



**Student / Parent  
Handbook  
2022-2023**

**4434 ROLAND ROAD**

**SAN ANTONIO, TX 78222**

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## Preface

To Students and Parents:

Welcome to Jubilee Academies! We wish this year to be an especially productive experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Parent Handbook (“the Handbook”) is designed to help us accomplish this goal.

The Handbook is an overview of our school’s goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Handbook is divided into six sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is especially for parents, with information regarding parental rights. Finally, the fifth section contains important notices regarding student information, computer resources, and electronic communication devices.

This Handbook is designed to be in harmony with Board Policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact their Principal.

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

On behalf of the entire Jubilee Academies staff and community, best wishes for a great 2022–2023 school year!

## **SECTION 1: GENERAL INFORMATION**

### **1.1 Mission**

The mission and vision of Jubilee Academies is to provide a Nurturing Community Focused on Leadership and Educational Excellence.

### **1.2 Board of Directors**

Tom Koger, Chairman of the Board  
Zach Lutz, Vice-Chairman  
Gloria Gover, Secretary

### **1.3 About the School**

The school started operations on a single campus in San Antonio, Texas for the spring semester of the 2000- 2001 school year and served approximately 50 students. Initially, the school primarily served families from the surrounding neighborhoods and Jubilee Outreach Church, which previously had operated a private school at the site of the first Charter School campus. A group of parents from the private school approached the church about transitioning the private school into a charter school rather than close the private school due to low enrollment. Tom Koger at the time was active in the administration of Jubilee Outreach Church and was asked to be the director of the proposed charter school. In the early school years, the student population grew to serve students from a broader segment of the community, and the school became known as a safe haven and place of academic excellence for families seeking options for their students compared to the local traditional school districts. As the school expanded and its popularity increased, additional sites and campuses were added to accommodate its growing student population. In 2019–2020, Jubilee Academies will serve students in twelve campuses located in Austin, Brownsville, Harlingen, Kingsville, and San Antonio.

### **1.4 Statement of Non-Discrimination**

Jubilee Academies does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. Jubilee Academies complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 (“Title IX”); Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

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

Any questions or concerns about Jubilee Academies’ compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender (including sexual harassment), is Sam Cofer, HR Director, 4434 Roland Rd, San Antonio, TX 78222, 210-333-6227, [sam.cofer@jubileeacademic.org](mailto:sam.cofer@jubileeacademic.org).



- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Kevin Phillips, Superintendent of Schools, 4434 Roland Rd, San Antonio, TX 78222, 210-333- 6227, [kevin.phillips@jubileeacademic.org](mailto:kevin.phillips@jubileeacademic.org).
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Sam Cofer, HR Director, 4434 Roland Rd, San Antonio, TX 78222, 210-333-6227, [sam.cofer@jubileeacademic.org](mailto:sam.cofer@jubileeacademic.org).
- All other concerns regarding discrimination may be directed to Sam Cofer, HR Director, 4434 Roland Rd, San Antonio, TX 78222, 210-333-6227, [sam.cofer@jubileeacademic.org](mailto:sam.cofer@jubileeacademic.org).

## **1.5 General Admissions and Enrollment Information**

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school’s charter, or as otherwise allowed by state law, and who are eligible for admission based on lawful criteria identified in the charter and in state law. Additionally, as allowed by Chapter 12 of the Texas Education Code, Jubilee Academies may admit a child of a school employee regardless of whether the child resides in the geographic area served by the school. The total number of students enrolled in Jubilee Academies shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by Jubilee Academies based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

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

### **Exclusion from Admission**

As authorized by the Jubilee Academies charter and Texas Education Code § 12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 37, Subchapter A may be excluded from admission and enrollment in Jubilee Academies.

### **Submission of Applications and Admissions Lottery (take from 2021)**

Students wanting to attend Jubilee Academies must submit an application during the school’s open enrollment period, which is designated by the school administration. Applications for admission are available at each campus location and online through the Jubilee Academies website.

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If Jubilee Academies receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant’s name will be added to the waiting list behind the names of the applicants who timely applied.

Families offered an enrollment seat will be sent a registration packet with instructions for registering.

Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

**Exceptions to Lottery Process:**

Students wanting to attend Jubilee Academies must submit an application during the school's open enrollment period, which takes place during the months of January and February each year, or as otherwise set by the administration. Enrollment forms are available at each campus location and online through the Jubilee Academies website.

Applications for re enrollment from currently enrolled students will be accepted from November 1st through the first Friday in January.

**Orientation Following Admission:** After admission, students and parents may attend an orientation session and/or a personal orientation with the Director or designee. At the orientation, the school's rules, responsibilities, and expectations for students will be clearly outlined. Students, parents, and teachers will sign the Jubilee Academies Parent Compact, a document that outlines the responsibilities of teachers, parents, and students.

**1.6 McKinney-Vento Homeless Education Assistance Act of 2001**

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

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

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

Questions concerning assistance offered to homeless students can be obtained from Claudia Garcia, District Title 1 Liaison, [claudia.garcia@jubileeacademic.org](mailto:claudia.garcia@jubileeacademic.org), 210-333-6227

**1.7 Student Information**

Any student admitted to Jubilee Academies must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in Jubilee Academies for the first time must

present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in Jubilee Academies, the parent and school in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. Students will not be denied enrollment if they fail to meet this requirement.

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

### **Food Allergy Information**

Parents should notify Jubilee Academies when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the health aide or Principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

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

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

### **Establishing Identification**

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

### **Undocumented Students**

Enrollment may not be denied to children who are not legally admitted into the United States.

### **Residency Verification**

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Jubilee Academies each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indicating the address and name of the residence occupiers,
5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

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

## **1.8 School Calendar**

Jubilee Academies operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school's website.

## **1.9 Drop-off and Pick-up Procedures**

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

## **1.10 Student Drivers and Parking**

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

## **1.11 Attendance**

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

### **Texas Compulsory Attendance Law**

#### **Prekindergarten and Kindergarten**

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

#### **Ages 6–18**

State law requires that a student, who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

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

A student who voluntarily attends or enrolls after his or her 19th birthday is also required to attend each

school day. If a student 19 years of age or older has more than five unexcused absences in a semester, Jubilee Academies may revoke the student's enrollment, except that Jubilee Academies may not revoke the enrollment on a day on which the student is physically present at school. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the student's enrollment, the school shall issue a warning letter to the student after the third unexcused absence stating that the student's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, the School may impose a behavior improvement plan.

### Tracking Student Attendance

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

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

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

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

### **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student must attend at least 90% of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90 of the days the class is offered may be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade.

The Attendance Review Committee will consider the following factors when determining whether there are extenuating circumstances for an absence:

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into Jubilee Academies after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching consensus about a student's absences, the Attendance Review Committee will attempt to ensure that its decision is in the best interest of the student.
4. The Attendance Review Committee will consider whether the absences were for reasons

- over which the student or parent could exercise control.
5. The Attendance Review Committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
  6. The Attendance Review Committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
  7. The student or parent will be given an opportunity to present any information to the Attendance Review Committee about the absences and to discuss ways to earn or regain credit.

If credit is lost or a final grade is not earned due to excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the Attendance Review Committee determines that there are no extenuating circumstances and that credit and/or a final grade may not be earned, the student or parent may appeal the Attendance Review Committee's decision to the Board of Directors by filing a written request with the Superintendent or designee . The appeal notice must be postmarked to the following address within 15 calendar days following the last day of instruction in the semester for which credit was denied:

Jubilee Academies Executive Board, 4434 Roland Rd., San Antonio, Texas 78222

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

### **Absence and Tardiness**

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, or a medical excuse signed and dated by a provider that describes the reason for the absence. If a note is not received within 3 school days of the absence, the absence will be recorded as unexcused.

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

Jubilee Academies recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school's expectations. Students and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

### **Types of Absences**

Jubilee Academies recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the School's expectations. Students and parents should also be aware of the School's policy regarding homework, quizzes, and tests following an absence.

#### **Excused Absences**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. This includes absence for the following activities and events:

- An absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the student or the student's parent provides a certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.
- An absence for a student who is 15 years of age or older to visit a driver's license office to obtain a

driver's license or learner license, provided that more than one day of school may not be excused during the period the student is enrolled in high school for the purpose of (i) obtaining a driver's license or (ii) obtaining a learner license, and the school verifies the student's visit to the driver's license office in accordance with procedures adopted by Jubilee Academies.

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus;
- For students in the conservatorship (custody) of the state who need to attend:
  - an activity required under a court-ordered service plan; or
  - any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

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

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

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

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

### **Unexcused Absences**

Any absence not listed above or approved in advance by the Principal due to extenuating circumstances will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Car trouble.
- Failure to bring a written note within 3 school days following an absence.
- Leaving school without the permission of the Campus Administrator or other administrator.
- Oversleeping.
- Personal business.
- Vacations.

