at its regular meeting location?

Yes. The Act provides that "[w]ithout regard to whether a member of the governmental body is participating in a meeting from a remote location by videoconference call, a governmental body may allow a member of the public to testify at a meeting from a remote location by videoconference call." *Id.* § 551.127(k). The Act does not expressly require any special notice of this type of remote participation by a member of the public.

Is a videoconference call the same thing as a telephone conference call?

No. The Act makes it clear that a videoconference call and a telephone conference call are alternative types of communication. *See e.g., id.* § 551.129 (authorizing a governmental body to use a telephone conference call, videoconference call, or communications over the Internet to conduct certain consultations).

The Act defines a "videoconference call" to mean "a communication conducted between two or more persons in which one or more of the participants communicate with the other participants through duplex audio and video signals

transmitted over a telephone network, a data network, or the Internet.” *Id.* § 551.001(7). The phrase “telephone conference call” is not defined in the Act, and there appears to be no reported case or opinion addressing its meaning. Nonetheless, one primary difference between a telephone conference and a video conference call is that a telephone conference call involves only audio communication.

When may a Board hold a meeting by telephone conference?

Like most governmental bodies, a School Board may hold a meeting by telephone conference call only if both (1) an emergency or public necessity exists; and (2) the convening at one location of a quorum of the governmental body is difficult or impossible. *Id.* § 551.125(a); *see also* Tex. Att’y Gen. Op. Nos. GA-0908 (2012), JC-352 (2001).

Amigos Por Vida-Friends For Life Escuela semiautónoma (Public Charter School)

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Una Escuela Corporativa para Educación y Alojamiento de Amigos Por Vida-Friends For Life

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2021 - 2022

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Código de Conducta Estudiantil y Manual de los Padres

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Ni el Código de conducta de los estudiantes ni el Manual de los padres o cualquiera de sus cláusulas crea una responsabilidad por parte de Amigos Por Vida - Friends For Life Public Charter School (APV-FFL), o una relación contractual entre la escuela y el empleado.

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Debido a que el Código, el Manual y sus cláusulas no pueden anticipar absolutamente todas las circunstancias que pudiesen surgir durante el periodo de empleo, la escuela se reserva el derecho de revisar, complementar, o rescindir cualquier cláusula o política que aparezca en el manual.

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APV-FFL es un empleador igualitario y considera a todos los solicitantes basándose en sus credenciales, sin importar su raza, color, sexo, religión, edad u orígenes.

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PREFACIO

Se espera que los estudiantes y sus padres se familiaricen con los requisitos del *Código de conducta estudiantil* y el *Manual de los padres*, ya que estos se aplican a todo el distrito escolar. Este manual contiene todos los reglamentos y normas adoptadas e implementadas individualmente por las escuelas de acuerdo con sus Sistemas de disciplina particulares. También se espera que los estudiantes cumplan y respeten las normas establecidas en el Código para que puedan aprovechar sus experiencias escolares.

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La Junta Directiva de "APV – FFL" ha adoptado este Código y el Manual (en adelante el "Código") de acuerdo con el inciso 12.131 del *Código de educación de Texas* para comunicar claramente los estándares esperados de conducta estudiantil, las medidas disciplinarias que podrán aplicarse a los alumnos que no cumplan con ellos y los procedimientos aplicables para la implementación de consecuencias para los estudiantes. Todos los estudiantes deben cumplir con el Código. Las definiciones de términos y frases utilizadas en este documento pueden consultarse al final del mismo.

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Se recomienda a los padres y alumnos que se pongan en contacto con los administradores si tienen alguna pregunta o consulta sobre los requisitos y cláusulas del Código. Se espera que los padres y alumnos lean y se familiaricen con los requisitos de este documento. Ignorar o no saber las reglas de la escuela, incluyendo el Código, no es excusa para incumplir alguna de ellas. Se pedirá a los padres y alumnos que firmen una declaración de haber recibido, leído y entendido el Código. Hay copias de este documento disponibles en la recepción escolar y en www.amigosporvida.com.

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TRANSFERENCIA/ADMISIÓN EN APV

Al considerar una solicitud de admisión, APV podrá considerar el historial del estudiante, incluyendo el historial criminal, resolución dictada por los tribunales juveniles o problemas de disciplina cubiertos por la subsección A del capítulo 37 del Código de educación, de acuerdo con los registros recibidos de parte de las escuelas en las que haya estudiado el aspirante o de las fuerzas del orden público, o cualquier otro documento relevante; todo esto podrá impedir la admisión del estudiante a la escuela.

Si un estudiante que de otra manera no sería admitido en la escuela proporciona información falsa al solicitar admisión y, como resultado, se le admitiese en la escuela, el alumno será expulsado inmediatamente al descubrirse la falsificación/engaño. La falsificación de información para obtener admisión en una escuela pública es un crimen de acuerdo con la subsección 37.10 del Código Penal de Texas. APV puede decidir reportar la falsificación a la policía o tomar cualquier otra medida que permita la ley.

- Los estudiantes deben iniciar el proceso de admisión de APV con los siguientes documentos: calificaciones y/o reporte de progreso actual, resultados del examen STAAR del año anterior y/o otras evaluaciones estatales, archivo personal, registro de inmunizaciones, prueba de vivienda/residencia con el nombre del padre/madre o tutor (contrato de renta o factura de agua, luz, gas), acta de nacimiento, tarjeta de la seguridad social y/o cualquier otra información de programas especiales. Esta información debe proporcionarse al momento de solicitar admisión. Si no se proporciona, cualquier información faltante debe de suministrarse antes de 3 días escolares a partir de la fecha de admisión original.
- Los estudiantes deben tener un buen historial de conducta en sus escuelas anteriores (ex. sin suspensiones, expulsiones, falta de pagos, etc.).
- Los estudiantes no deben tener un historial de retrasos o ausencias.
- Las solicitudes no se procesarán si no se llenan todos los espacios con los datos necesarios.

EXPECTATIVAS DEL ESTUDIANTE

Se espera que los alumnos y padres se familiaricen con los requisitos del Código, así como con las reglas y expectativas adoptadas e implementadas. También se espera que los estudiantes cumplan y respeten las reglas establecidas en el Código para que puedan aprovechar sus experiencias escolares.

CONTRATO DE COMPROMISO

El objetivo de este contrato es establecer las expectativas de la escuela, del alumno, y del padre o tutor, las cuales garantizarán que cada estudiante tenga la oportunidad de pasar un año escolar exitoso en la escuela.

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Compromiso de APV-FFL:

- Proporcionar un currículo y una instrucción de alta calidad en un **ambiente externo** de aprendizaje comprensivo y efectivo que permita que los estudiantes cumplan los estándares estatales y logros escolares de la siguiente manera:

- *Todos los maestros tienen excelentes credenciales, y tienen certificaciones en su área de enseñanza o están en un programa de certificación.*
- *Todos los maestros enseñan utilizando las habilidades de conocimiento esencial de Texas (Texas Essential Knowledge Skills - TEKS).*
- *En el aula se sigue el TEKS Resource System Curriculum.*
- *Hemos implementado los TEKS de matemáticas aprobados por la agencia de educación de Texas (Texas Education Agency -TEA).*
- *Los maestros utilizan las mejores prácticas y preguntas de orden superior para incrementar la disciplina en el aula.*

- Organizar reuniones de padres y maestros durante las primeras nueve semanas de escuela en las que se discutirá este contrato, ya que está relacionado con los esfuerzos y logros individuales de cada niño.

- *Los padres pueden solicitar reuniones con los maestros durante sus periodos de conferencias.*
- *Las solicitudes de reuniones pueden hacerse con la recepcionista.*
- *Los maestros pueden solicitar reuniones de padres y maestros para discutir los progresos académicos.*

- Proporcionar reportes frecuentes a los padres sobre el progreso de sus hijos. Concretamente, la escuela proporcionará reportes de la siguiente manera:

Pre-K3, Pre-K4 y jardín de niños (Kindergarten):

- *Se enviarán reportes de progreso a los padres cada 6 semanas.*
- *Las boletas/boletines se enviarán cada 12 semanas.*

Desde Primer grado hasta octavo grado:

- *Se enviarán reportes de progreso a los padres durante la cuarta semana de cada ciclo.*
- *Las calificaciones se enviarán durante la séptima semana de cada ciclo.*

- Los maestros estarán disponibles para consultas con los padres de la siguiente manera:

- *Los maestros estarán disponibles durante su periodo de conferencias y al igual después del tiempo de salida (solamente con cita previa).*

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- Proporcionaremos oportunidades voluntarias para los padres incluyendo participación en las clases de sus hijos y observación es de las actividades del salón de clases.

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- *Los voluntarios podrán planificar sus oportunidades con el coordinador de voluntarios.*

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COMPROMISO DE LOS PADRES Y TUTORES:

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Nos comprometemos por completo con APV-FLL de la siguiente manera:

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- Nos aseguraremos de que nuestros hijos lleguen a la escuela a las 7:45 a.m. todos los días, y los recogeremos a las 3:30 p.m. (lunes a viernes).
- Nos aseguraremos de que nuestros hijos estén en la escuela todos los días.
- Nos aseguraremos de que lleguen a la escuela a tiempo todos los días.
- Haremos que vayan a la escuela los sábados si así lo requiere la administración escolar.
- Nos aseguraremos de que vayan a la escuela de verano si así lo requiere la administración escolar.
- Ayudaremos a nuestros hijos a aprender de la mejor manera posible y utilizaremos todos los recursos a nuestro alcance para ayudarlos.
- Revisaremos su tarea todos los días y haremos que lean por lo menos 20 minutos cada día.
- Enviaremos a nuestros hijos a la escuela con los útiles e instrumentos necesarios.
- Estaremos a disposición de nuestros hijos, sus maestros y el personal de la escuela.
- Notificaremos a la escuela en cuanto decida que mi hijo tiene que ausentarse de la misma.
- Leeremos atentamente todo documento que nos envíe la escuela.
- Permitiremos que nuestros hijos vayan a viajes escolares organizados por APV.
- Nos aseguraremos de que nuestros hijos cumplan el código de vestimenta de APV.
- Los padres o tutores no utilizarán celulares o cualquier otro dispositivo electrónico cuando manejen en una zona escolar. Según la ley, está estrictamente prohibido manejar en una zona escolar mientras se utiliza un dispositivo electrónico. Las personas que no cumplan con la ley serán reportadas.

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Entendemos que nuestros hijos deben de respetar las reglas de APV para su bienestar, la seguridad y los derechos de todas las personas en la escuela. Somos nosotros, y no la escuela, los responsables por el comportamiento de nuestros hijos.

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No cumplir estos compromisos puede ocasionar la pérdida de varios privilegios de APV para los alumnos, y puede incluso causar que tengan que regresar a su escuela previa.

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Hay pruebas muy sólidas que demuestran que cuando USTED está involucrado y comprometido con la educación de sus hijos y les da el apoyo necesario para tomar buenas decisiones sobre su desempeño escolar, los alumnos tendrán éxito académico, obtendrán mejores resultados en los exámenes y continuarán sin problemas. NECESITAMOS SU AYUDA PARA EDUCAR A SUS

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HIJOS.

COMPROMISO DEL ESTUDIANTE:

Me comprometo por completo con APV de las siguientes maneras:

- Llegaré a la escuela todos los días a las 7:45 a.m. en punto, o a las 7:30 a.m. si ~~deseo como el~~ ~~desayunare~~ (lunes a viernes).
- Mantendré un promedio de 70 o superior en todas mis clases.
- Asistiré a las clases sabatinas si la dirección escolar así lo requiere.
- Asistiré a la escuela de verano si así lo requiere la dirección.
- Trabajaré, pensaré y me comportaré de la mejor manera que pueda, y haré mi mejor esfuerzo para aprender junto con mis compañeros.
- Acabaré toda mi tarea todos los días.
- Llegaré a la escuela a las 7:30 a.m. para hablar con mis maestros si ~~tengouve~~ algún problema con la tarea.
- Levantaré la mano y haré preguntas en clase si no entiendo algo.
- Diré siempre la verdad y aceptaré la responsabilidad por mis ~~accionestos~~.
- Respetaré el código de conducta estudiantil de APV, el código de honestidad académica y la política de uso aceptable.
- Respetaré todas las pertenencias y propiedades de la escuela.
- Tendré todos los ~~útiles y materiales elementos y suministros~~ necesarios para ~~ifempezar el año escolar a la escuela~~.
- Obedeceré el código de vestimenta de APV.
- ~~Seré reponsables~~ ~~Me responsabilizaré~~ de mis ~~acciones propios actos~~ y obedeceré las indicaciones de los maestros.

~~El No~~ obedecer estas reglas puede ~~resultar en ocasionar~~ la pérdida de varios de mis privilegios de APV, ~~y puede incluso causar que tenga que regresar a mi antigua escuela~~.

REQUISITOS PARA PROPORCIONAR ASISTENCIA A LOS ESTUDIANTES CON DIFICULTADES DE APRENDIZAJE O QUE NECESITEN EDUCACIÓN ESPECIAL

- Si un alumno ~~tiene experimenta~~ dificultades de aprendizaje, los padres pueden ponerse en contacto con los maestros ~~obtener información para saber más sobre referidos del sistema de educación general o sobre el proceso de evaluación sistema de filtrado~~ para obtener ~~apoyo académico profesional, ayuda profesional~~. Este ~~proceso sistema~~ pone a disposición de los alumnos una ~~gran variedad de opciones de apoyo ayuda~~, incluyendo evaluaciones de Educación especial. Los estudiantes que tengan ~~problemas de aprendizaje o dificultades en sus clases, dificultades en las clases normales~~ ~~podrán ser~~ ~~considerados se~~ para tutorías, y para otros servicios de ayuda académica o de comportamiento que están disponibles para todos los alumnos.
- Los padres tienen el derecho a solicitar una evaluación en cualquier momento para recibir servicios de Educación especial. APV responderá a las solicitudes de evaluación

~~ena más tardar 15 días escolares o menos, de haberlas recibo. tras la recepción de las mismas.~~

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PROCEDIMIENTO DE LLEGADA Y SALIDA DE LOS ESTUDIANTES

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APV-FLL se compromete a proporcionar un ambiente de aprendizaje seguro y ~~agradable disfrutable~~. La información proporcionada resalta las normas y procedimientos que nos permitirán proporcionar ~~diariamente~~ la mejor seguridad ~~diaria~~ para los estudiantes cuando lleguen y salgan de la escuela. ~~Los principales cambios tienen que ver con los procedimientos de llegada y salida de los alumnos. El cambio más importante es el nuevo horario escolar, de 8:00 a. m. a 3:15 p. m. para todos los estudiantes. El desayuno se servirá de 7:15 a. m. a 7:45 a. m.~~

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Estudiantes llegarán a las 8:00 a.m.

El desayuno se llevará a cabo de 7:30 a.m.- 8:00 a.m.

-Los estudiantes que lleguen después de las 8:05 a.m. tendrán una ~~tardanza~~ ~~retardo~~ y deberán entrar por la ~~oficina puerta principal~~ y los estudiantes que están tarde, deben obtener un pase de ~~tardanza~~ ~~retardo~~ en la ~~oficina recepción~~, antes de entrar al ~~salón de clases aula~~. La salida diaria será a las 3:30 p.m. Los padres deben ~~rán~~ recoger a sus hijos a tiempo. ~~Una recogida tardía dará como resultado una multa. Los padres que recogen a sus hijos tarde serán multados de \$5.00 por estudiante, cada 105 minutos de tardanza~~ ~~retardo~~, después de las 3:35 p.m.

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~~p. m. A partir del año escolar 2016-2017, APV-FLL multará a los estudiantes con retardos con \$5.00 por cada llegada tardía. La multa es individual, por cada estudiante y no por cada familia. Sabemos que es muy importante que la escuela y la comunidad trabajen en conjunto y, por ende, le pedimos que lea esta información muy atentamente, y que siga las normas y procedimientos aquí descritos.~~

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Llegada por la mañana

- Los alumnos pueden entrar a la escuela a partir de las 7:15 a.m. Los padres que lleguen ~~más temprano~~ deberán permanecer acompañando a sus hijos. El personal escolar no podrá supervisar ~~a los estudiantes al alumnado~~ antes de las 7:15 a.m. Todos los estudiantes utilizarán las ~~entradas designadas~~ ~~puerta de la cafetería~~ para ~~entrar~~ ~~ingresar~~ a la escuela.

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- Los alumnos ~~deberán bajar de los~~ ~~deben de bajarse de sus~~ automóviles ~~únicamente~~ por el lado del pasajero ~~solamente~~. Les pedimos a los padres que permanezcan en sus autos y que estén listos para apartar sus vehículos en cuanto sus hijos ~~se bajen de los~~ ~~mismos~~. Solamente tenemos una línea para el tráfico en la calle, y los estudiantes no podrán salir de sus autos en el área de estacionamiento y cruzar la línea de tráfico sin la supervisión de un adulto.

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- Los estudiantes no podrán entrar ~~a en~~ la escuela utilizando la entrada principal a menos

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que estén acompañados por un padre o guardián que venga a la oficina, o que haya una conferencia o cita de padres y maestros, o que el estudiante haya llegado tarde. Llegue con retardo. Los Si

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Los padres/guardianes padres deben de registrarse con identificación firmar el registro en la oficina y obtener un gafete pase de visitantes. Tenga en cuenta que los estudiantes no pueden entrar a las aulas antes de las 7:45 a. m. Recuerde que los estudiantes deberán estar en sus asientos y listos para empezar clases a las 8:00 a. m. en punto, por lo que es importante que lleguen a tiempo. Si los alumnos llegan tarde, los padres o tutores deberán firmar el registro en la oficina. Los estudiantes no podrán firmar por su cuenta en la oficina. Los padres o tutores deberán regresar de inmediato a firmar el registro si un alumno intenta firmar por su cuenta.

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Salida por la tarde

- Para aprovechar ~~todo el~~ máximo el tiempo de clases y mantener un ambiente escolar seguro y ordenado, **no se podrá recoger a ningún alumno de la oficina entre las 2:00 p. m. y las 3:30 p. m. Le agradecemos su cooperación.**
- Para garantizar la seguridad de los estudiantes durante la salida de clases, los padres deberán esperar afuera de la escuela cerca de las bancas de concreto para recoger a sus hijos, o en la línea de tráfico si traen sus autos. Deberán formar una línea a la izquierda frente a la entrada principal para padres ~~que que estacionen sus vehículos y~~ caminen a la escuela para recoger a sus hijos.
- Cada familia recibirá un cartelito con el nombre del estudiante para colocarlo en el parabrisas del auto, ~~así podremos que nos permitirá~~ llevar a cabo una salida de clases eficiente y ~~al igual~~ garantizar que no dejamos que ningún alumno suba a un auto sin el cartelito.
- Los hermanos mayores no podrán entrar a la escuela a recoger a sus hermanos, y deberán esperar afuera con los padres y tutores. ~~Los padres no deberán esperar frente a las puertas, ya que esto impide que los alumnos salgan con rapidez para que los recojan sus familiares.~~ Los padres solo podrán entrar a la escuela si recogen a sus hijos antes de la hora de salida (2:00 p. m.), o si tienen programada una conferencia. ~~de padres y~~ maestros.
- Debido a que tienen que supervisar la salida, los maestros no estarán disponibles para conferencias hasta esa hora, a menos que se haya acordado lo contrario de antemano. Los maestros no podrán interrumpir la enseñanza o supervisión de los estudiantes para hablar con los padres. ~~Padres. Estos~~ podrán solicitar una cita o dejar un mensaje. Los maestros deberán responder a las llamadas telefónicas y/o cartas de los padres en un plazo de 24 horas o 1 día escolar.
- Los alumnos de Pre-K3 a Kinder saldrán por las puertas laterales más cercanas a la cafetería. Los alumnos de primero a tercer grado saldrán por la entrada principal. Los

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- ~~alumnos de cuarto a octavo grado saldrán por las puertas laterales del ala este. Los estudiantes saldrán por las puertas asignadas. Los alumnos que se recojan mediante autobús escolar o autos de todos los grados se recogerán a las 3:15 p. m. y se llevarán a sus respectivos puntos de espera.~~
- ~~A las 3:25 p. m., todos los estudiantes que permanezcan en la escuela se reunirán en la oficina hasta que los recojan.~~
- ~~Los estudiantes en detención administrativa después de clases deberán permanecer en la escuela hasta las 4:30 p. m., a menos que los administradores de la dirección les hayan otorgado un permiso específico para quedarse hasta más tarde.~~

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NORMATIVA PÓLIZA DE ASISTENCIA

- APV tiene una ~~póliza normativa~~ de asistencia de acuerdo con la reglamentación estatal de asistencia obligatoria establecida en el capítulo 25 del ~~Código de educación de Texas (Texas Education Code).~~
- Cada estudiante ~~está obligado a estar presente y ser puntual, y cumplido en cuanto a su asistencia.~~
- ~~Los estudiantes tienen la responsabilidad de aprovechar sus oportunidades educacionales al asistir a todas sus clases cada día y estar a tiempo, a menos que haya circunstancias excepcionales que se lo impidan.~~
- A menos que el TEC 25.086 afirme expresamente lo contrario, un niño de al menos seis años de edad, o que tenga menos de seis años y que ya ha estudiado el primer grado, y que no ha cumplido todavía los 18 años, debe asistir a la escuela. (TEC 25.085(b)).
- Al registrarse para pre-kinder o jardín de niños (kindergarten), un niño debe asistir a la escuela. (TEC 25.085(c)).

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Las reglas normativa de asistencia de APV, ~~sones~~ las siguiente:

- ~~Padres/guardianes recibirán una carta de absentismo escolar si un estudiante ha estado ausente 6 veces o más en el mismo semestre. En este caso, los padres/guardianes tendrán que venir a la escuela para una reunión con el comité de asistencia y firmarán un contrato de absentismo escolar dictando las faltas y consecuencias.~~
- ~~Horario escolar: de lunes a viernes de 8:00 a. m. a 3:30 p. m.~~
- ~~Tutorías o cualquier otra actividad extracurricular después de escuela se llevarán a cabo de 4:00 p. m. – 5:00 p. m.~~
- ~~Las actividades vespertinas (solamente por invitación) y extracurriculares (basadas en la selección de los padres y alumnos durante el proceso de registro) se llevan a cabo de las 3:15 p. m. a las 4:15 p. m.~~
- ~~Las detenciones administrativas se realizarán entre las 3:30 p. m. y las 4:30 p. m.~~
- ~~Los estudiantes que lleguen después de las 8:05 a. m. se considerarán tardes como con retardo.~~
- ~~Las ausencias se considerarán como justificadas por las siguientes razones si se proporciona una razón por escrito:~~
 - ~~Enfermedad.~~
 - ~~Muerte/Deceso en la familia.~~

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- Cita con el doctor/dentista/tribunal (se recomienda que por favor, encarecidamente, agendar hagan estas citas por para las tardes).
- Los estudiantes deberán presentar documentos que justifiquen la ausencia.
- Los alumnos que estén ausentes tres o más días consecutivos o más, deberán presentar un documento oficial del doctor que justifique la ausencia. (No se aceptarán notas por escrito de parte de los padres).
- Las festividades religiosas de guardar están permitidas por la ley.

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Las ausencias se considerarán como injustificadas si se deben a las siguientes razones:

- Enfermos en la casa que no sean el estudiante mismo.
- Levantarse tarde.
- Problemas de transporte que sean crónicos o que demuestren un patrón de repeticiones.
- Vacaciones familiares o situaciones en otras ciudades que no incluyan actividades de las descritas arriba como ausencias justificadas.
- Otras excusas consideradas como tales por el administrador de la escuela.

Se espera que los alumnos se pongan al día en las actividades y tareas para las que hayan estado ausentes. En cuanto a las emergencias familiares o ausencias predeterminadas, los padres o tutores deberán solicitar tareas por adelantado.

PÓLIZA DE TARDANZAS

- Los estudiantes que lleguen a la escuela tarde recibirán un pase en la oficina para entrar a sus clases.
- Cuando entren al salón de clases, los estudiantes deben darle su pase a su maestro para el propósito de documentación.
- Después de 5 tardanzas, la registradora o recepcionista notificará a los padres.
- 5 tardanzas o más por cada seis semanas y los estudiantes perderán su certificado y premio de asistencia perfecta.

Los estudiantes no podrán tener más de 6 ausencias o 5 retardos por semestre.

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- 2 ausencias o 3 retardos en el mismo semestre (consecuencia: el maestro llamará a los padres y enviará un correo electrónico al encargado de asistencias).

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- 4 ausencias o 4 retardos en el mismo semestre (consecuencia: se programa una reunión con los padres y el estudiante en el contrato de asistencia).

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- 6 ausencias o 5 retardos en el mismo semestre (consecuencia: el estudiante podrá ser expulsado y devuelto a su antigua escuela).

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De acuerdo con la ley de Texas, un estudiante comete una falta legal de clase C, que podrá ser penalizada con una multa que no excederá de \$500.00 por queja más los costos del juicio si el estudiante no asiste a la escuela por diez o más días en un periodo de seis meses en el mismo año escolar, o si se ausenta tres o más días en un periodo de cuatro semanas (TEC 25.094(a)). Cada día que el alumno no asista a clases se considerará como una falta individual.

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ESTÁNDARES DE PROMOCIÓN

- Se evaluará a los estudiantes serán evaluados de la mejor manera continua para determinar sus progresos.
- Las expectativas de promoción de APV incluyen asistencias, retardos tardanzas, un mínimo de 70 en todas las áreas de enseñanza básica, y cumplir los estándares mínimos de las evaluaciones locales y estatales.
- Los estudiantes tienen la responsabilidad de mantener estándares razonables de logros de desempeño académicos de acuerdo con sus habilidades.
- Favor de leer el apéndice adjunto para ver los estándares de promoción por grado.

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CÓDIGO DE VESTIMENTA E HIGIENE PERSONAL ESTUDIANTIL

El código de vestimenta de APV (la escuela) está diseñado para enseñar higiene y cuidado personal, instaurar la disciplina, prevenir comportamientos inapropiados, evitar riesgos de seguridad e inculcar el respeto a la autoridad.

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Una vestimenta e higiene y cuidado apropiados para el estudiante son factores importantes para una operación diaria y segura de la escuela. La apariencia de cada estudiante debe reflejar una imagen positiva de la escuela y contribuir a un ambiente de aprendizaje libre de distracciones. Nuestra escuela valora y necesita el apoyo de los padres para cumplir con el código la normativa de vestimenta e higiene personal de la escuela.

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Todos los estudiantes están obligados a cumplir las reglas normativa de vestimenta uniforme e higiene escolar. Se espera que los padres conozcan y apoyen este código dicha normativa.

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- Los alumnos deben ir vestidos con el uniforme escolar.

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De PK3 a segundo grado Pantalones kaki o azul marino y camisa verde monte bosque (verde oscuro) con cuello

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De tercero a octavo grado Pantalones kaki o azul marino y camisa azul marino con cuello

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- Todos los estudiantes deben de usar las chaquetas o sudaderas de APV-FFL que pueden comprarse en la oficina, en efectivo y con cambio exacto.
- Los pantalones deben ser a la medida (no deben de quedar flojos) y deben llegar hasta la cintura.
- No se permiten los pantalones ajustados o de tubo (incluyendo "leggings"). Solamente

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se permiten calcetas largas negras, verde monte, blancas, grises, azul marino, en colores solidos no patrones, o marrones.

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Solamente se permiten pantalones de corte vertical.

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Las camisas deberán ser lo suficientemente largas como para meterlas dentro del pantalón y que no expongan la espalda o el estómago.

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Las camisas tipo polo no tendrán encajes, adornitos, zippers, emblemas o diseños de ninguna clase.

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Los estudiantes no pueden podrán portar vestidos, sin tirantes o de tiritas en la escuela.

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Los estudiantes no pueden podrán portar jeans pantalones de mezclilla color kaki, azul, blue jeans, jeans negros o de cualquier otro color except los viernes. Los estudiantes pueden utilizar pantalones de mezclilla con su T-Shirt de APV-FFL (que se puede comprar en la oficina).

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Si Los pantalones tienen deben tener trabillas, los estudiantes tienen que y utilizarse con un cinturón negro o marrón. Los estudiantes deben de Se deben utilizar cinturones diariamente y las camisas tienen que estarse llevarán medidas dentro del pantalón. Los cinturones no pueden tener tendrán ningunas letras grandes o diseños. No se permiten hebillas grandes en los cinturones.

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No se permiten los pantalones cortos shorts kaki. Las faldas deben nrán llegar hasta la rodilla y portarse con, pantalones cortos o mallas shorts debajo.

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Los estudiantes deben nrán utilizar ropa interior adecuada.

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Los alumnos no deben nrán utilizar prendas con mensajes visuales o escritos que pueden an causar alteraciones materiales o sustanciales del ambiente escolar. Los ejemplos de dichos mensajes prohibidos incluyen, pero no se limitan a drogas, alcohol, cigarros/tabaco, armas, violencia, lenguaje o imágenes obscenas o vulgares, y/o insultos a razas, religiones, sexos o etnias.

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Se prohíbe que los estudiantes porten cualquier prenda o accesorios que los identifiquen como miembros de una ganga banda, o culto, o que simbolizen las creencias de dicho grupo.

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Los estudiantes que participen en actividades escolares especiales, extracurriculares, UIL y demás pueden tener un código de vestimenta o higiene diferente, de acuerdo con el patrocinador, entrenador, o la administración dirección.

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Los estudiantes que obtengan un pase de vestimenta a discreción, tendrán que cumplir con el código de vestimenta de todas maneras.

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Se prohíben las mochilas con rueditas.

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Los viernes será el "Spirit Day". Los estudiantes deberán portar los pantalones kaki del uniforme con sus camisas de APV.

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Los miércoles será el "Día de camisas universitarias" College Shirt Day, y los estudiantes llevarán esta camisa con los pantalones del uniforme.

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Zapatos: tenis, mocasines o zapatos Oxford (no se permiten sandalias, tacones, etc.) deben a utilizarse con calcetas. Todos los tenis y zapatos deben tener agujetas, las cuales deberán estar siempre bien atadas. Los alumnos de prekinder y kinder pueden utilizar zapatos con velcro. Los estudiantes deberán utilizar tenis para clases de baile, educación física y recreos estructurados.

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- Está prohibido que los estudiantes varones utilicen aretes, aros, arracadas y/o cualquier otra joyería ornamental en las orejas. Igualmente, ambos sexos no podrán utilizar cualquier ornamento corporal tipo piercing en partes visibles del cuerpo, incluyendo joyería en la nariz, cejas, labios y/o lengua, o cualquier otra parte del cuerpo.
- Los estudiantes mantendrán su cabello bien limpio y arreglado. El cabello de los varones no llegará más allá de las cejas o el lóbulo de las orejas, y no tocará el cuello de la camisa.
- Los cortes de cabello tipo mohawk, o con símbolos y diseños, se consideran como demasiado llamativos y no se permiten en la escuela.
- El color del cabello, el estilo del peinado y el maquillaje de los estudiantes no debe distraerlos o interferir con el ambiente de aprendizaje escolar. Se prohíbe a los alumnos teñirse el cabello con otro color que no sea el suyo natural. El cabello debe mantenerse limpio y bien peinado en todo momento.
- Se prohíbe cualquier tipo de cobertura para la cabeza. Hay excepciones como gorras o sombreros que sean parte del uniforme para una actividad escolar, o una cobertura con propósitos religiosos o médicos. Los ejemplos de coberturas prohibidas para la cabeza incluyen, pero no se limitan a cachuchas, gorras, sombreros, cintas, bandas elásticas, pañuelos, bandanas, etc.
- Los estudiantes varones deberán afeitarse bien la barba y el bigote.
- No se permiten los overoles o prendas similares.
- No se permiten prendas con capuchas.
- ~~De agosto a noviembre no se permiten prendas de invierno, a menos que el administrador escolar otorgue un permiso específico.~~
- La ~~vestimenta estudiantil~~ prendas no ~~pueden~~ atarse alrededor de la cintura.
- Se prohíben joyas o accesorios ruidosos, llamativos o excesivos que causen distracciones, incluyendo cadenas de carteras. Los ejemplos de artículos prohibidos incluyen, pero no se limitan a medallones, cadenas grandes o cordeles con emblemas, cadenas que lleguen más allá de la parte media del cuerpo, etc.
- Solamente se permiten aretes en las orejas de las mujeres, y solo se permite un arete por oreja. Se prohíbe estrictamente cualquier otro tipo de joyería que perfora el cuerpo.
- Se prohíben los tatuajes de cualquier tipo. Se prohíbe la brillantina en cualquier parte del cuerpo.
- No se permite que las ~~niñas-mujeres~~ utilicen uñas postizas, maquillaje (base, rubor, sombra de ojos, delineador, pintalabios, máscara, etc.), o brillo para labios con brillantina o colores.
- Se permite el uso de perfume o colonia si se usa con discreción y no distrae física o médicamente a los estudiantes, o no interrumpe el proceso educativo.
- ~~Los alumnos de educación media deben portar la identificación oficial de la escuela. El costo de reemplazo de la identificación de un alumno es de \$5.~~
- ~~Cualquier estudiante que abandone la escuela deberá devolver su identificación.~~
- No se permiten prendas consideradas como inapropiadas por el director escolar que puedan ser ofensivas, vulgares, inseguras, o que distraigan o interrumpan el ambiente

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de aprendizaje en la escuela, o cuando se asista a eventos escolares.

