

Fort Worth
Academy of Fine Arts



Student Handbook

2010-2011

Attendance

- **School Hours:**

School hours shall be from 8:00 a.m. until 3:45 p.m., Monday through Friday. Office hours will be from 8:00 a.m. until 4:30 p.m., Monday through Friday. Students may not be dropped off before 7:35 a.m. and must be picked up by 4:00 p.m. each day.

- **Closed Campus:**

Upon arrival on school ground, students may not leave campus at any time or for any reason without first checking out in the office. Students requesting to leave school during the day must be checked out by his/her parent/guardian in the school office. Every parent/guardian may be requested to show picture identification to school personnel when signing out their child for any reason. If a student becomes ill and needs to be sent home, FWFA will notify the student's parent/guardian.

- **Attendance:**

In Texas, all children who are six (6) years of age and have not yet reached their 18th birthday are required to attend school unless otherwise exempted by law. Upon enrollment in pre-kindergarten or kindergarten, a child shall attend school (Section 25.085, Texas Education Code). A student under the age of 18 is required to attend school daily.

Students are required to be in attendance at least 90% of the scheduled class time to receive credit for a course. The Board of Directors shall appoint an attendance review committee to hear student petitions for class credit by students who do not achieve the 90% minimum attendance. The attendance committee shall establish guidelines (approved by the Board of Directors) for evaluation of these petitions and shall have the discretion to award class credit to students who have exceeded the maximum number of absences. Students may appeal negative decisions of the attendance committee to the board of directors. For purposes of determining whether a student has been in attendance for 90% of the scheduled class time, absence for observation of a religious holiday shall not be counted as an absence, however all other absences, **both excused and unexcused will be counted**. Excessive absences, excused or unexcused, may result in loss of standing in the performance group.

If any student fails to attend or the parent/guardian of a school age child fails to send the child to school as required by law, a warning shall be issued by the school and/or the attendance officer that attendance is immediately required. If, after a warning the student fails to attend and/or the parent/guardian fails to send the child to school as required by law the parent/guardian commits an offense (Sec. 25.093, Texas Education Code/Sec. 51.03, Family Code). The director/designee shall file a complaint (citation) against the student/parent/guardian in court at this time. If the student/parent/guardian is found in violation of the compulsory attendance laws, the court shall assess a penalty that may include, but is not limited to, community service, suspension of a student's driver's license, mandatory summer and/or Saturday school attendance, and/or a fine up to \$500 for each

day a student remains truant. Some students may be referred to the juvenile probation department for action as engaging in conduct indicating a need for supervision (Sec. 51.03, Family Code).

Decisions of determining excused or unexcused absences shall be the responsibility of the director/designee. Any absence, regardless of the number, will be considered and dealt with on its own merit.

- **Absences:**

The FWAFSA supports regular attendance and student success by combining early intervention with prosecutorial enforcement of compulsory attendance laws, as well as incentive programs to recognize good attendance.

A student absent from school or from any class without parental permission will be considered unexcused and subject to disciplinary action, denial of TEA form necessary for the student's driver's license, a police citation and/or a referral to the proper court for appropriate judiciary action.

A student not actually on campus at the time attendance is taken will be considered absent unless the student is temporarily absent due to an appointment with a health care professional or a performance approved by the Principal. If that student commences classes or returns to school on the same day of the appointment WITH A NOTE FROM THE HEALTH CARE PROFESSIONAL, he/she is considered in attendance.

It is the responsibility of the parent/guardian to call the school each day of a student absence to explain the reason for absence. The school should receive calls within 30 minutes of class starting time. The purpose for notifying the school is to ensure that both the school and the parent/guardian are aware that the student is accounted for as well as to clarify the absence as excused or unexcused. **ABSENCES NOT CLEARED WITHIN 24 HOURS WILL BE CONSIDERED UNEXCUSED.** A student absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

- **Excused Absences:**

Students shall be excused for temporary absences based on any reason acceptable to the School Director or designee including, but not limited to, illness or appointment with a health care professional.

- Illness - After 3 consecutive days missed, a doctor's note is required for return to school.
- Family illness – A life threatening illness in the immediate family, subject to approval by Executive Director.
- Death in the family.