### **1.12 Tardiness and Late Arrival**

Students must be on time for all of their classes. The following steps will be followed to assure proper documentation of tardiness

1. Students will get a tardy slip from the school office upon arrival to school if they are one minute

late.

2. Excessive tardies will constitute referral to the Attendance Officer and will be subject to the appropriate actions outlined in the Student Code of Conduct.
3. All tardies will be documented in the grade book by the classroom teacher.
  1. Two tardies – Teacher conference with parent by telephone or in person
  2. Three tardies – 1st Written Notice to Parents that six tardies equal one unexcused absence.
  3. Five tardies – 2nd Written Notice to Parents/ Discipline Referral
  4. Six tardies – Notice to Parent that the student has an unexcused absence due to six tardies.

### **Saturday School to Recover Unexcused Absence**

An attendance committee will be created to determine the appropriate strategy for attendance recovery and the award of credit.

Students may be offered an opportunity to “make up” an unexcused absence by attending Saturday School. This is an opportunity for the student to make up missed class assignments and receive full credit for their work. In addition, attendance at Saturday School removes an unexcused absence, thus the student is given an opportunity to meet the attendance requirement for class credit and promotion to the next grade.

Additionally, students who successfully complete all assigned truancy prevention measures as part of an Individual Attendance Plan for excessive absences/truancy may recover up to three unexcused absences by attending Saturday School. Students participating in a Behavior Intervention Plan as part of an Individual Attendance Plan can attend up to three Saturday School sessions to recover unexcused absences, and each successfully completed Saturday School session shall count as recovery of one unexcused absence. Students attending Saturday School to recover unexcused absences must successfully complete all truancy.

### **Make-Up Work**

If a student misses’ class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the student to master the essential knowledge and skills necessary to meet subject or course requirements. Students are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Teachers will provide students and parents with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

### **Driver’s License Attendance Verification**

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

### **Students with Disabilities**

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



### **1.13 Releasing Students from School**

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

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

### **1.14 Closed Campus**

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

### **1.15 Withdrawals**

#### **Voluntary Withdrawal**

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

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

Withdrawing students and parents are expected to:

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

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

#### **Involuntary Withdrawal**

Jubilee Academies may initiate withdrawal of a student under the age of 19 for non-attendance if:

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

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

## **1.16 Dress and Grooming**

The school's dress and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others, and that will not distract from the educational atmosphere of the school. Students are required to arrive in proper attire every day.

As authorized by state law and the Jubilee Academies charter, students are required to wear uniforms to school. Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. Jubilee Academies may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Principal and include evidence of the inability to pay. Further details are available in the Principal's office. A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students who do not follow the school's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school, and the student may be assigned to in-school suspension for the remainder of the day until a change of clothes is brought to the school.

Jubilee Academies students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines are found in the campus handbook.

Jubilee Academies will periodically review its dress and grooming policies, and make changes as needed.

**While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by the Principal or designee. Any student who does not comply with the dress code will be removed from the regular school setting until the student complies with this code.**

## **1.17 Student Fees**

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

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
2. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
3. A security deposit for the return of materials, supplies or equipment;
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures,

- yearbooks, graduation announcements, etc.;
6. A fee for voluntary student health and accident benefit plan;
  7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
  8. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
  9. A parking fee;
  10. A fee for replacement of a student identification card;
  11. If offered, a fee for a driver training course, not to exceed the actual cost per student in the program for the current school year;
  12. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
  13. A fee for summer school courses that are offered tuition-free during the regular school year;
  14. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program;
  15. A fee for lost, damaged, or overdue library books; or
  16. A fee specifically permitted by any other statute.

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

Supply lists are posted on the Jubilee Academies website and are distinct for each of our programs.

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

### **1.18 Textbooks and Curriculum Materials**

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

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. Jubilee Academies may reduce or waive the payment requirement if the student is from a low- income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

A parent is entitled to request that Jubilee Academies allow a student to take home any instructional materials used by the student. Jubilee Academies will honor the request, subject to availability of the instructional materials. A student who takes home instructional materials must return the materials to school at the beginning of the next school day if requested to do so by the student's teacher. Jubilee Academies must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student's home. Jubilee Academies also is not required to

purchase printed copies of instructional materials that the school would otherwise not purchase; Jubilee Academies may provide the student of relevant electronic instructional materials.

### **1.19 Food Service**

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

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

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

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

### **1.20 School-Sponsored Trips / Field Trips**

Jubilee Academies periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

Jubilee Academies may ask a parent to provide information about a student’s medical provider and insurance coverage and may also ask a parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

Jubilee Academies may (as allowed by law) require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, students will not be denied participation because of financial need.

### **1.21 Transportation**

Jubilee Academies does not provide regular transportation to and from school, unless required by a student’s Individualized Education Plan (“IEP”) for a student with disabilities. However, Jubilee Academies may provide transportation in school vehicles for educational field trips and participation in athletic and other extracurricular events.

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

1. Follow the driver’s directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or an object out of any window; and

6. Wait for the driver's signal in order to leave or cross in front of the vehicle.

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

## **1.22 Transcripts and Academic Achievement Records**

Jubilee Academies maintains an academic achievement record (or transcript) for each student enrolled. Transcripts list personal student data, give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar. Students are provided with three free official transcripts. Each additional transcript is \$3.00. Payments should be made at the time of the request in either cash or check. Official transcripts may be picked up from the campus registrar five business days after the request is submitted except at the end of the semester. GPA and class rank are recalculated at the end of each semester and updated transcripts are not available until the end of the third business week after the end of the semester.

## **1.23 Displaying a Student's Artwork, Projects, Photos, and Other Original Work**

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

## **1.24 Distribution of Materials or Documents**

### **School Materials**

Publications prepared by and for Jubilee Academies may be posted or distributed with prior approval by the Principal and/or teacher. Such items may include school posters, brochures, murals, etc.

### **Non-School Materials**

Students must obtain express prior approval of the Superintendent or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on Jubilee Academies property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials

would materially and substantially interfere with school activities or the rights of others.

- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which Jubilee Academies does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with Jubilee Academies or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Superintendent or designee's decision in accordance with Board policy.

## **1.25 Electronic Devices and Technology Resources**

### **Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices**

Jubilee Academies permits students to possess personal mobile telephones for safety purposes; however, **these devices must remain turned off during the instructional day, including during all testing,** unless they are being used for approved instructional purposes.

A student must have approval to possess other personal telecommunications devices at school, such as netbooks, laptops, tablets, or other portable computers.

Students are not permitted to possess or use personal electronic devices (such as MP3 players, video or audio records, DVD players, cameras, games, or similar electronic devices) at school unless prior permission has been obtained. If a student has unauthorized personal electronic or telecommunication devices at school, school staff will collect the items and turn them in to the Principal's office. The Principal will determine whether to return the item(s) to students at the end of the day or contact a parent to pick up the item(s).

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

If a student uses a telecommunications device (such as a cell phone) without authorization during the school day, the device will be confiscated. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, school officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. A confiscated telecommunications device may be picked up from the Principal's office for a fee of \$15. Other confiscated electronic devices may be picked up from the Principal's office. Confiscated devices that are not retrieved by the student or a parent will be disposed of after the notice required by law. Any disciplinary action for unapproved possession or use of a personal telecommunications device or other electronic device will be in accordance with the Student Code of Conduct.

Jubilee Academies is not responsible for damage to or loss or theft of personal telecommunication devices and other electronic devices.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement, separate from this Handbook, that contains applicable rules for use.

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Jubilee Academies is not responsible for any damaged, lost, or stolen personal devices.

### **Acceptable Use of Jubilee Academies Technology Resources**

School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the school's network systems and use of school equipment, is restricted to approved purposes only. Students and parents will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding use of these school resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child the "Before you Text" Sexting and Bullying Prevention, Education, and Intervention Course," a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the school's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **1.26 Pledges of Allegiance and Moment of Silence**

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

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

### **1.27 Recitation of the Declaration of Independence**

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

### **1.28 Prayer and Meditation**

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



## **SECTION 2: STUDENT HEALTH AND SAFETY**

### **2.1 Health-Related Resources, Policies, and Procedures**

#### **Mental and Physical Health Resources**

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

3. The district school nurse: Gianna Recio, [gianna.recio@jubileeacademic.org](mailto:gianna.recio@jubileeacademic.org)
4. The district counselor: Diana Centeno, [diana.centeno@jubileeacademic.org](mailto:diana.centeno@jubileeacademic.org)
5. The local public health authority, see the district website for more information
6. The local mental health authority, see the district website for more information.