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Cualquier estudiante que no cumpla con este código de vestimenta tendrá la oportunidad de llamar a su casa para obtener prendas aceptables. Si no hay prendas alternativas disponibles, se podrá enviar al alumno a su casa o se le pondrá en detención después de clases. Los estudiantes enviados a sus casas por este motivo tendrán una ausencia injustificada en el registro. Los administradores escolares asignarán consecuencias a estudiantes que no sigan el código de vestimenta. Pueden tomar otras medidas de acuerdo con el Código de conducta. Los padres o alumnos que tengan preguntas sobre un artículo o prenda en particular pueden hablar con el personal escolar apropiado antes de utilizar el artículo.

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Se espera que todo los estudiantesel alumnado respeten estas reglasnormativas diariamente, incluyendo el primer día de escuela. Los nuevos estudiantes nuevos, o los que tengan circunstancias personales justificadas, tendrán que cumplir con las regals normativa después de un periodo de gracia razonable otorgado por el director y sujeto a su discreción. Se espera que los estudiantes respeten el código de las normativas de vestimenta e higiene personal del distrito. ¡Sin excepciones!

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CÓDIGO DE VESTIMENTA DE LOS PADRES

Los padres son el primer y mejor ejemplo modelo a seguir para los hijos. Los empleados de APV también fungen como ejemplosmodelos a seguir para todos y cada uno de los estudiantes. Al asistir a una conferencia, reunión, o evento, o al ayudar con un viaje escolar, les pedimos a los padres y voluntarios que respeten las siguientes reglas normas de vestimenta-siguientes:

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- Se prohíben las pijamas.
- No se permiten las pantuflas o chanclas.
- Se debe utilizar ropa interior adecuada, la cual no debe ser visiblequedar a la vista.
- No se permiten prendas transparentes.

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REGLASNORMATIVAS PARA VOLUNTARIOS

- Regístrese a la entrada y a la salida de cada evento de voluntariado para que podamos concretar todas las horas que se donan a la escuela.
- Si hace usted es voluntario(a)ado desde casa, también hay un registro en el que firmar para tener cuenta del concretar el número de horas.
- Utilice la insignia de voluntario en la escuela.
- Si necesita usted un espacio en donde realizar su trabajo de voluntario, hay un SALÓN DE PADRES en el primer piso a su disposición.
- Regístrese y permanezca únicamente en su área asignada. No entre en las aulas sin permiso.

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- Favor de respetar el Código de vestimenta de los padres en la escuela y en cualquier ocasión en la que represente a APV-FFL como padre o voluntario.

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RESPONSABILIDADES DE LOS ESTUDIANTES AL UTILIZAR RECURSOS DEL INTERNET

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El uso de computadoras, sistemas, redes, aplicaciones, software, programas e internet en APV es para apoyar la investigación de recursos y la educación entre instituciones académicas. Al proporcionar acceso a recursos especiales recursos importantes y facilitaremos la oportunidad de trabajos en proyectos académicos colaborativos conjunto. El uso de computadoras, sistemas, redes, programas, aplicaciones, software e internet es un privilegio, y un uso inapropiado dará como resultado su cancelación. Los administradores del sistema y de la escuela decidirán qué constituye un uso inapropiado, y su decisión y las consecuencias son inapelables.

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Estándares de redes cibernéticas

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- Está prohibido utilizar recursos de redes de manera que interrumpen el uso de las mismas. (Redes sociales, navegación por internet sin propósitos de enseñanza, juegos en línea o descargas P2P).
- Siga las instrucciones de los maestros sobre un uso apropiado de los recursos de redes.
- El uso de lenguaje inapropiado, como palabrotas o vulgaridades, los insultos étnicos o racistas, y las imágenes obscenas, están prohibidos.
- Escribir mensajes en la computadora completamente en mayúsculas equivale a gritar y se considera rudo de mala educación.
- Está prohibido revelar la información personal propia o de otros.
- El personal de tecnología de la escuela deberá escanear y limpiar de virus todos los medios de almacenamiento externo, tales como memorias USB, discos duros externos, CD y tarjetas de memoria.
- Siempre cierre sesión en un sitio web que le pida su información personal de inicio cuando termine de utilizar una computadora.
- Se prohíbe compartir su nombre de usuario y contraseña para cualquier sitio web.
- Las personas que utilicen los sistemas y redes de APV, con o sin autorización, dan su consentimiento y están sujetos a que nuestro personal autorizado monitoree y registre sus actividades.

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Uso aceptable de internet

- Obtén permiso de tus maestros antes de enviar correos, acceder, descargar o imprimir recursos de redes.
- Sigue las instrucciones de los maestros para un uso apropiado de internet.
- Utiliza solamente materiales relacionados con el curso para uso educativo.
- Especifica apropiadamente tus fuentes de información cuando utilices referencias de internet (respetar el derecho de autor).

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- No utilices recursos editables por el público en general, como la Wikipedia.

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Uso de datos

- Protege la confidencialidad y actúa responsablemente cuando accedas a información o recursos necesarios para tus tareas.
- Utiliza contraseñas seguras y sigue la etiqueta de comportamiento en redes para asegurar la información delicada.
- No otorgues acceso a información confidencial al público en general al colocar dicha información/tareas en recursos de redes abiertas.
- No falsifiques, alteres o manipules de mala fe la información.
- Es un crimen acceder a recursos a sabiendobien que no tienes permiso para utilizarlos, o si no tienes acceso a ellos por no necesitarlos para tus tareas escolares, es un crimen.
- Es tu responsabilidad reportar a tus instructores las ocasiones en las que hayas tenido acceso a información o recursos que no sean parte de tus tareas.
- Hackear, los usos sin autorización, o los intentos de rebasar o superar los mecanismos de seguridad de un sistema informático o red de cualquier tipo, se consideran como usos inapropiados.
- Toda la información contenida en el sistema computacional de APV puede monitorearse, interceptarse, grabarse, leerse, copiarse, o registrarse y revelarse de cualquier manera por personal autorizado.

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Restricciones

- Está prohibido instalar cualquier programa en el sistema de redes del distrito.
- Se prohíbe copiar y distribuir materiales sin autorización, tales como audio, video, imágenes, etc.
- Se prohíbe estrictamente el uso del equipo del distrito para propósitos monetarios personales.
- Se prohíbe el acceso a la red del distrito utilizando dispositivos que no pertenezcan al distrito. (Por ejemplo, una laptop personal con conexión inalámbrica).
- Se prohíbe el dañar y vandalizar las computadoras, sistemas o redes computacionales.
- Se prohíbe estrictamente imprimir materiales que no tengan relación con las clases.
- Se prohíbe estrictamente el acceso y uso de correos electrónicos que no proporcione el distrito.

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Derechos de autor de materiales impresos y digitales

- El uso de copias de libros o descargadas de fuentes electrónicas debe citarse adecuadamente.
- Las copias no podrán reemplazar parcial o totalmente una obra o trabajo original.
- Copiar aplicaciones software es ilegal.

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Descargo de responsabilidades

Tengan en cuenta que como el internet proporciona acceso a computadoras en cualquier parte del mundo, existe la posibilidad de que los estudiantes encuentren sitios de contenido para adultos o de materiales cuestionables. Aunque el distrito tomará medidas razonables (mediante entrenamiento) para prevenir y prohibir el acceso a dichos materiales, no es posible impedir completamente su disponibilidad.

APV no garantiza de manera alguna, implícita o explícitamente, la seguridad de los accesos proporcionados.

- El personal, el profesorado y la escuela no se responsabilizan por cualquier daño o pérdida de información causado por retrasos o interrupciones en el servicio respecto a información almacenada en recursos de APV.
- El personal, el profesorado y la escuela no se responsabilizan por la información obtenida mediante recursos de redes del distrito que resulten en actividades criminales o terroristas.
- Los padres que no deseen que sus hijos tengan acceso individual a internet pueden enviar una carta formal al director de la escuela en la que soliciten que sus hijos queden exentos del acceso a internet.

Cualquiera que utilice los sistemas y redes computacionales de APV da su consentimiento expreso al monitoreo arriba citado, y si este revelase posibles pruebas de actividades criminales, el personal de sistemas podrá entregar la evidencia a las fuerzas policíacas, lo cual podría dar como resultado multas, cárcel, etc. El acceso sin autorización o uso de los sistemas y redes computacionales de APV puede dar como resultado medidas disciplinarias, incluyendo despidos, y pueden dar pie a acciones legales administrativas de naturaleza civil o penal.

TELÉFONOS CELULARES Y DISPOSITIVOS DE COMUNICACIÓN

Un "pager" es un dispositivo de telecomunicaciones que emite una señal audible, vibra, muestra un mensaje, o se comunica de cualquier manera con su dueño o usuario. *Education Code 37.082* (las PDA y palms con la capacidad de recibir mensajes, y los teléfonos celulares se incluyen en esta definición. El término "teléfono celular" se utilizará en el resto de esta sección, ya que es el dispositivo más usado).

Los estudiantes de educación elemental no poseerán teléfonos celulares durante las horas de escuela (de 7:15 a. m. a 3:15 p. m.), cuando estén en el autobús del distrito hacia o de regreso de la escuela, o mientras participen en una actividad extracurricular de la escuela dentro o

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fuera de la escuela. Por ejemplo, un estudiante de nivel elemental que actúe en una junta con los padres o en una excursión al zoológico no podrá utilizar su teléfono celular; sin embargo, podrá utilizarlo en un evento abierto al público (en el que no actúe), como un carnaval o un evento deportivo. [Vea "Incumplimiento" (más abajo) para saber las consecuencias que pueden sufrir los estudiantes de nivel elemental en posesión de un celular en la escuela].

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Para calmar las preocupaciones de los padres, APV permitirá que los estudiantes de nivel elemental, e intermedia y medio posean celulares (incluyendo PDA, palms y blackberries) con ciertas restricciones. Aunque la mayoría de los estudiantes respetan las reglas relacionadas con los celulares en la escuela, los administradores todavía reportan problemas asociados con el uso inapropiado de estos dispositivos. Dichos problemas continuarán sucediendo conforme avance la tecnología y los aparatos se vuelvan más pequeños. Los administradores reportan que los celulares suenan e interrumpen las clases, y los estudiantes se distraen porque están enviando o recibiendo mensajes de texto, y los dispositivos se utilizan para hacer trampa en los exámenes y demás trabajos y tareas. Los estudiantes también están utilizando celulares para tomar fotos y videos inapropiados, escanear exámenes y tareas, etc. Para poder permitir los celulares en la escuela durante el horario escolar, se necesitará que los alumnos de educación media que traigan dichos aparatos, cumplan con la siguiente normativa:

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- Los celulares deben nrán apagarse y no sacarse durante las horas de clase, o en cualquier momento a bordo del autobús escolar del distrito. Se hará una excepción si un estudiante de nivel medio asiste como miembro activo de una organización de bomberos voluntarios o de servicios médicos de emergencia y voluntarios. Un celular que suena o vibra NO ESTÁ apagado. Si un padre necesita enviarles un mensaje a sus hijos, un celular apagado todavía puede recibir mensajes de voz que pueden recuperarse después de clases. Los celulares no deberán utilizarse como relojes porque deberán estar apagados y ser invisibles (por ejemplo, los aparatos se vuelven visibles al sacarlos de una bolsa o mochila). Los celulares deberán estar bien guardados y ser completamente invisibles (incluyendo fundas y coberturas).

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- Los alumnos deben nrán guardar sus celulares en una bolsa o mochila o casillero: no podrán guardarlos con ellos.

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- Definición de horario escolar. Para el propósito del uso de celulares los propósitos de este inciso, el horario escolar es el siguiente: Educación elemental e intermedia y media: de 7:15 a.m. a 3:30 p.m., a menos que el estudiante esté en actividades en el aula después de clases (como tutorías, ensayos de obras de teatro, prácticas y competiciones deportivas, reuniones de grupos extracurriculares, etc.) o detenciones en las que la duración del horario escolar se extienda hasta el final de estos programas. Estas restricciones temporales aplican para las juntas relacionadas con la escuela y las prácticas antes de clases, y también para los estudiantes de secundaria con permiso para ir a trabajar.

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- Uso después de clases. Al asistir a actividades después de clases, los celulares

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deberán estar en modo silencioso si las actividades se desarrollan en el interior de las escuela es (por ejemplo, un juego de basketball, prácticas de coros o bandas de música, carnavales, etc.) Los estudiantes deberán salir al recibidor o afuera del recinto antes de utilizar un celular durante un evento en interiores, después de clases.

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- **Responsabilidades.** Si el alumno trae un celular a la escuela, se hace responsable por el aparato. La escuela no se responsabilizará por celulares dañados, perdidos o robados; sin embargo, de la misma manera que se hace respecto a otros demás objetos personales en la escuela, los administradores a dirección investigará los incidentes si tienen el tiempo. para ello Los administradores e intentarán recuperar los artículos perdidos o robados y determinarán si hay personas responsables que tengan que cubrir daños o perjuicios, al igual que evaluarán las medidas disciplinarias a tomar si es necesario.

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- **Emergencias escolares y restricciones de seguridad.** Asegurar nosse de que las autoridades escolares, las fuerzas policíacas y los servicios de rescate tengan medios adecuados de comunicación durante emergencias es de la máxima importancia para la seguridad de los estudiantes. Por eso, ende, se pide a los estudiantes que no prenda sus celulares para hacer llamadas o enviar/recibir mensajes de texto durante una emergencia que ocurra en la escuela hasta que pase la crisis, a menos que un miembro del personal o de los servicios de rescate les indique lo contrario. Los alumnos participarán en simulacros de emergencias para prepararse para estas situaciones. (Se pide a los padres que no hagan llamadas a la escuela, ya que solamente tenemos unas cuantas líneas telefónicas, las cuales son vitales para comunicarnos con los servicios de emergencias. Además, se pide a los padres que no llamen o envíen mensajes a los celulares de sus hijos para mantener las frecuencias de transmisión abiertas para los rescatistas y servicios de emergencias. Tan pronto como sea posible, el personal escolar les permitirá a los estudiantes llamar a sus padres).

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Incumplimiento. Si un estudiante no cumple con las reglas la normativa, sucederá lo siguiente:

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• Se confiscará el celular.

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- Se evaluará una posible medida disciplinaria de nivel II para el alumno que incumpla por primera o segunda vez, y de nivel III para tercera, cuarta y demás reincidencias, de acuerdo con el Plan de gestión de disciplina y el Manual del estudiante. (Nota: La participación en muchas organizaciones extracurriculares se ve afectada por medidas de nivel II y III. Favor de revisar las normativas organizacionales para comprender las ramificaciones que puedan suceder debido a incumplimientos).

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- El padre o tutor del estudiante podrá recuperar el celular confiscado en la oficina de la escuela en el que se encuentre el aparato mediante el pago de una multa administrativa de quince dólares [(\$15) en efectivo o por giro postal], de acuerdo con el Código educacional de Texas (Texas Education Code) 37.082. Las El importe de las multas se utilizarán para actividades escolares.
- Celulares sin reclamar. Si un teléfono celular no se ha reclamado 30 días después de la fecha de notificación o del término del año escolar (lo que suceda al final), se desechará el dispositivo de acuerdo con las leyes estatales.

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Un empleado que descubra a un alumno en posesión de un celular o aparato similar que contravenga esta normativa lo confiscará y reportará la infracción al director o a la administración su reemplazo.

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Bajo ninguna circunstancia se utilizarán celulares para tomar fotografías en las instalaciones escolares. Esto es muy importante debido a las cuestiones de privacidad relacionadas con el Acto de derechos educacionales familiares y privacidad la (Family Educational Rights and Privacy Act or FERPA), la ley federal que protege la privacidad de los alumnos. Se revisarán las fotografías tomadas por los celulares confiscados que tengan cámara integrada en presencia del estudiante antes de que lo recojan los padres o tutores para asegurarse de que no se tomaron fotos durante horario escolar que violen la ley FERPA o la normativa escolar. Los alumnos tendrán que borrar las fotos relacionadas con la escuela que no se hayan tomado en un evento abierto al público. Además, se contactará a la policía si un administrador cree que una foto puede considerarse como una violación a la ley.

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DERECHO A INFORMACIÓN Y PRIVACIDAD DE LOS REGISTROS DE LOS ESTUDIANTES

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- Los alumnos tienen garantizado el derecho a la información y privacidad de sus registros de acuerdo con Texas Public Information 5 Act y la Family Educational Rights and Privacy Act de 1974.

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- Los padres o alumnos elegibles tienen la responsabilidad de entregar información a las personas o agencias que trabajen activamente y de manera constructiva para el bienestar de los estudiantes, incluyendo por ejemplo maestros, administradores, enfermeras escolares, etc.

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NOTIFICACIÓN DE DERECHOS CUBIERTOS POR FERPA

El Family Education Rights and Privacy Act (FERPA) otorga ciertos derechos a los padres y a los alumnos mayores de 18 años ("alumnos elegibles") relacionados con los registros escolares del estudiante.

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Estos derechos son: A saber:

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- El derecho a revisar e inspeccionar los registros escolares del alumno en cuestión, a más tardar 45 días después de que el distrito escolar reciba una solicitud de acceso. Los padres o alumnos elegibles deberán entregar una solicitud por escrito al director de la escuela, o su sustituto, en la que identifiquen los registros que quieran inspeccionar. El director o su reemplazo se encargarán de programar el acceso y notificarán a los padres o estudiante elegible sobre la fecha y lugar en donde se inspeccionarán los registros e fotos.

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- Derecho a solicitar una modificación de los registros escolares del alumno que los padres o el estudiante mismo crean que son inexactos o engañosos. Los padres o alumnos elegibles pueden pedir a APV-FFL que modifiquen los registros que crean que son inexactos o engañosos. Deberán escribir una carta al director o sustituto que identifique claramente la parte del registro que quieren cambiar, y especificarán por qué la consideran inexacta o engañosa. Si una escuela semiautónoma abierta (open public charter school) decide no modificar el registro de acuerdo con la solicitud, les notificará a los padres o alumno elegible y les recordará su derecho a una audiencia en la corte respecto a la solicitud de modificación. Se proporcionará información adicional sobre el proceso a seguir a los padres o alumnos cuando se les notifique sobre el derecho de audiencia.

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Derecho a consentir la divulgación de información personal que aparezca en los registros escolares de los alumnos, excepto cuando la FERPA autorice la divulgación sin consentimiento. Una de estas excepciones es la divulgación al personal escolar con intereses educativos legítimos. El personal escolar se entiende aquí como una persona empleada por el distrito escolar como administrador, supervisor, instructor o personal de apoyo (incluyendo personal médico o sanitario y de seguridad); un miembro de la junta directiva de la escuela; una persona o compañía que el distrito escolar haya contratado para realizar una tarea específica (como un abogado, auditor, médico o terapeuta); o un padre o alumno que forme parte de un comité oficial, tales como comités disciplinarios o de desahogo de reclamaciones, o que ayude a otros miembros del personal escolar en el desempeño de sus funciones. El personal escolar tiene un interés educativo legítimo si la persona necesita revisar un registro educativo para desempeñar adecuadamente sus responsabilidades profesionales. Las escuelas semiautónomas abiertas pueden divulgar los registros educativos sin el consentimiento de los interesados si así lo solicitase el personal escolar de otro centro en el que un estudiante esté solicitando admisión.

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- Derecho a registrar una queja con el Departamento de Educación de los EE. UU. sobre supuestos incumplimientos de los requisitos de la FERPA por parte del distrito escolar. La información de la oficina que administra la FERPA es: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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AVISO DE INFORMACIÓN DEL DIRECTORIO

El Family Educational Rights and Privacy Act (FERPA), al ser ley federal, obliga a APV-FFL, con ciertas excepciones, a obtener el consentimiento por escrito de los padres antes de divulgar la información personal de los registros escolares de sus hijos. Sin embargo, APV-FFL puede divulgar información llamada “de directorio” sin obtener la autorización por escrito, a menos que usted haya indicado lo contrario a la escuela semiautónoma de acuerdo con las normativas de la misma. El objetivo principal de la información de directorio es permitir a APV-FFL la inclusión de este tipo de información de los alumnos en ciertas publicaciones escolares.

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Ejemplos incluyen:

- Un póster que anuncie el papel de sus hijos en una obra de teatro o danza.
- El boletín de la escuela.
- El cuadro de honor u otras listas de reconocimiento.
- Programas de graduación.
- Listas de actividades deportivas o camisetas (como las de fútbol) que incluyan la altura y peso de los miembros del equipo.

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La información de directorio, al no considerarse generalmente como dañina o como una invasión de la privacidad si se da a conocer, también puede divulgarse a organizaciones externas sin el consentimiento por escrito de los padres. Dichas organizaciones incluyen, pero no se limitan, a compañías que impriman camisetas o trofeos. Además, hay dos leyes federales que obligan a las agencias educativas locales (LEAs) que reciben apoyos de la *Elementary and Secondary Education Act* de 1965 (ESEA) a proporcionar tres categorías de información de directorio a reclutadores militares (nombres, direcciones y números telefónicos), a menos que los padres hayan declarado a la LEA que no desean que la información de su hijo se divulgue sin la autorización por escrito de los padres.

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Si no quiere que APV-FFL divulgue la información de directorio de los registros escolares de sus hijos sin su autorización previa, deberá notificar a la escuela semiautónoma antes de 15 días a partir de la fecha de registro en la misma. APV-FFL ha designado la siguiente información como de directorio:

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- Nombre del alumno
- Participación en actividades y deportes reconocidos oficialmente
- Dirección
- Periodo de registro
- Número telefónico
- Peso y altura de los miembros de equipos deportivos

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INVESTIGACIÓN DE ASUNTOS DISCIPLINARIOS

Para determinar si ha ocurrido una violación al código, los administradores de la escuela u otras personas autorizadas podrán realizar una investigación. La investigación de malas conductas estudiantiles puede involucrar entrevistas con otros alumnos, empleados y adultos, la revisión de grabaciones de vigilancia en la escuela, el análisis de documentos relacionados, la información almacenada en computadoras escolares, la verificación de información, pitazos y pistas proporcionadas por otras personas, la acumulación de pruebas concretas, la cooperación de las fuerzas del orden, etc. Se podrá informar a la policía sobre las conductas estudiantiles que puedan considerarse como un delito o crimen.

Los estudiantes no pueden esperar tener privacidad al utilizar cualquier aparato, dispositivo o servicio que sea propiedad de la escuela. Los casilleros, pupitres y demás artículos proporcionados para uso estudiantil son propiedad de la escuela, y los alumnos no pueden esperar tener privacidad al utilizarlos o al colocar artículos personales dentro de ellos. Los administradores escolares y demás personal autorizado pueden monitorear y revisar los pupitres y casilleros a su entera discreción. El personal escolar puede revisar cualquier propiedad de la escuela, incluyendo aquella que esté en manos de un estudiante o que se este esté utilizando en cualquier momento, con o sin advertencia previa y sin autorización. El personal escolar puede confiscar cualquier artículo encontrado en una revisión, incluyendo artículos prohibidos, peligrosos o que infrinjan la normativa escolar.

El personal autorizado podrá revisar o buscar en la persona o pertenencias de un alumno si se tiene una sospecha razonable de que la búsqueda encontrará pruebas de una violación al código o a las leyes. Cualquier pertenencia que se traiga al centro educativo o a un evento o actividad escolar, o relacionada con la escuela dentro o fuera de la escuela puede estar sujeta a revisión (por ejemplo, los celulares, mochilas, computadoras personales, bolsas, autos, etc. de los estudiantes).

Enseñanza durante suspensiones

- Las ausencias durante suspensiones se considerarán como justificadas.
- Los estudiantes tienen la responsabilidad de ponerse al día corriente con todos los trabajos y tareas que no hicieron durante la suspensión, a más tardar cinco días escolares después de su regreso a clases, para que el trabajo se considere aceptable y válido.

MALA CONDUCTA ESTUDIANTIL

- El Código de Conducta Estudiantil y el Manual de los Padres describen una amplia gama de comportamientos considerados como mala conducta estudiantil. Estos comportamientos se considerarán como representativos de las malas conductas

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que causan interrupciones al proceso educativo con más frecuencia. La lista de malas conductas de niveles I, II, III, IV y V no es exhaustiva. El estudiante que realice una acción de mala conducta que pueda clasificarse en cualquiera de los cinco niveles quedará sujeto a medidas disciplinarias a discreción del maestro del aula, el director o su adjunto.

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Cuándo y dónde se aplican estas reglas

- Las normas y procedimientos administrativos sobre el Código y el Manual se aplican a las acciones de los estudiantes sobre la propiedad escolar, autobuses y paradas de los mismos, y en algunos casos se aplican a conductas fuera de la propiedad escolar. De acuerdo con la ley estatal, un estudiante puede ser expulsado de APV por una mala conducta de nivel V que suceda en la propiedad de otro distrito escolar en Texas. Además, las reglas se aplican a las acciones de estudiantes en actividades y eventos organizados o relacionados con la escuela, como excursiones, eventos deportivos, asambleas, ferias o actividades escolares vespertinas. Los alumnos deben tener en cuenta que el cometer un crimen o delito en la escuela o fuera de ella puede acarrear su expulsión de APV. Finalmente, los alumnos deben tener en cuenta que los administradores que se enteren de actividades criminales dentro o fuera de la escuela lo reportarán a las autoridades competentes, y que, además de estas normas administrativas, los estudiantes podrán verse procesados penalmente por violaciones a la ley.

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Zona escolar libre de pandillas

- Además de la disciplina diaria, los estudiantes deben entender que APV es una zona escolar libre de pandillas. El HB 2086 de la 81st Legislature estableció zonas escolares libres de pandillas y prevé castigos para actividades criminales relacionadas con pandillerismo en un radio de 333 metros de cualquier inmueble rentado o propiedad de una escuela o junta directiva de la misma. De acuerdo con el estatuto, el castigo para ciertos crímenes se incrementa a aquel prescrito para la siguiente categoría más alta de crímenes si el que los comete tiene 17 o más años de edad y se demuestra con una razonable certeza después del juicio que el sospechoso cometió el crimen en un inmueble rentado o propiedad de una escuela o junta directiva de la misma.

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DISCIPLINA DE LOS ESTUDIANTES CON NECESIDADES ESPECIALES

Los estudiantes que puedan recibir servicios de acuerdo con la Individuals with Disabilities in Education Act (IDEA) o a la sección 504 de la Rehabilitation Act de 1973 (Section 504) están sujetos a la disciplina establecida por dichas leyes y de acuerdo con las previsiones de este Código.

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La escuela puede tomar medidas disciplinarias relacionadas con el uso o posesión de sustancias ilegales o alcohol contra cualquier alumno con discapacidades de acuerdo con la sección 504 que esté actualmente consumiendo sustancias ilegales o alcohol de la misma manera que la escuela tomaría dichas medidas contra estudiantes sin discapacidades. El debido proceso previsto por la sección 504 no se aplica para las acciones disciplinarias relacionadas con el uso o posesión de sustancias prohibidas o alcohol. Sin embargo, un estudiante que necesite educación especial de acuerdo con la IDEA deberá tener una evaluación de determinación de manifestación para atender cualquier uso o posesión de sustancias ilegales o alcohol si dicha conducta pudiera dar como resultado una expulsión.

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Cualquier medida disciplinaria que conlleve la expulsión de un estudiante de educación especial se tomará solamente después de que el comité de Admission, Review, and Dismissal (ARD) realice una Manifestation Determination Review (MDR) para determinar si la conducta del estudiante fue una manifestación de su discapacidad.

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Se realizará una expulsión si un alumno:

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- Recibe una suspensión de clases por más de diez días consecutivos.
- Recibe una serie de suspensiones que sean parte de un patrón si:
- Las suspensiones representan más de diez días de clases en un año escolar.
- El comportamiento del estudiante es esencialmente similar al comportamiento que haya tenido en incidentes previos que hayan dado como resultado la serie de suspensiones.
- Si hay factores adicionales, como la duración de cada suspensión, la cantidad total de tiempo que el alumno esté suspendido y la proximidad de las suspensiones entre sí.

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La escuela determinará en cada caso si un patrón de suspensiones amerita una expulsión.

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Un estudiante al que no se haya considerado como elegible para servicios de educación especial y cuyo comportamiento viole el Código tiene derecho a la protección de la IDEA sobre la disciplina de un alumno con necesidades especiales, como se describe arriba, si la escuela sabe que el estudiante tenía discapacidades antes de que se diera el comportamiento que ocasionó la medida disciplinaria. Si la escuela no sabe que el estudiante tiene una discapacidad antes de tomar medidas disciplinarias, el alumno podrá estar sujeto a las medidas disciplinarias que se aplican a los estudiantes sin discapacidades. Si se hace una solicitud de evaluación durante el periodo en el que un alumno esté sujeto a medidas disciplinarias, la evaluación se realizará de manera expedita.

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NORMATIVAS GENERALES DISCIPLINARIAS PARA EVALUAR CASTIGOS

Un estudiante podrá sufrir una o más de las siguientes consecuencias si se determina que violó el Código. Si este no especifica el castigo específico para un tipo particular de conducta estudiantil, la escuela podrá aplicar cualquier medida disciplinaria que considere razonable y apropiada, excepto las expulsiones. Un maestro podrá tener reglas y consecuencias adicionales para la conducta estudiantil en su aula que podrán acarrear medidas disciplinarias previstas por este Código, o que podrán aplicarse además de las medidas previstas en este documento.

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Si un estudiante se retira de la escuela antes de completar la suspensión asignada a cumplirse en la escuela, fuera del mismo o con expulsión inminente, la escuela enviará la documentación de la medida disciplinaria a la siguiente escuela que acepte al alumno. Si un estudiante se retira de la escuela antes de que se complete el proceso de expulsión, la escuela podrá elegir terminarlo y enviar la documentación pertinente a la próxima escuela que admita al alumno. Si pasado un tiempo el estudiante vuelve a registrarse en la escuela y no se le obligó a completar las medidas disciplinarias que se le exigían anteriormente, la escuela podrá obligarlo a completarlas cuando regrese.

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El código se aplicará de manera equitativa y consistente para todo el alumnado, entendiéndose que cada situación es diferente y que las decisiones se tomarán basándose en los hechos y circunstancias individuales de una situación dada.

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De acuerdo con este Código y dependiendo de la naturaleza y severidad de la falta o crimen, el maestro del aula, el administrador de la escuela o su sustituto podrán aplicar el castigo. Para determinar la mala conducta o tomar medidas disciplinarias de acuerdo con el Código, el empleado escolar autorizado deberá tener una razonable certeza de que el estudiante se comportó de mala manera. La conclusión del empleado puede basarse en cualquier prueba relevante, incluyendo, pero sin limitarse a observaciones, conocimiento personal, declaraciones orales o escritas de testigos, otros documentos o información recibida de las fuerzas del orden.