- Religious holidays – Students shall be excused for the purpose of observing religious holy days, including travel for that purpose as long as the parent or guardian having custody of the student submits a written request for the excused absence. Absences are subject to prior approval from the Executive Director.
- Health Care Professional Appointment – Must have a note from the Health Care Professional for return to school.
- Graduating seniors may have two (2) excused absences for reviewing colleges.

- **Exemption from Class for Religious Activity:**

Parents who have a religious objection to a classroom activity may request that their child be removed from the classroom while that activity is conducted. Parents may also object to their child's participation when they feel that a class activity is controversial in nature for any reason. The School Administration shall listen to the parent's concern and attempt to reach an agreement regarding the child's participation in the class activity that is being questioned.

- **Unexcused Absences:**

An unexcused absence shall be defined as missing all or part of a school day without parent/guardian and/or director/designee permission. Cutting or skipping a full or partial class period, missing more than ten minutes of a class (including tardies), and any other reason deemed unreasonable by the director/designee shall be considered unexcused. Attendance violations may affect promotion and/or class credit status and student's standing in the performing group. The director/designee may use one or more discipline management techniques after each unexcused absence.

- **Tardiness:**

Student tardiness is considered a disruption and is not acceptable. A student that arrives at school after attendance is taken may be considered absent for that particular day. Disruptions in class are a violation of the penal code EC 37.124 and the student may receive a citation. All students are expected to be in place with all materials for each class. This means that the student must be in his/her desk, or in the appropriate area (on the risers, etc.) with all materials at the time the tardy bell rings. When a student is tardy he will be sent to the office. Tardies will be recorded in the office and a detention will be issued for every tardy received after the third.

- **Make-Up Work:**

IT IS THE RESPONSIBILITY OF THE STUDENT TO SECURE ASSIGNMENTS MISSED AND MAKE-UP ALL WORK. One day will be given to make up work for each for each day of excused absence.

Failure to complete assignments, according to the guidelines, will result in no credit for such assignments. Parents/guardians and students should understand that certain types of schoolwork cannot be assigned for completion at home because of teacher explanations and/or special materials that may be needed by the student.

- **Decisions on Absences:**

The decision of determining excused or unexcused absences shall be the responsibility of the principal/designee. Any absence, regardless of the number, will be considered and dealt with on its own merit. Violations of attendance policies may result in disciplinary action and/or affect promotion or class credit status.

Computer & Internet Use

Use of computers is a privilege and not a right. Due to the expense associated with acquiring this technology, and due to the potential for damage to the equipment through misuse, the School has developed the following specific computer usage rules. Violation of any of the rules listed in this section may result in revocation of computer and/or Internet privileges and any other disciplinary consequences as may be deemed appropriate by the School Director:

- Students are prohibited from erasing, renaming, or making unusable anyone else's computer files, programs or disks.
- Students are prohibited from using someone else's password or e-mail account.
- Students may not use the computers to make purchases of any kind or to advertise any products for purchase or sale.
- Students may not use the computers for any unlawful purpose such as illegal copying, plagiarizing, or illegal installation of software.
- Students are prohibited from writing or otherwise attempting to introduce any computer code designed to self-replicate, damage or hinder the performance of the computer's memory or filing system (i.e., introduction of a computer virus, "spamming" the e-mail system, etc.)
- Students are prohibited from using the computer to annoy or harass others with inappropriate language, images or threats.
- Students are prohibited from accessing any Internet sites containing obscenities or sexually explicit materials.
- Students are prohibited from assembling or disassembling computers, computer networks, printers, or other computer equipment except as part of a class assignment or with permission of a classroom teacher.
- Students are prohibited from removing any software, hardware or computer technology from the School without express permission of the campus principal.

All students, teachers, and staff at FWFA must sign a "Computer and Internet Use Agreement".

Ft. Worth Academy of Fine Arts Technology Tools and Internet User Agreement Policy

Revised 2010-2011

“Technology tools” includes computers, SMART boards, projectors and any other forms of technology used in the educational process at the Ft. Worth Academy of Fine Arts.