#### **Policies and Procedures that Promote Student Physical and Mental Health**

Jubilee Academies has adopted Board policies that promote student physical and mental health, including:

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

### **2.2 Alcohol-Free School Notice**

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

### **2.3 Tobacco and E-Cigarettes Prohibited**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vaporizing product while on school property or while attending an off-campus school-related activity. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **2.4 Drug-Free School Notice**

Jubilee Academies believes that student use of illicit drugs is both wrong and harmful. Consequently, Jubilee Academies prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Jubilee Academies also prohibits the use, sale,

possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

## **2.5 Asbestos Management Plan**

Jubilee Academies works diligently to maintain compliance with federal and state law governing asbestos in school buildings, and has developed an Asbestos Management Plan. If you have any questions or would like to examine the school's plan in more detail, please contact the Executive Director of Operations at 210-333-6227.

## **2.6 Bacterial Meningitis Information**

State law requires Jubilee Academies to provide the following information about bacterial meningitis:

### What is bacterial meningitis?

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

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

### What are the symptoms?

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

Children (over 1 year old) and adults with bacterial meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### How serious is Bacterial Meningitis?

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

### How is bacterial meningitis spread?

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

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

### **How can bacterial meningitis be prevented?**

Vaccination: Bacterial meningitis caused by *Streptococcus pneumoniae* and *Neisseria meningitidis* may be prevented through vaccination. The vaccine which protects against *Streptococcus pneumoniae* is called

pneumococcal conjugate vaccine or PCV. This vaccine is recommended by the Advisory Council on Immunization Practices (ACIP) for children in the first year of life. *Neisseria meningitidis* is prevented through two types of vaccines. The first is a meningococcal conjugate vaccine which protects against 4 serogroups A, C, W, and Y and is referred to as MCV4. The second is a vaccine against *Neisseria meningitidis* serogroup B and is referred to as MenB.

The ACIP recommends MCV4 for children at age 11-12 years, with a booster dose at 16-18 years. In Texas, one dose of MCV4 given at or after age 11 years is required for children in 7th-12th grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (16-23 years of age) may be vaccinated with MenB. This vaccine is not required for school or college enrollment in Texas.

Vaccines to protect against bacterial meningitis are safe and effective. Common side effects include redness and pain at the injection site lasting up to two days. Immunity develops about 1-2 weeks after the vaccines are given and lasts for 5 years to life depending on vaccine.

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

#### Who is at risk for bacterial meningitis?

Certain groups are at increased risk for bacterial meningitis caused by *Neisseria meningitidis*. These risk factors include HIV infection, travel to places where meningococcal disease is common (such as certain countries in Africa and in Saudi Arabia), and college students living in a dormitory. Other risk factors include having a previous viral infection, living in a crowded household, or having an underlying chronic illness.

Children ages 11-15 years have the second highest rate of death from bacterial meningitis caused by *Neisseria meningitidis*. And children ages 16-23 years also have the second highest rates of disease caused by *Neisseria meningitidis*.

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

You should seek prompt medical attention.

#### For more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or local health department office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (CDC):

- <https://www.cdc.gov/meningitis/index.html>

and the Texas Department of State Health Services:

- <https://www.dshs.texas.gov/immunize/PreteenVaccines.aspx> or
- <https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx>.

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

## 2.7 **Communicable Diseases**

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

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

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

Please contact the school nurse if you have questions or if you are concerned about whether a child should stay home.

## 2.8 **Immunization Requirements**

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the "2022–2023 Immunization Requirements for Schools" available on the Texas Department of State Health Services website at <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>.

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

### **Provisional Enrollment**

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

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

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

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

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

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

### **Exclusions from Immunization Requirements**

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

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

To claim an exclusion for reasons of conscience, including a religious belief, a signed TDSHS affidavit must be presented by the student’s parent, stating that the student’s parent declines vaccinations for reasons of conscience, including because of the person’s religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946),

P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://corequest.dshs.texas.gov/>. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

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

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

### **Immunization Records Reporting**

The school’s record of a student’s immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and TDSHS and transferred to other schools associated with the transfer of the student to those schools.

## **2.9 Emergency Medical Treatment**

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

## **2.10 Student Illness**

When your child is ill, please contact Jubilee Academies to let us know he or she will not be attending that day. Students must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

### **Head Lice**

Head lice (which are not an illness or disease) are common among children, and may spread easily through contact during play or when students share items such as headphones, brushes, combs hats, or other items that come in contact with hair. Jubilee Academies does not require or recommend that students be removed from school because of lice or nits. If Jubilee Academies observes that a student may have head lice, an appropriate administrator will contact the student's parent to determine whether the student needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When an elementary student has head lice, Jubilee Academies will also provide written notice to the student's parent and the parents of each child assigned to the same classroom as required by state law.

## **2.11 Administration of Medication**

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the school nurse under the following circumstances:

1. Nonprescription medication brought to school must be submitted to Jubilee Academies by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas. **In accordance with the Texas Board of Nursing's Nurse Practice Act, Jubilee Academies will not administer medications prescribed or fulfilled in Mexico.**
3. 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 baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the students Individualized Education Program ("IEP") or Section

- 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to Jubilee Academies, *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.
  6. In certain emergency situations, Jubilee Academies 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.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising Jubilee Academies that a medication has been discontinued.

### **Asthma and Anaphylaxis Medication**

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on Jubilee Academies property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

## **2.12 Seizure Management Plan**

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

- Before or at the beginning of the school year;
- On enrollment of the student, if the student enrolls in Jubilee Academies after the start of the school year; or
- As soon as practicable following a diagnosis of a seizure disorder for the student.

A seizure management and treatment plan must:

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

## **2.13 Steroid Notice**

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

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

## **2.14 Dyslexia and Related Disorders**

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

## **2.15 Health Screenings**

### **Acanthosis Screening for Diabetes**

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

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

### **Athletics Participation**

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

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

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

### **Fitness Testing**

According to requirements under state law, Jubilee Academies will annually assess the physical fitness of students. Jubilee Academies is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

### **Spinal Screening**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet TDSHS criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screenings.

A parent who declines participation in the spinal screening provided by Jubilee Academies must submit to the Superintendent or designee documentation of a professional examination which includes the results of a forward-bend test. This documentation must be submitted to Jubilee Academies during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.



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

### **Vision and Hearing Screenings**

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

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

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

## **2.16 Preparedness Training**

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

Jubilee Academies will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security’s Stop the Bleed and Stop the Bleed Texas.

## **2.17 Freedom from Discrimination, Harassment, and Retaliation**

### **Statement of Nondiscrimination**

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

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

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

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

- Otherwise adversely affects the student's educational opportunities.

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

As noted above, Jubilee Academies also considers gender-based harassment to be Prohibited Conduct. Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating violence is also considered Prohibited Conduct; this conduct occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include 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 engaged in these behaviors.

### **Retaliation**

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **Reporting Prohibited Conduct**

**\*\*NOTE\*\*** The following procedures apply to allegations of Prohibited Conduct other than allegations of harassment prohibited by Title IX. For allegations of sex-based harassment that, if proved, would meet the definition of a formal complaint of sexual harassment under Title IX, please see the procedures outlined in "Freedom from Sexual Harassment" in this Handbook.

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Principal or designee, or other school employee. Alternatively, a student may report prohibited harassment directly to the appropriate Compliance Coordinator designated on page 7 of this Handbook.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Age Discrimination Coordinator may be directed to Tom Koger, CEO at 210-333-6227. If a report is made directly to person designated immediately before,

Jubilee Academies shall appoint an appropriate person to conduct an investigation. Any student who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged conduct to a teacher, counselor, the Principal or designee, or other school employee. The report may be made by the student's parent. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in Section 1.4 of this Handbook.

Upon receiving a report of potential Prohibited Conduct, Jubilee Academies will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, or retaliation. If not, Jubilee Academies will determine if the allegations, if proven, would constitute bullying. If the alleged Prohibited Conduct, if proven, would constitute discrimination or harassment and would also be considered bullying, an investigation of bullying will also be conducted.

Jubilee Academies' policies concerning formal complaints of sexual harassment are discussed in the "Freedom from Sexual Harassment," Section 2.15 of this Handbook.

### **Investigation**

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

The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by Jubilee Academies, such as an attorney. When appropriate, the Principal or the student's teacher(s) will be involved in or informed of the investigation.

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

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

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

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

### **Appeal**

A student or parent who is dissatisfied with the outcome of the investigation of reported Prohibited Conduct may appeal through the Jubilee Academies student and parent complaint and/or grievance procedure, beginning at Level 1.

## **2.18 Freedom from Sexual Harassment**

Jubilee Academies prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another student.

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

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Jubilee Academies' educational programs or activities;
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clergy Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

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

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

### **General Definitions**

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

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

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Jubilee Academies investigate the allegation of sexual harassment.