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Al impartir medidas disciplinarias, el personal del distrito respetará las siguientes normas generales:

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- Se impartirán castigos cuando sea necesario proteger al alumnado y al personal y propiedad escolares, y para mantener el orden y disciplina básicos.
- Se tratará a los estudiantes con equidad y justicia. La disciplina se basará en una evaluación cuidadosa de las circunstancias de cada caso. Los administradores deberán tener cuidado y considerar intervenciones flexibles y que puedan desarrollarse para niños muy pequeños que muestren malas conductas. Los factores que deberán considerarse en cada decisión que conlleve suspensiones, expulsiones, programas disciplinarios de

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educación alternativa o programas de educación para delincuentes juveniles, sin importar si la decisión involucra una medida obligatoria o discrecional, incluyen los siguientes:

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- Intenciones del estudiante.
- Naturaleza y severidad de la supuesta conducta.
- Si el alumno ha tenido conductas similares anteriormente.
- La severidad del efecto o daños causados por la mala conducta en otras personas o en sus propiedades.
- La frecuencia de la conducta.
- La severidad de la infracción.
- La edad del alumno y su intención o falta de ella al cometer la mala conducta.
- El historial disciplinario del estudiante.
- Su actitud.
- El efecto potencial de la conducta en el ambiente escolar.
- Los requisitos estatales para ciertas medidas disciplinarias.
- Si algún factor del caso puede considerarse como defensa propia y, por ende, como un factor atenuante al evaluar cualquier castigo.
- Si el estudiante tiene una discapacidad que impide sustancialmente su capacidad para apreciar el error de su conducta.
- Las infracciones severas son aquellas que interrumpen o interfieren significativa y materialmente con el ambiente escolar ordenado, en el aula, en la escuela o en cualquier actividad escolar, y que puede incluir malas conductas persistentes o de nivel II o mayor. La persistencia se define como más de una instancia de mala conducta de nivel II o mayor. Un administrador puede considerar, basándose en los hechos y circunstancias del caso, que una infracción de nivel III constituye una falta severa. Para terminar, si se decide que el alumno ha cometido cualquier infracción clasificada como de nivel IV o V, se considerará que el estudiante ha demostrado una mala conducta severa.
- Un estudiante podrá sufrir una o más de las siguientes consecuencias si se determina que violó el Código. Si este no especifica el castigo específico para un tipo particular de conducta estudiantil, la escuela podrá aplicar cualquier medida disciplinaria que considere razonable y apropiada, excepto las expulsiones. Un maestro podrá tener reglas y consecuencias adicionales para la conducta estudiantil en su aula que podrán acarrear medidas disciplinarias previstas por este Código, o que podrán aplicarse además de las medidas previstas en este documento.
- La escuela podrá asignar castigos al determinar que un alumno ha realizado malas conductas que coinciden con las características de un crimen o delito. La escuela tiene la autoridad para establecer esta determinación sin importar que el alumno pueda acabar arrestado, acusado formalmente o procesado de cualquier manera por el sistema de justicia penal por el crimen o delito. La escuela podrá considerar la

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información recibida de las fuerzas del orden u otras instituciones en el sistema penal al establecer castigos de acuerdo con este Código.

- Los castigos no se basarán en la raza, etnia, orígenes, sexo, religión o discapacidad del alumno, o en ninguna otra consideración ilegal.

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PROCEDIMIENTOS GENERALES DE RESOLUCIÓN DE PROBLEMAS ESCOLARES

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- Los problemas escolares pueden resolverse mejor a nivel de la escuela, que es en donde normalmente comienzan. Para esto, los padres, tutores y/o los alumnos pueden reunirse con un maestro en un horario apropiado para discutir los problemas existentes. Si los padres, tutores o alumnos no están satisfechos con la decisión o explicación del maestro, pueden reunirse con el administrador de la escuela para discutir más al respecto.

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NIVELES DE MALA CONDUCTA ESTUDIANTIL Y MEDIDAS DISCIPLINARIAS

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NIVEL I: VIOLACIÓN DE LAS REGLAS DEL AULA O TRANSPORTE ESCOLAR

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- Cada maestro o miembro del personal establece las normas en su aula y para sus actividades escolares. El maestro puede gestionar gran parte de los comportamientos en el aula. El maestro puede recurrir a cualquiera de las medidas disciplinarias enlistadas abajo para mantener el orden en su clase.

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Las malas conductas de nivel I pueden incluir comportamientos como:

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- Violación de reglas o procedimientos establecidos por el maestro.
- No participar en las actividades de la clase.
- Retardos injustificables.
- No traer los materiales o tareas asignadas a clase.
- Mala conducta en general (comer en clase, darse de caballazos, hacer escándalo o no respetar el código de vestimenta de la escuela, etc.).
- Cualquier otra acción que interrumpa las clases y el orden escolar.
- No entregar o devolver las comunicaciones por escrito entre la escuela y el hogar.
- Comportamientos irrespetuosos o que rompen las reglas en un transporte escolar o parada del mismo.
- No proteger las contraseñas de las computadoras.

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Medidas/respuestas disciplinarias:

- Correctivos orales.
- Otras medidas apropiadas en el aula.
- Reunión entre el alumno y el maestro.
- Contacto con los padres: mensajes escritos o llamadas a los padres.
- Reunión entre el alumno y un consejero estudiantil.
- Detención (vigilada por el maestro) durante o después de clases.
- ~~Restricción de privilegios de transporte escolar por parte del chofer del autobús.~~
- Servicios a la comunidad.

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Procedimientos:

- Cualquier miembro del personal que descubra a un estudiante violando el reglamento del aula puede intentar corregirlo.
- El maestro o miembro del personal deberán llevar un registro de las infracciones y medidas correctivas en el documento apropiado.
- El maestro deberá discutir la infracción con los padres, un administrador o personal de apoyo.
- Las infracciones de nivel I y las medidas disciplinarias no se limitan solamente a aquellas enlistadas. Las infracciones serias o repetidas pueden dar como resultado una medida correctiva más severa de nivel II.

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NIVEL II: INTERVENCIÓN DEL ADMINISTRADOR

- Algunas infracciones darán como resultado enviar al alumno a la oficina del administrador. Las medidas disciplinarias dependen de la infracción, los antecedentes y la seriedad de la mala conducta. El nivel II incluye las acciones estudiantiles que interfieran con el ambiente educativo ordenado en el aula o en la escuela. Un maestro que descubra a un estudiante cometiendo una falta de nivel II o mayor llenará un formato de reporte de disciplina y lo entregará al director o a otro administrador apropiado. El director enviará un reporte oral o escrito a los padres.

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Acciones administrativas de nivel II pueden incluir comportamientos como:

- Violación repetida de nivel I de las reglas del aula o del transporte escolar.
- No respetar las reglas del Manual del estudiante y demás reglamentos de la escuela o distrito escolar entre.
- Salirse del aula, centro, actividades o eventos escolares obligatorios, o supervisión adulta sin permiso.
- Saltarse clases o actividades obligatorias total o parcialmente y sin permiso.
- Violación de las reglas y normas de la escuela, relacionadas con el uso de

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medios electrónicos, incluyendo dispositivos personales o propiedad de la escuela (por ejemplo, celulares, tabletas, videojuegos, computadoras, cámaras, etc.) o la conexión a internet y redes de la escuela.

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• No asistir a clases y demás ausencias injustificadas.

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• Dañar, destruir o modificar de cualquier manera la propiedad escolar sin autorización.

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• Tomar fotografías o grabar videos o audio de estudiantes, empleados u otras personas sin su consentimiento.

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• Impulsar o intentar convencer a otro estudiante para que viole el Código, la normativa escolar o las leyes aplicables.

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• Tomar medidas para violar el Código incluso si la infracción no se lleva a cabo, si así lo determina el administrador apropiado.

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• No seguir las directivas escolares y las reglas y expectativas del aula.

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• ~~Desobedecer las reglas y expectativas del transporte escolar.~~

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• Uso inapropiado o sin autorización de la propiedad escolar, incluyendo la publicación de contenidos o materiales cuestionables sin el permiso de la escuela.

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• Copiar, plagiar y hacer trampas con los trabajos o tareas de otros estudiantes.

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• Salir del aula o centro sin la autorización del personal escolar.

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• Saltarse clases o no asistir a la escuela.

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• Traer cerillos u otros materiales inflamables al centro.

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• Muestras de afecto inapropiadas.

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• Publicar o distribuir materiales no autorizados en la escuela.

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• No cumplir las normas y regulaciones de las actividades extracurriculares o externas, tales como excursiones y visitas.

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• Vagancia en lugares prohibidos.

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• Copiar, plagiar y hacer trampas con los trabajos, exámenes en clase o tareas de otros alumnos (no en exámenes oficiales).

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• Uso u operación de celulares, tabletas, iPad o cualquier otro sistema de comunicación electrónica en la escuela y durante funciones escolares en horario de clases. ~~Estos dispositivos podrán utilizarse cuando y donde lo determine la escuela en particular, tras consultarlo con el Share Decision Making Committee (SDMC).~~ Se multará con \$15.00 pagables a APV cada vez que se confisque un dispositivo de este tipo. Los celulares abandonados y sin reclamar se enviarán a la Administración de Propiedades para desecharlos.

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• ~~Posesión de iPod, reproductores Mp3, radios o dispositivos musicales en la escuela. Los límites se determinarán individualmente en cada centro.~~

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• Interrupciones en la cafetería.

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• Violación del código de uniforme obligatorio de la escuela.

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• Comportamiento inapropiado en un transporte escolar o parada del mismo.

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• Cualquier otro comportamiento que interfiera con el ambiente educativo ordenado de la escuela, en el aula o la escuela.

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• Acceder a materiales o sitios web que se consideren como inapropiados en APV.

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- Enviar o reenviar correos electrónicos inapropiados, incluyendo correos que contengan lenguaje ofensivo, mentiras y medias verdades, correo basura, cadenas de correos o chistes.
- ~~Servicios a la comunidad.~~

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Medidas/respuestas disciplinarias:

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- Contacto mediante teléfono con los padres o tutores y notificaciones orales o escritas a los mismos.
- Junta obligatoria de padres/maestros/administradores.
- Detención o suspensión en la escuela.
- Exclusión de actividades extracurriculares, tales como excursiones y ejercicios de bienvenida escolar/ceremonias de premiación.
- "Comportamiento", "de comportamiento", y/o contratos de "conducta".
- ~~Expulsión del alumno del aula por parte del maestro.~~
- ~~Suspensión de privilegios de transporte.~~
- ~~Cancelación de privilegios de transporte escolar.~~
- Cualquier otra medida disciplinaria que determine la administración.
- Servicios a la comunidad.

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Procedimientos:

1. Llenar la forma apropiada de referidos disciplinarios. Se envía un reporte de no más de una página al administrador/director.
2. Este se reúne con el estudiante y/o el maestro para determinar las medidas a tomar.
3. Se envía una notificación oral o escrita a los padres.
4. Se envía una notificación al maestro que indique las medidas tomadas.
5. El administrador conservará el Formulario de reporte de disciplina.
6. Las violaciones y medidas disciplinarias de nivel II no se limitan solamente a las descritas arriba.
7. Las infracciones repetidas darán como resultado una respuesta más severa de nivel III.

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NIVEL III: MALA CONDUCTA QUE RESULTA EN LA SUSPENSIÓN O

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EXPULSIÓN DEL AULA

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- Las malas conductas de nivel III pueden provocar la suspensión del estudiante dentro o fuera de la escuela, o si el administrador considera que la infracción es seria o persistente, de acuerdo con este Código, podrá expulsar al alumno de la escuela. El director u otro administrador apropiado determina las medidas a tomar basándose en la severidad de la mala conducta. El periodo de la suspensión se limita a tres días por vez.

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NIVELES IV Y V: EXPULSIÓN POR INFRACCIONES SERIAS:

- Se trata de infracciones que incluyen aquellas por las que un estudiante puede o debe ser expulsado de acuerdo con las leyes estatales.
- Se trata de infracciones que incluyen aquellas por las que un estudiante puede o debe ser expulsado de acuerdo con las leyes estatales. Esto incluye malas conductas serias o persistentes que violen el Código de conducta estudiantil y el Manual de los padres del distrito por parte de un estudiante en periodo de prueba. Si se determina que un estudiante cometió una infracción de nivel V, esto significa que el alumno ha tenido una mala conducta muy seria. El personal utilizará su buen juicio profesional para determinar la manera más efectiva de corregir las malas conductas estudiantiles. Las medidas disciplinarias se aplican sin distinción a todo el alumnado, excepto cuando se aplique el Reglamento administrativo para estudiantes con discapacidad.

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Suspensión/periodo de prueba y/o expulsión opcional de la escuela

Además de lo anterior, un estudiante puede ser suspendido dentro o fuera de la escuela, o si se da un mal comportamiento serio o persistente, podrá expulsarse del aula y de la escuela debido a los siguientes factores:

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- Posesión de artículos prohibidos (por ejemplo, cuchillos, armas de fuego, etc.).
- Conducta que constituye un crimen o delito, a discreción de la escuela.
- Acoso físico, verbal o sexual de otras personas.
- Comportamiento físico o sexual inapropiado, incluyendo bromas, comentarios, gestos o contacto físico inapropiado.
- Acusaciones, declaraciones o testimonios falsos.
- Iniciaciones y novatadas (hazing).
- Participación en pandillas, convencer o impulsar a formar parte de una pandilla.
- Posesión, distribución y uso de productos de tabaco, cigarros electrónicos, drogas, alcohol o sustancias prohibidas, incluyendo medicamentos de receta si no se le han prescrito al alumno o si los toma en dosis mayores a las prescritas.
- Posesión de artículos relacionados con drogas.
- Robar, mentir, hacer trampas, o copiar los trabajos o tareas de otros sin su autorización (plagio).
- Acceder, dañar, o alterar deliberadamente y sin autorización la información y registros escolares, incluyendo pero sin limitarse a las redes o sistemas, registros confidenciales, información digital, etc.
- Violencia de cualquier tipo o clase, incluyendo violencia durante citas.
- Peleas físicas.
- Apuestas.
- Pegar fuego o intentar comenzar incendios.
- Exposición indecente o inapropiada de partes corporales.
- Represalias de cualquier tipo contra otros alumnos o personal escolar.

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- Conducta que obligue al registro del estudiante como un agresor o criminal sexual.
- Posesión o distribución de imágenes, mensajes de texto, mensajes electrónicos y demás materiales de naturaleza sexual u obscena.
- Poner en peligro la salud o seguridad de los demás.
- Otras conductas identificadas en este Código.

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DETENCIÓN/SUSPENSIÓN EN LA ESCUELA

Puede asignarse una o más sesiones de detención a un alumno, o colocársele en suspensión en la escuela por mal comportamiento de acuerdo con este Código. Los padres o tutores del alumno recibirán una notificación por teléfono y por escrito sobre la conducta del estudiante y la medida de detención o suspensión en la escuela. La detención se llevará a cabo fuera del horario escolar, ya sea antes o después de clases, durante el almuerzo o el receso. La suspensión en la escuela implica que el alumno acudirá a la oficina del director o su sustituto para recibir más instrucciones. Mientras esté suspendido, el estudiante recibirá tareas o trabajos extra, y se esperará que los termine como si estuviera en clases normales.

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SUSPENSIÓN FUERA DE LA ESCUELA

Se puede suspender a un estudiante por uno o más días de clases por tener conductas prohibidas por este Código. Los padres o tutores recibirán una notificación por teléfono y por escrito sobre la conducta del alumno y la duración del periodo de suspensión. No se podrá suspender a un estudiante por más de tres días de clases consecutivos. Durante un periodo de suspensión, el alumno no podrá entrar a la escuela o asistir a eventos o actividades relacionadas o patrocinadas por la misma. Los maestros del alumno le asignarán tareas que se esperará que entregue terminadas al término del periodo de suspensión. Las tareas y trabajos escolares realizados durante un periodo de suspensión se aceptarán para calificarse si se entregan a tiempo y en forma.

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CAUSAS DE EXPULSIÓN

El alumno podrá/deberá ser expulsado de la escuela si se determina que cometió cualquiera de las acciones enlistadas a continuación:

Armas. El alumno trajo, utilizó o exhibió cualquiera de los siguientes artículos en las instalaciones de la escuela o al asistir a una actividad patrocinada o relacionada con la escuela, dentro o fuera de la misma:

- Armas de fuego.
- Cuchillos ilegales.
- Bate, Porras o macanas.

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- Armas prohibidas.
- Drogas ilegales.

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Conductas violentas. El estudiante ha tenido conductas con las siguientes características de los siguientes crímenes según el Texas Penal Code, sin importar la ubicación:

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- Agresión física agravada, abuso sexual, abuso sexual agravado, incendio, homicidio simple, homicidio agravado, intención de cometer homicidio simple o agravado, indecencia con un menor, secuestro agravado, robo agravado, asesinato, homicidio culposo o involuntario, homicidio involuntario por negligencias, o abuso sexual continuo de un menor o menores.
- Agresiones contra otros estudiantes, empleados o voluntarios de la escuela.
- Conductas mortíferas.
- Un crimen o delito de clase V de acuerdo con el Código Penal.

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Perturbaciones. Un estudiante que se involucre en conductas que tengan las características de los siguientes crímenes según el Texas Penal Code, sin importar la ubicación:

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- Falsas alarmas o reportes de amenazas terroristas que involucren una escuela pública.
- Crímenes relacionados con el uso indebido de un compuesto químico volátil.
- Violaciones a la seguridad computacional si la mala conducta implica acceder a una red o sistema de computadoras propiedad u operada a nombre de una escuela pública, y si el estudiante altera, daña o borra intencionalmente propiedad o información del distrito escolar o utiliza sin autorización cualquier otra computadora, red o sistema.
- Delitos contra la propiedad si la conducta se considera como un crimen.
- Indecencia o actos lascivos en público.

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Drogas y alcohol. Un estudiante que se involucre en conductas que tengan las características de los siguientes crímenes según el Texas Penal Code:

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- En la propiedad escolar, en eventos relacionados o patrocinados por la escuela, o en un radio de 91 metros de la propiedad escolar:
 - Vender, distribuir, o entregar a otra persona o poseer, utilizar o estar bajo la influencia de cualquier cantidad de marihuana, drogas peligrosas o bebidas alcohólicas.

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- Sin importar la ubicación:

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- Vender, distribuir o entregar a otra persona o poseer, utilizar o estar bajo la influencia de la marihuana o una droga peligrosa, de acuerdo con la definición del Código de salud y seguridad, si la conducta es castigable como un crimen.

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- Vender, distribuir o entregar a otra persona una bebida alcohólica, de acuerdo con la definición del Código de bebidas alcohólicas, cometer una infracción seria o delito bajo la influencia del alcohol, consumir o estar bajo la influencia de una bebida alcohólica, si la conducta es castigable como un crimen.

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Otros. El estudiante, mientras está en la escuela o en un evento relacionado o patrocinado por la escuela, dentro o fuera de las instalaciones de la escuela:

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- Muestra conductas que constituyan un crimen.
- Cometa una agresión.
- Cometa frecuentes violaciones a este Código que causen interrupciones significativas en el ambiente escolar o interferencias importantes en el proceso educativo.

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PROCESO DE EXPULSIÓN

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Si el administrador de la escuela o su sustituto deciden que la conducta del estudiante amerita la expulsión, deberán enviar una notificación por escrito a los padres, tutores o alumno mayor de edad. Esta notificación deberá incluir las razones para la expulsión y la fecha, hora, lugar y procedimiento para la audiencia de expulsión. El estudiante tiene derecho a una audiencia con el administrador de la escuela durante la cual el alumno y/o su representante (por ejemplo, un padre, tutor, abogado u otros) tendrán la oportunidad de revisar y presentar pruebas, evidencias e información. El administrador de la escuela podrá poner restricciones razonables para el desarrollo de la audiencia, incluyendo el tiempo asignado para las presentaciones. Al final de la audiencia, el administrador podrá emitir un veredicto inmediatamente o esperar a una fecha posterior para comunicar su decisión. Los administradores de la escuela deberán enviar su decisión por escrito a los padres, tutores o alumno mayor de edad. Si se determina que la expulsión es apropiada, el documento ("Orden de expulsión") deberá incluir la duración del periodo de expulsión.

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Los padres, tutores o alumno mayor de edad pueden elegir renunciar voluntariamente al derecho a una audiencia de expulsión al firmar un formulario de dispensa de audiencia

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proporcionado con la notificación mencionada anteriormente. Si se dispensa con la audiencia, el administrador revisará las pruebas pertinentes y emitirá su veredicto por escrito a los padres como se describe arriba.

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La escuela dará aviso sobre la expulsión al distrito escolar independiente en el que resida el alumno a más tardar tres días hábiles después de la orden de expulsión.

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PERIODOS DE SUSPENSIÓN Y EXPULSIÓN

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El periodo de SUSPENSIÓN podrá determinarse por la severidad de la conducta y la existencia de un riesgo continuo de daño a otros estudiantes y empleados si se permitiese el regreso del alumno expulsado. Una suspensión puede durar de 1 a 3 días, y puede llevarse a cabo fuera de la escuela, dependiendo de la infracción. Se denegará la admisión en el futuro de un estudiante expulsado de la escuela. La orden de expulsión debe explicar las circunstancias que justifiquen la misma.

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BÚSQUEDAS/REVISIONES ALEATORIAS

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Amigos Por Vida Public Charter School (APV) se reserva el derecho a revisar inesperadamente las mochilas, casilleros, pertenencias de los estudiantes y sus propias personas. APV también utilizará perros entrenados para drogas, armas y artículos relacionados en las instalaciones de la escuela.

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PROCESO DE APELACIÓN DISCIPLINARIA

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Excepto para las expulsiones, las decisiones de disciplina estudiantil a nivel del distrito son definitivas y no pueden apelarse. Un padre, tutor o estudiante mayor de edad puede apelar una expulsión por escrito frente al director a más tardar 5 días hábiles a partir de la fecha de la Orden de expulsión. El director o su sustituto examinarán los registros del procedimiento de expulsión a nivel del distrito, junto con cualquier otra información relacionada, y emitirá un veredicto por escrito a la parte que apela a más tardar 10 días hábiles después de recibir la solicitud de revisión.

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Si la parte que apela no está satisfecha con la decisión del director o su sustituto, podrá apelar frente a la Junta Escolar de APV al solicitar una solicitud de revisión en la oficina del director a más tardar 5 días hábiles a partir de la fecha del veredicto. El director deberá notificar a la Junta Escolar y hacer los trámites necesarios para que se analicen los argumentos de la parte que apela en la siguiente reunión de la junta. El director deberá de informar a la parte que apela sobre la ubicación, fecha y hora de la audiencia frente a la Junta Escolar. La decisión de la Junta Escolar es definitiva y no puede apelarse. La expulsión no se retrasará o interrumpirá durante el proceso de apelación.

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Previsiones para apelaciones:

- El proceso de apelaciones por ausencias excesivas comienza con el padre/alumno y su director escolar. La apelación puede presentarse a la Junta de Revisión de Asistencia, compuesta por maestros, consejeros y administradores.
- No se permite que los padres o tutores recojan a los estudiantes entre las 2:00 p.m. y las 3:15 p.m., hora de salida normal.

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PAUTAS DE ASISTENCIA DE LOS PADRES

- Advertencia anual: En esta sección, el término "padre" incluye una persona que funge como tal. (TEC 25.095(d)).
- Al principio del año escolar, el distrito escolar notificará a los padres por escrito que el alumno ha estado ausente se ausenta de la escuela por 10 días o más, o por 10 partes de días o más (ausencias parciales), los padres estarán sujetos a procesos judiciales, en cuanto que serán por "padres que contribuyen a inasistencias", y el alumno estará sujeto a los mismos por "inasistencia a la escuela". (TEC 25.095(a)).
- Las ausencias parciales incluyen, pero no se limitan, a llegar diez o más minutos tarde a clases, no asistir a más de diez minutos de clases, saltarse clases y recogidas por parte de los padres antes de la hora normal de salida.
- Si un alumno se ha ausentado de clases injustificadamente por tres días completos o parciales, la escuela notificará a los padres.
- Se informará a los padres que es su deber monitorear la asistencia del alumno y obligarlo a ir a la escuela.
- Se informará a los padres que pueden estar sujetos a procesos judiciales.
- Se solicitará una reunión entre las autoridades escolares y los padres. (TEC 25.095(b)).
- Padres que contribuyen a inasistencias: Si se manda una advertencia a los padres de acuerdo con TEC 25.095(a)), los padres, con negligencia criminal, no obligan a sus hijos a asistir a la escuela como lo requiere la ley, y el alumno tiene ausencias que equivalen al periodo especificado por el TEC 250094, los padres cometen un crimen. (TEC 25.093(a)).

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CERO TOLERANCIA/PROCESO DE ACUSACIONES CRIMINALES

- La Junta Escolar de APV, de acuerdo con sus prioridades de sistema, considera que el ambiente escolar deberá ser seguro para todos los alumnos, y sin interrupciones que interfieran con el proceso educativo. De acuerdo con esto, la Junta Escolar ha desarrollado una política de tolerancia cero. Esta política se aplicará a los estudiantes de nivel básico, medio y superior. En clases en las que los estudiantes de los niveles arriba mencionados realicen conductas que tengan las características de un crimen de acuerdo con el Penal Code o el Education Code, el distrito escolar insistirá en arrestos, acusaciones, y periodos de prueba/gracias, detención juvenil y periodos de cárcel. Los padres y alumnos deben estar conscientes de que los oficiales del Departamento de Policía de Houston son oficiales de la paz

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comisionados por el Estado de Texas, y están autorizados de la mejor manera que crean conveniente a aplicar la ley en el distrito o fuera de él.

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REPORTES A LAS FUERZAS POLICIALES LOCALES

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- El director tiene la obligación legal de notificar al Departamento de Policía de Houston si tiene razones suficientes para creer que un estudiante ha cometido un crimen en el distrito, en propiedad escolar, o en una actividad relacionada o patrocinada por la escuela, dentro o fuera de la misma. El director u otro administrador que notifique a la policía local sobre dichos crímenes deberá también avisar a todo miembro del personal que esté regularmente en contacto con el estudiante que haya cometido un crimen que amerite expulsión.

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CASTIGOS CORPORALES

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- La Junta Escolar prohíbe los castigos corporales como una medida disciplinaria en la escuela APV-FFL.

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ESTUDIANTES OBLIGADOS A REGISTRARSE COMO AGRESORES

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SEXUALES

Cualquier estudiante que sea obligado a registrarse como agresor sexual de acuerdo con el capítulo 62 del Code of Criminal Procedure y que esté bajo cualquier forma de supervisión de la corte, incluyendo periodos de prueba, supervisión comunal o bajo fianza, será expulsado de APV por al menos un semestre. Si se obliga a un alumno a registrarse como agresor sexual de acuerdo con el capítulo 62 del Code of Criminal Procedure y no está bajo forma alguna de supervisión de la corte, APV podrá expulsar al estudiante o permitirle permanecer en clases normales. El distrito no permitirá al alumno permanecer en clases normales si el encargado de la Junta Escolar determina que la presencia del estudiante:

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- Pone en peligro la seguridad del resto del alumnado o profesorado.
- Será dañina para el proceso educativo.
- No conviene a los intereses de los alumnos del distrito.

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El alumno o sus padres o tutores podrán apelar la decisión de colocar al estudiante en Disciplinary Alternative Education Program (DAEP) al solicitar una reunión con el encargado de la Junta Escolar. La reunión se limitará a la cuestión concreta de si el estudiante está obligado a registrarse como un agresor sexual de acuerdo con el capítulo 62 del Code of Criminal Procedure. Si el encargado de la Junta Escolar determina tras la reunión que el estudiante sí está obligado a registrarse como agresor sexual, según el capítulo 62 del Code of Criminal Procedure, se expulsará al alumno. La decisión del encargado de la Junta Escolar es definitiva y no puede apelarse.

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PROCEDIMIENTOS DE LOS MAESTROS PARA EXPULSAR ESTUDIANTES DE LAS AULAS

El Texas Education Code contempla tres maneras en las que los maestros pueden mantener la disciplina mediante la expulsión de estudiantes problemáticos o indisciplinados de sus aulas. Cada opción conlleva diferentes medidas disciplinarias.

Razones para expulsión de estudiantes de las aulas

Opción I

- Un maestro puede mandar a un alumno a la oficina del director para mantener la disciplina en el aula de acuerdo con el nivel II, después de que se hayan intentado otras alternativas y tras notificar a los padres.
- Si se expulsa al estudiante para mantener la disciplina en el aula, de acuerdo con la opción I, el director podrá utilizar cualquier técnica o alternativa de gestión de disciplina autorizada por el Código de conducta estudiantil y el Manual de los padres, de acuerdo con el nivel de la infracción y la seriedad de la mala conducta. Los estudiantes expulsados del aula podrán regresar luego a la clase del maestro. Esta opción corresponde a los niveles I y II y a la Remoción de expulsión opcional del nivel III.

Opción II

- El maestro puede expulsar a un estudiante del aula si el maestro ha documentado que el alumno ha interferido repetidamente con la capacidad del maestro de comunicarse efectivamente con los estudiantes o con la capacidad de estos últimos de aprender. La documentación consiste normalmente en un reporte por escrito del comportamiento que haya ocurrido en el aula.
- El maestro podrá expulsar a un alumno del aula si establece que el comportamiento del estudiante es tan inapropiado, inoportuno o abusivo que interfiere seriamente con la capacidad del maestro de comunicarse efectivamente con los demás alumnos o con la capacidad de estos últimos de aprender.

Medidas disciplinarias de la opción II

Si el maestro expulsa al estudiante de acuerdo con la opción II, y el maestro ha documentado apropiadamente las razones de la expulsión, el alumno no podrá regresar a la clase sin el consentimiento del maestro. De acuerdo con los procedimientos de revisión explicados en esta sección, las opciones disciplinarias disponibles para el director incluyen:

- Asignar al alumno a otra clase.
- Suspensión del alumno a cumplirse en la escuela.

Revisión para estudiantes expulsados de acuerdo con la opción II.

- A más tardar el tercer día escolar después de la fecha en la que se haya expulsado al estudiante de acuerdo con esta sección, el director programará una reunión con los padres o tutores, el maestro que expulsó al alumno del aula y el estudiante mismo.
- Mientras espere la reunión, el estudiante no podrá regresar al aula de clases sin el consentimiento del maestro. Mientras no se realice la reunión, el director podrá colocar al alumno en suspensión en la escuela o en otra clase.
- Durante la reunión, el alumno tiene derecho a recibir una explicación oral o escrita de las razones y validez de la expulsión, y tendrá la oportunidad de responderlas y defender su punto de vista.
- Después de la reunión, y sin importar si cada persona cuya asistencia se solicitó está presente después de varios intentos de garantizarla, el director podrá colocar al alumno en otra clase, en suspensión en la escuela o regresará al estudiante a la clase del maestro que lo expulsó, a menos que el maestro ponga objeciones a ello. Si el maestro se opone, el director podrá mandar al alumno al Comité de revisión de ubicación de la escuela para determinar las medidas a tomar.
- No se podrá coaccionar al maestro para que acepte al estudiante sin un laudo del Comité de revisión de ubicación.
- El Comité de revisión de ubicación determinará si el estudiante podrá regresar a la clase del maestro que lo expulsó. El alumno no podrá regresar a la clase sin el consentimiento del maestro, a menos que el Comité determine que dicha clase es la más adecuada o la única disponible. En caso de que se trate de alumnos de Educación especial, la decisión la podrá tomar solamente un Comité de admisiones, revisiones y expulsiones (ARD) integrado en tiempo y forma.

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Comité de revisión de ubicación para la opción II

- Cada escuela tendrá un Comité de revisión de ubicación formado por tres miembros. Este Comité determinará la clase en la que ubicar a un estudiante cuando un maestro lo haya expulsado según la opción II y se rehúse a permitir su regreso a la clase. El Comité tomará una decisión definitiva sobre la ubicación del alumno.
- Cuando se le expulsa de acuerdo con esta sección.
- Los maestros de la escuela elegirán a dos maestros representantes para que funjan como miembros y a un maestro adicional para que funja como miembro alternativo.
- El director elegirá a un miembro del personal profesional de la escuela.
- El maestro que se rehúse a readmitir al alumno no podrá formar parte del Comité. Si el maestro expulsó al estudiante de su clase por cometer una agresión física, agresión agravada, agresión sexual, agresión sexual agravada o agresión física contra el maestro, el alumno no podrá regresar a la clase sin el consentimiento del maestro. No se podrá coaccionar al maestro para que dé su consentimiento. De acuerdo con las leyes federales, solamente un Comité de ARD constituido en tiempo y forma podrá cambiar la asignación de un estudiante.

Opción III

- El maestro estará obligado a expulsar de clase y enviar a la oficina del director a cualquier alumno que cometa una falta de nivel IV o V.

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Medidas disciplinarias de la opción III

- Si se expulsa al estudiante utilizando la opción III por una falta de nivel IV o V, el alumno podrá ser expulsado si es apropiado o si así lo requiere la legislación estatal. Se seguirán los siguientes procedimientos para expulsión.