Technology tools and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school technology materials and Internet access will be provided to those who agree to act in a considerate and responsible manner. Information created, sent or received by email, the Internet or other means over the computers available to students and staff is the property of the Fort Worth academy of Fine Arts and may be accessed at any time by the school for its review. In the event that a review reveals that this policy has been violated in any way or that a privilege of using technology tool and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved.

Privileges:

The use of the Fort Worth Academy of Fine Arts network services is a PRIVILEGE, not a right, and inappropriate use may result in a suspension or cancellation of those privileges. Any teacher and the principal and/or superintendant will deem what is inappropriate use and may deny, revoke or suspend access to specific users.

Security:

Security on any computer is a high priority. If you can identify a security problem within the network, you must notify the teacher or the principal.

- Do not demonstrate the problem to other users.
- Do not use another individual’s account, forge messages or post anonymous messages.
- Attempts to login to any system as any other user may result in cancellation of user privileges.
- Using another user’s computer under that user’s name will result in a consequence of an appropriate nature.

Any other form of unauthorized access to the FWFA network will result in immediate cancellation of user privileges. This includes unauthorized use of the wireless network system.

Non-Compliance:

Violators may be held responsible for reimbursement to the Fort Worth Academy of Fine Arts for any incurred expenses. Violations will be appropriately dealt with by any one or combination of the following consequences:

- After school detention.
- Saturday School.
- Suspension of the user’s privileges to access the technology tools and Internet access for an appropriate length of time,
- Revocation of the user’s privilege to access the technology tools and Internet access.

Faculty members will be notified of the student's loss of privileges. *Students will still be expected to complete assignments as assigned.*

Offenses:

The following actions do not comply with the privilege and responsibility that the user assumes with access to technology and the Internet and will be dealt with as stated above:

- Intentionally wasting resources.
- Using the school's hardware, software or network for commercial purposes.
- Using the school's hardware, software or network for personal entertainment purposes.
- Using the school's network to store personal files, unrelated to academic needs and requirements.
- Using the school's network to search for, transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- Vandalizing any part of the computer hardware, software or the network. This includes theft of any hardware or software.
- Downloading, installing or running executable files from external sources.
- Writing or otherwise attempting to introduce any computer code designed to self-replicate, damage or hinders the performance of the computer's memory or filing system (i.e., introduction of a computer virus, "spamming" the e-mail system, etc.)
- Bypassing school network security measures, either by using a proxy, or network tunnel, or by any other method.
- Snooping on faculty members, or other students, or any computer equipment, including by the use of key loggers, or network packet sniffers, or any other method.
- Displaying or sending offensive messages or pictures on the network or while using any school owned computer.
- Participating in teleconferencing or chat without permission.
- Using another's password.
- Revealing passwords to others.
- Trespassing in another's files, misusing or deleting another's files.
- Using email without permission and supervision.
- Interfering with the integrity of the network system and/or the e-mail system.
- Violating copyright laws. This includes plagiarism as well as making illegal copies of school owned software.

Curriculum

FWAFA's curriculum is developed by teachers and based on the Texas Essential Knowledge and Skills (TEKS). We have a strong belief in challenging academics and, in keeping with our fine arts mission, we offer a full range of fine arts opportunities at all grade levels.

Our goal is that all of our students are college-bound; therefore our program is a college-preparatory program. All courses are honors level courses, and we have several AP offerings at the high school level.

Discipline

Notice to Parents & Students

Students shall be subject to all disciplinary rules of the school. The disciplinary rules will be published annually. Any changes to the disciplinary rules will be subject to the approval of the Board of Directors and all parents shall be notified promptly of the changes.

Guidelines for Assessing Discipline Penalties

When imposing discipline, school personnel shall adhere to the following general guidelines:

Discipline shall be administered when necessary to protect students, school employees or property and to maintain essential order and discipline.

Students shall be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider shall include:

1. Seriousness of the offense
2. Student's age
3. Frequency of the misconduct
4. Student's attitude
5. Potential effect of the misconduct on the school environment

Conduct in General

In general, all students are expected to exhibit good manners and to act in a civilized manner at school and at school-sponsored events or activities, regardless of the location of those events or activities.