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

### **Reporting Sexual Harassment**

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in Section 1.4 of this Handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

Jubilee Academies' response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the

complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

### **Notice of Allegations**

Upon receipt of a formal complaint, Jubilee Academies must provide the following written notice to the parties who are known:

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

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

### **Grievance Process**

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

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

- Jubilee Academies will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by Jubilee Academies as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent responsible. Jubilee Academies will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and Jubilee Academies' sexual harassment policy.
- Jubilee Academies recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- Jubilee Academies shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined

in the Student Code of Conduct.

- Jubilee Academies shall employ the preponderance of the evidence or the clear and convincing evidence standard to determine responsibility when reviewing formal complaints.
- Jubilee Academies may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Consolidation of Formal Complaints**

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

### **Dismissal of Formal Complaints**

Jubilee Academies must investigate the allegations in a formal complaint.

Jubilee Academies *must* dismiss a formal complaint if the conduct alleged in the formal complaint:

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

Jubilee Academies *may* dismiss a formal complaint or any allegations therein if, at any time during the investigation:

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

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

### **Investigating Formal Complaints**

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

- Jubilee Academies will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on Jubilee Academies and not on the parties.
- Jubilee Academies cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Jubilee Academies receives that party's voluntary, written consent to do so.
- Jubilee Academies will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Jubilee Academies will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

- Jubilee Academies will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. Jubilee Academies may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Jubilee Academies will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- Jubilee Academies will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, Jubilee Academies must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completing the investigative report.
- Jubilee Academies must create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

### **Determination Regarding Responsibility**

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the preponderance of the evidence or the clear and convincing evidence standard, regarding responsibility. The written determination must include:

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

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

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

### **Appeals**

Jubilee Academies will offer both parties an appeal from a determination regarding responsibility, and from Jubilee Academies' dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

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

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

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

### **Emergency Removals**

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

### **Informal Resolution**

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

Prior to facilitating an informal resolution process, Jubilee Academies must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the



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

- Obtain the parties' voluntary, written consent to the informal resolution process.

Jubilee Academies may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### **Retaliation Prohibited**

Neither Jubilee Academies nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

### **Confidentiality**

Jubilee Academies must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

### **Non-Sexual Harassment Sex Discrimination**

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

## **2.19 Freedom from Bullying**

Jubilee Academies prohibits bullying as defined below, as well as retaliation against anyone who reports or is involved in an investigation of potential bullying.

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

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an

- intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or
- Infringes on the rights of the victim at school.

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

The school’s anti-bullying policy applies to:

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

### **Reporting Procedures**

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

### **Investigation of Report**

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

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

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

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

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

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Jubilee Academies student and parent grievance procedure.

## **2.20 Law Enforcement Agencies**

### **Questioning of Students**

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

In other circumstances, the Principal or designee will:

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

### **Students Taken into Custody**

State law requires Jubilee Academies to permit a student to be taken into legal custody:

1. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court.
2. By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
3. By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services ("DFPS"), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Texas Family Code relating to the student's physical health or safety.
6. Pursuant to a properly issued directive to apprehend.
7. To comply with a properly issued directive from a juvenile court to take a student into custody.
8. To comply with an order of the juvenile court.
9. To comply with the laws of arrest.

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

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

## **2.21 Mental Health Promotion and Intervention**

Jubilee Academies has developed protocols for providing a parent with a recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention, or who has been identified as at risk of attempting suicide. The school's counselor or administrator will notify a parent within a reasonable amount of time after learning that a student has early warning signs and possible need for intervention, and will also provide additional information on available counseling options.

Jubilee Academies has also developed protocols for staff members to notify the school counselor or administrator to identify a student who may need intervention.

Jubilee Academies Protocol:

1. STAFF MEMBER (an adult) escorts student to School Counselor immediately
  - a. If a School Counselor is unavailable, staff should escort the student to the AP (School Counselor or AP to notify the Principal via text/phone call).
  - b. Student should NOT be left alone until he/she has been:
    - i. Suicide Assessment completed by counselor or administrator
    - ii. Parents will be contacted ONLY by:Principal, administrator , or School Counselor
    - iii. Counselor / Administrator notifies Director Student Services
2. Parents and Students are given community resources for interventions.

The Director Student Services, may be reached at [diana.centeno@jubileeacademi.org](mailto:diana.centeno@jubileeacademi.org) and can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

### **Mental Health Support (All Grade Levels)**

Jubilee Academies has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

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

Jubilee Academies uses a variety of partners and programs in addressing mental health, behavioral health, and substance abuse. The following are resources are included but not limited to : Determined Destiny Value; Determine Destiny Culture; UT RGV, Telehealth; Character Strong Social Emotional Curriculum; JOVEN, Tropical Mental Health, Laurel Ridge; Child SAFE,

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, Jubilee Academies has procedures to support the student's return to school. Please contact the Director Student Services, for additional information. Teachers and other school employees may discuss a student's behavior or academic progress with the student's parent or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

### **Information on Student Crisis Prevention Cards**

Each student will receive a card in grade six or higher with the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line.

## **2.22 Child Abuse Reporting and Programs**

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

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

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

## **2.23 Plan for Addressing Sexual Abuse, Trafficking, and Other Maltreatment of Children**

Jubilee Academies has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children. For purposes of this plan, trafficking includes both sex and labor trafficking. The plan may be accessed by contacting the Principal.

### **What is Sexual Abuse of a Child?**

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

### **What is Trafficking?**

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

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

### **What is Other Maltreatment of a Child?**

Other maltreatment of a child under the Texas Family Code includes "abuse" or "neglect" of a child.

### **Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children**

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the DFPS.

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you. Parents, if your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or Principal will provide information regarding counseling options for you and your child that are available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.

Reports of abuse, trafficking, or neglect may be made to:

- Texas Abuse Hotline: 1-800-252-5400
- In non-emergency situations, the Texas Abuse Hotline (<http://www.txabusehotline.org>);
- Your local police department; or
- Call 911 for emergency situations.

### **Methods for Increasing Awareness Regarding Sexual Abuse, Trafficking, or Other Maltreatment**

**For Staff:** Jubilee Academies annually trains staff in all content areas addressed in the Plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration. The training includes prevention techniques for and recognition of sexual abuse, sex trafficking, and all other maltreatment of children, including the sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

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

**For Parents:** Parents must be aware of warning signs indicating that their child may have been or is being sexually abused, trafficked, or otherwise maltreated.

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

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

These websites are also helpful:

- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [Child Welfare Information Gateway Factsheet](#)
- [Human Trafficking of School-aged Children](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [National Center on Safe Supportive Learning Environments: Child Labor Trafficking](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)

### ***Likely Warning Signs of Sexual Abuse, Trafficking, or Other Maltreatment***

Possible warning signs of sexual abuse or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Fear of being alone with adults.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Using new or adult words for body parts.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.
- Older boyfriends or girlfriends.
- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).
- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

- A desire to quit a job but not being allowed to do so.
- Being employed and having a work permit but clearly working outside the permitted hours for students.
- Being employed but not having a school-authorized work permit.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Being unpaid, paid very little, or paid only through tips.
- Living with an employer or having an employer listed as a student's caregiver.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Not being in control of his or her own money.

- Owing a large debt and being unable to pay it off.

Any one sign does not necessarily mean that a child has been sexually abused, trafficked, or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Often signs first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

### ***Actions That a Child Who Is a Victim of Sexual Abuse, Trafficking, or Other Maltreatment Should***

**Take** During student awareness sessions concerning sexual abuse, trafficking, and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse, trafficking, or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

### ***Available Counseling Options***

A list of counseling providers can be found at:

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

## **2.24 Interrogations and Searches**

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

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

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

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

### **Desk and Locker Searches**

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

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

## **Computers and Electronic Devices**

Use of school-owned equipment and its network systems is not private and will be monitored by Jubilee



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

### **Vehicles on Campus**

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

### **Random Drug Searches**

In order to ensure a drug-free learning environment, Jubilee Academies conducts random drug searches of all school facilities. Jubilee Academies may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around student lockers, and the areas where vehicles are parked on Jubilee Academies property or at school-related events. The dogs shall not be asked to alert on students. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

## **2.25 Visitor and Volunteer Policy**

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

- Visitors **MUST** sign in at the main office whenever they are on campus. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email. An email directory is located on our website. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers **MUST** go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

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

- Establish an electronic database for storing information concerning visitors. Information stored in the electronic database may be used only for school security, and may not be sold or otherwise disseminated to a third party for any purpose.

- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by Jubilee Academies.

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

## **2.26 Disruptions**

To protect student safety and sustain an educational program free from disruption, state law permits Jubilee Academies to act against any person – student or nonstudent – who:

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

## **2.27 Emergency Closings**

Generally, Jubilee Academies dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television and/or radio stations. Jubilee Academies may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather related school closings will be broadcast on local television and/or radio stations as early as possible. Any emergency closures will also be posted on the Jubilee Academies website.