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DERECHOS Y RESPONSABILIDADES DE LOS ESTUDIANTES:

Acoso sexual/abuso sexual/violencia durante citas

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Acoso sexual por parte de estudiantes

- Los estudiantes no acosarán sexualmente a otros alumnos o a un empleado de la escuela. Una acusación justificada de acoso sexual contra un estudiante dará como resultado una medida disciplinaria.

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Acoso sexual/abuso sexual por parte de empleados

- Se prohíbe a los empleados escolares acosar o abusar sexualmente de los alumnos. Se prohíben las relaciones románticas entre estudiantes y empleados. Una acusación justificada de acoso sexual contra un empleado dará como resultado medidas disciplinarias y penales.

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Violencia en citas/relaciones románticas

- La escuela prohíbe el acoso sexual, la violencia en citas y el acoso basado en la edad, raza, color, genealogía, orígenes, sexo, discapacidad o impedimento, estado civil, religión, afiliación política, orientación sexual, identidad y/o expresión de género. La violencia en citas ocurre cuando una persona en una relación pasada o actual utiliza intencionalmente abuso físico, sexual, verbal o emocional para lastimar, amedrentar, amenazar, intimidar o controlar a la otra persona en la relación. Los ejemplos de violencia en citas pueden incluir, entre otros, abuso físico o sexual, apodosos ofensivos, empujones, amenazas de lastimar al alumno o a su familia, destruir las pertenencias del estudiante, amenazas de suicidio u homicidio si el alumno corta la relación, intentos de aislar al estudiante de sus amigos y familia, acechar (stalking) o impulsar a otros a cometer estas acciones contra un estudiante.

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Para los propósitos de esta normativa, la violencia en citas se considera como acoso prohibido si la conducta es tan severa, persistente o invasiva que:

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- Afecta la capacidad del estudiante de participar o beneficiarse de un programa o actividad educativa, o crea un ambiente educacional intimidante, amenazador, hostil u ofensivo.
- Busca o intenta interferir sustancial e injustificadamente con el desempeño académico del alumno.
- Afecta de manera negativa las oportunidades educativas del estudiante.

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Reporte a las autoridades competentes

- Cualquier empleado escolar que reciba información sobre acoso o abuso sexual de un alumno que pueda considerarse razonablemente como abuso o negligencia infantil de hecho o sospechada deberá reportarlo a las autoridades competentes a más tardar en 48 horas, como lo marca la ley.
- APV notificará a los padres de todo estudiante involucrado en acoso sexual por un alumno o alumnos cuando las alegaciones no sean insignificantes. El distrito notificará a los padres sobre todo incidente de acoso o abuso sexual por parte de un empleado.

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Investigaciones

- Todo reporte de acoso sexual que no sea insignificante se llevará al director o a su sustituto. Las quejas orales se plasmarán por escrito para ayudar a la investigación del distrito. Las quejas se tratarán de manera confidencial hasta donde sea posible. Será necesaria una divulgación parcial para llevar a cabo una investigación completa.

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Protección contra represalias

La escuela no tomará represalias contra un estudiante que reporte de buena fe un caso de posible abuso o acoso sexual.

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PROCEDIMIENTO PARA ACOSO SEXUAL/VIOLENCIA EN CITAS

Para los propósitos del siguiente proceso de quejas, "días" significa días naturales.

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Nivel uno:

- Un estudiante o padre que alegue acoso sexual por parte de otro estudiante o estudiantes o acoso o abuso sexual por parte de un empleado puede solicitar una reunión con el director o su sustituto. El alumno podrá tener la compañía de un padre u otra persona en la reunión inicial y durante el proceso de queja. La reunión inicial con el estudiante se llevará a cabo con una persona del mismo sexo del alumno. La reunión se agendará y realizará lo más pronto posible, pero en cualquier caso a más tardar siete días a partir de la recepción de la queja. En la

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reunión se informará a las personas que presenten la queja de su derecho a presentar la misma queja en la Oficina de Derechos Civiles. El director o su sustituto coordinarán una investigación apropiada, que normalmente se completará a más tardar siete días después de recibir la queja. Se informará al estudiante o a los padres si hay circunstancias aceptables que retrasen la investigación. No habrá nada en el proceso de quejas que pueda obligar al estudiante que alega abuso o acoso sexual a reportar el asunto a la persona contra quien se dirige la queja.

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Nivel dos:

- Si una queja no se resuelve en el nivel uno a la satisfacción del estudiante o sus padres, estos tendrán siete días para solicitar una reunión con el director o su sustituto, quienes la programarán y llevarán a cabo. Antes o durante la reunión, el alumno o sus padres deberán entregar una queja por escrito que incluya la descripción de la queja, cualquier prueba a su favor, la solución deseada, la firma del estudiante y/o sus padres, y la fecha de la reunión con el director o su sustituto.

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Nivel tres:

- Si una queja no se resuelve en el nivel dos a la satisfacción del estudiante o sus padres, estos podrán presentar la queja a la Junta Escolar en su siguiente reunión regular. La queja deberá incluirse como un punto de discusión del programa publicado con el anuncio de la reunión. Anunciar una decisión en presencia del alumno o sus padres constituye una comunicación de la decisión.

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A puerta cerrada:

- La Junta Escolar deberá atender quejas sobre abuso o acoso sexual por parte de estudiantes y empleados a puerta cerrada, a menos que la Open Meetings Act establezca otra cosa.

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“BULLYING” Y DEMÁS TIPOS DE ACOSO

- La escuela alienta al alumnado y al personal a desarrollar un clima de respeto mutuo entre todos para así mejorar los propósitos educacionales del distrito y el programa diseñado para lograr este objetivo. Se espera que todos los alumnos respeten los derechos y privilegios de los demás estudiantes, maestros y miembros del personal del distrito.
- Los estudiantes no cometerán acoso basado en la edad, raza, color, genealogía, orígenes, sexo, discapacidad o impedimento, estado civil, religión, afiliación política, orientación sexual, identidad y/o expresión de género contra otros alumnos. Una acusación justificada de acoso contra un estudiante dará como resultado una medida disciplinaria.
- El término “acoso” incluye bromas, apodos, nombres y demás conducta oral,

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escrita, gráfica o física repetida, ofensiva y molesta relacionada con la raza, color, religión, orígenes o discapacidades de un individuo, y que creen un ambiente educativo intimidante, hostil u ofensivo. Este término también incluye las amenazas de daños o heridas físicas contra otro estudiante, la conducta sexual intimidante, causar daños físicos a las pertenencias de otro alumno, encerrar o confinar físicamente a otro estudiante, o realizar cualquier acción maliciosa que afecte sustancialmente la salud y seguridad emocional o física de un alumno.

- Los reportes de abuso deberán hacerse tan pronto como sea posible después de que supuestamente se haya cometido la agresión o se tenga conocimiento de ella. No reportarla inmediatamente puede limitar la capacidad del distrito de investigar y enfocarse en la conducta prohibida.

- El bullying se entiende por expresión oral o por escrito, por medios electrónicos, o la conducta física que ocurra en la escuela, en una actividad patrocinada o relacionada con la escuela, o en un vehículo operado por el distrito, y se reconoce porque: (1) afecte o afectará físicamente y de manera negativa a un estudiante, dañe sus pertenencias, o provoque un temor justificado de daño a la persona del alumno o sus pertenencias; (2) es lo suficientemente severa, persistente e invasiva como para que cree un ambiente educativo intimidante, amenazador o abusivo para el alumno; (3) explote un desequilibrio de poderes entre el estudiante perpetrador y su víctima mediante expresiones escritas o verbales o conducta física; (4) interfiera con la educación del alumno o interrumpa significativamente la operación de la escuela.

- Realice amenazas u otros actos intimidatorios que interfieran con la disposición de otro alumno de participar en el proceso educativo.

- Cualquier abuso verbal de otros, incluyendo nombres y apodos o menciones despectivas de otras personas basadas en la edad, raza, color, religión, orígenes, discapacidad o impedimento, apariencia personal, orientación sexual, identidad y/o expresión de género.

- La intimidación cibernética dentro o fuera de la escuela, que se define como el uso de internet, celulares u otros dispositivos para enviar o publicar mensajes de texto, imágenes y material con el objetivo de lastimar o avergonzar a otro estudiante. Esto puede incluir, entre otras actividades, el continuar enviando correos electrónicos a alguien que haya dejado claro que no quiere tener más contacto con el remitente, enviar o publicar amenazas, bromas sexuales o apodos peyorativos (por ejemplo, declaraciones que inciten al odio), “echar montón” a otra persona para ridiculizarla en foros electrónicos y publicar información falsa haciéndola pasar por verdadera para humillar a otro estudiante; divulgar información personal como el nombre verdadero de un alumno, su dirección o escuela en sitios web o foros para acosar o avergonzar; hacerse pasar por otro estudiante para publicar materiales en su nombre que lo difamen o ridiculicen, enviar mensajes de texto o correos electrónicos amenazadores o de acoso; y publicar o esparcir rumores o chismes que inciten a otros a rechazar y/o echar montón a un alumno, lo que se ha determinado que interfiere sustancial y materialmente con las actividades escolares o con los derechos de los estudiantes.

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- Agresiones que no resulten en daños o heridas en el cuerpo, que se definen como amenazar con la intención de provocar una herida corporal inminente (Sección 22.01(a)(2), Penal Code).
- Para obtener ayuda e intervención, cualquier alumno que considere que haya experimentado abuso o intimidación (bullying), o que crea que otro estudiante lo ha experimentado, deberá reportarlo inmediatamente a un maestro, consejero escolar, director u otro empleado distrital. Cualquier empleado distrital que sospeche o reciba una notificación de que un estudiante o grupo de alumnos ha sufrido o puede haber sufrido acoso deberá informar inmediatamente al director o su sustituto.

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Procedimiento para investigación de acoso

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- El director o su sustituto deberán determinar si las alegaciones en el reporte, si se comprueban, representarían una conducta prohibida, incluyendo violencia en citas y acoso o discriminación basada en raza, color, religión, sexo, orígenes o discapacidad. Si se comprueban, el distrito procederá de acuerdo con la normativa. Si las alegaciones constituyen una conducta prohibida o bullying, la investigación deberá incluir una determinación de cada tipo de conducta.
- El director o su sustituto deberán realizar una investigación apropiada basada en las alegaciones del reporte.
- El director deberá tomar las medidas adecuadas para prevenir acoso y bullying mientras se desarrolla la investigación y si es apropiado.
- Si no hay circunstancias atenuantes, la investigación deberá finalizarse a más tardar diez días hábiles a partir de la fecha del reporte inicial de acoso; sin embargo, el director o su sustituto deberán extender el periodo si es necesario para llevar a cabo una investigación completa.
- El director preparará un reporte final y por escrito de la investigación. Este deberá incluir una determinación sobre si se dio acoso/bullying o no, y si la víctima actuó razonablemente en defensa propia o no. Se enviará una copia del reporte al director o su sustituto.
- Si se confirma un incidente de acoso, el director deberá notificar inmediatamente a los padres de la víctima y del estudiante acusado de acoso.
- Si la investigación indica que se dio un caso de acoso, el distrito escolar tomará las medidas disciplinarias apropiadas de acuerdo con el Código de conducta estudiantil y el Manual de los padres del distrito, y podrá tomar las medidas correctivas adecuadas y diseñadas para corregir la conducta.
- Un estudiante víctima de acoso y que haya actuado razonablemente en defensa propia no estará sujeto a medidas disciplinarias.
- Las medidas disciplinarias contra un estudiante con discapacidad están sujetas a las leyes estatales y federales aplicables, además de la normativa del Código de conducta estudiantil y el Manual de los padres.
- Las solicitudes de transferencias debido a acoso/bullying deberán dirigirse al director.
- Este informará a la víctima, al perpetrador y a cualquier estudiante que haya sido

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testigo del acto sobre las opciones de consejo y terapia disponibles.

- Si la investigación revelase conductas inapropiadas que no alcanzaron el nivel de comportamientos prohibidos o bullying, el distrito podrá tomar medidas adecuadas de acuerdo con el Código de conducta estudiantil y el Manual de los padres, o cualquier otra medida correctiva.
- El distrito respetará hasta donde sea posible la privacidad de la víctima, los supuestos perpetradores y los testigos. Pueden necesitarse divulgaciones parciales para realizar una investigación completa.
- Un estudiante que no esté satisfecho con el resultado de la investigación puede apelar mediante la Junta Escolar.

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PUBLICACIONES ESTUDIANTILES Y REVISIÓN PREVIA

Materiales patrocinados por la escuela

- Toda publicación editada, impresa o distribuida a nombre de APV o dentro de la escuela estará bajo control de la administración de la escuela y la Junta Escolar. Todas las publicaciones aprobadas y editadas deberán ser parte del programa educativo, bajo la supervisión de un miembro del profesorado, y se editarán con mucho cuidado para reflejar los ideales y expectativas de los miembros de la escuela. Se espera que se economicen los materiales y la propiedad sin poner en peligro el contenido. El director tendrá la responsabilidad por todo lo relacionado con la organización, edición, y venta de dichas publicaciones y de cualquier otro procedimiento relacionado, sujeto a su discreción.

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Publicidad

- Puede aceptarse la publicidad de negocios externos en las publicaciones de la escuela, sujeta a la aprobación de los empleados profesionales que supervisen la edición de las publicaciones. No se aceptará publicidad considerada como inapropiada para los lectores estudiantiles o que promueva productos que representen un riesgo para la salud, como alcohol o tabaco.

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Quejas

- Los estudiantes que tengan alguna queja sobre los procedimientos o una decisión profesional que afecte el contenido o estilo de una publicación escolar deberán presentarla de acuerdo con la normativa de la Junta Escolar.

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NORMATIVAS DE SEGURIDAD DEL SERVICIO DE TRANSPORTE

Los estudiantes deberán tener en cuenta que todas las reglas en este Código se aplican a sus conductas y actos en el transporte proporcionado por APV. Además del cumplimiento de las reglas de nivel I a V, se espera que los estudiantes cumplan con lo siguiente:

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- Los alumnos deberán esperar el autobús de manera ordenada y no causarán desorden o peleas.
- Los alumnos entrarán y bajarán del autobús ordenadamente.
- Permanecerán todos sentados mientras el vehículo esté en movimiento y hasta que se detenga completamente.
- Todos permanecerán en sus asientos predeterminados mientras el vehículo esté en movimiento.
- Ningún alumno modificará o abrirá las ventanas, puertas de emergencia o cualquier otra parte del autobús. Se utilizarán las puertas y salidas de emergencia en caso de un accidente o simulacro de evacuación.
- Los alumnos mantendrán sus brazos, piernas, cabezas y pertenencias dentro del autobús y en sus asientos, no en el corredor.
- Está prohibido marcar, pintar o vandalizar el autobús o sus partes.
- Se cobrará a los padres del alumno por cualquier daño que sufra el autobús a manos del estudiante.
- Se prohíbe pelearse, provocarse, empujarse, o arrojar objetos o poseer plumas o marcadores láser dentro o fuera del autobús o en las paradas del mismo.
- Los estudiantes que crucen la calle antes de subirse o al salir del autobús lo harán tres metros adelante del vehículo, y solamente después de que este se haya detenido completamente y cuando el chofer lo indique.
- Nadie que no sea parte del personal de la escuela, adultos autorizados y alumnos de una ruta en particular podrán subir al autobús a menos que cuenten con un permiso por escrito del administrador escolar apropiado.
- Los alumnos no podrán comer, beber, mascar, chicle o dulces, o utilizar cualquier producto de tabaco en el autobús.
- Ningún estudiante sustraerá o tomará las pertenencias de otro pasajero.
- Los alumnos utilizarán un lenguaje apropiado en el autobús, y no conversarán o realizarán actividades consideradas como vulgares, abusivas o peyorativas.
- Los estudiantes deberán portar los uniformes escolares al utilizar el autobús.
- No se permite que los alumnos suban o bajen del autobús en cualquier ubicación que no sean las paradas designadas en el hogar o en la escuela.
- Si se rompiesen las reglas descritas arriba, se reportará al alumno a un administrador escolar, y se podrán tomar medidas disciplinarias de acuerdo con las reglas de este Código.

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DEFINICIONES

Se proporcionan las siguientes definiciones para afirmar bien los detalles de los términos de este Código: La Junta Directiva tendrá la autoridad definitiva para interpretar o modificar los términos o provisiones de este Código.

Uso indebido de químicos volátiles: Sustancias definidas como tales en el Texas Health and

Safety Code § 485.001.

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Bebidas alcohólicas: Sustancias definidas como tales en el Texas Health and Safety Code § 1.04.

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Agresión: Causar heridas corporales intencional, consciente y temerariamente a otra persona.

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Acoso/bullying: Expresiones escritas o verbales o conducta física que (1) tengan como objetivo y resultado lastimar físicamente a un alumno, dañar las pertenencias de un estudiante o provocarle un miedo razonable y justificado de daños a su persona o sus pertenencias; o que (2) es lo suficientemente severa, persistente o invasiva como para crear un ambiente educacional intimidante, amenazador o abusivo para un alumno.

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Bastón, porra, tolete, garrote, macana: Un instrumento contundente especialmente diseñado, construido o adaptado para infligir heridas corporales graves o incluso la muerte al golpear a la persona con él, incluyendo los conocidos como cachiporra, macana, mazas y hacha.

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Sustancias prohibidas: Sustancias definidas en el capítulo 481 del Texas Health & Safety Code o 21 U.S.C. § 801 et seq.

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Conducta mortífera: Actuar de manera temeraria y poner a otro en peligro inminente de heridas corporales graves, o disparar un arma de fuego intencionalmente en la dirección de una persona, habitación, edificio o vehículo.

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Medios electrónicos: Se refiere a todas las formas, maneras y tipos de dispositivos electrónicos, sistemas de comunicación de redes, software, programas, sitios web y cualquier otro recurso tecnológico, incluyendo pero sin limitarse a redes sociales, mensajes de texto, mensajes instantáneos, correos electrónicos (e-mail), blogs o bitácoras, foros (chat rooms), sitios para compartir y distribuir videos o archivos, teléfonos celulares, dispositivos electrónicos portátiles, computadoras, etc.

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Falsas alarmas o reportes: Iniciar, comunicar o circular intencionalmente el reporte de un ataque terrorista, incendio, crimen u ofensa presente, pasada o futura a sabiendas de que es falsa o sin fundamento, y que normalmente causaría: (1) la toma de medidas por parte de una agencia oficial o voluntaria organizada para lidiar con emergencias; (2) causaría temor de heridas corporales graves entre la población civil; o (3) impediría o interrumpiría la ocupación de un edificio, sala o asamblea.

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Arma de fuego (federal): (1) cualquier arma, incluyendo una pistola de salvas que esté diseñada o pueda modificarse fácilmente para disparar un proyectil mediante la acción de un explosivo;

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(2) la carcasa o tambor/recámara de cualquier arma similar; (3) cualquier silenciador o aparatos similares; o (4) cualquier dispositivo de destrucción, tales como explosivos, bombas incendiarias, bombas de gas venenoso o granadas.

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Arma de fuego (estatal): Cualquier aparato diseñado, fabricado o adaptado para disparar un proyectil fuera de un barril utilizando la energía generada por una explosión o sustancia en combustión, o cualquier artilugio fácilmente adaptable a dicho uso.

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Pandilla: Una organización, asociación, agrupación o combinación de personas, todas o en su mayor parte estudiantes, que: (1) busca perpetuarse mediante la adición de nuevos miembros basándose en la decisión de los miembros ya existentes en vez de en la libre voluntad de la persona, o (2) que se involucra en actividades ilegales y/o violentas. Al identificar pandillas y sus vestimentas, señales o símbolos asociados, la escuela consultará con las autoridades y fuerzas del orden.

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Acoso: Amenazar con causar daños o heridas corporales a otra persona, conducta sexual intimidante, causar daños físicos a las pertenencias de otros, encerrar, sujetar o confinar físicamente a otros, realizar acciones maliciosas que dañen sustancialmente la salud o seguridad física o emocional de otra persona, en sí o en combinación con otras conductas prohibidas por las normativas de la escuela y del Código.

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Iniciaciones o novatadas (hazing): Cualquier acto dentro o fuera de la escuela por parte de una persona o personas contra un estudiante que ponga en peligro la salud mental o física o la seguridad de este último, con el objetivo de solicitar, iniciar, afiliarse, otorgar un cargo, o mantener la membresía en una organización o grupo. Consentir o aceptar la actividad de iniciación no excusa al alumno de responsabilidad por la mala conducta.

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Cuchillo ilegal: Un cuchillo con una hoja de más de 13 centímetros; un instrumento manual diseñado para cortar o acuchillar a otra persona al arrojarlo; dagas, incluyendo punzones, puñales, y similares; cuchillos bowie, espadas o lanzas.

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Artículos relacionados: Cualquier artículo o artilugio utilizado o diseñado para inyectar, ingerir, inhalar o introducir marihuana, una sustancia prohibida o una droga peligrosa de cualquier manera en el cuerpo, incluyendo pero sin limitarse, a colillas de porros, papel de enrollar, jeringas, bolsitas con residuos, hojas de afeitar, pipas de cualquier tipo, etc.

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Poseción: Sin importar la intención o conocimiento del estudiante al poseer el artículo, tenerlo: (1) en su persona o entre sus pertenencias, tales como entre sus ropas, bolsa o mochila; (2) en cualquier vehículo utilizado por el alumno para asistir o regresar de la escuela o actividades relacionadas con esta, como un auto, camión, motocicleta o bicicleta; o (3) cualquier otra propiedad escolar utilizada por el estudiante, como un casillero o pupitre.

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Artículos prohibidos: Se incluyen, entre otros, (1) bebidas alcohólicas, marihuana, sustancias prohibidas o drogas peligrosas; (2) productos o artículos relacionados; (3) armas prohibidas; (4) cualquier otro artículo prohibido en este Código.

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Armas prohibidas: Se incluyen, entre otros: munición anti blindaje y perforante, rociadores de químicos, explosivos, silenciadores, manoplas o puños de hierro, ametralladoras, armas de cañón recortado, navajas automáticas, pistolas artesanales o armas paralizantes mediante descargas eléctricas.

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Represalias: Lastimar o amenazar con lastimar a otros: (1) debido a sus actividades como empleado o voluntario de la escuela, (2) para impedir o retrasar las actividades escolares de otra persona, o (3) debido a que la persona se dispone a reportar un crimen o violación a este Código.

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Defensa propia: Cuando la persona que no sea el agresor en una pelea utiliza la fuerza mínima necesaria para escapar de un peligro o daño inmediato. Los actos que continúen o incrementen el nivel de la pelea no se considerarán como en defensa propia.

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Acoso sexual: Insinuaciones sexuales no solicitadas, solicitud de favores sexuales, y demás conducta verbal o física de naturaleza sexual que tenga como propósito o efecto interferir injustificadamente con el desempeño estudiantil o crear un ambiente educativo intimidante, hostil u ofensivo.

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Solicitar: Solicitar, ordenar o intentar inducir a otro estudiante a cometer actos que violarían este Código, y con la intención de que se cometa una violación del mismo.

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Armas de cañón recortado: Un rifle con una longitud del cañón de menos de 41 cm o una escopeta con una longitud del cañón de menos de 46 cm, o cualquier arma hecha a partir de un rifle o escopeta que tras modificarse tendrá una longitud total de menos de 67 cm.

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Navajas automáticas: Cualquier cuchillo con una hoja que se doble, cierre o retraiga en el mango o funda y que se abra automáticamente presionando un botón o resorte en el mango, o que abra o libere una hoja del mango o funda mediante gravedad o fuerza centrífuga.

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Amenaza terrorista: Amenazas de cometer una infracción que involucre violencia hacia cualquier persona o propiedad con la intención de: (1) causar una reacción por parte de una agencia oficial

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o voluntaria organizada para lidiar con emergencias; (2) causar temor de heridas corporales graves entre la población civil; o (3) impedir o interrumpir la ocupación de un edificio, sala o lugar de reunión al que el público tenga acceso, lugar de empleo, trabajo u ocupación, aeronave, automóvil y demás medios de transporte, y demás lugares públicos; (4) impedir o interrumpir las comunicaciones y transportes públicos, servicios de agua, gas o energía eléctrica y demás servicios públicos, (5) causar un miedo justificado al público o a una parte considerable del mismo de sufrir heridas corporales serias; o (6) influir en la conducta o actividades de una

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rama o agencia del gobierno federal, el estado o una subdivisión política del mismo (incluyendo la escuela).

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Crímenes del capítulo 5: Crímenes contra una persona que, dependiendo de las circunstancias, pueden incluir lo siguiente, de acuerdo con el Penal Code; homicidio; homicidio capital; transporte; agresión; agresión agravada; agresión sexual; agresión sexual agravada; relaciones impropias entre estudiantes y educadores; indecencia hacia un niño; heridas causadas a un niño, a un anciano o a una persona con discapacidad; abandonar o poner en peligro a un niño; fotografías o grabaciones visuales impropias; coaccionar, solicitar o inducir a membresía en una pandilla; conductas mortíferas; amenazas terroristas; ayudar a una persona a cometer suicidio; acoso por parte de una persona en una instalación penitenciaria; abuso sexual continuo de un niño o niños; y alterar o sabotear un producto de consumo.

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Bajo la influencia de sustancias: Cuando a juicio de un empleado calificado un alumno no tenga sus capacidades físicas o mentales completas, y estos se puedan atribuir con probabilidad al uso de marihuana, sustancias prohibidas, drogas peligrosas o bebidas alcohólicas por parte del estudiante. Esto puede notarse mediante los síntomas normalmente asociados con el uso de drogas o alcohol, o mediante otros comportamientos anormales o erráticos. El estudiante no tiene que estar legalmente intoxicado.

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Uso: En cuanto a sustancias, inyectar, ingerir, inhalar o introducir de cualquier manera y voluntariamente una sustancia prohibida en el cuerpo. En cuanto a objetos o artilugios, activar, o utilizar o llevar a cabo una acción o propósito con el objeto o artilugio.

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Pistolas artesanales: Un artilugio o combinación de estos que no era originalmente un arma de fuego y que se haya modificado para disparar un proyectil de un cañón de ánima lisa o rayada utilizando la energía producida por una explosión o combustión de una sustancia.

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APÉNDICES

- Promociones y expectativas de los estudiantes
- Código de conducta estudiantil y Manual de los padres (página de firmas)

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Promotion Standards and Student Expectations

Attendance Report Card	PK 3	PK 4	Kinder	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade
End of the Year Fluency Rate (WPM)			English: 30 Spanish: 30	English: 60 Spanish: 60	English: 90 Spanish: 90	English: 120 Spanish: 120	English: 150	English: 180	English: 200	English: 220	English: 220
End of the Year Reading Level		DRA: 4 EDL: 4 (or equivalent)	DRA: 10 EDL: 10 (or equivalent)	DRA: 18 EDL: 18 (or equivalent)	DRA: 30 EDL: 30 (or equivalent)	DRA: 40 EDL: 40 (or equivalent)	DRA: 50 EDL: 60 (or equivalent)	DRA: 60 (or equivalent)	DRA: 70 (or equivalent)	DRA: 80 (or equivalent)	DRA: 80 (or equivalent)
High Frequency Words	26 letters and sounds	26 letters and sounds	English: 20 HFw's Spanish: 20 HFw's	English: 40 HFw's	English: 60 HFw's	English: 80 HFw's	English: 100 HFw's	English: 120 HFw's	English: 150 HFw's	English: 200 HFw's	English: 220 HFw's
Math Facts	Rate counting 0-20 Number recognition 0-5	Rate counting 0-50 Number recognition 0-10	Rate counting 1-100 Number recognition 0-20 Addition and Subtraction Facts 1-5	Rate counting 1-150 Skip Counting by 2's, 3's, 5's, 10's Addition and Subtraction Facts 1-10	Rate counting by 2's, 3's, 5's, 10's Addition and Subtraction Facts 1-12	Skip Counting by 2's, 3's, 5's, 10's Multiplication Facts 1-15					
STAAR Stanford and APPENDA			Students must show a minimum of one years' growth.							Students must pass STAAR in Reading and Math	

Students must earn a 70% or better in all subjects.
 Students may not have more than 4 absences per semester.

Students must score 90% or higher on the HFw evaluation at the end of the school year.

CÓDIGO DE CONDUCTA ESTUDIANTIL Y MANUAL DE LOS PADRES

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Confirmación de los padres y el estudiante

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- Asistir a todas las clases todos los días y a tiempo.
- Prepararse para cada clase con los materiales apropiados y tareas terminadas.
- Vestirse de acuerdo con el código de vestimenta adoptado por cada escuela individual.
- Saber que la posesión, uso y/o venta de drogas ilegales o no autorizadas, alcohol y armas es ilegal y está prohibida.
- Respetar a los demás.
- Comportarse de manera responsable.
- Pagar las multas requeridas.
- Conocer y obedecer todas las reglas escolares del Código de conducta estudiantil y Manual de los padres y el Sistema de gestión de disciplina de la escuela.
- Cooperar con el personal para investigar asuntos disciplinarios. Se ha desarrollado el Código de conducta estudiantil y Manual de los padres para que su hijo o hija obtenga el mayor beneficio posible de su experiencia escolar.
- Buscar cambios en las normas y regulaciones de la escuela de manera ordenada y responsable mediante los canales apropiados.
- Reportar amenazas a la seguridad de los estudiantes y del personal, así como malas conductas de parte de cualquier otro alumno o miembro del personal al director de la escuela, un maestro u otro adulto.
- Familiarizarse y cumplir con la Política de uso aceptable de computadoras y tecnología, y comprender que si no se desea el acceso a las mismas, los padres y el estudiante pueden elegir salirse. Utilizar los sistemas tecnológicos de APV únicamente para propósitos escolares y utilizar las computadoras escolares y equipo relacionado apropiadamente.
- Cumplir con los procedimientos de seguridad tecnológica desarrollados por APV, tales como nunca dejar una terminal o computadora encendida y sin atender o bloquear mientras se esté activo en una red o programa cliente.
- Reportar inmediatamente todo problema de seguridad tecnológica sospechado u observado a un maestro.

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APV promoverá un ambiente de respeto mutuo por los derechos de los demás. Se espera que todos los estudiantes respeten los derechos y privilegios de otros alumnos, maestros y personal distrital. Las responsabilidades de los estudiantes de lograr un ambiente de aprendizaje positivo en la escuela y en las actividades relacionadas incluyen lo siguiente:

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Se ha desarrollado el Código de conducta estudiantil y Manual de los padres para que su hijo o hija obtenga el mayor beneficio posible de su experiencia escolar.

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La escuela necesita su ayuda y cooperación. Es importante que cada alumno comprenda el Código, y sus padres y tutores esperarán que siga las reglas y normas establecidas en él. Por favor, lea y comente este Código con sus hijos. Cuando lo hayan hecho, usted y su hijo deberán firmar esta página y devolverla a la escuela. Las firmas de los padres y el alumno confirman el hecho de haber recibido una copia del Código de conducta estudiantil y Manual de los padres, y certifican que han leído y comentado el Código. Se espera que los padres y estudiantes acepten sus responsabilidades como se describe en el Código de conducta estudiantil y Manual de los padres.

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Firma del estudiante Fecha Firma del padre o tutor Fecha

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Grado Maestro de la clase

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Nota: Coloque la página original en el archivo del estudiante.

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**Amigos Por Vida
Friends For Life**

Public Charter School

Employee Personnel Handbook

2021 – 2022

HOME OF THE MIGHTY PUMAS

Welcome to Amigos Por Vida Charter School!

Dear APV-FFL Colleagues,

We are excited to have you be a part of our extraordinary team. I am excited about what we will be able to accomplish this new academic year by having such a **Great Team of Teachers and Employees** like you. We are pleased that you have chosen Amigos Por Vida – Friends For Life as part of your professional path and wish you great success at work.

We encourage you to continuously learn, grow, and celebrate as your work has profound meaning and purpose. We encourage our employees joining our school for the first time, to become actively involved in our school events, like our clubs, sports events, gatherings, etc. For those of you returning, we trust that you will continue to be more involved in our everyday activities and motivate our new employees to continue with our culture of a family.

We challenge all of you to support our efforts to provide a quality school through your ongoing participation in our quest for excellence. We are confident that your employment here will be a challenging, enjoyable, and a rewarding experience.