High expectations yield great results. We expect high-level artistic achievement, academics, and behavior from all students at FWAFA.

Jurisdiction

A student whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment, will be subject to disciplinary action and/or legal action.

School rules (and the authority of FWAFA to administer discipline) apply whenever the interest of the school is involved on or off school grounds in conjunction with, or independent of, classes and school-sponsored activities.

Consequences for discipline violations may vary due to the student's disciplinary history and the standards set by the school.

All students, parents/guardians, and school personnel should understand that, in addition to taking disciplinary action at the school level, administrators will report all illegal acts to the appropriate city or county law enforcement authorities.

The District has disciplinary authority over a student:

- During school hours, before and after school, while on school property, and/or (using) school transportation.
- During lunch periods/break periods in which a student is allowed to leave campus.
- For some situations, when a student is within 300 feet of school property.
- At all school-sponsored events/activities and/or any school-related activity, regardless of time or location.
- For any school-related conduct, regardless of time and location.
- When retaliation against a school employee or volunteer is involved, either on or off school property.
- When a student commits a felony, as provided for by the Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.
- When disruptive behavior occurs by the student within or on school grounds (and is subject to a violation of the law – Disruption of Class–Texas Education Code 37.124).

Discipline of Students with Disabilities

Students with disabilities shall be disciplined in accordance with:

1. Their Individual Education Plans (IEPs).
2. State and federal laws pertaining to discipline of students with disabilities.
3. FWAFA discipline policy if the behavior is not related to their disability.

Only an ARD/504 Committee may impose a change of placement on a student with a disability. Prior to any removal constituting a change in placement, an ARD/504 Committee meeting shall be held to determine whether a link exists between the student's behavior and his/her disabling condition.

Conduct Warranting Discipline

Conduct warranting discipline will fall into one of the following three levels dependent upon the severity and the repetitive nature of the conduct. Examples are listed for each level.

All possible acts of misconduct cannot be anticipated or listed. The administration of FWAFA reserves the right to handle each incident with appropriate discipline based upon our general discipline philosophy.

Level I: Items handled by the individual classroom teacher or staff member:

- Inappropriate language
- Being in an unauthorized area
- Cheating(first offense)
- Not being prepared for class
- Tardiness

- Disobeying classroom rules established by the classroom teacher
- Talking too loudly in the classroom, cafeteria or in the hallways
- Violating dress and grooming standards
- Engaging in any conduct that disrupts the teacher's ability to continue classroom instruction or that disrupts the school environment generally (first offense)
- Throwing objects that disrupt the classroom environment or that can cause bodily injury or property damage
- Engaging in minor offenses of the school's policy on Computer and Internet Use
- Violating safety rules of the school
- Public displays of affection (hugging, kissing, etc.).

Level II: Items handled with intervention by the Principal or his designee.

- Repetitive issues from Level I
- Inappropriate language
- Leaving the classroom during instructional time without the teacher's permission.
- Cheating or copying the work of another student (second offense or severe offense)
- Use or visible possession of a cell phone during school hours. Cell phones must be turned off during school hours.
 - First Offense: Confiscation, returned to parent
 - Second Offense: Confiscation for 30 days, returned to parent
 - Third Offense: Confiscation until the end of the school year, returned to parents
- Engaging in profane or offensive language or gestures
- Possession or use of tobacco or tobacco-related products
- Possession of matches or lighters
- Possession or use of a laser pointer
- Scuffling or fighting that does not result in physical injury
- Possession of a toy gun, cap gun or any other instrument which may be perceived by a third party as a firearm
- Stealing from students, faculty or the school (first offense)
- Damaging or vandalizing property owned by others (not considered criminal mischief)
- Failing to comply with requests given by a faculty member
- Leaving school grounds during the academic day without permission.
- Engaging in major offenses of the school's policy on Computer and Internet Use

Level III: Expellable Offenses

Expulsion is defined as a removal from school for more than thirty school days. A student may be expelled immediately when the student engages in any of the following conduct, if that conduct is committed at the school or at a school-related or school-sponsored event:

- A federal firearm violation under the Gun Free Schools Act

- Use, exhibition, or possession of the following in accordance with the Texas Penal Code:
 - Firearm or portions of a firearm (i.e., gun clip, etc.)
 - Live ammunition
 - Illegal knife (blades over 5-1/2 inches)
 - Club
 - A prohibited weapon (ex: explosive weapon, switchblade knife, knuckles, armor-piercing ammunition, chemical dispensing device)
 - Fighting, assaulting, or otherwise causing physical injury to another student, staff member or campus visitor
 - Arson and attempted arson
 - Inappropriate sexual conduct
 - Public lewdness or indecent exposure
 - Terroristic threat
 - Hazing as defined by § 37.151 of the Texas Education Code
 - Being a member, or pledging to become a member, or soliciting others to become members in a secret society, school fraternity, sorority, or gang as defined by § 37.121 of the Education Code;
 - Selling, giving, delivering, possessing, using or being under the influence of ANY amount of marijuana or controlled substance, dangerous drug or alcoholic beverage
 - Engaging in offenses involving abuse of glue, aerosol paint, or volatile chemicals
 - Engaging in gang activity (i.e., throwing gang signs, participating in a gang, or soliciting others to become members)
 - Criminal mischief or other conduct that results in substantial damage to real or personal property
 - Any threat or act of retaliation against any staff member when a staff member informs administration that a student has committed an offense listed in this section
 - Repeated theft or theft that would be considered a class B misdemeanor or greater. (Class B misdemeanor includes theft of property valued at \$50 or greater.)
 - Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements
 - Directing disrespect or directing profanity, vulgar language or obscene gestures towards teachers or other school employees
 - Falsification of records, passes or other school-related documents
 - Possession or distribution of pornographic materials
 - Placing a prohibited substance in another person's drink, food, and/or other possessions
 - Repetitive or severe violations of the use of computers or the internet at school.
 - Possessing or using fireworks (i.e., smoke bombs, cherry bombs, poppers, etc), combustibles or other incendiary devices of any kind
 - Refusal to accept discipline management techniques proposed by a teacher or the principal or his designee.
 - Repeatedly engaging in conduct that disrupts classroom teacher, the school environment, or educational process.

When the School's principal or his designee has a reasonable belief that a student has engaged in conduct off campus, which constitutes a felony, and the principal or his designee finds that the student's continued presence at the school threatens the safety of staff or students, a student may be expelled.

Disciplinary Consequences

The following disciplinary consequences may be used by the staff for conduct warranting discipline:

- Verbal corrections
- Seating changes
- Withdrawal of privileges
- Confiscation of disruptive items
- Assignment of extra duties by the classroom teacher or the principal or his designee
- Time out or cooling off period
- Prohibiting participation in extra-curricular activities
- Parent/teacher conference
- Removal from class
- Detention
- In-School Suspension
- Out-of-School Suspension up to three days.

Infractions

Infractions will be used as a system of:

- Administrative documentation of inappropriate behaviors
- Informing parents of inappropriate behavior.

An infraction form will be filled out each time a student exhibits behavior that warrants parental notification. An infraction may be given for Level I offenses. Infractions issued to students must be signed by a parent/guardian and returned the following school day.

Procedure

- Teachers or staff members may write infraction for inappropriate behavior in the classroom, hallway, and lunchroom or at any FWAFa event.
- After writing an infraction, the teacher/staff member keeps a copy of the infraction as documentation.

- The original and a copy are given to the student. This copy is to be taken home and the parent is to sign the infraction and the student is to return it THE NEXT DAY.
- The teacher/staff member will collect the signed copy and forward it to the principal.
- Failure to return a signed infraction may result in an additional infraction.
- The principal will file infractions and monitor student records for multiple infractions.
- Multiple infractions may lead to further disciplinary action by the principal or his designee.

Detention

- Detention may be assigned to a student by a teacher for Level I offenses.
- The principal or his designee may assign detention for Level I or Level II offenses.

In-School Suspension

A student who fails to comply with class/campus rules and/or rules outlined in the Student Code of Conduct may be assigned to In-School Suspension (ISS).

In this supervised setting, the student receives assignments in each course to the extent possible, with little or no opportunity for social interaction with peers.