## **2.28 Drills: Fire, Tornado, and Other Emergencies**

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

### **Active Threat Exercises**

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

## **2.29 Pest Control Information**

Jubilee Academies periodically applies pesticides inside school buildings and on school grounds. While Jubilee Academies strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free environment.

## **2.30 Videotaping of Students**

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

# **SECTION 3: ACADEMICS AND GRADING**

## **3.1 Academic Programs**

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

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center.

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

## **3.2 Required Curriculum**

Jubilee Academies offers instruction in the Texas Essential Knowledge and Skills of the appropriate grade levels in the following required curriculum: Jubilee Academies uses the TEKS resource system as its main curriculum with supplemental resources such as Carnige, Eureka and Amplify for all grade levels.

For any social studies course in the required curriculum, Jubilee Academies may not require, make part of a course, or award a grade or course credit (including extra credit) for a student's:

1. Work for, affiliation with, or service learning in an association with any organization engaged in (i) lobbying for legislation at the federal, state, or local level, if the student's duties involve directly or indirectly attempting to influence social or public policy or the outcome of legislation, or (ii) social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts by direct communication to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or
3. Participation in any internship, practicum, or similar activity involving social or public policy advocacy.

Additionally, Jubilee Academies may not implement or enforce any rules of student conduct in a manner that would result in a student's punishment for discussing, or have a chilling effect on reasonable student discussions involving those concepts described in Education Code § 28.002(a)(4) in school or during a school-sponsored activity.

### **3.3 Academic Integrity**

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. A student's attempt to present the work of another as his or her own will be viewed as a serious offense, and the student may be subject to a grading penalty and/or discipline in accordance with the Student Code of Conduct.

### **3.4 Armed Services Vocational Aptitude Battery Test**

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

### **3.5 Career and Technical Education Programs**

Jubilee Academies may offer, from time to time, career and technical education programs in a variety of areas. For a complete listing of CTE courses, please contact the Principal. Admission to these programs is based on student interest and completion of any prerequisites required by Jubilee Academies.

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

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

Jubilee Academies will take steps to ensure that lack of English language skills will not preclude a student from participating in all educational and career and vocational programs.

### **3.6 College Days**

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

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

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

### **3.7 Computer Resources**

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

### **3.8 Counseling**

#### **Academic Counseling**

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

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

#### **Personal Counseling**

The Principal and the school counselor are available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Principal or school counselor may also provide information about community resources to address these concerns. A student who wishes to meet with the Principal or school counselor should set an appointment through the school secretary.

Please note: Jubilee Academies will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

### **3.9 Credit by Exam**

A student in grades 1-5 must be accelerated one grade if the student scores 80% or higher on each Credit By Exam (CBE) including language arts, mathematics, science, and social studies for the grade level the student wishes to advance past. Additionally, the student must be recommended for acceleration by a district representative, and the student's parent or guardian must give written permission.

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

A 6-12 grade student is given credit on the basis of an examination on which the student scored 80% or higher. The grade is reflected on the student's transcript, and the student is not required to take an applicable end-of-course assessment instrument for the course if no prior instruction was received by the student.

Students who have had prior instruction in a course may be awarded credit for the applicable course, if the student scores 70% or higher on a CBE.

If a student fails to earn CBE for a high school course before the beginning of the school year when the student would normally be expected to enroll in that course the student must satisfactorily complete the course in order to earn credit.

### **3.10 Dual Credit Opportunities**

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at Jubilee Academies, which may include courses termed dual credit, Advanced Placement (“AP”), International Baccalaureate (“IB”), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with a university or community college, which may be offered on or off campus;
- Enrollment in courses taught at colleges or universities; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Additionally, not all options are available at each campus. Please see the Principal for more information. Depending on a student’s grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student’s desired degree plan.

Jubilee Academies Dual Credit Program offers an opportunity for high school students, 9<sup>th</sup> -12<sup>th</sup> to take college level academic courses for both high school and college credit. Courses are offered based upon a written agreement between Jubilee Academies, Austin Community College, Palo Alto Community College, San Antonio Community College, Texas Southmost College, Texas State Technical College and University of Texas at Rio Grande Valley, and is in alignment with the Texas Education Code provisions relating to courses for joint high school and college credit. Students are eligible to take college courses at a Jubilee Academies high school campus or at one of our partnering higher education colleges. The college course load for students shall not exceed two college credit courses per college semester unless otherwise approved by campus administration. Students enrolled in dual credit courses will have access to the library at their college. Students may also register for certificate programs at Palo Alto College, St. Phillips College, Texas Southmost College, or Texas State Technical College. Contact a counselor or an academic dean for additional information or refer to the Palo Alto College or Texas Southmost College web page for more information. At this time, students are not responsible for payment of tuition, books, materials, and supplies required by any of our higher education partners.

Additionally, Jubilee Academies students enrolled in a dual enrollment course will be awarded half of a high school credit for successfully completing a college course with a passing grade of 60 or D. If a student earns a grade below a 60 or D, high school credit will not be awarded. For those institutions who do not provide numeric grades, below is the grading chart to be utilized.

<b>Letter Grade</b>	<b>Numeric Grade</b>
A	100

B	89
C	79
D/F	69

### **3.11 Distance Learning**

Distance learning is not available for 2022-2023 School Year.

### **3.12 Extracurricular Activities, Clubs, and Organizations**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University Interscholastic League (“UIL”), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Principal or designee.

Participation in these activities may result in events that occur off-campus. Students are required to use the transportation provided by Jubilee Academies to and from the event and exceptions may only be made with approval from the activity’s coach or sponsor.

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

### **3.13 Grading Guidelines (All Grade Levels)**

Grades will be based solely on achievement of course/grade level standards. Student grades will be determined by teacher evaluation of growth attained during significant learning activities conducted by the teacher in a grade reporting cycle.

#### **Grading Scale**

Even though all grades will be reported as numeric scores, these scores will still represent various levels of achievement that can be compared to letter grades.

Pre-K & Kindergarten are reported as non-numerical grades.

Grading Scale for 1<sup>st</sup> – 12<sup>th</sup>:

All daily grades and test grades are recorded as numbers. Averages for each grading period and semester are recorded on the report card numerically.

Additionally, courses taken that are sequential as in a two-semester course i.e. Math, English Language Arts, Science, Social Studies, and CTE shall be averaged to determine the final grade for the year. If the final grade does not average to 70%, the student will need to repeat the semester course that caused the average to equate below 70%.

Any student not meeting these requirements may be required to attend summer school. A Grade Placement Committee (GPC) will determine whether the student would be promoted or placed after summer school requirements have been completed.

90-100 A Outstanding progress and mastery of subject matter 80-89 B Above-average progress and mastery of subject matter

75-79 C Average progress and understanding of material

70-74 D Below-average progress and minimum passing

69-below F Class requirements have not been met

**Weight of grades for 1st - 12th:**

Daily: 60%

Assessments/ Projects: 40%

Default lowest grade to a 50%

**Number of Assignments:**

Teachers will post a minimum of 10-12 daily grades per subject per six weeks, and a minimum of 1 assessment grade every 3 weeks. Teachers may have more grades than required if they desire. The lowest daily grade in a 3 week cycle may be dropped if it helps the student's final grade.

**Reteach/Retest Policy:**

- Students who fail a major test/assessment with a 69 or below (only) will be provided with an opportunity to re-test.
- The failing score will be replaced by the retest score.
- Teachers will reteach prior to retesting.
- Re-test opportunities must be completed prior to the last day in a grading period.
- The retest/project will cover the same material as the original test/project; however, the retest/project resubmission may be in a different format with questions changed.
- Students and teachers must communicate and plan for the retest within 5 days after the teacher notifies the student of a failing grade.

**Conduct Grade:**

Students are graded on conduct by each teacher. A letter system is used in reporting a student's conduct. Conduct will not be used to adjust academic grades.

E-Excellent

S-Satisfactory

N-Conduct Needs Improvement

U-Unsatisfactory

Repeated disciplinary problems and/or unsatisfactory conduct may be addressed through the Response to Intervention (RTI) process. An RTI committee may be convened to determine the interventions needed to



improve student behavior.