We are honored you have chosen us and look forward to the great things that you will accomplish.

Sincerely,

A handwritten signature in black ink, appearing to read "Freddy Delgado". The signature is fluid and cursive, with a prominent loop at the end.

Freddy Delgado, Principal/Superintendent
Amigos Por Vida-Friends For Life Public Charter School

APV-FFL School Directory

2021-2022 School Year

School Information

5503 El Camino Del Rey St.
Houston, TX 77081

O: 713-349-9945

F: 713-349-0671

www.amigosporvida.com

Senior Leadership Team

Superintendent/Principal

Freddy Delgado

Assistant Principal

Kakoli Mukerji

Assistant Principal

Sandra Gonzales

Instructional Coach

Jaime Romero

Instructional Coach

Claudia Marin

Chief Financial Officer

Antonio Zambrano

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I acknowledge that I have received a copy of APV-FFL Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the handbook.

I agree if there is any policy or provision in the handbook that I do not understand, I will seek clarification from my instructional coach, immediate supervisor, Principal, or the Human Resource Manager.

I understand, except as otherwise provided in a contract of employment signed by the Chief Executive Main Officer, APV-FFL is an “**at will**” employer. Employment with APV-FFL is not for a **fixed term** or **definite period**. An employee may be terminated **at the will** of either party, with or without cause, and without prior notice.

No supervisor or other representative of APV-FFL (except the Chief Executive Main Officer) has the authority to enter into any agreement for employment. This includes any specified period, or to make any agreement contrary to the above. In addition, I understand this handbook states APV-FFL policies and practices. I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with APV-FFL for benefits or any other purpose. I also understand that these policies and procedures are frequently evaluated and may be amended, modified, or terminated at any time.

I understand that I have an obligation to timely inform Human Resources of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation concerning the contents of this Employee Handbook or my employment with APV-FFL.

I have received training and fully understand the contents of the Amigos Por Vida – Friends for Life Public Charter School **Personnel** Employee Handbook. I have read and received an electronic copy of the handbook.

Please sign and date this receipt and return it to Ms. Figueroa. Thank you!

Print Name

Signature

Today's Date

~~Neither this handbook, nor any provision therein, creates any contractual right or obligation, either expressed or implied, on the part of Amigos Por Vida-Friends for Life Public Charter School (APV-FFL), and any contractual relationship between the school and the employee.~~

~~No employee handbook can anticipate every circumstance that may arise in the employment context. The school reserves the right to amend or rescind any or all provisions and policies contained in this handbook.~~

~~Amigos Por Vida-Friends for Life Public Charter School (APV-FFL) is an equal opportunity employer and considers all applicants based on qualifications without regard to race, gender, religion, age, disability, genetic information, veteran status, or national origin.~~

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Part 1. ORGANIZATION INFORMATION

1.1 History

Established in 1999, Amigos Por Vida-Friends for Life Public Charter School (APV-FFL) served to alleviate severely overcrowded public schools in the Gulfton community. Described as the “Ellis Island” of our time, Gulfton is a community of critical importance to the future of Houston. Considered one of Houston’s most densely populated and poorest communities, Gulfton is composed of a growing number of children whose families have had limited educational opportunities. Of APV-FFL’s 432 students, 99% are Hispanic, 92% are English Language Learners (ELL), over 97% are considered by the state at-risk of dropping out of school, and over 97% qualify for free or reduced priced lunches.

APV-FFL addresses this unique environment in three critical ways: (1) by providing a high quality and rigorous academic program, (2) by using a dual-language program to integrate Spanish speakers quickly into English classes while retaining their fluency in Spanish, and (3) by providing adult and social service programs to increase parental learning and engagement in their children’s education. Only if this next generation of children is able to exceed their parent’s educational status by completing high school and completing an advanced degree or certification will Houston have an opportunity to thrive. Additionally, if these youths achieve higher educational outcomes, the work force they represent will be able to support itself, provide a stable and qualified employment base for Houston companies and purchase services needed to support Houston’s economy.

In 2007, the U.S. Department of Education released a report titled *Innovations in Education*, identifying APV-FFL as one of eight charter schools in the country that is closing the achievement gap between low income/minority students and their well-off Anglo peers. Despite having a higher percentage of ELL students than almost all other schools in Houston, APV-FFL’s third grade students consistently outperform their peers at other local schools on state Reading and Language Arts exams. In 2005, 99% of third graders met state Mathematics standards compared to less than 65% of third-graders at other local elementary schools. In addition, APV-FFL has received the *Governor’s Excellence Award* for two consecutive years, the *State’s Gold Performance Acknowledgement in Comparable Improvement in Reading/LA, Math and Attendance*, and a *Financial Accountability Rating of Superior Achievement*.

As of today, we have maintained our *Financial Accountability Rating of Superior Achievement*, continuing our tradition of excellence, and keeping our *A-rating* score along with a myriad of accolades in Math, Science, Reading/ELA, and Post-Secondary Readiness.

1.2 Mission Statement

Our purpose is to empower our students to become life-long learners and to achieve academic and personal success by providing an excellent education in a safe environment.

1.3 Vision Statement

It is our desire every program, event, and resource points toward the development of a Community of Learners. We will endeavor to connect the daily operations of our school to successful student learning outcomes. The following standards will be used for the purpose of developing APV-FFL students as integral stakeholders, actively contributing toward the global learning community.

1.4 School Creed for Students

I believe in myself, and my ability to do my best at all times. Today, we will be Responsible, Respectful, and Ready.

Amigos Por Vida Employs: Highly motivated individuals invested in the school community and want to make an impact on our students' academic performance. These professionals operate under a "whatever it takes" mindset to ensure our students experience academic success. Our teachers are data driven and have high expectations for all students. They believe they are the key ingredient to student achievement. Our other professionals provide the necessary support, information, and assistance in order for all stakeholders to be involved in the school's mission.

1.5 School Governance

APV-FFL is chartered by the Texas Education Agency. The School Board is composed of three to seven members who assist the principal with the operation of the school, through a model of shared governance. If the Board of Directors makes no specific determination, there will be five acting Board positions.

Part 2. EMPLOYMENT PRACTICES

2.1 Equal Employment Opportunity

Amigos Por Vida – Friends For Life Public Charter School (APV-FFL) is an equal opportunity employer and makes employment decisions based on merit and in accordance with applicable state and federal law. APV-FFL policy prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex or gender, sexual orientation, gender identity and expression, disability, military or veteran status, genetic information, or age in its employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended

("ADA"); the Age Discrimination in Employment Act of 1967, as amended ("ADEA"); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 ("GINA"); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, APV-FFL does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice. APV-FFL promotes a positive, productive work environment within which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices for any reason.

2.2 Americans with Disabilities Act (ADA)

APV-FFL is committed to complying fully with the ADA, as amended, and ensuring equal opportunity in employment for qualified persons with disabilities (which includes life-threatening illnesses and HIV and AIDS). All employment practices and activities are conducted on a non-discriminatory basis. 13 Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all qualifying disabled employees, where their disability affects the performance of job functions, in accordance with the ADA. Qualified individuals with disabilities shall not be discriminated against on the basis of disability in regards to recruitment, advertising, job application procedures, hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, rehiring, rates of pay, or any other form of compensation and changes in compensation, benefits, job assignments, job classifications, organizational structures, position descriptions, lines of progression, seniority lists, leaves of absence, sick leave, any other leave, fringe benefits available by virtue of employment, selection and financial support for training, school-sponsored activities, including social and recreational programs, and any other term, condition, or privilege of employment. APV-FFL does not discriminate against qualified employees or applicants because they are related to or associated with a person with a disability.

2.3 Application for Employment

Those seeking employment with APV-FFL Public School can log on to the APV-FFL website at www.amigosporvida.com. Applicants must be 18 years of age or older to be considered for employment. Applicants will be required to reapply after their application has been on file for a year.

APV-FFL reserves the right to terminate any employee or decline to employ an applicant if the person falsifies any information on the application or on any other employment related

documentation or fails to disclose any criminal conviction or misrepresents information regarding any such conviction on an employment application.

2.4 At-Will Employment

Your employment with Amigos Por Vida-Friends for Life Public Charter School (APV-FFL) is “At-Will” and entered into voluntarily. You can resign at any time, for any reason. The school can also terminate your employment at any time, for any reason.

Neither the handbook nor any provision therein creates an obligation on the part of APV-FFL, any contractual relationship between the school and employee. Each employee will receive an “At-Will” agreement to sign in August.

2.5 Ethics and Conduct

The successful operation and reputation of each school managed by APV-FFL is built upon trust in the ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of APV-FFL is dependent upon our students’ and parents’ trust in our work. We are dedicated to preserving that trust. We are all, individually and collectively, under a duty to act in a way that will merit the continued trust and confidence of our students, our parents, and the community.

APV-FFL will comply—and expects its entire team to comply—with all applicable laws and regulations governing our conduct and our work, and in accordance with the letter, spirit, and intent of all laws and APV- FFL’s policies.

In general, APV-FFL relies upon and trusts the good judgment and high ethical standards of its entire team. If ever a situation arises in which a team member is uncertain as to a proper course of action, the matter should be discussed openly, directly, and immediately with the person to whom he or she directly reports, or with the Human Resources Department.

Compliance with this policy of ethical conduct is the responsibility of every APV-FFL employee and team member. Disregarding or failing to comply with this standard of ethical conduct could lead to disciplinary action, up to and including possible termination of employment.

2.6 Fingerprinting and Background Checks

Before an employee is hired at APV-FFL, a fingerprint criminal background check is required. Volunteers are also subjected to a criminal background check. Our school subscribes to the Texas Department of Public Safety to continuously monitor criminal charge activities. A charter school is

prohibited from employing *a person or having a person serve as a volunteer or board member* who has been convicted of a misdemeanor involving moral turpitude (stealing, fraud, lewd behavior, etc.); a felony; an offense involving the use, exhibition, or possession of a firearm, an illegal knife, a club, or any other prohibited weapon as defined in the Penal Code; and other crimes listed in the Texas Education Code Ch. 37 or the Code of Criminal Procedure Art. 62.01. **When filling out an employee application, it must be disclosed that a felony conviction exists. Signing the application is a binding agreement between you and a future employer. If one lies regarding a previous felony conviction, the application will be revoked, and the offer to hire will be taken away. If you are already hired and a felony conviction becomes known, you will be terminated. Falsifying the truth will not be accepted. It is always best to tell the truth.**

Nobody may be placed in a classroom or interact with students until a background check has been completed.

2.7 Verification of Employment Eligibility

Prior to the start of employment, APV-FFL shall confirm the employment eligibility of all new hires by examination of documents establishing identity and employment authorization and completion of the I-9 Form required by the Department of Homeland Security. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present appropriate documentation establishing identity and employment eligibility.

Employees whose immigration status, employment authorization, or employment authorization documents have expired, must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources office if you have any questions regarding reverification of employment and authorization.

Former employees who are rehired must also complete the form if they have not completed an I-9 with APV-FFL within a timeframe established by Human Resources (generally three years after the date of hire or one year after employment is terminated, whichever is later), or if their previous I-9 is no longer retained or valid.

2.8 Professional Standards

Standard #1: Set High Expectations and Standards for the Academic and Social Development of all Students and the Performance of Adults by:

- Articulating a clear vision

- Ensuring all students have opportunities to meet high standards while preparing them for higher learning and for enriching an interdependent world.
- Developing our school culture in a manner that results in flexibility, collaboration, and support for all efforts to improve student achievement.
- Mold a professional learning community that strives for excellence, applies wisdom and models integrity.

Standard #2: Work toward having Content and Instruction that ensures Student Achievement of APV-FFL’s Academic Standards by:

- Holding teachers and students responsible for student learning
- Letting students participate in their own learning process and the assessment of/for that learning.
- Monitoring alignment of curriculum standards, instruction, goals, and assessments
- Observing classroom practices
- Assisting teachers in reviewing and analyzing student work in a collaborative setting

Standard #3: Foster a Culture of Continuous Learning for Adults Tied to Student Learning by:

- Professional development for teachers on high yield instructional methodologies that promote success for bilingual English Language Learners.
- Investing in teacher learning/training and providing effective professional development that enhances that teacher training.
- Connecting professional development to student goals and outcomes
- Providing opportunities for teachers to collaborate as horizontal and vertical teams/depts.

Standard #4: Use Multiple Sources of Data as Diagnostic Tools to Assess, Identify and Apply Instructional Improvement by:

- Measuring performance with a variety of data sources
- Analyzing data using a variety of strategies and tools
- Using data to identify barriers, design strategies and plan effective instruction.
- Researching and studying other public charter schools that have yielded high success rates in school improvement and achievement.

Standard #5: Engage the Community to Create Shared Responsibility and Commitment for Student and School Success by:

- Building ownership for the work and continued success of the school
- Enhancing collaborative and positive team relationships within the school community
- Asking employee members to dedicate their talents, hearts and minds to the students and instructional programs of Amigos Por Vida Charter School.
- Sharing leadership and decision-making
- Encouraging parents to become meaningfully involved and integral stakeholders in our learning community.
- Enhance the partnership between parents and APV-FFL employees by providing multiple opportunities for parent training, written and oral communication and other familial-based activities that will strengthen not only community relations but positively impact the overall learning experience for our students here at APV-FFL.

2.9 Workplace Relationship Disclosure

Romantic or other personal/intimate relationships between employees (or between employees and parents of students) can understandably have an adverse effect on campus dynamics at times. Although we as an organization deeply respect the privacy of all individuals, romantic or other personal/intimate relationships between co-workers or with a student's parent or guardian require us to consider reasonable safeguards to prevent workplace sexual harassment, and disruptive intrusions on the educational process.

Consequently, APV-FFL has established a straightforward policy: Upon entering a romantic or other personal/intimate relationship with any of the following, APV-FFL employees must immediately inform the Human Resources and execute a confidential Relationship Acknowledgement form disclosing the relationship. The relationships that must be disclosed are only those that the employee has with:

1. Another employee that he or she—directly or indirectly—supervises; NOT ALLOWED
2. His or her supervisor; or NOT ALLOWED
3. A parent or guardian of an APV-FFL student.

If APV-FFL determines in good faith that the relationship interferes with—or is substantially likely to interfere with—the work environment, or would adversely affect students or employees, APV-FFL may take remedial action it determines reasonably necessary to reduce the adverse impact of the relationship. Reasonable action may include multiple alternatives, up to and including termination of employment.

Individuals involved in an ongoing relationship with a coworker are naturally expected, at all times that they are with students and employees, to demonstrate appropriate and professional workplace behavior.

When a personal relationship involves one individual who supervises another, substantial risks of workplace sexual harassment arise. Consequently, no employee who—directly or indirectly—supervises another may engage in a romantic or other personal/intimate relationship with the supervised person. Ever.

APV-FFL will do all it can to work with the affected individuals to ensure that one is unable to influence the other or take employment action for or against the other. Reassignment of duties is one of many options that would be considered in such circumstances. But if one or both parties refuse to accept a reasonable option or to offer an alternative to what is recommended by APV-FFL (if a reasonable alternative is available), the refusal may require APV-FFL to end its at-will employment of the individuals.

Violation of this Policy will subject an employee to disciplinary action, up to and including termination of employment.

2.10 Change of Name or Address

If an employee changes his or her name, address, telephone number or marital status, it is the employee's responsibility to inform the Business Main Office. These changes must be in writing and dated. A copy of the form may be found in SharePoint under the form Update Personal Information.

2.11 Instructional/Curricular Guidelines and Procedures

Daily Lesson Plans Must Include the Follow:

- Objectives- TEKS, (with descriptions), ELPS (with descriptions)
- Essential Understanding (what is the lesson goal)
- Resources needed (name of book, unit, page numbers/title of the book and/or video)
- Vocabulary
- Strategies-Flow of the lesson (add links to video)
- Evaluation (ex: exit ticket, quick check, short quiz, test-please attach test)
- Interventions- (include ESL and Sped modifications also)
- Enrichment

All Teachers will submit electronic copies of weekly lesson plans to their supervisor by Thursday for the following instruction week. Teachers need to complete detailed lesson plans according to the format provided above. They should be completed with the expectation that another professional could use them to effectively continue the learning experience of students if a teacher is absent.

When developing lesson plans for students with disabilities, Individualized Education Plans (IEP) need to be utilized. There will be a section in your lesson plan to maintain these plans. All Special Education and ESL modifications must be included. When addressing the students' accommodations, you may indicate on your plans to "see modification folders" if this is your main source of documentation.

Homework

The school regards homework as an essential continuation of the school day. Teachers will assign homework on a consistent basis to reinforce daily learning, encourage self-discipline, and promote independence and responsibility.

The recommended homework time is as follows:

Kindergarten	15-20 minutes
1 st Grade	20-25 minutes
2 nd Grade	30-35 minutes
3 rd Grade	35-40 minutes
4 th Grade	40-45 minutes
5 th /6 th Grade	45-50 minutes
7 th /8 th Grade	50-60 minutes

The Instructional Period

Teachers should prepare a full instructional plan for each period. **Instructional strategies should vary to accommodate all student learning styles.** Examples of varied learner-centered activities include:

- Cooperative learning
- Role playing
- Debates
- Demonstrations
- Think-Pair-Share strategy
- Lab work
- Projects
- Workstations
- Journal assignments

- Individualized conferences, etc.
- Word wall

To prepare our students for instruction, lessons must show rigor through the use of:

- High order thinking questions (Bloom's taxonomy)
- Making connections to students' background knowledge
- When students are writing, incorporate various modalities.
- Content integration

Active Monitoring, Data Driven Instruction, Vocabulary and Student's Engagement

All teachers at APV-FFL will follow the Active Monitoring and Data Driven Instruction protocols established during the trainings at the beginning of the year. Data should drive the small group instruction in the classroom. These effective-proven methods will enhance instructional practices and will maximize students' learning during the year.

Teachers must ensure that student's engagement and vocabulary are central elements into the daily instruction. The strategies received during the training weeks must be implemented and applied daily. Instructional leaders will verify that rigor, transparency, and accountability are always present during the year.

~~Coaches and administrators will monitor effective use of a Word Wall.~~

Curriculum

Teachers need to utilize field guides from www.lead4ward.com and TEKSGuide.org for all Instructional Planning.

Substitute Folders ~~(Green Folders)~~

Teachers must maintain an updated substitute folder including (but not limited to) the following items: routines, procedures, classroom management plan, emergency operations plan, student rosters, student contact information, lesson plans, and multiple items of student work.

In case of unforeseen emergencies, please prepare review lesson and have multiple students work ready for a substitute.

Movies/Videos in Class

A written permission of approval needs to be obtained from your administrator (via e-mail) before any movie or video (longer than 10 minutes) is shown. All movies must be rated "G", as defined by the Motion Picture Association of America.

Movies or videos may only be shown if the following conditions are met:

- Movies/Internet streamed videos must be previewed before students viewing.
- Can be shown as part of an instructional activity.
- Referenced in the lesson plans.
- An activity must be completed, while viewing a movie or video.
- Teachers need to pause throughout the viewing, in order to check for comprehension.

Textbooks and Instructional Materials

At the end of the school year, all school-issued textbooks and materials must be returned to the textbook clerk and all technology tools to be returned to the technology department.

- Items need to be in good condition, without damage beyond normal wear and tear.
- ~~Parents are responsible for replacing lost or damaged textbooks. This includes any other school property released to the students.~~
- Teachers are responsible for maintaining a textbook list and informing the textbook clerk regarding issues that may result in fines.
- Teachers are responsible for all materials and resources checked out to them.
- Annual reconciliation of all items provided to employees is required.
- Employees are responsible for replacing any damaged or lost technology devices/tools.
- See the Principal immediately regarding concerns and /or missing items.

Instructional Planning

Teachers have **55-minutes** to plan for the following:

- Instructional preparation
- Evaluation of student work and progress
- Conduct parent-teacher conferences (as needed)
- Teachers are not allowed to leave campus during their planning time.

Parent-Teacher Communication Regarding Student Progress

The teacher shall initiate a parent-teacher conference when a student is not progressing satisfactorily. This also includes sending a progress report when a student's academic performance

falls below a 70%. Conferences should be scheduled during the teacher’s planning period and not during instructional time.

Samples of the student work, behavior log, attendance, and grades should be available for review. Always begin a conference on a positive note and allow parents to discuss their concerns. The teacher should be prepared to work with the parent to solve student concerns. Intervention and behavioral plans can be created for students during these conferences.

When a student is absent for **three or more consecutive days**, the teacher must submit documentation showing the parent/guardian has been contacted.

Calculations of Student Grades

- All assignments recorded in the grade book must have the learning objectives listed.
- Report cards will be issued every **6-weeks** to students from first through eighth grade.
- Progress reports will be issued every **3-weeks** for students in 1st through 8th grade (anytime their performance falls below a 70%).
- PK and Kinder will provide an appropriate report card with detailed anecdotal records regarding student progress. Different reporting cycle will be used to capture student learning every **12-weeks**.
- Progress reports for PK and Kinder will be issued every **6-weeks**.
- Teachers are required to record a minimum of **12 grades** per subject for each **6 -week** grading period (grades 1st-8th).

Posting Weekly Grades

Weekly grades must be posted by Sunday, and it will be checked by administrators on the next school day.

All grades will be assigned to the following weighted categories:

Grades (**Different during COVID Pandemic**)

Category	Percentage (%)
Test	50
Homework	5
Classwork	40
Participation	5

The four categories and assignment weights will apply to **all courses in all subject areas**. Determinations for final grades are calculated as follows:

- If students missed assignments due to absences, they have the right and responsibility to complete assignments, quizzes, labs or tests. Assignments must be completed within a reasonable time, usually within **three days** of being absent. Teachers and students may agree to alternative timelines for completing assignments.
- Grades should be sufficient in number to justify the final grade for a course. For each class, teachers must assess student learning and record at least **two** grades per subject each week.
- At least one test grade must be included per week.

2.12 Outside Employment

An employee may choose to work at an additional place of employment. However, the outside employment cannot interfere with one's work performance, punctuality, and attendance at APV-FFL.

Employees should not be engaged in outside employment that provides or could give rise to a conflict of interest or directly interferes with the employee's performance. For purposes of this prohibition, "employment" includes employment with another organization, consulting, or self-employment, whether on a voluntary basis or for pay. All employees are required to disclose in writing to their immediate supervisor any outside employment and, if a potential or actual conflict of interest is present, have written permission from their immediate supervisor to engage in the outside employment. At all times, employees are expected to maintain a satisfactory level of performance in their job at APV-FFL.

2.13 Performance Appraisal

Each employee is required to perform the duties for the job description of the position they are assigned. Employees are also expected to perform additional duties assigned by a supervisor. Employees who do not fulfill the job duties in an acceptable manner will be subject to demotion or other disciplinary action (including termination of employment).

Professional employees are required to enforce the Texas Compulsory Education statutes by taking attendance **at 9:30 a.m. each day during second period**. **Disciplinary action will be taken regarding attendance reported late.** Failure to comply will result in decreased funding for the school.

All school personnel are assessed by the administrative employees on a formal and informal basis. Assessments are based on the belief that all personnel can improve their performance. Our purpose of assessing is to increase:

- Quality of instruction and education
- Raise the standards of the school as a whole.
- Address accountability of job responsibilities and duties of the employee
- Identify strengths and areas for improvement of job performance.
- Improve job performance and develop professionally.

In August employees will receive the evaluation tool training used to assess their work performance.

EVALUATION	
Teachers	T-TESS: Texas Evaluation and Support System
Instructional Assistants	Paraprofessional Assessment of Knowledge and Skills
Leadership	Alternative Assessment
Administrative Employees	Alternative Assessment

2.14 Professional Development

Absences resulting from professional development activities and school related meetings are not charged against leave days accumulated. **If you sign up for a professional development activity and you do not attend, you will be charged for a full day.**

APV-FFL is committed to the professional development of all its employees. For educators, APV-FFL provides training before the start of the school year, on-site coaching and modeling throughout the school year, day-to-day instructional leadership, and access to external workshops. APV-FFL also provides training on appropriate relationships, boundaries, and communications between educators and students, in accordance with state law. For non-instructional employees, APV-FFL provides technical training before the start of the school year and throughout the year. In addition, all employees are encouraged to pursue external professional development opportunities in the form of workshops or additional certification. Employees should talk with their supervisors about additional development opportunities and specific career paths. Supervisors must approve professional development before it is taken if time off will be required to attend the session/course.

2.15 Electronic Devices

Please refer to Employee BYOD Policy [online in SharePoint](#)

2.16 Parking

Campus parking is on a first come, first-serve basis. You must have a parking tag to park on campus. Employees will receive a parking tag at no charge. All employees must park in reverse for safety issues. Employees may only park in designated parking spaces. Employee vehicles may not be parked in and/or extend across fire lanes, in front of fire hydrants, in visitor parking, or in handicapped spaces without a permit. Parallel parking spaces are also available. **Employees cannot park in the spaces located in the surrounding apartment complex lots; violators will be towed.** All employees must use caution when entering and leaving the school grounds. **Parking on school property is at your own risk and the school is not responsible for any damages that may occur.**

2.17 Visitors

The front Main Office will be open to visitors beginning at 8:30 a.m. Teachers should not encourage visitation by outsiders during the instructional day. Children not enrolled at APV-FFL cannot be on campus. Former students cannot visit with teachers during the instructional day. Visits inside the building and after school hours require prior permission from school administration. There are signs posted at building entrances requesting all visitors to check in and present a valid ID at the Main Office. **Visitors will be required to leave their IDs at the Main Office as they check in and will receive it back as they check out.**

An employee member must always accompany all visitors while in the building.

2.18 Faculty Meetings and Teacher-Led PDs

All meetings are mandatory unless otherwise stated. Regular faculty meetings will take place on the 1st Wednesday of each month or as needed. Teacher-Led PDS will take place all other following Wednesdays. Additionally, all meetings will be held from 3:30pm – 4:30pm.

Employees should not schedule personal meetings, conferences, appointments (including doctor's appointments) on Wednesdays.

2.19 Request for Maintenance

All employees requiring assistance with maintenance-related matter should use "SPICEWORKS" as the platform to request help.

2.20 Smoking and Tobacco Use

Amigos Por Vida is a smoke and tobacco free campus. All employees should refrain from smoking, dipping, and using e-cigarettes while on campus, including the parking lot.

2.21 Master Calendar

Fund-raising activities, field trips, auditorium programs, end of the year activities, and special events must be on the Master Calendar, maintained by the School Secretary. The School Secretary will send out weekly calendar reminders. Sponsors must confirm a date prior to planning an event. The school Master Calendar is reviewed and approved by the school Principal.

2.22 Media Release Form

The **“Media Release Form”** must be completed by parent(s) or guardian(s) and returned to the Main Office before the student(s) can be photographed, photos placed on the school website and/or released to outside sources.

Part 3. EMPLOYMENT BENEFITS

3.1 Insurance

School personnel working 30 hours per week, or more is offered health, dental, and vision insurance options. After thirty days waiting period, they become eligible for coverage on the 1st of the following month. Currently, APV-FFL pays up to \$400 per month for medical insurance. This is done for all full-time employees and a prorated amount is paid for all part-time employees working 30-38 hours per week. If an employee elects not to enroll in the health insurance option, he or she may enroll in the dental plan and/or the vision plan which will be paid by the school, up to a maximum of \$300 per month. Insurance premiums exceeding \$380 per month, i.e., additional coverage for dependents and/or dental and vision, are the responsibility of the employee and will be paid through payroll deductions. Employees may elect to have the aforementioned insurance premium deductions made on a pre-tax basis.

Employees should verify their coverage(s), especially after enrollment changes. If an employee fails to receive their insurance card in a timely manner, please notify the Human Resources Department.

3.2 COBRA – Continuation of Coverage after Separation from Employment

When an employee goes on leave, resigns, or accepts a reduction in hours of employment below 30 hours per week, that employee may continue medical, dental and/or optical coverage for up to eighteen (18) months. An employee's spouse can have coverage up to eighteen (18) months after the death of an employee, termination of the employee, divorce, or legal separation of the employee, or when the employee becomes eligible for Medicare.

A dependent child may also continue coverage for up to eighteen (18) months when he or she ceases to be a "dependent child" under this plan. In all the above cases, the insured is responsible for the full payment of premium plus a 2% administrative fee. **For employees not returning to Amigos Por Vida for the following school year, insurance coverage will cease on June 30th or the last day of work.**

3.3 SECTION 125 PREMIUM ONLY PLAN

The school offers a voluntary Section 125 Premium Only Plan that allows medical insurance premiums to be paid on a pre-tax basis thereby reducing taxable income to be reported to the IRS by the amount of pre-tax premiums.

Qualifying insurance premiums are defined as health, dental, and vision.

3.4 Workers Compensation

The school provides worker compensation insurance in the event an employee is injured while performing normal work-related duties. Employees must immediately report any work-related injury to an administrator. Additional information may be found in the document Injured Worker Rights and Obligation Summary found in our website under polices.

3.5 403(B) Tax Deferred Retirement Savings Plan

The school sponsors two voluntary 403(b) Plan for employees who work 30 hours or more per week. After a 90-day waiting period, employees may make pre-tax contributions through payroll deductions. Additional information can be found at the Massachusetts Mutual Life (Mass Mutual) website at www.massmutual.com or National Life Group website at www.nationallife.com. Our area manager are Claudette Ayers and Gary Nething. They can be reached at cayers@tpensions.com or gary_nething@rep403b.com respectively.

3.6 Teacher Retirement System of Texas (TRS)

Membership in the Teacher Retirement System of Texas is required of all employees working 20 or more hours per week. An employee's retirement annuity payments are based on years of

service, average salary for the highest three (3) or five (5) years, and the age at retirement. If eligible employees have not already done so, they should establish a 'My TRS' account available at www.trs.state.tx.us. After your account is established, please review your account and report inaccuracies to the Human Resources Department.

The TRS website also has an informative booklet, "Teacher Retirement System of Texas", available on-line, or free of charge, by writing to the following address.

Teacher Retirement System of Texas

1000 Red River St.

Austin, TX 78701-2698

Part 4. COMPENSATION

4.1 General Salary Information

Salaries for all employees are recommended by the Principal/CFO and approved by the School Board. The salary schedules for certified instructional positions are based on the teacher pay scale which includes a step system. Salary schedules for all other employees are in a range system. Experience and education determine the salary at which an employee enters employment. Raises may be awarded when the budget permits, however employees returning from extended unpaid leave will not be eligible for pay increases based on seniority/length of service or performance. Annual stipends are awarded to classroom teachers with a Bilingual or ESL certification.

All employees of APV-FFL are paid on the 1st and 15th day of each month or the preceding workday when the 1st or 15th falls on a weekend or holiday. It is not the policy of the school to issue salary advances.

4.2 Wage Overpayment/Underpayment

APV-FFL strives to take all reasonable steps to ensure employees receive the correct amount of pay on each paycheck, and employees are paid promptly on scheduled payday. In the unlikely event there is a payment error, the employee needs to immediately inform the Payroll Specialist or CFO. Likewise, if an employee has been paid more than what he or she earned, the employee must also report the over payment as soon as it is discovered.

4.3 Overtime Compensation

APV-FFL compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees are entitled to overtime compensation. Depending on

APV-FFL 's work needs, employees may be requested to work overtime. The principal/supervisor must approve all overtime in advance of overtime being worked. An employee who works overtime without prior written approval may be subject to disciplinary actions, up to and including termination.

Overtime is defined as all hours worked more than 40 hours in a work week.

- Our work week is from Saturday – Friday.

It does not include leave, holiday, or vacation time. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Non-exempt employees are compensated for overtime at a rate of time-and-a-half their normal rate.

4.4 Bonus/Incentive Payments

A bonus or incentive payment is an after-the-fact discretionary lump sum, non-cumulative cash award granted to one or more employees in recognition of an extraordinary contribution or meeting a pre-determined goal. This one-time payment is separate from one's base salary and is non-cumulative. Non-cumulative means the base salary is not adjusted, nor does it carry over to the next school year. To be eligible the recipient must be employed on the payment day and has not indicated the intent to resign. The employment requirement is waived for recipients who complete their contract and are retiring at the end of the school year.

4.5 Fair Labor Standards Act - Exempt vs. Non-Exempt Classification

All employees are classified as either exempt or nonexempt, according to job duties as determined by the provisions of the federal Fair Labor Standards Act ("FLSA"). Non-exempt employees are paid on an hourly basis and are covered by the overtime provisions of the FLSA and by Texas wage and hour laws. All employees are required to clock in and out as there are electronic timesheets provided for each employee to verify their hours. Altering, overstating, or falsifying time records may result in disciplinary action up to and including termination.