Before placing a student in ISS, the principal or his designee shall consider reasonable alternatives. If the administrator determines ISS is the most appropriate alternative, no other disciplinary action needs to precede such placement.

Before placing a student in ISS, the administrator shall conduct an informal conference and advise the student of the conduct with which he/she is charged and give the student an opportunity to respond to the charges. A student's parent/guardian shall be notified of the ISS placement by telephone or other reasonable means as soon as possible.

Out-of-School Suspension

A student may be suspended from school for a period not to exceed ten consecutive days with no limit on occurrences if the director determines: (1) the student's presence in the classroom presents a danger of physical harm to the student or others, (2) the student has engaged in serious/persistent misbehavior or has violated other policies/rules as outlined in the Student Code of Conduct. Repeated OSS occurrences may result in expulsion.

Before suspending a student, the administrator shall conduct an informal conference and advise the student of the conduct with which he/she is being charged and give the student an opportunity to respond to the charges.

Before suspending a student, the director shall consider reasonable alternatives. If the administrator determines a suspension is the most appropriate alternative, no other disciplinary action need precede the suspension.

A student's parent/guardian shall be notified of the suspension by telephone or other reasonable means as soon as possible. The parent/guardian of the student who is being suspended shall be advised that it is the responsibility of the parent/guardian to provide adequate supervision for the student during the period of the suspension.

Expulsion

A student may be expelled from school for offenses committed on school property, or while attending a school-sponsored or school-related activity on or off school property as listed in Level III (defined on following page) of the Student Code of Conduct.

The Principal or the Director/Board's designee shall provide the student with a hearing that the student's parent/guardian is invited in writing to attend and at which the student is afforded proper due process (right to prior notice of the charges, right to adult representation, opportunity to testify and present evidence and witnesses and cross-examine witnesses presented by the school). If the District makes a good-faith effort to inform the student and the student's parent/guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent/guardian, or another adult representing the student attends.

The hearing administrator shall set the terms of the expulsion based on the law(s), the seriousness of the offense and other relevant factors. A copy of the order expelling the student and information required under Sec. 52.041 of the Family Code shall be delivered to the juvenile court in the county in which the child resides no later than the second business day after the expulsion hearing.

Pending the expulsion conference and depending on the offense, a student may be suspended (ISS or OSS) or placed in home-based instruction and receive assignments for credit. OSS will not be for more than three consecutive days for an individual disciplinary action. Student may be placed in extended ISS situation if necessary. The student is not allowed on any district property or allowed to participate in school-related or school-sponsored events, on or off campus, pending the expulsion conference.

Duration of Expulsion

The duration of any expulsion shall be a decision left exclusively up to the School principal or his designee. An expulsion may be for any length of time that the School principal or his

determines is appropriate under the circumstances, and in some cases, the expulsion may be permanent.

Students who are expelled for bringing a firearm (defined in § 921 of Title 18 of the United States Code) to school shall be expelled for one calendar year, except as the School principal or his designee may modify the duration of the expulsion on a case-by-case basis.

Appeal Procedure for Expulsion

After the campus due process hearing and within ten (10) school days of receipt of the principal or his designee's written recommendation, the student/parent/guardian may submit a written appeal to the principal/designee. If no written appeal is received by the principal or his designee within ten (10) school days, the right to appeal shall be waived.

Expulsion Hearings

- Prior to an expulsion, the school shall ensure that the student has an opportunity for a hearing at which the student is afforded due process, including:
- Prior notice of the charges and the proposed consequences so as to afford a reasonable opportunity for preparation;
- Right to a full and fair hearing before the School's principal or his designee.
- Right to an adult representative or legal counsel
- Opportunity to testify and present evidence and witnesses in the student's defense
- Opportunity to examine the evidence presented by the school's administration and to question the administration's witnesses.

The school shall use reasonable effort to inform the student and the student's parent or guardian of the time and place of the hearing. The school may, however, conduct the hearing, regardless of whether the student or not the student's parent or guardian or another adult representing the student, attends.

The student and his/her parent or legal guardian shall be notified in writing of the date, time, and place of the expulsion hearing at least 72 hours before the hearing.