**Grade Point Average (GPA) Tables**

<b>Numeric</b>				
Code Type	Course	Value	Low Grade	High Grade
A	Advance Tech Coursework	5	070	089
A	Advance Tech Coursework	10	090	100
B	Basic Coursework	0	070	100
D	Dual Credit Coursework	5	070	089
D	Dual Credit Coursework	10	090	100
E	Credit by Exam	0	070	100
H	Honors	5	070	100
J	Prior to 9th grade course complete	5	070	100
L	Local Credit	0	070	100
O	<b>On Ramps Coursework</b>	5	070	089
O	<b>On Ramps Coursework</b>	10	090	100
P	AP Coursework	5	070	089
P	AP Coursework	10	090	100
Q	Pre-AP Coursework	10	070	100
R	Regular/Summer School Coursework	0	070	100
<b>GPA</b>				
Code Type	Course	Value		
A	Advance Tech Coursework	6.0		
B	Basic Coursework	3.0		
D	Dual Credit Coursework	6.0		
E	Credit by Exam	4.0		
H	Honors	5.0		
J	Prior to 9th grade course complete	5.0		
L	Local Credit	0.0		
O	<b>On Ramps Coursework</b>	6.0		
P	AP Coursework	6.0		
Q	Pre-AP Coursework	5.0		
R	Regular/Summer School Coursework	4.0		

**Valedictorian and Salutatorian**

The valedictorian and salutatorian of a Jubilee High School must maintain a Grade Point Average of 3.5 or higher. Valedictorian and salutatorian must be enrolled in a Jubilee High School for two consecutive years prior to graduation. Students must be enrolled in Jubilee Academy all of their junior and senior school years at the same campus.

### **Homework Guidelines**

Student achievement rises significantly when teachers and students review and discuss homework. Well-designed and relevant homework assignments relate directly to class work and extend students' learning beyond the classroom. Homework provides opportunities for students to apply knowledge, skills, and processes from previous learning to display their understanding. Homework should be considered extended learning opportunities for students to demonstrate mastery of concepts taught. Homework can be a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents/guardians to become aware of the instructional program and their student's educational progress.

In order to ensure that homework practices are efficient and effective, consideration for the amount of time per night an average student should expect to spend on homework for all subjects combined, based on the research, should include the following:

- Homework should not exceed 5 hours per week for students in first through fourth grade.
- Homework should not exceed 8 hours per week for students in fifth through eighth grade.
- Homework should not exceed 10 hours per week for high school students.
- Homework should never be a disciplinary measure, but should be used to enrich and strengthen classroom experiences.
- Exceptions may apply for special projects and advanced academics. If a student chooses to participate in AP, Pre-AP, or Dual Credit classes, additional homework time may be required.

Homework may be graded in a variety of ways. At times, checking for completion is appropriate. At other times, a complete analysis of procedure, content, and/or correct answers is appropriate. Graded assignments should be returned to the student in a timely manner.

### **3.14 Graduation (High School Grades Only)**

Jubilee Academies shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education ("SBOE") for graduation. Additionally, students must meet the following requirements to receive a high school diploma:

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

### **Additional Graduation Requirements**

Cardiopulmonary Resuscitation Awareness – Texas law requires high school students to complete a cardiopulmonary resuscitation ("CPR") awareness and training program in order to graduate. The CPR

awareness course is not taken for credit and does not result in CPR certification. Jubilee Academies will offer CPR awareness training, free of charge, to students during their junior or senior year to satisfy this requirement.

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

### **Testing Requirements for Graduation**

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

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

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

### **END-OF-COURSE (EOC) Examinations**

A passing score of “meets” or above on any EOC can be used to award credit for the corresponding course of that examination, if the original grade for that class was below a 70%. The failing grade will be replaced with a 70%.

### **Foundation Graduation Program**

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

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

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

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

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

Jubilee Academies will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see the school counselor for more information.

### **Financial Aid Application Requirement**

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

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

- The student's parent submits a form provided by Jubilee Academies indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by Jubilee Academies indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

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

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

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

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a

certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

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

### **3.15 Promotion and Retention**

Prekindergarten and Kindergarten students must meet state attendance requirements.

First grade through eighth grade students must meet the state requirement of overall yearly average of 70% or above and local requirement of an average of 70% or above in language arts (average of reading and writing) and mathematics. If a student in grade 8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

Students in 9th-12th grade will need to earn 6 state credits for promotion. Any student who does not earn a minimum of 6 state credits per year, will have the option of credit recovery through summer school.

#### **Repeated Courses Policy**

Consistent with the schools' strategy of encouraging repetition and mastery of the materials, students are not prevented from repeating courses. When a course has been repeated, the original course and grade stay on the transcript, but the credits for that course are indicated to be zero and the original grade for that course is excluded from the GPA calculation. The repeated course is shown on the transcript with an "DNR (Does Not Rank)" to indicate it was. The credits earned from the repeated course were assigned to that course and that grade factored into the GPA calculation.

#### **Additional Courses**

If a student is taking a course for the first time in credit recovery the course will count in their GPA using the 4.0 scale earning up to a 100%. Students will be expected to complete 100% of all units/modules within the course.

#### **Credit Recovery Policy**

Credit recovery courses are individualized and competency-based. Students in credit recovery are mastering course standards and units of study they failed to master during the original course. Credit recovery fits into a continuum of interventions for students who are at risk of falling off-track for graduation, or who are already off-track. Credit recovery courses must not be the first line of intervention. Students who are struggling in their original classes must be provided the necessary classroom and staff supports as they work to pass the original class before being enrolled in a credit recovery course. Credit recovery itself shall not be seen as the only intervention; rather, counselors, and campus administrators will provide additional,

necessary supports for students to ensure their success at high levels of performance. In order to earn course credit, all students must complete an identified set of required assignments and assessments.

All students in high school who fail a course required for graduation may be considered for enrollment in credit recovery. Credit recovery will allow students an opportunity to earn course credit by demonstrating mastery of content at the same level of rigor as the original course, consistent with the Jubilee Academies curriculum. Students may be enrolled in only one credit recovery course at a time unless they have a schedule that is able to accommodate additional courses and receive permission from the campus administrator to enroll in additional credit recovery courses.

This policy pertains to credit recovery courses offered before school, after school, during evening time, on Saturdays, and over the summer. Students may participate in credit recovery during traditional school hours only if they have an approved abbreviated schedule and are not enrolled in a traditional course during that time. As a part of Jubilee Academies high school summer school programming, credit recovery courses are available to all students who failed a course during any previous school year.

Students eligible for credit recovery include only those who have taken and failed the original course. Students may not take a credit recovery course concurrently with or in lieu of the same original credit course. If the student fails both semesters they will be required to repeat the entire course in-class. Students must be referred to a credit recovery course through a process involving the guidance counselor and including the provision of written parent/guardian consent.

Consistent with the general Jubilee Academies Grading Policy, numeric grades shall be assigned by the teacher in credit recovery courses to indicate the degree of mastery by a student of the content on which s/he is working. Students who attain a course grade of 70 or above will have successfully passed the credit recovery course and earned course credit. Successfully completed credit recovery courses will be reflected on the student's transcript with a grade of 70 as the maximum possible grade.

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

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

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

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

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

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

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

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

### **3.16 Report Cards**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks. During the fourth week of a nine-week grading period, parents will be given a written progress report if their child's performance in English language arts, mathematics, science, or social studies is near or below 70%, or is below the expected level of performance. If the student receives a grade lower than 70% in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card or progress report will state whether tutorials are required for a student who receives a grade lower than 70% in a class or subject. Report cards and progress reports must be signed by the parent and returned to the school within seven days.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the parent or student may request a conference with the Principal. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the school's grading policy.

### **3.17 Special Programs**

#### **Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing regular class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee ("LPAC") will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

#### **Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open

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

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

### Special Education Referrals

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

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

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

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

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

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

### Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Jennifer Miller at 210-333-6227.

### Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district’s or charter school’s Section 504 program. Districts and charter



schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is: Jennifer Miller at 210-333-6227.

Additional Information

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

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Students

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

**Services for Title I Participants**

Information regarding Jubilee Academies' Title I program may be obtained from Ana Lira at 210-333-6227.

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

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

**3.18 Standardized Testing**

**STAAR (State of Texas Assessments of Academic Readiness)**

In addition to routine tests and other measures of achievement, students in grades 3–8 will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8.
- Reading, annually in grades 3–8.
- Writing, including spelling and grammar, in grades 4–7.
- Science in grades 5 and 8.
- Social Studies in grade 8.

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

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

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

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

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

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

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

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

### **Accelerated Instruction: Grades 3–8**

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

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

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

### **Accelerated Learning: Grades 9–12**

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

### **Accelerated Learning Committees**

Jubilee Academies will establish an accelerated learning committee (“ALC”) for each student for each student who fails to perform satisfactorily on:

1. The third grade mathematics or reading STAAR assessment;
2. The fifth grade mathematics or reading STAAR assessment; or
3. The eighth grade mathematics or reading STAAR assessment.

A student’s ALC will be composed of the Principal or designee, the students’ parent, and the teacher of the

subject of the assessment on which the student failed to perform satisfactorily.