Exempt employees are salaried and classified based on specific tests as mandated by the FLSA. Thus, exempt status applies to the position and not the employee. Meeting these qualifications exempts designated positions from overtime provisions of the FLSA. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked. However, any full days of absence taken more than the employee's allotment/service record accumulation of sick or personal leave will result in an employee payroll deduction calculated on a pro-rated daily rate. If you leave half day Deductions for less than full-day absences may be made for exempt teaching positions.

APV-FFL 's positions are reviewed and assigned an FLSA (exempt or non-exempt) status that is maintained on a master record by the Payroll Department. An employee's exempt or non-

exempt classification may be changed only upon written notification by APV-FFL, and in accordance with applicable federal law. Employees may obtain this information from the Payroll Department upon request.

Non-exempt employees include instructional assistants, administrative, and maintenance. Non-exempt employees **should not** “clock-in” prior to 5-minutes before their start time and should “clock-out” promptly at the end of their assigned time unless working **overtime which must be pre-approved** by an administrator. All **non-exempt employees should** “clock out” when leaving the campus and “clock-in” upon returning. All non-exempt employee members are required to clock-out prior to beginning any after school duties (i.e., tutorials).

Time off during your regular hours, counts against local or state leave days accrued.

Minimum of 7 hours of your regular schedule worked, excluding ½ hour for lunch: no deduction to accrued leave.

Exception: chronic absences of ½ hour or more addressed on a case-by-case basis and possibly considered in aggregate.

More than 1 hour: a charge will go against accrued leave.

4.6 School Funds

The less money spent on daily operating expenses (such as supplies, utilities, and equipment) the more money we have available to spend on salaries and other initiatives. Carefully spend school funds.

4.7 Expense Reimbursement

Expenditures must be pre-approved by the principal, immediate supervisor, or CFO. Purchases including lodging, incurred on behalf of the school, are not subject to state or local sales taxes. **Consequently, local and state sales taxes are not a reimbursable expense.** All requests for reimbursement must be made using the appropriate travel/expense/mileage forms. Professional development certificates must be submitted if the purpose were to attend a professional development conference. Forms can be found in SharePoint under the forms tab.

- Local Mileage:
Mileage Reimbursement
- Out of town travel:
Travel Expense Reimbursement
- Miscellaneous Expense Reimbursement

Expense Reimbursement Form

Receipt requirements are met by having the original sales receipt or internet payment confirmation printout. Credit or debit card receipts DO NOT satisfy the requirement.

4.8 Lost or Stolen Checks

If an employee's check becomes lost or stolen, it should be reported to the business Main Office immediately so a **"stop payment"** can be placed on the check. Upon confirmation of the stop payment, a new check will be issued. **In the event the original check is recovered, it should be given to the CFO as soon as possible.** Direct Deposits eliminate the possibility of a lost or stolen payroll check. Be aware paycheck **wage and earnings** statements are sent by e-mail from txeis@esc4.net for each pay period.

4.9 School Property

Any work product purchased or developed, created as a part of an employee's employment with the school, is considered property of the school. This includes supplies, materials, and instructional resources.

4.10 Requisition Process-Purchase Orders

A purchase order is required for all non-recurring purchases greater than \$100. A "Purchase Request Form" should be completed and approved, before requesting the purchase order. Ordering supplies or services for the school without prior authorization may make the person placing the order liable for payment. All purchases for the school should be shipped **directly to** the school. Shipping materials to a location other than the school is not a reimbursable cost. Where applicable, items purchased by the school must be bar-coded through the library. Prior to ordering supplies or services on behalf of the school, it is the employee's responsibility to become familiar with the process. The PURCHASE ORDER form can be found on SharePoint under FORMS:

4.11 Travel Policy

The Houston area and the State of Texas provide many opportunities for professional development and conferences. Local and in-state opportunities should be considered before requests are made for out-of-city or state travel. As with all professional development opportunities, prior approval is required and will be considered in terms of instructional impact and budgetary considerations. Expense reimbursement requests must include the appropriate professional development certificate. The TRAVEL EXPENSE POLICY can be found on SharePoint under FORMS.

4.12 Airfare

Airline reservations may be made with the school credit card and should be made early enough to take advantage of booking discounts, whenever possible. The employee is responsible for planning early enough to obtain the least expensive airfare, given acceptable travel times. If you pay with your personal credit or debit card, attach the passenger ticket or booking confirmation with proof of payment. Attach a copy of the itinerary to your travel expense reimbursement request. If you are unable to wait for reimbursement until after completion of the trip, you can submit an expense reimbursement request for the airfare, or the school credit card can be used. Airfare reimbursed prior to the trip will be recorded as an "Employee Receivable," until the trip is completed, and the expense reimbursement request is submitted.

4.13 Hotel Reservations

The employee is responsible for securing hotel reservations and guaranteeing late arrival with their personal credit or debit card. The school credit card may be used to make hotel reservations and guarantee late arrival on a case-by-case basis. **However, if the school credit card is used, you MUST PAY THE HOTEL CHARGES WITH YOUR PERSONAL CREDIT OR DEBIT CARD** and include the charges on your travel expense reimbursement request. In situations where a personal credit card or debit card cannot be used, other arrangements may be made on a case-by-case basis (15 days' notice prior to departure).

4.14 Pre-Trip Expenses

If you are charged registration or other fees prior to travel and cannot wait until the trip or training is completed, attach the supporting documentation to a "**Miscellaneous Expense Reimbursement Form**" to receive reimbursement. See the EXPENSE REIMBURSEMENT FORM found on SharePoint under FORMS.

The reimbursement will be treated as an advance until the trip has been completed. **You must include the expense(s) and receipts on your Travel Expense Statement with the notation "previously reimbursed".**

Include receipts confirming on-line payments and credit card statements. If a debit card is used, attach the bank transaction detail printout. Employees are strongly encouraged to utilize a personal credit card for settling expenses. In situations where this is not possible, other arrangements may be made on a case-by-case basis with 15 days' notice prior to departure.

4.15 Hotel

Hotel receipts are required for reimbursement. If you are unable to find the receipt, call the hotel to get a copy. Items not reimbursable are as follows: In-Room movies, alcohol, and laundry (unless staying more than one week), long distance calls, and valet parking. For travel in-state, the state employee reimbursable rate is ~~\$85~~ \$96 per day, plus occupancy taxes. This means \$85 (plus occupancy taxes) is the maximum that can be charged to a grant. Call the hotel and request their 'state rate'. Booking through hotels.com, expedia.com, etc., often will not get you the lowest rate.

For travel outside of Texas, you will find out-of-state lodging rates at www.cpa.state.tx.us/finances. Select "Fiscal Management", then select "State of Texas Travel Information", then select "Out-of-State Meal and Lodging Rates". Select the location to which you will be traveling. Costs will be reimbursable up to the rates quoted for the destination city & state. Special conference room rates are acceptable, but only for the nights of the conference or event. Costs for days preceding a conference are not a reimbursable expense unless the conference has a morning registration.

4.16 Meals

Breakfast and lunch meals preceding an event or conference may not a reimbursable expense unless the event begins at mid-day. Dinner preceding a conference or event may-be reimbursable if the conference has a morning registration. The maximum meal reimbursement for overnight travel is \$46. In addition, the maximum for non-overnight, out-of-town travel is \$36. **Itemized** meal receipts are required. A receipt must identify what was purchased. Remember that credit or debit card receipts, do not satisfy the receipt requirement.

- Breakfast: \$10
- Lunch: \$15
- Dinner: \$25

Submit a **Miscellaneous Expense Reimbursement** form for incidental travel expenses not addressed elsewhere. Examples are registration fees, school related phone calls, copying charges, internet charges, and postage. Also, include books or documents purchased for the seminar or conference. School supplies and books should be reported separately on a Miscellaneous Expense Reimbursement form.

4.17 Personal Autos

Reimbursement for the use of personal vehicles, for school related travel, will be made at the rate of ~~\$.485~~ \$.56 per mile. The rate covers gasoline, depreciation, tire wear, etc. Actual odometer

mileage readings, Google Maps or the above Texas travel website which shows distance between TX cities, are acceptable support.

Note: For travel to destinations which are greater than 4 hours' drive time, the mileage reimbursement cannot exceed the cost of advance purchased commercial airfare, unless pre-approved by the Principal or the CFO.

4.18 Rental Cars

Rental car costs are reimbursable when flying to out of town destinations. A determination should be made concerning the most cost-effective means of transportation. Depending on the length of stay and the availability of hotel shuttles, it may be that taxi services and shuttles might be the most cost-effective transportation. Prior to renting, and to avoid unnecessary costs, the employee should confirm with their insurance company that collision.

damage and liability are covered for rental cars. Gasoline for the rental car is a reimbursable item, but you must return the car with a full tank of gasoline.

If a rental car is used to drive to out-of-town destinations, reimbursable days will only include the travel day to the destination through the last day of the conference or training.

4.19 Taxis or Shuttles

Travel between your home and airport via taxi, airport shuttles will be reimbursed. If you drive your personal vehicle, you will be reimbursed for parking and mileage. Necessary taxi or shuttle costs at the destination location will be reimbursed, if the employee flies to the destination and does not rent a car.

4.20 Tax Exempt Status

Whenever possible, employees should advise the vendor that Amigos Por Vida is a non-profit public school and as such is exempt from paying state and local sales taxes. APV-FFL is responsible for local hotel occupancy taxes, but not sales taxes. Please carry a copy of our **Tax-Exempt Certificate** with you when traveling. The sales tax-exempt form can be found on APV-FFL SharePoint under Forms.

Reimbursement Requests

~~All expense reimbursement forms can be found on SharePoint under FORMS~~

Part 5. LEAVES AND ABSENCES

5.1 State/Local Leave Policy

All full-time employees are entitled to five (5) state days, and five (5) local days, earning them throughout the year. Employees accrue both state and local days at a rate of ½ state and ½ local on the first of every month beginning August 1st and ending May 1st for a total of 10 days.

Leave days are to be used for illness discretionary and grievances absences.

All leaves must be preapproved by the principal or the designee. Unapproved leaves and still taken will be docked.

5.2 Discretionary Leave

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take a discretionary personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence.

Discretionary personal leave shall not be used:

- More than one day per request
- On employee development
- On state-mandated test days
- During the last week of school
- The day before or after a holiday
 - **Instructional employees (i.e., teachers, teacher aides, instructional coaches) will not be allowed to use discretionary leave days to extend holidays (including spring, summer, and winter breaks) state assessment days. An absence immediately before and/or after a holiday will be without pay unless a doctor's note is provided.**
 - **Non-instructional employees will be considered on a case-by-case basis.**

5.3 Unused State Leave Days

Unused state leave days can be transferred to other schools and districts and will carry over to next school year.

5.4 Unused Local Days

Unused local days cannot transfer but can be carried over while employed at APV-FFL. If at the end of the annual contract period, an employee has accumulated more than 20 local days, he or

she may request, in writing **no later than August 5th** to be paid. This can be paid for the excess days at the employee's daily rate, up to a maximum of \$100 per day. All local accrued days will be forfeited at the time employment ends at the school.

5.5 Unearned Leave Days

Employee leave days (state and local) need to be earned before being available for use. Therefore, if an employee needs to take a day before earning one, he/she will get a deduction in pay. Local days will be used first (if available), unless directed by policy.

5.6 Local Days

Local days will be used first, if available, unless directed by policy.

Instructional employees (i.e., teachers and teacher aides) will not be allowed to use discretionary leave days to extend holidays (spring, summer, and winter breaks). An absence immediately before and/or after a holiday will be without pay unless a doctor's note is provided. Absences for Which No Leave Is Charged

5.7 Bereavement Leave

Regular full-time employees may take three days off work for the death of a spouse, registered domestic partner, civil union relationship, child, parent, or sibling, and up to three days off work for the death of a grandparent, father/mother/son or daughter in-law at the discretion of the principal. Please contact the principal as soon as reasonable to request time off.

Consideration will be given under special circumstances for use of bereavement leave beyond the scope listed above. These requests must go directly to the principal for approval.

5.8 Jury Duty

Employees who are summoned to federal or state jury duty may be absent without loss of pay and without personal leave deduction. The employee must provide a copy of the court order or summons to his or her supervisor when requesting time-off. When the jury duty is completed, the employee must provide court documentation to the payroll department supporting the number of days absent. The employee is entitled to full pay for each day of jury duty, up to a maximum of ten days per year. The employee will reimburse the school for jury duty service payment received.

5.9 Professional Development or Off-Campus Duty

All employees must submit requests for professional development or off-campus duty to the appropriate Assistant Principal at least **two-weeks** in advance. Submitting a request does not guarantee approval. Request's consideration is on a first-come, first-served basis.

5.10 Reserve Military Duty

APV-FFL is committed to protecting the employment rights of employees serving in the uniformed services who must be absent due to military leave. Full-time employees who are members of the state military forces or are members of any federal or state reserve components of the armed forces are eligible for leave from their duties: without loss of personal leave time, efficiency rating, or salary. This applies to all days during which they are engaged in authorized training or duty ordered or authorized by the proper authority for up to fifteen (15) days in any one government fiscal year.

5.11 Family Medical Leave Act ("FMLA")

The school is an eligible employer for Family Medical Leave Act (FMLA). The definition of an eligible employee and the policy is posted as required by federal law. An eligible employee is one who has been an APV-FFL employee for at least 12 months and worked at least 1,250 hours during the 12 months previous to the request. Before qualifying for FMLA, all local and state leave days will be exhausted. Also, an employee shall not earn local or state leave days, while using unpaid extended leave such as FMLA. The complete policy is posted as required by federal law in our website under the policies tab.

Employees of Amigos Por Vida-Friends For Life Public Charter School (APV-FFL) are eligible for up to 12 consecutive workweeks of unpaid leave during a 12-month period if you have worked at least 1,250 hours during the previous 12-month period. The 12-month period (365 days) for an employee is measured backward from the date the employee requests any leave. If an employee returns to work prior to completing the requested weeks, he or she will forfeit the remaining weeks requested. Ex. An employee who requested 12 weeks but returns after 6 weeks, would forfeit the remaining 6 weeks.

Reasons for Leave

A leave may be requested for any of the following reasons:

- 1) To care for a child born to or placed with you for adoption or foster care.
- 2) To care for a spouse, child, or parent (covered family member*) with a serious health condition.
- 3) Because of your own serious health condition.

FMLA Limitations

Leave must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the organization who frequent leave to care for an ill parent may

only take a combined aggregate total of 12 weeks leave during any 12-month period. Employee will not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. Employees who misrepresent facts in order to be granted an FMLA leave are subject to immediate termination.

Leave is Unpaid

Family medical leave is generally unpaid leave. Employees requesting leave for their own serious health condition, or because of a birth, adoption, or foster care placement of a child, who have accrued personal leave time will be required to use their paid leave prior to the beginning of unpaid FMLA leave. When employees request leave because of, any accrued paid vacation, personal leave, and sick leave must first be substituted and used for any unpaid family medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week period.

Notice of Leave

When need for family/medical leave is foreseeable, an employee must give the organization at least 30 days' prior written notice. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the organization as soon as practical, generally within one or two business days of learning of the need for leave. APV-FFL has request for family/medical leave forms available in the Business Office.

Medical Certification

When employees are requesting leave because of a personal or covered family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be given within 15 days after it is requested, or as soon as it is reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. In its discretion and at its own expense, APV-FFL may require a second medical opinion, and if the first and second opinion differ, a third medical opinion. The third opinion will be provided by a health care provider approved jointly by the employee and APV-FFL and will be binding. APV-FFL may also require recertification periodically during the leave, and the employee is required to present a fitness-for-duty certificate upon returning to work following a leave for personal illness.

Medical and Other Benefits

During the leave, APV-FFL will maintain employee health benefits the same as if the employee had continued working. When paid leave is substituted for unpaid family/medical leave, APV-FFL will deduct the employee portion of the health plan premium as a regular payroll deduction. When the leave is unpaid, the employee must make arrangements with the Business Office to pay a portion of the monthly premium. Group health coverage may be terminated if the premium payments are more than 30 days late, providing the employee receives 15 day written notice, prior to terminating benefits. Additionally, if employees fail to return from leave, the organization may require repayment of any premium that was paid for maintaining health coverage, unless the employee does not return because of a continuing or recurring serious health condition, or

because of other circumstances beyond the employee's control. Employees are not entitled to other benefits or seniority accrual during the leave.

Returning from Leave

Any employee taking a leave under this policy is generally entitled to return to the same position or to an equivalent position with equal benefits, pay and/or other terms and conditions of employment.

Reporting While on Leave

APV-FFL will require employees to report periodically during the FMLA leave on their status and intent to return to work.

Intermittent and Reduced-Schedule Leave

Leave because of a serious health condition may be taken intermittently or on a reduced leave schedule if medically necessary. If leave is unpaid, APV-FFL will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced-schedule leave, APV-FFL may temporarily transfer you to an available alternative position that better accommodates an employee's recurring leave, and which has equivalent pay and benefits. The application of this policy, and the procedures set forth herein, will be determined and may be modified in accordance with changes in applicable Department of Labor regulations and legal precedent.

5.12 Parental Leave

Parental Leave for childbirth or adoption is available to both parents up to a total of 12 weeks per year. For example: one parent for up to 12 weeks or if both parents are APV-FFL employees, a combined total of 12 weeks. Parental leave must be taken within 12 months of the birth or placement of the child. Before qualifying for Parental Leave, all local and state leave days will be exhausted. An employee shall not earn local or state leave days, while using unpaid extended leave such as Parental Leave.

5.13 Pregnancy/Maternity/Absences

Employees may continue to work as long as they can safely perform their work and are not restricted by their physician. Absences related to childbirth will be available as follows:

- After natural childbirth, new mothers are eligible to take 6-weeks.
- After C-section childbirth, new mothers are eligible to take 8-weeks.

Regardless, of the length of absence, a doctor's release to return to work will be required. If the employee has local and/or state leave days available, all leave will first be exhausted, before going on unpaid leave status or qualifying for FMLA.

5.14 Attendance and Absences

Punctual and regular attendance is an essential responsibility of each employee of Amigos Por Vida. Employees must remain at work for their entire work schedule.

If an employee knows in advance that he or she will be absent, they must submit a leave request to leave@amigosporvida.com no later than three days prior to the request. In addition, a leave request is required for all late arrivals and early leaves. Employees must submit a leave request in the following manner:

- Create e-mail
- In the subject line write:
 - Person requesting day/hours
 - **OC** = Off-Campus or **PD** = Professional Development
 - Dates/Hours

Examples:

For a portion of the day:

Janet Cervantes OC (08/25/2020 7:30AM-12PM)

For a full day:

Janet Cervantes OC (08/25/2020)

- If necessary, give any clarifying info in the body of your message.
- Send e-mail to leave@amigosporvida.com

Ms. Figueroa will direct all requests to the appropriate administrator. Employees will be notified regarding the approval status of their request via calendar invite. Failure to secure approval for an absence may result in time-off charged without pay. In the case of an emergency, an employee must call Ms. Mukerji and Ms. Figueroa by 6:30 a.m. Absences before or after a holiday are not permitted (see the principal for special situations).

The employee must have permission from the Principal or Assistant Principal in case of an emergency.

5.15 Illness

If an employee has a continuous absence for personal illness for two (2) or more days, the employee's physician must sign a release to return to work form. Employees who are absent without giving a reasonable explanation and fail to complete a PLRF may be subject to disciplinary action up to and including termination.

TELAMEDICINE DOCUMENTATION DOES NOT MEET THE REQUIREMENT OF THE PHYSICIAN RETURN TO WORK EXCUSE.

5.16 Returning to School after an Absence

~~(COVID-19 Procedures Overwrites this statement)~~

Upon returning to school, it is the employee's responsibility to submit a **Leave Request** e-mail. The employee's physician must sign a release form to return to work if there is an absence due to personal illness for 2 or more days.

5.17 Requesting for Substitute

When you plan to be absent, please notify Ms. Mukerji via Teams or phone so she can decide who will cover your class.

5.18 Administrative Intervention for Failure to Comply

First Time: Verbal warning

Second Time: E-mail warning

Third Time: Written employee warning

Fourth Time: Memorandum

5.19 Planning Period

Teachers cannot use their planning period to leave campus for personal business. The conference/planning period is a time provided for planning, grading and parent conferences. Teachers may not leave campus during this time. Teachers must drop off and pick up students on time from their respective ancillary classes.

Part 6. SCHOOL OPERATIONS AND PROCEDURES

6.1 Employment Policies

The Principal/Superintendent is responsible for recruitment, staffing and employee relations for all school personnel. All applications for employment will be directed to the Human Resources Department.

6.2 General Start/End Time

- **Main Office Hours** 7:30 a.m. to 4:00 p.m.
- **School Day Hours:** 8:00 a.m. to 3:30 p.m. (all grade levels)
- **Certified Personnel:** 7:30 a.m. to 4:00 p.m.
- **Non-Certified Personnel:** Dependent upon assignment

6.3 School Calendar

Each year, APV-FFL will issue a school calendar approved by the school board. The calendar indicates the beginning and ending dates of each semester and approved holidays.

6.4 Clock-In and Clock-Out Procedures

Teachers must clock-in by **7:30 a.m.** and clock-out at **4:00 p.m.** or later. The clock-in kiosk is located in the front Main Office hallway.

ALL employees must clock-in and clock-out at the designated computer(s). Failure to clock-in may result in an absence. Clocking in or out for another person is a violation of school policy, subject to a disciplinary action and/or termination. You will **not** be counted present until you clock-in. All employees must clock-out when leaving campus during the school day for non-APV-FFL activities and clock-in upon returning to school. Non-APV-FFL activities include eating lunch, running errands, transporting children to or from day care, etc. All employees need to clock-out at the end of their assigned schedule.

6.5 Mailboxes

Employee mailboxes are located in the main hallway next to the back door of the front Main Office.

Check your mailboxes **daily**. Students **cannot** check any teacher's mailbox. In case of emergency, a designated TA will deliver the items to your classroom.

6.6 Identification

Identification badges will be issued to **faculty, staff, all employees**, volunteers, and visitors. **All employees must always wear their identification badges.**

6.7 Keys

Please do not allow unauthorized personnel (**including students**), to use your school keys. Employees will be responsible for the replacement cost of lost keys. At the end of the school year, you must return all keys issued to you. Employees **cannot** duplicate keys without the written permission of the principal.

Before clocking out, teachers are required to lock their classroom door. Custodians will be responsible for locking all classroom doors after completing their cleaning duties.

6.8 E-Mail and Correspondence

Before the instructional day begins, during planning or lunch, and before leaving the campus, all **staff employees** should check their e-mails and/or TEAMS messages to avoid missing critical information. Due to confidentiality purposes, when mentioning a student in an e-mail correspondence, please use first and last name initials (not the student's full name). All e-mail and/or TEAMS messages are subject to monitoring by campus administration. Communication must be always professional. Main communication for employees and all stakeholders will be virtual if you fail to comply with communication protocols it will lead to administrative consequences.

Part 7. EMPLOYEE CONDUCT AND WELFARE

7.1 Student Handbook/Code of Conduct

During *Meet the Teacher*, *Open House*, on the first day of school, and parent-teacher conferences, teachers should review the Student Handbook and the Code of Student Conduct with their students and parents.

7.2 Code of Civility

Our expectations for all interactions between all members of the school community are:

- Cooperate with one another.
- Be responsible for our words and actions.
- Be respectful.
- All employees are expected to work together in a cooperative spirit to serve the best interests of APV-FFL and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:
- Express concerns, complaints, or criticism through appropriate channels and the chain of command.
- Know and comply with department and school policies and procedures.
- Maintain confidentiality in all matters relating to students and coworkers, as required by applicable law.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Report to work according to the assigned schedule.
- Use APV-FFL time, funds, and property for authorized APV-FFL business and activities only.

Employees who fail to support our climate goals and/or our code of civility will:

- Receive a notice of concern.
- Meet formally with the principal to discuss their issues.

Excessive documented incidents of failure to abide by our goals and code will be reflected in the employee's evaluation and shall be considered grounds for disciplinary action, up to and including termination.

7.3 Drug-Free Workplace Requirements

APV-FFL intends to provide a safe and drug-free work environment for our students and employees. With this goal in mind, we have established the following policy for existing and future employees of APV-FFL.

APV-FFL explicitly prohibits:

- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on premises or while attending an APV-FFL sponsored or school-related activity.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from school property, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk APV-FFL reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from APV-FFL property, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or others, or puts at risk APV-FFL's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, on APV-FFL property, or while attending a school-sponsored or school-related activity. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

All reports by APV-FFL regarding drug or alcohol testing results shall be kept strictly confidential but may be used as the basis for disciplinary action or other action regarding employment status.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

7.4 Parent/Teacher Conferences and Communications

Teachers are to contact a parent or guardian and arrange a conference date/time when notified of a conference request. The same day or within 24 hours the message/e-mail is received, every effort should be made to return the call to the parent/guardian. Upon request, an administrator will make every effort to attend parent conferences. Parent conferences protocol is as follows;

- Parent meets with the teacher.
- If the teacher is not able to resolve the issue, then the parent meets with the Assistant Principal.
- If the Assistant Principal is not able to resolve the issue, then the parent meets with the principal.

7.5 Professional Learning Communities (PLC) Meetings

Grade-levels will meet with their professional learning community **once a week** during the common planning period. Meetings will focus on student's data and instruction (teaching and learning). Attendance is mandatory and you must arrive on time. **T-TESS** binders should be taken to the PLC meetings to discuss/review student progress and use this information to plan more effectively.

Other Reasons for Disciplinary Actions (This sounds repetitive)

~~All employees will be subject to disciplinary action up to and including termination for engaging in prohibited conduct involving any of the activities listed below.~~

7.6 Anti-Harassment

The APV-FFL is committed to creating and maintaining a work environment free from all forms of unlawful harassment. Harassment can take many forms and may be (not limited to) words, signs, jokes, pranks, intimidation, physical contact, or violence. Employees are prohibited from engaging in harassment based on race, gender, religion, national origin, disability, age, genetic information, veteran status, sexual harassment, and any other protected class.

Other examples of the harassment are verbal (e.g., derogatory comment), physical (e.g., assault), or visual (e.g., internet materials). Sexual harassment does not have to be of a sexual *nature*; however, it can include offensive remarks about a person's gender. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of APV-FFL.

7.7 Student Handbook/Code of Conduct

This section applies to both incidents of harassment and discrimination. All school employees are responsible for keeping their work environment free of both incidents. Any incidents of harassment or discrimination should be reported immediately to the Human Resource Manager or the Principal. Employees should not assume witnesses will know the conduct is unwelcomed. Nor should an employee ever assume a witness will report an unwelcomed incident. Informing the harasser regarding their actions is not considered a report of harassment. The harasser may not report the incident to the Human Resource or the Principal.

Any employee found to have harassed a fellow employee, subordinate, or student will be subject to severe disciplinary action. Discipline actions included are reassignment, suspension without pay, and/or discharge. To ensure an unwelcomed incident is properly and appropriately

addressed; see complete procedures in our Policies 0 Harassment Reporting document found on our website.

7.8 Bullying and Other Types of Harassment Policy

The school encourages all students and employees to foster a climate of mutual respect for others to enhance the district's educational purpose and the program designed to achieve that purpose. Each student is expected to respect the rights and privileges of other students, teachers, and district employee members.

Students shall not engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, political affiliation, sexual orientation, gender identity and/or gender expression, directed toward another student. A substantiated charge of harassment against a student shall result in disciplinary action.

The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written graphic, or physical conduct relating to an individual's race, color, religion, national origin, or disability that creates an intimidating, hostile, or offensive educational environment. The term also includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Reporting of Bullying

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the district's ability to investigate and address the prohibited conduct.

Bullying, meaning engaging in written or verbal expression, expression through electronic means at any time of the day, or physical conduct that occurs on school property, at a school-sponsored, or school-related activity, or in a vehicle operated by the district.

Bullying that:

- a) affects or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
- b) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- c) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct.

d) interferes with a student's education or substantially disrupts the operation of a school by:

- engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process.
- any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/ personal appearance, sexual orientation, and gender identity and/or gender expression.

Cyberbullying

Cyberbullying at or away from campus, which is defined as the use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on websites or forums to embarrass or harass; posing as another student to publish material in his or her name that defames or ridicules him or her; send threatening and harassing text, instant messages, or e-mails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.

Assault

Engaging in assault not involving bodily injury, which is defined as intentionally or knowingly threatening another with imminent bodily injury (Section 22.01(a)(2), Penal Code). To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, Principal, or another district employee. Any district employee who suspects or receives notice that a student or a group of students has or may have experienced bullying shall immediately notify the principal or designee.

Procedures for Investigation of Bullying

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct, including dating violence and harassment or discrimination based on race, color, religion, gender; if so, the district shall proceed under the policy. If the allegations

could constitute prohibited conduct and bullying, the investigation under shall include a determination on each type of behavior.

- The Principal/Superintendent or designee shall conduct an appropriate investigation based on the allegations in the report.
- The Principal/Superintendent or designee shall promptly take interim action calculated to prevent bullying during an investigation, if appropriate.
- In the absence of extenuating circumstances, the investigation should be completed within ten district business days from the date of the initial report alleging bullying; however, the Principal/Superintendent or designee shall take additional time if necessary to complete a thorough investigation.
- The Principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Principal or designee.
- If an incident of bullying is confirmed, the Principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
- If the results of an investigation indicate that bullying occurred, the district shall promptly respond by taking appropriate disciplinary action in accordance with the district's Code of Student Conduct and Parent Handbook and may take corrective action reasonably calculated to address the conduct.
- A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
- The discipline of a student with a disability is subject to applicable state and federal law in addition to the Code of Student Conduct and Parent Handbook.
- A request for a transfer based on bullying shall be referred to the Principal.
- The Principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
- If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the district may take action by the Code of Student Conduct and Parent Handbook or any other appropriate corrective action.
- To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
 - A student who is dissatisfied with the outcome of the investigation may appeal through the School Board.

Transfer of Students Who Have Engaged in Bullying

Students who engage in bullying may be transferred to another classroom on the campus to which the victim was assigned at the time the bullying occurred or a campus in the district other than the campus to which the victim was assigned at the time of the bullying. If another campus is not available, the student will be informed about the home school as well as other area charter schools. Students with disabilities may only be transferred in accordance with the discipline procedures applicable to students with disabilities, as specified in Tex. Educ. Code, Sec. 37.004.

7.9 HIPPA

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") established rules for protecting individual Personal Health Information ("PHI"). HIPAA provides individuals certain rights regarding their PHI and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of federal law.

7.10 Confidential Information

Confidential information is any information regarding APV-FFL and its employees, students, and agents that is not known generally to the public. For example, student lists, student cumulative files, student health files, student Individual Education Plans, personnel files, computer records, financial and marketing data, and research plans are considered confidential in nature. In addition, in the case of student information, federal law provides that information may not be disseminated except under certain limited conditions. Employees who obtain access to such confidential information as part of their employment are expected to maintain the confidentiality of information to the extent required by law and applicable policy. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature that is obtained during employment. This does not include disclosure of otherwise confidential business information or trade secrets in accordance with the Texas Public Information Act or other applicable federal or state law.

7.11 Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the school principal or designee a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the APV-FFL to amend a record that they believe is inaccurate or misleading. They should write the school principal or designee, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the open public charter school decides not to amend the record as requested by the parent or eligible student, the open public school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support employee member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the open public charter school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

7.12 Nepotism

Nepotism laws refer to limitations on governmental entities' authority to hire certain close relatives of public officials. The following questions and answers provide a layperson's explanation of state nepotism laws as they apply to local government officials and are intended

to provide general guidance on the issues. Local government officials should consult with their legal counsel regarding the application of the law to the facts of each particular situation. Nepotism is the hiring of family or relatives. Anti-nepotism laws prohibit a governmental entity from hiring certain close relatives of a public official. The nepotism laws are contained in chapter 573 of the Government Code. The nepotism statutes prohibit a public official from appointing, confirming the appointment of, or voting for the appointment or confirmation of the appointment of a close relative to a paid public position.

A close relative under nepotism laws is someone who is related to the official within a prohibited degree by consanguinity (relationship by blood) or a prohibited degree by affinity (relationship by marriage).

The nepotism statutes apply to any public official who is the final hiring authority or is a member of the governing body that has final hiring authority. If the governing body is the hiring authority, then nepotism limitations would apply to close relatives of any members of the governing body. However, if an employee, such as the city manager, possesses the final hiring authority, then the nepotism limitations relate to persons who are close relatives of that employee. It should be noted that the determination of who is the hiring authority depends on whether an officer may exercise control over hiring decisions. For example, a governing body or public employee would still be considered the hiring authority if either may exercise control over a hiring decision, even though such authority may have been delegated to another individual or entity.

7.13 Immorality

“Immorality” is a conduct the school determines is contrary to acceptable moral standards. Examples are theft, dishonesty, forgery, indecency with a minor, prostitution, etc. This may include school-related functions, and off-campus conduct that may affect the reputation of the school. An employee should never compromise their ability to serve as a positive role model to students.

7.14 Alcohol Possession

Using or ‘being under the influence’ of alcohol on school property is prohibited. Employees will not be allowed to perform job functions when their ability is adversely affected by alcohol or when behavior and appearance are characteristics of alcohol misuse.

7.15 Controlled Substances

Possession, use, or ‘being under the influence’ of drugs or narcotics (as defined in the Texas Controlled Substances Act) by an employee (on school property, while working on assigned duties, or off campus) is strictly prohibited. A licensed physician who prescribes a drug or narcotic for medical purposes will be allowed.

Employees taking prescribed medications that impair one's performance must provide the principal with documentation from the licensed physician that validates and explains the side effects. It is the policy of the school to provide a drug-free workplace and positive role models for students. **Employees may be subject to random drug testing throughout the year.**

7.16 Substance Abuse Policy

APV-FFL is committed to providing a safe and productive workplace for its employees and students. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established for all APV-FFL employees:

- The unlawful manufacture, distribution, possession, sale, use, or purchase of controlled substances of abuse on APV-FFL property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on APV-FFL property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.
- Use of tobacco, including E-cigarettes and smokeless tobacco, or alcohol at school related or sanctioned activities, on or off school property, is prohibited.
- Employees will immediately notify the CFO/Principal of any conviction based on a drug-related violation that occurred in the workplace.
- Upon receiving notification of a drug statute conviction occurring in the workplace, the HR director will notify applicable relevant federal granting agencies of the conviction.

Please note the following definitions as they relate to Substance Abuse:

Abuse of Controlled Substance:

Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug:

Any chemical substance that produces physical, mental, emotional, or behavioral change.

Drug Paraphernalia:

Equipment, product, accessory, or material that is modified for making, using, or concealing drugs, typically for recreational purposes.

Illegal Drugs:

- Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale, manufacture, or storage is illegal.
- Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- Inhalants used illegally.

Under the Influence:

A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the APV-FFL policy on drugs. If a violation occurs an employee may subject to disciplinary action, up to and including immediate termination.

7.17 Weapons

Except for properly trained and licensed security personnel, no employee is permitted to possess or use any of the weapons defined in Section 46.01 of the Texas Penal Code and Section 37.125 of the revised Texas Education.

Code. Weapons are prohibited on the school property, while working on assigned duties, or when attending any school related activity.

7.18 Corporal Punishment

APV-FFL policy prohibits any form of corporal punishment including students standing up for an extended period of time.

7.19 Lost and Found

Any sweaters/jackets found in the classroom should remain in the classroom. Any sweaters/jacket found outside of the classroom should be taken to the nurse's office.

Any toys or items teachers take from students should be returned at the end of the day to the student or to the parent. Any item brought to the front office will be discarded.

Phones collected should be kept under lock and key or given to the appropriate supervisor.

7.20 Special Events

Please check the master calendar on SharePoint and then contact the receptionist to add the special event to the weekly newsletter. If you need to reserve an area to conduct an event, please make sure to reserve it ahead of time. Contact the following employee to reserve the cafeteria or library:

- Cafeteria Manager
- Librarian

7.21 Class Celebrations

~~During COVID-19 no celebrations will be held.~~

Teachers need to inform the appropriate administrator regarding all class celebrations. Teachers must obtain administrative approval for all celebrations not listed:

- Birthday celebrations should only take place on Friday's from 2:45 p.m. – 3:15 p.m.
- Only 2 semester celebrations (before the winter break and the last day of school).

7.22 Lunch Cafeteria Procedures

~~(COVID-19 Procedures Overwrites this statement)~~

Student safety is a priority at APV-FFL. During lunch students will be supervised by employee's ~~teachers~~. Employee members will actively monitor students and ensure the cafeteria is a safe environment. Employees need to:

- Arrive and pick-up on time (use an atomic clock to ensure punctual arrival).
- Walk to the pick-up area and take their students.

7.23 911

All school phones are equipped with the 911 safety feature. Please do not allow students to use the phone without proper supervision.

7.24 Doors

When exiting exterior doors, please check to make sure they are closed and locked. Doors should never be propped open. If you notice any issues or malfunctions with the doors, please report it to the Main Office.

7.25 Restrictions Concerning Tutoring Students

Employee members are not permitted to use the school building for conducting private lessons or tutoring for pay.

7.26 ~~STAFF~~EMPLOYEE DRESS CODE & PERSONAL GROOMING

The type of apparel worn by ~~faculty and staff~~ employees reflects the APV-FFL educational environment. APV-FFL ~~staff~~ employees are expected to set a good example for students and should not allow themselves to become careless in their grooming and attire.

Women

- Dress pants, cropped pants (2-3" above ankle), Capri pants, loosely fitted on the leg, and no shorter than mid-calf are permissible.
- Sweatpants, wind pants, warm-ups, leggings, cargo style, low-rise, spandex or similar tight pants are not permitted.
- Clothing should fit appropriately and should not be too loose or too tight. Clothing should be neatly ironed.
- The length of skirts, split skirts, and dresses **must be at or below the knee**, and allow one to walk, stoop, kneel and sit with modesty.
- Blouses, sweaters, and shirts must cover the midriff and lower back, including while reaching or bending.
- Sleeveless, halters, bare backs, tank tops, spaghetti straps, muscle shirts, see-through garments, revealing, or provocative necklines are not permitted.
- Undergarments must not be visible.
- Low cut clothing is not permitted. No cleavage should be visible.

Men

- Business casual shirts and pants will be worn.
- Cargo pants and baggy pants are not acceptable.
- Clothing should be neatly ironed.
- Facial hair (beard, mustache, or goatee) must be well groomed.
- Hair length must not be longer than ear length. Hair fasteners are not allowed.

All employees

- College Shirt on Wednesdays.
- Jeans with APV-FFL Polo Shirt will be worn on Fridays.
- Professional dress day will be worn every Monday.
- Tattoos will be covered at all times.
- In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn.
- Professional footwear does not include flip flops, slippers, shower shoes, house shoes, or "Crocs."
- Athletic attire is permitted only for the PE and assistant coach.
- Jeans, of any color, are only permitted when approved by the campus Principal and/or supervisor. **Jeans may be worn on special occasions when approved by Principal/Superintendent only.**

Presentation and Grooming

- Grooming and personal hygiene should always be at its best. Clothing should be pressed and smoke free.
- Hair must be clean and worn away from the face at all times. Distracting hair colors should not distract working environment.
- Makeup should be tastefully applied. Use of dramatic colors is not permitted.
- Nails must be clean and neatly manicured. Polished nails are not required, but if they are polished, the polish must be maintained.
- Jewelry should be worn tastefully and kept to a minimum.

7.27 Copy Room

Teachers can print a single copy to the printer. Teachers will have a printing limit to the grade level printer. Please be ethical in following this rule. Administrator approval is required prior to any printing request. You may request copies by filling and submitting a request form or sending it via e-mail. The copies will be made no later than 24 hours from the day you requested. to pick them up. Submit legible/clear master copies with no staples or tape.

Staff Employee members are expected to adhere to copyright laws and are personally liable for any copyright violations.

7.28 Additional Materials

If you need additional supplies (i.e., markers, scissors, tape, etc.), please fill out the supply request form found in the teacher workroom. If there is something you need that is not in our supply room, ask the Assistant Principal if it can be ordered.

7.29 Lamination

All lamination work will be done on Fridays. Teacher's request must be in by Thursday.

7.30 Supply Request

Supply requests must be done on Mondays by noon, and it will be filled in by Tuesdays.

7.31 Instructional Resources

Instructional non-web based, and web-based resources used at APV-FFL are as follows:

- DMAC
- Think-up Reading, Math and Science
- State adopted textbooks.

- Student workbooks
- LEAD4WARD field guides
- Starfall
- Measuring Up
- STAAR Test Maker
- BrainPOP, etc.
- Edmentum
- MyOn
- Study Island
- RAZ PLUS
- Discovery Education
- EDUSMART
- TEKSguide.org

7.32 Student Arrival and Dismissal Procedures

~~(COVID-19 Overwrites the following procedure.)~~ APV-FFL is committed to providing a safe and enjoyable learning environment. The information provided highlights policies and procedures that will maximize safety for students as they arrive and leave daily from school.

- School hours are from **8:00 a.m. to 3:30 p.m.**
- If a student comes to school at **8:05 a.m.**, they are tardy.
- Breakfast - served in the cafeteria from **7:15 a.m. to 7:45 a.m.**
- Students arriving after **8:05 a.m.** are tardy and must enter through the front door to obtain a tardy pass.
- Dismissal will be at **3:30 p.m.** and parents must pick-up their children on time.
- Late pick-up will result in a \$5 charge every 15 minutes.
- Late fees apply per student (not per family).

We recognize the importance of the school and community working together and request you read this information carefully and follow these policies and procedures with fidelity.

7.33 Morning Arrival

~~(COVID-19 will overwrite these procedures.)~~

- Students may enter the cafeteria at **7:15 a.m.** There will be no employee members on duty before 7:15 a.m. to supervise students.
- Parents who arrive earlier must remain with their child and/or children.
- All students will use the cafeteria door to enter the building.

- Students should exit their parent’s vehicle from the passenger side only.
- Parents must remain in their vehicle and leave quickly when student(s) exit.
- There is only 1-car rider line and students should never exit a vehicle in the parking area to walk through the traffic without parental supervision.
- Students will not be able to enter the school using the main entrance, unless accompanied by a parent.
- Parents must be sure to sign-in at the Main Office and obtain a visitor’s badge if a parent/teacher conference is scheduled.
- After eating breakfast, students report to their designated areas as mentioned below:
 - 6th and 8th grade – Library
 - 4th and 5th grades – Music Room
 - PK – 3rd grades – Cafeteria
- Students dismissed from their areas at **7:45 a.m.**
- Students need to be in the classrooms and ready to start their instructional day by **7:50 a.m.**

7.34 After School Dismissal

~~(COVID-19 will overwrite these procedures.)~~

- To maximize instructional time and maintain an orderly school environment, students cannot be checked out by parents between **2:45 p.m. and 3:30 p.m.**
- Parents who pick-up their child(ren) must stand in line outside the building on the sidewalk near the Main Office/conference room.
- Car riders will be picked up in **2** designated areas (the cafeteria on rainy days and from the back of the library on non-rainy days).
- Parents picking up students in a vehicle will have a sign with the student(s) name. Signs must be visible on the dashboard.
- All parents must display appropriate sign or their child(ren) will not be released.
- Students cannot go home with individuals not on the authorized list.

7.35 Student Attendance Policy

~~(COVID-19 Procedures Overwrites this statement)~~

Students must be physically in their class to be considered present, unless they are participating in a field trip, or another school activity approved by the principal. Taking and recording student attendance is the teacher’s responsibility.

The teacher is responsible to take:

- Attendance at 9:30 a.m. (Period 2)
- Accurate daily attendance is a must during 2nd Period and all the period thereafter (for Middle School and Ancillary teachers).
- **Ancillary teachers will take attendance for Middle School during their respective periods.**
- Inform the PEIMS regarding students who have been absent 3 or more days.
- Ensure opportunities are provided for students to make-up work for the days they were absent.

If you experience a computer hardware or software problem preventing timely reporting of attendance, you are to immediately notify the PEIMS Coordinator, who will provide an attendance sheet that will be manually completed. A trusted student must be sent to the Front Office to pick up the attendance sheet. All manual attendance sheets need to be hand-delivered to the PEIMS Coordinator by 9:30 a.m.

The first 3 days of the school year attendance will be taken on paper roster (training will be provided during preservice week in August).

Teachers who repeatedly fail to take and record attendance as directed will be subject to disciplinary action.

7.36 Student Dress Code Policy

Students are expected to follow dress-code policy at all times. Teachers must monitor students following dress code daily. If the student is wearing inappropriate accessories, the homeroom teacher may collect the items and submit them to the administrator. The name of the student and homeroom teacher should be recorded along with the items collected. Student dress code will be monitored at the arrival points and at the office by designated persons. **This policy must be enforced by every member of the faculty and staff on a consistent basis. The 1st-period teacher will keep documentation and complete all paperwork thoroughly for detention to initiate the discipline plan.** Teachers who service the student throughout the day need to ensure the student is following the dress code policy. **the plan is implemented.**

7.37 Supervision of Students

Teachers are responsible for the supervision of their students at all times. Should you need to leave your room in an emergency, please notify a neighboring teacher to provide coverage for your class. Under no circumstances should a student be left in charge of a class. Students are never to be left unsupervised. Teachers are required to stand at their doors at the beginning (arrival) and end (dismissal) of each school day. These procedures are necessary in order to maintain the safety of our students. If there is an emergency, an administrator must be notified immediately. If students are left unsupervised by any **staff employee** member, the **staff employee** member will be held accountable for the infraction.

7.38 Student Tardy Policy

(COVID-19 Procedures Overwrites this statement)

Students arriving late to school will receive a tardy pass from the Front Office. Upon their arrival to class, they must give their teacher the tardy pass for documentation purposes. After **five** tardies, the receptionist and/or PEIMS coordinator will notify parents. **regarding consequences for continued tardiness such as: administrative detention, or removal of student privileges.**

For five or more tardiness per six weeks students will lose their perfect attendance certificate and reward.

~~At APV FFL, instructional time is viewed as a precious resource. Consequently, we view **chronic tardiness** as a serious problem that interferes with our students' academic success. All students arriving late will be documented, written excuses collected, and if necessary, consequences assigned as previously mentioned. After the incident has been recorded, the tardy student (upon request) will be issued a copy of the recorded incident. Repeated tardy incidents will be brought to the attention of the parent/guardian.~~

Administrators will decide on consequences for chronic tardiness. **a case by case basis regarding consequence(s) assigned at any tardy level.**

7.39 Sending Students to the Assistant Principal

Teachers should send discipline reports to the appropriate Assistant Principal. Supporting documentation of previous teacher interventions and parent conferences will be **required** in order to take the appropriate disciplinary action. Teachers needing immediate assistance should call the appropriate Assistant Principal, send a dependable student messenger. **Campus security should not be contacted.** Security can be called in cases where the safety of the teacher or students is in jeopardy.

Students Should Not Be Placed in the Halls as a Disciplinary Consequence. Instead, teachers are encouraged to buddy-up with another teacher to find a **temporary** placement for the disruptive student. The student must be escorted by another trustworthy classmate.

The following are the immediate steps taken by the administrator;

1. Lunch (with the teacher), Ancillary, or After School Detention (with administrator)
2. In School Suspension
3. Out of School Suspension (*only for Level III offenses*)

7.40 Student Leaving School Early

Students leaving before the end of the school day must sign-out through the Main Office. The Main Office will maintain a daily “sign-in” and “sign-out” sheet for students departing school before the end of their scheduled time. The Main Office will keep all notes or authorizations for students leaving school early. Students will not be allowed to leave after 2:30 p.m.

7.41 Excessive Student Early Leaves

After early **five** leaves in a 6-week period, a formal meeting with parent/guardian must take place. Students will lose perfect attendance certificate and award.

7.42 Student Excuse Notes

The student returning to school from being absent must submit a note written by a parent/guardian. Included in this note should be the reason for the absence(s) and the parent/guardian contact number. Excuse notes for absences must be submitted within **three days** after a student returns to school.

7.43 Student Suspended from School

When a student is suspended from school, missed days will be considered unexcused absences. During the days of suspension, the student will be required to make-up all work missed. All work must be made up within five school days of returning to school from suspension.

7.44 Medical Appointments

If a student is absent (for a portion of the day) for a healthcare appointment, the absence is erased, and the student can make-up work. The student must bring a note from the healthcare provider.

7.45 Communicating with the Media

Schools are not required to allow media access to a building during an emergency or any other time. Remind to refer all visitors to the office for assistance. Ask the employees ~~staff~~ to alert the school director if a reporter is in the building without permission. Building administrators have the authority to allow or deny entry into a school building.

How we handle the media has or can have a profound impact on how families and the community view our school.

During an emergency, to keep the public informed, control rumors, and disseminate accurate information in a timely manner while maintaining the educational process and the students' privacy.

The Superintendent or designee will consider the following suggestions:

1. Protect and enhance the school's credibility by establishing our administrators as the best source of information on the crisis.

2. Prepare basic facts truthfully, clearly, and concisely in writing.

➤ Do not identify students by name

➤ Facts should include who, what, when, where, why, and how.

➤ The same facts must be used consistently with all media.

➤ Designate an area near the emergency operations center for the media set-up and develop a briefing area, schedule briefs, and attend to them accordingly.

➤ Establish procedures to guide the media. Enforce, as needed, the media's entrance to facilities. As a rule, no student or ~~staff~~ employee will be photographed with the School Director's permission.

3. Reporters are under constant deadlines, but no deadline is so important that it is worth making an inaccurate statement. A media deadline should not influence your preparation of accurate facts, whatever the circumstances.

4. Establish and maintain a media log with whom you have spoken, and the statement given.

What you need to know:

Photos: Photographs published in a school yearbook are public information. Schools may give or loan a yearbook to someone from the media, or schools may allow a reporter to take a photo of a yearbook photo. If a school does not publish student photos in any form, student photos are private and may not be distributed to the media. Refer reporters to the student's parent/guardian for photographs or permission.

Public Information: The following information about students is public information:

Student's name, gender, grade level, dates of enrollment, participation in officially recognized activities, awards received, the most recent educational agency or institution attended, and photographs used in yearbooks or school publications. All other information (e.g., address, phone number) is considered private and may not be given out without a written release from parent, guardian, or student of legal age.

7.46 Religious Holidays

In accordance with the Texas Education Code, students shall be excused from attending school for the purpose of observing religious holidays (when it is a belief of their faith). Excused days or travel shall be limited to (not more than one day of travel to and from) the site where the student will observe the holy days. Such students shall be counted in attendance for the Foundation School Program (state funding) purposes. The school will provide make-up work for students who have been excused. Students will be given a reasonable amount of time to complete make-up work. If the completed work is of satisfactory quality, the student's days of absence shall be considered as days of attendance for compulsory attendance purposes.

7.47 Building Maintenance

It is expected that all employees will exercise care and vigilance regarding school maintenance.

7.48 Floors & Stairs

- Carpet - Inform the custodial ~~staff~~ employees of spills and stains immediately.
- Floors - Make sure floors are free of debris that could permanently cause damage or spills that could result in physical harm to someone. Floors must be free of debris.
- Staircase - Use handrails when going up and down the stairs. **If carrying items requiring both hands, please use the elevator.**

7.49 Food and Beverage

(Procedures subject to change due to COVID-19)

In general, food is not permitted in classrooms. Classroom parties and /or special requests must be **pre-approved** by an administrator. Classroom parties, when approved, can happen only during the last 30 minutes of the school day. School-wide special celebrations are the exception. All beverages must be in a closed container.

7.50 Furniture

School furniture is accounted for in all instructional and administrative spaces. Please place a work order request for furniture needs to be repaired and/or for requesting additional furniture. Do not move or take furniture without permission from an administrator. If furniture needs to be discarded, label it and notify a custodian. Place the furniture outside the classroom and/or Main Office space.

7.51 Lounge

Please pick up after yourself and report any matter that needs attention. The employee lounge and cafeteria both have a refrigerator to store food items and microwaves. **Please be courteous, do not eat or drink anything not belonging to you.** Refrigerators will be cleaned out by custodians on Fridays. **If you have food and or condiments not in the original package, or not inside an insulated bag, it is subject to be discarded.** Please eat breakfast prior to arriving for work.

Note: The last person to leave work; please make sure all heat appliances are turned off.

7.52 Special Events

An **Event Set-Up** form should be filled out for events requiring movement of furniture and/or the preparation of space. This form needs to be forwarded to the Receptionist. Allow 3 weeks to obtain the necessary signatures. The Event Request Form can be found in SharePoint.

7.53 Walls

- Only staples may be used to place instructional items on the walls.
- Never use industrial/heavy-duty staples on the walls.
- Please remove all staples from walls after removing displays.
- No tape is permitted on walls or whiteboards, especially packaging and double-sided tape.
- Please remember to keep displays presentable, including posting a learning objective, if the display is for instructional purposes.

7.54 Cafeteria Walls

During events only regular tape should be used; no double-sided tape, no duck-tape.

7.55 Work Order Request

Submit a **Maintenance Request** form to the custodial supervisor or the school secretary if you need to report a damaged or malfunctioning systems or property. If you are unable to locate a custodian, immediately contact the school secretary to report any emergencies. Emergencies are situations that involve the safety of employees and students such as overflowing toilets, serious vomiting, etc.

7.56 School Discipline Guidelines

Disciplinary measures shall be administered when necessary to protect students, school employees, and school property.

Students will be treated with respect. Disciplinary actions will be carefully assessed and based on the facts of each case. Factors to consider are as follows:

- Seriousness of the offense
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment

Teachers are responsible for managing student discipline for Level I and Level II offenses (please review "[Student Code of Conduct](#)")

In addition, teachers must inform parents regarding student misbehavior and maintain a parent communication log.

7.57 School-Wide Discipline

Teachers are required to monitor students in the hallways (close proximity to their classrooms) during each five- minute changing periods. Students remaining in the classroom must also be continuously monitored.

7.58 Discipline Management Plan

Level I:

(Do not send students to the office for these offenses)

- Disruptive Behavior (Horseplay, excessive noise, gum chewing, eating, dress code violations)

- Inattentiveness
- Uncooperative
- Disturbing Class Environment
- Unprepared/Lack of supplies or class materials including homework & class work.
- Failure to follow directions.

Actions taken by teacher prior to submitting a **Discipline Referral (documentation must be attached)**:

- Verbal warning
- Student/teacher conference
- Academy detention
- Parent conference

7.59 Administrative Referrals

Level II:

- Repeated Level I violations
- Cheating
- Skipping class (1st incident)
- Leaving school grounds
- Use of electronic devices
- Disrespectful behavior/failure to comply

Actions taken by the teacher prior to submitting **all Discipline Referrals**:

- Teacher Detention and parent communication
- Parent conferences conducted
- ~~Administrative referrals included~~
- ~~Administrative Detention~~

Level III:

- Chronic Level I and/or Level II Violations
- Defiance towards authority (aggressive or hostile behavior)
- Fighting
- Drinking
- Smoking/matches/lighters
- Stealing
- Bullying
- Profanity

Note of Importance:

- When filling out a discipline referral, only state the facts (including who, what, when, and where the incident took place).
- Please do not write a suggested consequence on the discipline referral form.

PART 8. ~~STAFF~~ EMPLOYEE AND STUDENT SAFETY

8.1 Accidents

Accidents that occur to ~~staff~~ employees and students can be prevented. It is the responsibility of every employee to follow the safety procedures provided below:

- All employee accidents must be reported to the immediate supervisor and to the Human Resource Office. Accidents must be reported to the Human Resource Office within 24 hours of occurrence. In the case of an emergency, you are authorized and expected to contact 911 (if you believe it is appropriate).
- Student accidents must be reported immediately to the Nurse who will notify the Front Office and the parents.
- All accidents need documentation on an Incident/Accident Report form on SharePoint.
- All spills need to be cleaned immediately. Use walkie-talkies to contact Custodians for assistance and block the area until it is cleaned. Please make sure your drink has a lid.
- Unsafe climbing can lead to serious injuries. No items are to be stored above closets or posted on walls or bulletin boards if it is above your reach while standing on the floor. Under no circumstances is any student or employee to stand, kneel, climb upon counters, chairs, tables, desks, or on other items. Only ~~staff~~ employee members are allowed to use ladders or stepstools.
- All employees are responsible for reporting any potential hazard to the Custodians. This includes, but is not limited to: broken glass, damaged furniture, protruding objects, sharp edges, and unusual odors, broken or damaged equipment.
- All employees ~~staff~~ must park in reverse.

8.2 Classroom Security

Classrooms are to be locked at all times for security and safety. Valuables should be placed out of sight and locked up at all times. All money collected needs to be submitted to the **Business Office** ~~HR Clerk the Human Resources Office~~. This must be done in person prior to 3:45 p.m. daily

and cannot to be left in the classrooms. Money not turned to the Office responsibility of the ~~staff~~ **employee** member. If the funds are lost or stolen, the ~~staff~~ employee member will be required to replace the funds. Audio-visual and computer equipment should be stored in a secured area as much as possible. Every room should have at least one locked cabinet. During the first week of school, teachers are to report to the Principal or CFO, if they do not have a locked cabinet.

8.3 Security

As part of security, an armed security guard serves at our school.

In the event of an emergency, contact an administrator.

Everyone in the school building must have a visitor's pass or a school ID. If a pass is not visible, the person must be escorted to the Main Office. A teacher who has a class will ask another teacher to watch their class while escorting the visitor to the Main Office. Anyone refusing to go to the Main Office is considered a trespasser and the teacher should inform the Main Office immediately.

All **employees'** ~~teachers and staff~~ will be assigned a morning and/or after school duty in order to maintain a safe and orderly environment. In addition, all teachers are expected to assist with monitoring the halls.

8.4 Fire Drills

State law requires all Texas schools to conduct a monthly fire drill. Half of these drills must be conducted as a "fire with an obstructed" pathway. It is very important that you become familiar with the fire drill procedures. All students must also know the correct fire exits (primary and alternate). Post the "Exit Route" map near the class entrance. During a drill, you are to take class rosters. Once outside, make sure all students on your roster are present (once they are in line on the field near the entrance gate). Immediately inform an administrator if a student is missing. All fire drills will be conducted at the discretion of the principal.

All occupants in the building during a fire drill must participate for safety purposes.

8.5 Emergency Operations Plan

Every room must have an emergency evacuation map and a class roster with current phone numbers inside the "Emergency Operations" folder. Both items are to be located near the class entrance. All employees are responsible for knowing all emergency procedures and protocols.

8.6 Elevator

Students may only use the elevator for medical reasons or special needs accompanied by an adult assigned by the teacher.

8.7 Appliances

No personal appliances are allowed in the classrooms (coffee makers, microwaves, refrigerator, lamps, candle warmers, etc.)

8.8 Personal Property

APV-FFL legally cannot and will not assume any responsibility for the loss of personal equipment, materials, damage to cars parked on school grounds and electronics brought to school.

8.9 Loitering-Unauthorized Persons on Campus

Only APV-FFL students, parents, employees, and visitors conducting professional business at school are allowed on campus during school hours. All visitors must sign-in and secure a visitor's badge from the Main Office before visiting a classroom. All employees must call the Main Office if a visitor is seen without a badge.

Any person loitering on school property will be asked to leave and reported to an administrator and security. In case criminal charges are filed, these reports will be used.

8.10 Staff Employee and Student Safety Rules

Students may be released to the parents, legal guardian or emergency contacts through the Main Office. The Main Office will call the classroom to inform the teacher that the student is leaving early. Students are never to contact parents using their personal cellphones.

8.11 School Safety

The school is a secured campus. This means the entire campus is enclosed. There is only one entrance and exit gate. Entrance and exit gates (including pedestrian gates) are kept opened during school hours.

8.12 Amigo Online

Heard something that sounds wrong? Want to report someone who needs help? Parents, students, faculty, and employees staff can submit a report on our website under the AMIGO ONLINE form found on the homepage. All reports are anonymous. AMIGO ONLINE is meant to report instances such as: witnessing someone stealing, witnessing someone damaging property, etc. Any other complaint should be directed to the Main Office.

8.13 Web Usage

Social media profiles and posting should not include information regarding your place of employment. In addition, employees are not to befriend students on Facebook, SnapChat, Twitter, or any other social media platform. Keep in mind that anything posted may be used against you or can be misinterpreted by others. The school is not responsible for any information posted by a teacher on a social media website.

8.14 Alarm

APV-FFL is equipped with technology devices such as cameras, building entry sensors, and web-based 24/7 viewing. The last person to leave is responsible for setting the alarm. Selected personnel will be authorized to engage/disengage the alarm.

8.15 Emergencies

Teachers are required to report (to an administrator) the following two situations regarding a student's welfare:

1. A student who is contemplating suicide by expressing suicidal ideas or indicating a desire to physically harm himself/herself.

or

2. When you have reason to suspect, a student may have been abused.

Make sure the following recommendations are done:

- Immediately send for the appropriate administrator to escort the student to the Counselor.
- Take the threat seriously.
- Tell the student you are concerned.
- Do not leave the student alone.
- Describe the situation to the Counselor and follow their directions.
- Continue to express an interest in the student.

All school personnel are required by the Texas Family Code (TFC) 261.101 to report suspected or known child abuse or neglect. A report needs to be filed with Child Protective Services (CPS). CPS will evaluate the seriousness and authenticity of the allegations. If a child shares information regarding an abusive situation, a report must be made the day the information was shared. If you are unsure a report needs to be submitted, immediately notify an administrator and the school

counselor. Work collaboratively with your school counselor to ensure all required reports are submitted.

All reports must be completed on-line using the Statewide Child Abuse or Neglect Reporting Form. The form is located at: The Child Protective Services number is 1-800-422-4453.

8.16 Occupational Safety and Health Administration (OSHA) and Work Safety

APV-FFL strives to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognized hazards that might cause serious physical injury.

As employees of APV-FFL:

- You have the right to notify APV-FFL or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by APV-FFL for making safety and health complaints, or for exercising your rights under the OSHA Act.
- You have the right to see OSHA citations issued to APV-FFL. APV-FFL must post the citations at or near the place of the alleged violation.
- APV-FFL must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposure to toxic and harmful substances or conditions.
- APV-FFL must post the notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSHA Act that apply to your own actions and conduct on the job.

8.17 Workplace Violence (Zero Tolerance)

APV-FFL is committed to preventing violence and to maintaining a safe environment for students and faculty. Given the increasing violence in society in general, APV-FFL has adopted the following guidelines to address intimidation, harassment, or other threats of (or actual) violence that may occur on or near its premises.

All employees, including Supervisors and temporary employees, should be treated with courtesy and respect at all times. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises and grounds of APV-FFL. Any exception must first be authorized by APV-FFL'S senior management in writing.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, sexual orientation, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported in writing as soon as possible to your immediate Supervisor or any other member of management. This duty includes the reporting of threats by employees, students, parents, guardians, and any member of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in unreasonable peril.

APV-FFL will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, APV-FFL may suspend employees, either with or without pay, pending investigation.

An employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

APV-FFL encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or Human Resources before the situation escalates into potential violence. APV-FFL is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

8.18 Health Procedures

APV-FFL personnel are not authorized to give medication to students without written authorization by the student's parent or legal guardian. Please use the clinic referral form to send a student to the school nurse (medical assistant). The teacher needs to call the nurse to ensure the child arrived safely. If a student becomes ill during the day, the parent/guardian will be notified by the school nurse. Arrangements will be made for the student to be picked up by the parent.

Administration of Medication

Unless otherwise authorized or described below, school employees and volunteers are prohibited from administering medications to students, including vitamins, and food supplements.

Medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

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

In the event of an accident, the parent/guardian will be contacted, emergency first aid will be provided, and the appropriate medical personnel, such as an ambulance will be notified (if deemed necessary).

All bodily fluids are potentially dangerous. It is necessary to use proper workplace safety precautions and personal protective equipment to prevent blood or other potentially infectious materials to pass through clothes, under garments, skin, eyes, mouth, or other mucous membranes. Please make sure first aid kits are always accessible. The kits are to be taken on all field trips.

8.19 School Closings

(COVID closure will be based on different circumstances)

- Principal/Superintendent will determine if the school opens or if classes will be delayed due to weather or environmental hazards.
- Listen to the radio/television for early morning weather reports or check the school website.
- Staff Employees will be notified whether or not they should report to work. Employees may also call a school administrator or secretary to check for school closure.
- If a storm develops during the school day, the principal will warn the students and employees staff
- When it's lightning outside/or a storm is approaching, staff employee members need to ensure all students get inside the building.