The ALC will, not later than the start of the subsequent school year after the student fails to perform satisfactorily on one of the STAAR exams mentioned above, develop an educational plan for the student that provides the necessary accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the school year. The educational plan must be documented in writing, and a copy must be provided to the student's parent or guardian.

A parent of a student who fails to perform satisfactorily on one of the STAAR exams mentioned above may submit a written request to the Principal for Jubilee Academies to consider the student's assignment to a particular classroom teacher in the applicable subject area for the subsequent school year, if more than one classroom teacher is available. Jubilee Academies retains discretion to make classroom assignments based on campus needs and classroom capacity.

During the school year, the student's progress will be monitored to ensure that the student is progressing in accordance with the plan. Jubilee Academies will also administer to the student the assessment instrument for the grade level in which the student is placed at the same time as the assessment is taken by other students in the same grade level.

If a student assigned to an educational plan fails in the subsequent school year to perform satisfactorily on a STAAR exam in the same subject, the Superintendent or designee will meet with the student's ALC to: (1) identify the reason the student did not perform satisfactorily, and (2) determine, in order to ensure the student performs satisfactorily on next administration of the STAAR exam, whether the student's educational plan must be modified and if any additional resources are required for the student.

The student's parent may contest the content or implementation of an educational plan developed by the ALC by submitting a written complaint to the Principal within (1) seven calendar days of the parent's receipt of the educational plan or (2) within seven calendar days of the parent's concern that the educational plan is not being properly implemented. The campus principal will conduct a conference with the parent within five school days of the Principal's receipt of the written complaint and issue a written decision within five school days of the conference. A parent who is dissatisfied with the campus principal's decision may appeal through Jubilee Academies' student and parent complaint process, beginning at level 1.

*Special Education Students:* The ARD Committee of a student who participates in the school's special education program and who does not perform satisfactorily on the math or reading portions of the third, fifth, or eighth grade STAAR assessment must meet to determine the manner in which the student will participate in an accelerated instruction program.

### **Texas Success Initiative Assessment**

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

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

Many colleges require either the American College Test ("ACT") or the Scholastic Aptitude Test ("SAT") for admission. Students are encouraged to talk with the Principal early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments

from the Principal or designee.

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

### **Texas English Language Proficiency Assessment System ("TELPAS")**

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

## **SECTION 4: ESPECIALLY FOR PARENTS**

### **4.1 Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by Jubilee Academies. The school will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

### **4.2 Consent to Human Sexuality Instruction**

As part of Jubilee Academies' curriculum, students in certain grade levels may receive instruction related to human sexuality. In accordance with state law, a parent may:

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

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

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity

- for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Before a student receives human sexuality instruction, Jubilee Academies must obtain written consent from the student’s parent. Jubilee Academies will comply with all HB 1525.

Jubilee Academies will be forming a Student Health Advisory Committee in September 2022 to gather input on specific curriculum and scope and sequence to be initiated in the 2023-2024 school year.

#### **4.3 Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**

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

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

#### **4.4 Consent to Provide a Mental-Health Care Service**

Jubilee Academies will not provide a mental health care service to a student or conduct a medical screening of a student as part of the school’s intervention procedures except as permitted by law.

Jubilee Academies has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The Jubilee Academies will notify the student’s parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

Jubilee Academies has also established procedures for staff to notify the campus counselor regarding a student who may need intervention.

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

#### **4.5 Notice of Teacher Qualifications**

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

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

#### **4.6 Parent Contact Information**

Parents are required to provide, in writing, the parent's address, phone number, and email address upon a student's enrollment within the first two weeks of the start of each school year. If a parent's contact information changes during the school year, the parent must notify Jubilee Academies no later than two weeks after the effective date of the change.

#### **4.7 Student or Parent Complaints and Concerns**

Jubilee Academies values the opinions of its students and parents and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents and the public to discuss their concerns and complaints through informal meetings with the Principal or designee. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any Jubilee Academies employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint.

The Superintendent or designee shall ensure that the school's complaint and grievance procedures are provided to all parents and students. The formal complaint and grievance procedure shall provide for any complaint and grievance to ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

For purposes of this policy, "days" shall mean school days, and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

#### **Informal Conferences**

A parent or student may request an informal conference with the Principal, teacher, or other campus administrator within seven days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the parent or student is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Principal. Grievance forms may be obtained from the Principal's office.

#### **Formal Grievance Process**

The formal complaint and grievance process provides all persons with an opportunity to be heard up to the Board of Directors if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a parent and/or student can bring complaints and/or grievances to the Board of

Directors, as outlined below.

A complaint and/or grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

***Level One Complaint –Principal Review***

A parent or student shall submit a written Level One Complaint or Grievance Form to the Principal or designee within the later of (i) 15 school days from the time the event(s) causing the complaint were or should have been known, or (ii) within 15 school days following an informal conference with the Principal. The school reserves the right to require the grievant to begin the grievance process at Level Two.

The Principal or designee will meet with the complaining and/or grieving parent and issue a written Level One Decision within 10 days of the Principal or designee's receipt of the complaint and/or grievance.

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

***Level Two Complaint – Review by Associate Superintendent***

If the parent or student is not satisfied with the Level One Decision, or if no Level One Decision is provided, the parent or student may file a written appeal to the Superintendent or designee. The appeal must include a signed statement of the complaint and/or grievance, any evidence supporting the complaint and/or grievance, and a copy of the written Level One complaint and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints and/or grievances unrelated to the Level One complaint. The appeal must be filed within ten days of the Level One Decision or the response deadline if no Level One Decision is made. The Superintendent or designee will meet with the complaining and/or grieving parent or student and issue a written Level Two Decision within 10 days of receiving the written appeal.

***Level Three Complaint – Review by Superintendent of Schools***

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

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

***Level Four – Board of Directors Review***

If the student or parent is not satisfied with the Level Three Decision, or if no decision is provided, the parent or student may submit to the Superintendent or designee a written appeal to the Board of Directors. The request must be filed within ten days of the Level Three Decision or the response deadline if no decision is made. The Superintendent or designee will inform the student or parent of the date, time, and

place of the Board meeting at which the complaint will be placed on the agenda for consideration by the Board.

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

Jubilee Academies will determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for any presentation of evidence, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

The Board will consider the complaint. It may give notice of its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the decision being appealed shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

#### **Additional Complaint Procedures**

This Parent and Student Complaints and Grievances process does not apply to all complaints:

1. Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation,” Section 2 of this Handbook.
2. Complaints concerning decisions of an accelerated learning committee and/or Life School’s implementation of a student’s accelerated learning plan shall be submitted as described in “Accelerated Learning Committees,” Section 3 of this Handbook.
3. Formal complaints alleging sexual harassment shall be submitted as described in “Freedom from Sexual Harassment,” Section 2 of this Handbook.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying,” Section 2 of this Handbook.
5. Complaints and grievances concerning loss of credit on the basis of attendance shall be submitted as described in “Attendance for Credit or Final Grade,” Section 3 of this Handbook.
6. Complaints and grievances concerning disciplinary long-term suspensions and/or expulsions. Shall be submitted as described in “Conferences, Hearings, and Appeals” as described in the Student Code of Conduct.
7. Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One complaint and/or grievance shall be 30 calendar days and the procedural safeguards handbook.
8. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.
9. Complaints regarding the Free and Reduced Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA



Program Discrimination Complaint Form, which is available online at the following website: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usada.gov](mailto:program.intake@usada.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **4.8 Surveys and Activities**

The Protection of Pupil Rights Amendment (“PPRA”) requires that students may not be required to participate in certain surveys, analyses, or evaluations – funded in whole or in part by the U.S. Department of Education – that concern:

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

Parents may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation.

### **“Opting Out” of Surveys and Activities**

The PPRA also gives parents the right to receive notice of and deny permission for their student’s participation in:

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

## **4.9 Your Involvement as a Parent**

A child’s education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Attending Board meetings to learn more about Jubilee Academies’ operations.
2. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or Principal, please call the school office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient

time before or after school.

3. Becoming a school volunteer. For further information, contact the Principal. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
4. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by Jubilee Academies. Discuss with the Principal any questions you may have about the options and opportunities available to your child.
5. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
6. Monitoring your student's academic progress and contacting teachers as needed.
7. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact Director Student Services.

## **SECTION 5: IMPORTANT NOTICES**

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

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

1. The right to inspect and review the student's education record within 45 days after the day Jubilee Academies receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the Principal a written request that identifies the records 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.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Jubilee Academies to amend their child's or their education records should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If Jubilee Academies decides not to amend the records as requested by the parent or eligible student, Jubilee Academies will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before Jubilee Academies discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

- A person employed by Jubilee Academies as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
- A person serving on the Board of Directors;

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

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

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

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

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

### **Notice of Directory Information**

FERPA, a federal law, requires that Jubilee Academies, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Jubilee Academies may disclose appropriately designated "directory information" without written consent, unless you (or an eligible student) have advised Jubilee Academies to the contrary in accordance with Jubilee Academies' procedures.