PART 9. GENERAL PROCEDURES

9.1 Fundraisers

- Before committing to any fundraising projects, employees must submit and obtain written request to the Principal, Assistant Principals or CFO. The Principal's Administrative Assistant will notify the HR clerk. Fundraiser Request form must be filled out prior to conducting a fundraiser.
- APV-FFL procedures must be strictly followed when conducting fundraisers and collecting money.
- Only one club fundraiser can be conducted and completed, before another can be initiated.
- Under no circumstances are any funds to be collected (for any purpose) without prior written approval.
- Cash received must never be used for purchases, check cashing, loans, reimbursements, or advances.
- Raffles may only be run as a school-wide activity, no more than twice per calendar year.
- Fundraisers must be closed with the HR clerk, no later than 2 weeks after the final date of sales. Failure to finalize a fundraiser in a timely manner may result in suspension from future fundraising activities.

9.2 Procedures for Collecting Money

- Complete a Fundraiser Request Form and submit it for approval, prior to any fundraiser.
- Permission must be granted for all fundraising usage.

- As students turn money in, have them sign their names and the amount collected on the AF104 form.
- All money collected must be receipted immediately and turned in when the sum exceeds \$20.00. If the money is not turned in and it is lost or stolen, it is the responsibility of the teacher to replace it. If personnel is not available to receipt the money, it can be locked in the Main Office vault for safekeeping.
- Money collected may not be spent under any circumstances.
- All money collected must be submitted to the Main Office in the same form as it was collected.
- Employee and student personal checks may not be submitted in place of cash collections.

ADDENDUM

Amigos Por Vida Friends for Life Public Charter School

The following policies are designed to ensure your successful employment. This handbook serves as a summary of key points in addition to governing policies found in our school board policies.

Important Hyperlinks Included in the Personnel Handbook

Student Code of Conduct

Amigoline

Violation of APV's Technology Acceptable Use Policy

Grievance

Discrimination/Harassment

Workers Compensation

Family Medical Leave Act

Employee Update Form

Expense Reimbursements for Mileage

Expense Reimbursements for Travel

Expense Miscellaneous Expense

Requisition Process Purchase Orders

Purchase Policies

Travel Policy

Pre Trip Expenses

Tax Exempt Status

Reimbursement Requests

Special Events

Addendum – COVID-19 Procedure Changes

Employee Handbook Procedures Changes Based on COVID-19

School Hours:

Students: 8:00 a.m. – 3:30 p.m.

Teachers: 7:30 a.m. – 4:00 p.m.

Other Staff: According to schedule provided by supervisors.

Lunch/Meals:

Face to Face

- Breakfast & Lunch will be served in the classroom. School personnel will bring the food to the classes to minimize contact.

Virtual Instruction

- Weekly Breakfast and Lunch meals will be given to our students every Monday starting **August 24, 2020.**
- Pick up time is from 8:00 a.m. until 10:00 a.m.
- **Arrival and Dismissal:**

Arrival

There will be three entry points divided by grade levels.

- Cafeteria: Grades 5th through 8th
- Door Between Cafeteria and School Building: PK, Kinder and 1st-grade
- Side Door next to 1st-floor Science Lab: 2nd, 3rd, 4th

Dismissal

Dismissal will occur at 11:30, 3:30 and 3:45

We will dismiss from the Library, Front of School, and Bus pick up point.

Daily Lesson Plan

Lesson plans need to be submitted on Mondays for the following week.

Grades

Test: 30%

Engagement: 25%

Assignments: 40%

Participation: 5%

Discipline

Students cannot be sent to the front office. Please call your respective Assistant Principal if you need assistance.

Tardy Policy

No tardy policy due to COVID-19.

Dress Code

All students must come in dress code. Teachers must make sure students have their appropriate school polo shirt and appropriate pants. Belt will be optional. Individuals assigned to temp stations for arrival duties must make sure all students coming into the building are in dress code.

PART 10. COMPLAINTS AND GRIEVANCES

10.1 Grievance Policy & Complaint Procedure

Amigos Por Vida-Friends for Life Public Charter School ("Amigos Por Vida" or "School") values its employees and strives to foster a productive, efficient, and collegial work atmosphere. The school recognizes, however, that sometimes a situation may occur that causes an employee concern which he or she wishes to address with the administration. Employees are encouraged to utilize all methods of communication to resolve differences and seek a resolution before filing a formal grievance. When this course of action is not feasible, comfortable, or successful, the matter should be brought to the attention of the Superintendent/Principal or his designee. The following procedures apply to formal complaints or grievances:

A grievance under this procedure includes:

1) Complaint concerning an employee's wages, hours, or condition of work.

2) Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability.

3) Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.

Formal Complaint Procedure:

A formal complaint must be in writing, must identify the policy allegedly violated or the action or omission that allegedly occurred, and must be submitted within ten (10) days of the time the employee first knew of or should have known of the event or series of events about which the employee is complaining. The Superintendent/Principal or his designee will hold a conference with the employee within ten (10) days of receipt of the written complaint. If the Superintendent/Principal or his designee is unable to schedule the meeting within ten (10) days, he or she will notify the employee of alternative dates for availability but no later than twenty (20) days after receiving the formal written complaint.

The employee is encouraged to use and submit exhibits for the Superintendent/Principal or his designee consideration. The Superintendent/Principal or his designee is not required to hear sworn testimony from witnesses but may choose to do so at his or her discretion. The Superintendent/Principal or his designee will determine whether the allegations warrant further investigation and give a written determination to the employee within ten (10) days after the conference as to whether the policy alleged was violated or whether the act or omission did occur unless the facts or initial inquiry indicate the need for further investigation. If further investigation is warranted, the Superintendent/Principal or his designee will notify the employee of the estimated date for providing a response.

In the event that an investigation determines that an employee has violated a policy or engaged in other unlawful or improper conduct, the supervisor of the person about whom the complaint was lodged shall take prompt and appropriate disciplinary action up to and including termination of employment. Employees accused of unlawful harassment or discrimination should be given sufficient information about allegations to provide them a reasonable opportunity to respond before any corrective action or discipline is imposed.

Appeal to Board:

If the complainant does not believe the resolution achieved by submission to the Superintendent/Principal or his designee is adequate, the complainant may appeal the decision or action to the

governing board of Amigos Por Vida ("Board"). The employee has ten (10) days after a written determination by the Superintendent/Principal or his designee to appeal to the Board by submitting a written request to the Superintendent/Principal or his designee. The Board will act as an appellate body rather than a fact-finding body, reviewing only arguments and documents provided by the employee to the Superintendent/Principal or his designee and giving weight to the Superintendent/Principal or his designee's findings.

The Board will convene to review the complaint within thirty (30) days. If this time period does not afford the Board adequate time to review all documents and written decisions, the Board will discuss the grievance at its next scheduled board meeting.

At the Board's discretion, both the complainant and the administration may have the opportunity to present oral argument before the Board. During oral argument, the oral argument must be limited to the evidence that was before the administration when it made its decision. The Board may set reasonable limits on the time and manner in which oral arguments are made. Either or both the complainant or the administration may have a representative present the oral argument on their behalf.

The complainant has the opportunity to address the Board under the same conditions as any other member of the public during the hearing of citizens portion of the Board meeting. By law, the Board may not take action on any item brought before the Board during the hearing of citizens portion of the meeting unless the item has been posted with some specificity in accordance with the Texas Open Meetings Act.

Within twenty (20) days after the meeting at which the Board heard the complainant's appeal, the Board will provide a written response to the complainant.

Closed Meeting

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it shall be heard by the Board in closed meeting unless the employee who is bringing the grievance requests that it be heard in public. However, if the grievance involves a complaint or charge against another employee or Board member, it shall be heard in a closed meeting unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

10.2 Freedom from Retaliation

The complaining person will not be penalized in any way for reporting any matter in good faith. There will be no retaliation against any person because of his or her participation in the investigation of a complaint.

10.3 Sexual Harassment and Non-Discrimination

APV-FFL is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to Human Resources. You can raise concerns and make reports without fear of reprisal or retaliation. If you supervise employees and receive a report of sexual or other unlawful harassment in the workplace, you must report it immediately to Human Resources.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. If the outcome is a determination that sexual harassment occurred, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge.

APV-FFL prohibits any form of discipline or retaliation for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

PART 11. SEPERATION FROM EMPLOYMENT

11.1 Terminations

An employee may be terminated involuntarily for reasons that may include, but are not limited to, poor performance, misconduct, or other violations of APV-FFL policies or rules of conduct. Notwithstanding these lists of rules, APV-FFL reserves the right to discharge or demote any employee if it is deemed to be in the best interest of APV-FFL.

11.2 Resignations

Contracted and at-will employees are encouraged to provide at least 14 days' written notice of resignation to the employee's manager and the Human Resources Department.

Employees forfeit all accumulated local leave on the last day of employment with APV-FFL.

11.3 Involuntary Separation

All employment relationships with APV-FFL are on an "at-will" basis. Although, APV-FFL hopes that our relationships with employees are long term and mutually rewarding. APV-FFL reserves the right to terminate the employment relationship at any time, with or without cause or notice.

At the time of termination, all company property must be turned over to the manager or supervisor. This includes, but is not limited to, electronic equipment, confidential, proprietary or trade secret documents, materials or copies of such documents, keys, badge, credit cards, uniforms, and or other company property. The employee will normally be permitted to work the two-week period if performance has been satisfactory and remains satisfactory. If notice is given and if for any reason the company discharges the associate earlier than two weeks the company will pay the remaining difference in pay.

11.4 Voluntary Resignation and Job Abandonment

Employees who fail to report to work without notice to, or approval by, their supervisor for three consecutive workdays (unless prevented by circumstances beyond the employee's control) may be considered to have voluntarily resigned and/or abandoned employment on the last day worked in accordance with applicable federal and state laws.

11.5 Exit Interviews and Procedures

The Human Resources department will attempt to conduct an exit interview with employees who voluntarily leave APV-FFL. In some cases, an exit interview may occur for employees who

involuntarily leave APV-FFL. The purpose of the exit interview is to gather information about the reason for leaving and for getting suggestions for making APV-FFL a better place to work.

Upon separation of employment, whether voluntary or involuntary, all APV-FFL documents, computer records, and other tangible APV-FFL property in the employee's possession or control must be returned to APV-FFL. This includes but is not limited to APV-FFL issued laptops and cellular phones. In addition, any and all school supplies purchased with APV-FFL funds are APV-FFL property and must be returned to APV-FFL.

The Human Resources Department will provide information on final pay, continuation of benefits, release of information, and procedures for requesting references. Separating employees are asked to provide APV-FFL with a forwarding address and telephone number.

11.6 For Cause for Disciplinary action, suspension, or Dismissal Termination

The following are examples of conduct and situations that may constitute "good cause" for termination, but the term is not limited in meaning by this list:

- Unsatisfactory performance of assigned duties.
- Insubordination or the inability to follow an administrative directive.
- Failure to notify the principal and/or Human Resources Office of any conviction regarding a felony or of a crime involving moral turpitude.
- Physical or mental incapacity to perform assigned duties.
- Conscious misrepresentation of facts to APV-FFL officials in the conduct of APV-FFL business.
- Engaging in conduct that is disparaging toward APV-FFL's educational mission or program.
- Engaging in conduct that is threatening, intimidating, disrespectful, or assaultive toward a manager or supervisor, coworker, parent, student, volunteer, or vendor.
- Failure to comply with reasonable APV-FFL professional development requirements regarding advanced course work or professional development.
- Absence for two consecutive working days without notifying an immediate supervisor.
- Giving a false reason for a paid leave of absence
- Falsifying information on the employment application form
- Use of school property for personal or political reasons.
- Excessive absence or tardiness
- Theft
- Physical assault or violence on any employee, student, or child.
- Disruptive activities
- Immorality
- Inability to get along with co-workers.
- Harassment of fellow employees
- Excessive discipline of a student (including the use of corporal punishment)

- Other good or just causes.
- Violation of APV-FFL’s Technology Acceptable Use Policy (Found online):

SCHEDULE

Social Media & Acceptable Use Policy

APV-FFL Social Media & Acceptable Use Policy: With social media, lines are often blurred between what is public or private, personal or professional. The following APV-FFL's Guidelines are designed to help add clarity:

Use good judgment

- The Code of Conduct, Employee Handbook Privacy Policy and ethical guidelines for interacting with others in face-to-face settings apply to all Social Media communications —regardless of whether they originate from a school or personal account.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

Be respectful

- Although you are going to be perceived as a representative of your school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, it is best to state that the views expressed in your postings, etc. are your own.
- Also keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates of suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis or race, sex, disability, religion, or any other status protected by law or company policy.
- You are not anonymous on the Internet; your IP address is readily accessible to anyone who seeks it. And your IP address is linked to the street address from which you are communicating. The steps to ascertaining your geographic location are surprisingly simple.

NEVER give out or transmit personal information about students, parents, or co-workers.

- Don’t share information considered confidential or not public. If it seems confidential, it probably is. (Online “conversations” are never private. Do not give your own or other’s birth date, address, or cell phone number on any public website.)
- It is best not to rely on information received through social networking as accurate. (Surprisingly, not every statement on the Internet is true.)

- Avoid talking about personal schedules or situations.

Please be cautious with respect to images:

- Do not post pictures of students without express parent/guardian written consent.
- Do not post pictures of others (co-workers, etc.) without their permission.
- Do not post pictures of yourself that would embarrass your parents. Images go viral when they are of adults behaving badly.

Other sites:

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. Don't blindly repost a link without looking at the content first.
- Consider the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

- Be sure to correct any mistakes you make immediately, and make it clear what you've done to fix it. Apologize for the mistake if the situation warrants it.
- Never post any information or rumors that you know to be false about APV-FFL, fellow associates, members, customers, suppliers, people working on behalf of APV-FFL or competitors.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

Privacy Information Links

To help you ensure that you have the best privacy settings for your needs, below are some—but certainly not all—links to certain social media privacy information pages:

- Facebook: <https://twitter.com/privacy>
- Flickr.com: <http://www.flickr.com/help/guidelines/>
- Hi5.com: http://www.hi5.com/terms_of_service.html?#privacy_policy
- LinkedIn: http://www.linkedin.com/static?key=privacy_policy
- Skype.com: <http://www.skype.com/en/legal/privacy/>
- Tumblr.com: <http://www.tumblr.com/policy/en/privacy>
- Twitter: <https://twitter.com/privacy>
- You Tube: <http://www.google.com/intl/en/policies/privacy/>

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Form **990**
(Rev. January 2020)
Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.
- ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

2019
Open to Public Inspection

A For the 2019 calendar year, or tax year beginning **SEP 1, 2019** and ending **AUG 31, 2020**

B Check if applicable:	C Name of organization AMIGOS POR VIDA - FRIENDS FOR LIFE	D Employer identification number 76-0433067
Address change Name change Initial return Final return/terminated Amended return Application pending	Doing business as	E Telephone number 713-349-9945
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite 5503 EL CAMINO DEL REY ST	
	City or town, state or province, country, and ZIP or foreign postal code HOUSTON, TX 77081	G Gross receipts \$ 6,197,986.
	F Name and address of principal officer: WILLIAM DINKEL SAME AS C ABOVE	H(a) Is this a group return for subordinates? Yes <input checked="" type="checkbox"/> No
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527		H(b) Are all subordinates included? Yes No
J Website: ▶ WWW.AMIGOSPORVIDA.COM		If "No," attach a list. (see instructions)
K Form of organization: <input checked="" type="checkbox"/> Corporation Trust Association Other ▶		H(c) Group exemption number ▶
	L Year of formation: 1997	M State of legal domicile: TX

Part I Summary

	1	Briefly describe the organization's mission or most significant activities: CHARTER SCHOOL - TO PROVIDE EDUCATION SERVICES IN A SAFE ENVIRONMENT		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
Activities & Governance	3	Number of voting members of the governing body (Part VI, line 1a)	3	3
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	3
	5	Total number of individuals employed in calendar year 2019 (Part V, line 2a)	5	76
	6	Total number of volunteers (estimate if necessary)	6	38
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	7b	Net unrelated business taxable income from Form 990-T, line 39	7b	0.
	Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 5,695,958.
9		Program service revenue (Part VIII, line 2g)	0.	0.
10		Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	7,813.
11		Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0.	0.
12		Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	5,695,958.	6,197,986.
Expenses		13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	3,104,808.	3,547,239.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 15,985.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,985,235.	1,854,312.
Net Assets or Fund Balances	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	5,090,043.	5,401,551.
	19	Revenue less expenses. Subtract line 18 from line 12	605,915.	796,435.
	20	Total assets (Part X, line 16)	Beginning of Current Year 15,696,601.	End of Year 16,497,539.
	21	Total liabilities (Part X, line 26)	8,552,068.	8,556,571.
	22	Net assets or fund balances. Subtract line 21 from line 20	7,144,533.	7,940,968.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer WILLIAM DINKEL, FORMER CFO	Date			
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name EMILY LANDRY	Preparer's signature <i>emily Landry</i> EMILY LANDRY	Date 6/24/2021	Check if self-employed <input type="checkbox"/>	PTIN P01614538
	Firm's name ▶ WHITLEY PENN	Firm's EIN ▶ 75-2393478	Phone no. 817-259-9100		
	Firm's address ▶ 3737 BUFFALO SPEEDWAY, SUITE 1600 HOUSTON, TX 77098				

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: CHARTER SCHOOL - TO PROVIDE EDUCATION SERVICES IN A SAFE ENVIRONMENT

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

4a (Code:) (Expenses \$ 4,608,341. including grants of \$) (Revenue \$) EDUCATION SERVICES FOR STUDENTS AT RISK OF DROPPING OUT OF EDUCATION SYSTEM

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 4,608,341.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	X	

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	2a		76
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	X	
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7 Organizations that may receive deductible contributions under section 170(c).			
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		7d
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?			
			8
9 Sponsoring organizations maintaining donor advised funds.			
a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10 Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11 Section 501(c)(12) organizations. Enter:			
a	Gross income from members or shareholders	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a	Is the organization licensed to issue qualified health plans in more than one state?		
Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?		X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O		
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?		X
If "Yes," see instructions and file Form 4720, Schedule N.			
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income?		X
If "Yes," complete Form 4720, Schedule O.			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
	1a 3		
b	Enter the number of voting members included on line 1a, above, who are independent		
	1b 3		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?		X
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
12c			
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	X	
b	Other officers or key employees of the organization	X	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b			

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **NONE**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **WILLIAM DINKEL - 713-349-9945**
5503 EL CAMINO DEL REY ST, HOUSTON, TX 77081

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

checkbox

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees... List all of the organization's current key employees... List the organization's five current highest compensated employees... List all of the organization's former officers, key employees... List all of the organization's former directors or trustees...

checkbox Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

Table with 6 main columns: (A) Name and title, (B) Average hours per week, (C) Position (Individual trustee or director, Institutional trustee, Officer, Key employee, Highest compensated employee, Former), (D) Reportable compensation from the organization, (E) Reportable compensation from related organizations, (F) Estimated amount of other compensation. Includes entries for SILVIA GRAVES, LYDIA TAMEZ, ROSE MARY VALENCIA, WILLIAM DINKEL, FREDDY DELGADO, and RONALD M WILSON.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							224,963.	0.	0.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							224,963.	0.	0.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **1**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
PREFERRED MEAL SYSTEMS INC 5240 ST. CHARLES ROAD, BERKLEY, IL 60163	CONTRACTED FOOD SERVICES	249,412.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **1**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a			
	b	Membership dues	1b			
	c	Fundraising events	1c			
	d	Related organizations	1d			
	e	Government grants (contributions)	1e	6,031,431.		
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	158,742.		
	g	Noncash contributions included in lines 1a-1f	1g	\$		
	h Total. Add lines 1a-1f			6,190,173.		
Program Service Revenue			Business Code			
	2 a					
	b					
	c					
	d					
	e					
	f All other program service revenue					
g Total. Add lines 2a-2f						
Other Revenue	3		Investment income (including dividends, interest, and other similar amounts)	7,813.		7,813.
	4		Income from investment of tax-exempt bond proceeds			
	5		Royalties			
	6 a	Gross rents	(i) Real			
			(ii) Personal			
			6a			
	b		Less: rental expenses	6b		
	c		Rental income or (loss)	6c		
	d			Net rental income or (loss)		
	7 a	Gross amount from sales of assets other than inventory	(i) Securities			
			(ii) Other			
			7a			
	b		Less: cost or other basis and sales expenses	7b		
	c		Gain or (loss)	7c		
d			Net gain or (loss)			
8 a		Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a			
b		Less: direct expenses	8b			
c			Net income or (loss) from fundraising events			
9 a		Gross income from gaming activities. See Part IV, line 19	9a			
b		Less: direct expenses	9b			
c			Net income or (loss) from gaming activities			
10 a		Gross sales of inventory, less returns and allowances	10a			
b		Less: cost of goods sold	10b			
c			Net income or (loss) from sales of inventory			
Miscellaneous Revenue			Business Code			
	11 a					
	b					
	c					
	d		All other revenue			
e Total. Add lines 11a-11d						
12 Total revenue. See instructions			6,197,986.	0.	0.	7,813.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	3,024,593.	2,421,238.	603,355.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	476,780.	398,616.	78,164.	
10 Payroll taxes	45,866.	36,717.	9,149.	
11 Fees for services (nonemployees):				
a Management				
b Legal	11,394.		11,394.	
c Accounting	29,273.		29,273.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	654,184.	641,650.	11,083.	1,451.
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	103,232.	100,756.	2,476.	
17 Travel	10,496.	9,681.	815.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings				
20 Interest	339,288.	339,288.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	312,239.	312,239.		
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a SUPPLIES	322,734.	302,165.	6,035.	14,534.
b OPERATING COSTS	64,032.	43,131.	20,901.	
c EDUCATION AND TRAINING	7,440.	2,860.	4,580.	
d _____				
e All other expenses _____				
25 Total functional expenses. Add lines 1 through 24e	5,401,551.	4,608,341.	777,225.	15,985.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	1,590,837.	1	2,520,257.
	2 Savings and temporary cash investments	1,738,023.	2	1,755,855.
	3 Pledges and grants receivable, net	387,043.	3	494,820.
	4 Accounts receivable, net	7,391.	4	7,391.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	17,385.	9	14,042.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 14,449,028.		
	b Less: accumulated depreciation	10b 2,743,854.		
	11 Investments - publicly traded securities	11,955,922.	10c	11,705,174.
	12 Investments - other securities. See Part IV, line 11		11	
	13 Investments - program-related. See Part IV, line 11		12	
	14 Intangible assets		13	
	15 Other assets. See Part IV, line 11		14	
16 Total assets. Add lines 1 through 15 (must equal line 33)	15,696,601.	15	16,497,539.	
Liabilities	17 Accounts payable and accrued expenses	285,749.	17	652,152.
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties	8,236,897.	24	7,904,419.
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	29,422.	25	0.
	26 Total liabilities. Add lines 17 through 25	8,552,068.	26	8,556,571.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	2,501,434.	27	2,569,087.
	28 Net assets with donor restrictions	4,643,099.	28	5,371,881.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	7,144,533.	32	7,940,968.
	33 Total liabilities and net assets/fund balances	15,696,601.	33	16,497,539.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	6,197,986.
2	Total expenses (must equal Part IX, column (A), line 25)	2	5,401,551.
3	Revenue less expenses. Subtract line 2 from line 1	3	796,435.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	7,144,533.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	7,940,968.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

- 1 Accounting method used to prepare the Form 990: Cash Accrual Other _____
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant?
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- b Were the organization's financial statements audited by an independent accountant?
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits

	Yes	No
2a		X
2b	X	
2c	X	
3a	X	
3b	X	

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2018 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2019. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33 1/3% support test - 2018. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2019. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2018. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2019. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2018. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount		(A) Prior Year	Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990 or 990-EZ) 2019

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2020. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

Schedule B

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

Name of the organization

AMIGOS POR VIDA - FRIENDS FOR LIFE

Employer identification number

76-0433067

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization AMIGOS POR VIDA - FRIENDS FOR LIFE	Employer identification number 76-0433067
---	---

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	TEXAS EDUCATION AGENCY WILLIAM B. TRAVIS BUILDING, CONGRESS AVENUE AUSTIN, TX 78701	\$ 6,016,431.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization AMIGOS POR VIDA - FRIENDS FOR LIFE	Employer identification number 76-0433067
---	---

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	

Name of organization AMIGOS POR VIDA - FRIENDS FOR LIFE	Employer identification number 76-0433067
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization: AMIGOS POR VIDA - FRIENDS FOR LIFE; Employer identification number: 76-0433067

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include total number at end of year, aggregate value of contributions, grants, and end of year, and two Yes/No questions regarding donor property and grant fund usage.

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Form with multiple questions (1-9) regarding conservation easements, including checkboxes for various purposes, a table for tracking easements (2a-2d), and Yes/No questions about monitoring and reporting.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Form with questions (1a-1b, 2a-2b) regarding reporting of art and historical treasures, including revenue and asset amounts.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment _____%
 - b Permanent endowment _____%
 - c Term endowment _____%
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|--------|----|
| (i) Unrelated organizations | 3a(i) | |
| (ii) Related organizations | 3a(ii) | |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		5,813,836.		5,813,836.
b Buildings		8,551,567.	2,678,204.	5,873,363.
c Leasehold improvements				
d Equipment		83,625.	65,650.	17,975.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				11,705,174.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	6,197,986.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	6,197,986.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	6,197,986.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	5,401,551.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	5,401,551.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	5,401,551.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE CHARTER SCHOOL IS A NONPROFIT ORGANIZATION THAT IS EXEMPT FROM FEDERAL INCOME TAXES UNDER SECTION 501(C)(3) OF THE U.S. INTERNAL REVENUE CODE ("THE CODE") AND COMPARABLE STATE OF TEXAS LAW. THE CHARTER SCHOOL DID NOT CONDUCT ANY UNRELATED BUSINESS ACTIVITIES IN THE CURRENT FISCAL YEAR. THEREFORE, THE CHARTER SCHOOL HAS MADE NO PROVISION FOR FEDERAL INCOME TAXES IN THE ACCOMPANYING FINANCIAL STATEMENTS. THE CHARTER SCHOOL HAS ALSO BEEN CLASSIFIED AS A PUBLICLY SUPPORTED ORGANIZATION, WHICH IS NOT A PRIVATE FOUNDATION UNDER SECTION 509(A) OF THE CODE. ACCORDINGLY, CONTRIBUTIONS TO THE CHARTER SCHOOL ARE TAX DEDUCTIBLE WITHIN THE LIMITATIONS PRESCRIBED BY THE CODE.

Part XIII Supplemental Information *(continued)*

THE CHARTER SCHOOL APPLIES THE PROVISIONS OF FASB ASC TOPIC 740, INCOME TAXES, WHICH PRESCRIBES A RECOGNITION THRESHOLD AND MEASUREMENT ATTRIBUTE FOR FINANCIAL STATEMENT RECOGNITION AND MEASUREMENT OF A TAX POSITION TAKEN OR EXPECTED TO BE TAKEN IN A TAX RETURN. FASB ASC TOPIC 740 ALSO PROVIDES GUIDANCE ON DERECOGNITION, CLASSIFICATION, INTEREST AND PENALTIES, ACCOUNTING IN INTERIM PERIODS, DISCLOSURE, AND TRANSITION. THE CHARTER SCHOOL BELIEVES THAT IT HAS APPROPRIATE SUPPORT FOR ANY TAX POSITIONS TAKEN, AND AS SUCH, DOES NOT HAVE ANY UNCERTAIN TAX POSITIONS THAT ARE MATERIAL TO THE FINANCIAL STATEMENTS.

SCHEDULE E
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Schools

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.
- ▶ Attach to Form 990 or Form 990-EZ.
- ▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization

AMIGOS POR VIDA - FRIENDS FOR LIFE

Employer identification number

76-0433067

Part I

- 1** Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?
- 2** Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?
- 3** Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II
- SEE PART II**

	YES	NO
1	X	
2	X	
3	X	
4a	X	
4b		X
4c	X	
4d	X	
5a		X
5b		X
5c		X
5d		X
5e		X
5f		X
5g		X
5h		X
6a	X	
6b		X
7	X	

- 4** Does the organization maintain the following?
- a** Records indicating the racial composition of the student body, faculty, and administrative staff?
 - b** Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?
 - c** Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?
 - d** Copies of all material used by the organization or on its behalf to solicit contributions?
- If you answered "No" to any of the above, please explain. If you need more space, use Part II.
- THE ORGANIZATION DOES NOT AWARD FINANCIAL ASSISTANCE OF ANY KIND.**

- 5** Does the organization discriminate by race in any way with respect to:
- a** Students' rights or privileges?
 - b** Admissions policies?
 - c** Employment of faculty or administrative staff?
 - d** Scholarships or other financial assistance?
 - e** Educational policies?
 - f** Use of facilities?
 - g** Athletic programs?
 - h** Other extracurricular activities?
- If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.

- 6a** Does the organization receive any financial aid or assistance from a governmental agency?
- 6b** Has the organization's right to such aid ever been revoked or suspended?
- If you answered "Yes" on either line 6a or line 6b, explain on Part II.

- 7** Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or Form 990-EZ.

Schedule E (Form 990 or 990-EZ) 2019

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable.
Also provide any other additional information.

LINE 3 - EXPLANATION OF NONDISCRIMINATION POLICY:

AMIGOS POR VIDA'S NON DISCRIMINATORY POLICY IS INCLUDED ON ALL APPLICATIONS (ENROLLMENT AND NATIONAL SCHOOL LUNCH PROGRAM), ALL NOTICES OF ENROLLMENT OPENINGS POSTED IN THE FRONT OF THE SCHOOL FOR PUBLIC VIEWING, AND INCLUDED IN RFP'S PUBLISHED IN THE NEWSPAPER. THE SCHOOL HAS NEVER ADVERTISED FOR ENROLLMENT.

LINE 6 - EXPLANATION OF GOVERNMENT FINANCIAL AID:

THE CHARTER SCHOOL RECEIVES FUNDING FROM LOCAL, STATE AND FEDERAL GOVERNMENT PROGRAMS THAT ARE GOVERNED BY VARIOUS STATUES AND REGULATIONS.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

Open to Public
Inspection

Name of the organization

AMIGOS POR VIDA - FRIENDS FOR LIFE

Employer identification number

76-0433067

FORM 990, PART VI, SECTION A, LINE 8B:

THE ORGANIZATION DOES NOT HAVE ANY COMMITTEES OR SUB-COMMITTEES THAT ACT ON
BEHALF OF THE BOARD.

FORM 990, PART VI, SECTION B, LINE 11B:

FORM 990 IS REVIEWED BY MANAGEMENT BEFORE IT IS FILED.

FORM 990, PART VI, SECTION B, LINE 12C:

A GOVERNANCE REPORT IS SUBMITTED ANNUALLY TO TEA, FOR EACH BOARD MEMBER AND
EACH KEY SCHOOL EMPLOYEE, I.E. PRINCIPAL, ASSISTANT PRINCIPAL, AND CHIEF
FINANCIAL OFFICER.

FORM 990, PART VI, SECTION B, LINE 15:

THE SUPERINTENDENT'S SALARY IS COMPARED TO HISD MIDDLE SCHOOL PRINCIPAL'S
SALARY SCALE. THE COMPARISON IS PRESENTED TO THE BOARD, SIMILAR TO ALL
OTHER SALARIES.

FORM 990, PART VI, SECTION C, LINE 19:

WRITTEN REQUESTS FOR INFORMATION MAY BE SUBMITTED TO PRIMARY ADDRESS LISTED
ON FORM 990.

FORM 990, PART XII, LINE 2C:

THE CHIEF FINANCIAL OFFICER IS RESPONSIBLE FOR OVERSIGHT OF THE AUDIT
PROCESS.

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. AMIGOS POR VIDA - FRIENDS FOR LIFE	Taxpayer identification number (TIN) 76-0433067
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. 5503 EL CAMINO DEL REY ST	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. HOUSTON, TX 77081	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

WILLIAM DINKEL

- The books are in the care of ▶ **5503 EL CAMINO DEL REY ST - HOUSTON, TX 77081**
Telephone No. ▶ **713-349-9945** Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box ▶
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **JULY 15, 2021**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 calendar year _____ or
 tax year beginning **SEP 1, 2019**, and ending **AUG 31, 2020**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.