#### Directory Information for School-Related Purposes:

Jubilee Academies has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

- Student name;
- Date and place of birth;
- Major field of study
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports;
- Photographs (including video images); and
- Weight and height of members of athletic teams.

School-related purposes are those events/activities that Jubilee Academies conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (e.g., playbills or programs for events such as school plays, concerts, athletic events, graduation ceremony, etc.).
- Honor roll and other student recognition lists.
- Marketing materials of Jubilee Academies (e.g., using directory information for print media, website or social media accounts operated by Jubilee Academies, videos, newspaper articles, etc.).
- Publications (e.g., printing student names and pictures in newsletters and yearbooks, etc.), including sharing directory information with companies who have a contractual relationship with Jubilee Academies and that manufacture class rings or publish yearbooks.

#### Directory Information Supplied to Military and College Recruiters (Secondary Students Only)

Two federal laws require Jubilee Academies to provide military recruiters or an institution of higher education, upon request, with access to the name, address, and telephone listing of each secondary student served by Jubilee Academies, unless parents (or eligible students) have advised the school that they do not want this information disclosed without prior written consent.

#### Directory Information Supplied to Law Enforcement Officials and Authorities

Jubilee Academies has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities: student's name, address, and telephone number.

Jubilee Academies shall not release directory information except for the purposes indicated above,

namely, disclosure relating to school-related purposes; for the purposes of disclosure to military recruiters and institutions of higher education for secondary students; or for the purpose of disclosure upon request by law enforcement officials and authorities.

IF YOU DO NOT WANT JUBILEE ACADEMIES TO DISCLOSE ANY OR ALL OF THE TYPES OF INFORMATION DESIGNATED ABOVE AS DIRECTORY INFORMATION FROM YOUR CHILD'S EDUCATION RECORDS WITHOUT YOUR PRIOR WRITTEN CONSENT, YOU MUST NOTIFY JUBILEE ACADEMIES IN WRITING WITHIN 10 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

### **Disclosure of PII without Consent**

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires Jubilee Academies to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Jubilee Academies may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom Jubilee Academies has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom Jubilee Academies has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Texas Education Agency. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information Jubilee Academies has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

FERPA Directory Information Opt-Out Form

“Directory Information” means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA permits Jubilee Academies to designate certain personal information as “directory information,” which may be released to anyone who follows the procedures for requesting it as proscribed in school policy.

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

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

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

**PLEASE CIRCLE YES OR NO**

**All Students**

YES	NO	I give permission for my student’s directory information to be used for school-related purposes.
YES	NO	I give permission for my student’s name, address, and telephone number to be provided upon request by law enforcement officials and authorities.

**For secondary students only:**

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

\_\_\_\_\_  
PRINT Student’s Full Legal Name

\_\_\_\_\_  
Student’s Date of Birth

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

\_\_\_\_\_  
Parent/Guardian Signature  
or Eligible Student Signature

\_\_\_\_\_  
Date

## Use of Student Work in School Publications

Occasionally, Jubilee Academies wishes to display or publish a student's name and photo along with student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), on social media accounts operated by the school, and in school publications. Jubilee Academies agrees to use these student projects in this manner.

**Parents: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** Jubilee Academies permission to use my child's name and photo, artwork, photos, or other original work in the manner described above.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Photo / Video Release Form

Throughout the school year, there may be times when Jubilee Academies staff, the media, or other organizations (with the approval of the Principal), may take photographs of students, audiotape and/or videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs, audio recordings, and/or videotaped images or interviews may appear in Jubilee Academies publications; in Jubilee Academies video productions; on the Jubilee Academies website; in Jubilee Academies advertisements, fundraising, and/or recruitment materials; in the news media; or in other nonprofit, education-related organizations' publications.

In order to release student photos, video footage, comments and/or post on the Jubilee Academies website, we need written permission. To give your consent, please complete the form below.

I hereby give permission for Jubilee Academies to use my child's voice and/or likeness in its publications for the purposes mentioned above. I authorize the use and reproduction by Jubilee Academies of any and all photographs and/or audio or video recordings taken of my child, without compensation to my child or to me. All photographs and recordings shall be the sole property of Jubilee Academies. I waive any right to inspect or approve the finished photographs, audio or video recordings, and/or reproduced materials that may be used in conjunction with them. I understand and agree that Jubilee Academies may use my child's voice and/or likeness in subsequent school years unless I revoke this authorization by notifying the Principal in writing, I further grant unto Jubilee Academies permission to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles. I release Jubilee Academies and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with the purposes mentioned above.

Jubilee Academies may not use my child's voice and/or likeness in its publications for the purposes mentioned above. I further decline permission for Jubilee Academies to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles.

Student's Name: \_\_\_\_\_ Parent Name : \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Students 18 years of age or older may sign this release form for themselves \*

## **Student Acceptable Use Policy**

The purpose of this Student Acceptable Use Policy is to set forth the policies governing the use of all Jubilee Academies technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all school technology resources via off- campus remote access.

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

### **Introduction**

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

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

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

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

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

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

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

<sup>1</sup> "Communication Systems" include educational-related communications between and among Jubilee Academies and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

appropriate manner consistent with Jubilee Academies' expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on Jubilee Academies technology.

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

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

Although Jubilee Academies strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. Jubilee Academies does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. Jubilee Academies takes steps to minimize students' opportunities to do so, including the implementation of extensive content-filtering software. This software is not fail-safe, however, and while at school Jubilee Academies strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this policy is strictly enforced, and students who misuse any Jubilee Academies technology outside its intended purpose, including the use of Jubilee Academies-recommended websites for purposes outside the educational intent, will be in violation of this policy, which may lead to disciplinary consequences for the student.

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

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

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

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

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

Activities that are permitted and encouraged include the following:

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

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

- Attempting unauthorized access, or “hacking,” of Jubilee Academies computers or networks, or any attempts to bypass Internet content-filtering software used by Jubilee Academies.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another’s reputation while using any Jubilee Academies technology resource, to include the use of any website or software used by Jubilee Academies.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any Jubilee Academies equipment, network, stored computer file, or software, to include any conduct that results in a person’s time to take any corrective action.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto Jubilee Academies equipment, networks, stored computer files, or software;
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use policy and Student Code of Conduct.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Using a website or software program implemented by Jubilee Academies in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.
- Using any Jubilee Academies technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator.
- Using any Jubilee Academies technology resource to engage in any activity that violates any Board Policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any Jubilee Academies technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any Jubilee Academies technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using Jubilee Academies or personal technology during the administration of state standardized testing, end-of-course, and/or final examinations unless expressly allowed to do so by a teacher.
- Using obscene or profane language on any Jubilee Academies technology resource, to include posting such language on any website or software used by Jubilee Academies.
- Using technology for plagiarism or otherwise representing the work of others as the student’s own.
- Using USB, bootable CD’s, or other devices to alter the function of any Jubilee Academies

technology equipment, network or software. Students shall immediately report any violations of this policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this policy, they should ask a classroom teacher or the Principal.

### **Privacy and Security**

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

### **Limitations of Liability**

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

### **Consequences**

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

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

Violations of law may also result in criminal prosecution as well as disciplinary action by Jubilee Academies.

**Acceptable Use Agreement Acknowledgment Form**

I have read and agree to abide by the Jubilee Academies Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

Student Name

Student Signature

Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Jubilee Academies Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. Jubilee Academies has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Jubilee Academies to restrict access to all controversial materials and I will not hold Jubilee Academies responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian

Date

## Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by Jubilee Academies.

This Electronic Communication Device Commitment Form grants authority and permission to Jubilee Academies to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law and school policies, and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is subject to regulation by Jubilee Academies.
- If a student possesses such devices on school property or while attending school-related events, Jubilee Academies is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that Jubilee Academies is not liable for any loss of or damage to confiscated devices.

### SIGNATURE LINES AND DATES

(Signature of student)

Date: \_\_\_\_\_

(Printed name of student)

(Signature of parent/guardian)

Date: \_\_\_\_\_

## Food Allergy Notification Form

Dear Parents,

Jubilee Academies is required by law to request, at the time of enrollment, that the parent or guardian of each student attending Jubilee Academies disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for Jubilee Academies to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. Jubilee Academies will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

Food:	Nature of allergic reaction to the food:

Jubilee Academies will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act ("FERPA") and Board policy. **Jubilee Academies will maintain this form as part of your child's student record.**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Parent Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date form received by Jubilee Academies: \_\_\_\_\_



**Acknowledgement and Approval of Parent  
Student Handbook and Code of Conduct**

My signature below acknowledges that Jubilee Academies has made its Parent–Student Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in Jubilee Academies, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

Printed Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_