The hearing shall be held within five school days from the date of the offense. The date of the hearing may be postponed beyond the five days only by mutual agreement of the student's parent or legal guardian and the school. The decision of the School's principal or his designee is effective at the time of announcement and shall also be prepared in writing.

Presence on Campus/Participation in School-Sponsored Activities During the Expulsion Period

Once a student has been expelled, that student is prohibited from coming onto school property for any reason during the period of the expulsion.) Additionally, expelled students may not participate in extra-curricular or school-sponsored activities of any kind.

Expulsion of Students with Disabilities

A student with disabilities who is eligible for Special Education or Section 504 services may only be expelled if the student's ARD/504 team determines that the misconduct in question is not related to the student's disability. The ARD/504 team shall determine the instructional and related services to be provided during the period of expulsion.

Dress Code

Uniforms:

The Fort Worth Academy of Fine Arts and its performing groups are uniformed organizations. Once a student is enrolled in school, he/she should obtain the required uniform items. Uniform compliance is a positive learning experience for students involved in professional performances and will help individual students learn specific responsibilities. **In addition to the school uniform, additional regulations, uniforms, costumes and luggage may be required depending on a student's fine arts group.** All uniforms should be purchased at the official uniform supplier for FWAFA with the exception of the white and blue Oxford, button-down collar, short and long sleeved shirts for everyday school wear. The official uniform supplier is **Academy Uniforms** 4555 Bryant Irvin Rd., Fort Worth TX 76107 (817.292.KIDS).

Each student shall be well groomed while attending school or school-related functions. FWAFA uniforms will be worn in a clean and neat manner. Students shall not wear any clothing or accessories that distract from or interfere with the education of them or others, or is in any way disruptive to the learning environment. Apparel other than designated school uniforms is not allowed at school unless the school director gives special permission to do so.

General Uniform Guidelines

Girls:

Tops

- Red or blue Academy Uniform polo shirt
Or
- White or light blue oxford, button-down collar short and long sleeved shirt
- FWAFA sweatshirts, cardigans or hoodies sold through FWAFA or Academy Uniforms worn over a dress code shirt.

Bottoms

- Academy Uniform plaid or khaki skirts that come to the top of the knee
Or
- Academy Uniform khaki pants (and shorts during approved months), with a black or brown belt.

Jewelry

- Small, conservative earrings (dime-sized)
- Two rings and bracelets
- One necklace worn inside the uniform shirt.
- No visible piercings, except for pierced ears for girls (single holes only).

Socks

- White or navy blue knee socks or ankle socks (must be able to be seen when shoes are on)
- Khaki socks with khaki pants
- Pantyhose for middle school and above.

Hair/Make-up

- Must be a natural color.
- Hair accessories must be conservative. No flashy or showy hair accessories are allowed.
- Make-up must be conservative. Only light shades of nail polish are allowed.

Boys:

Tops

- Red or blue Academy Uniform polo shirt
Or
- White or light blue oxford, button-down collar short and long sleeved shirt
- FWAFAs sweatshirts, cardigans or hoodies sold through FWAFAs or Academy Uniforms worn over a dress code shirt.

Bottoms

- Academy Uniform khaki pants (and shorts during approved months), with a black or brown belt.

Socks

- Khaki, white, or navy blue crew socks or ankle socks (must be able to be seen when shoes are on).

Hair

- Must be a natural color.
- Hair must be kept cut to the top of the ear and collar. Hairstyles must be classic. No trendy hairstyles are allowed (Mohawks, shaved heads, etc.).
- Boys must be clean-shaven at all times.

All:

- Shirts must be worn tucked in at all times.
- Students wearing inappropriate apparel will be sent home.

Shoes

- Students may wear any shoes that meet the following requirements:
 - Closed toe and closed heel
 - Good condition
 - No heels over 2 inches
 - No flip-flops, sandals, slippers, moccasins, or boots

Education Services

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Sharon Pemberton.

Emergency School Closing Information

The decision to close or delay the opening of school due to bad weather or other cause will be made as early as reasonably possible. FWFA will use KXAS Channel 5, WFAA Channel 8, and WBAP radio as the stations to alert the FWFA community of the closing.

Exemption from Classroom Activity

Parents who have a religious objection to a classroom activity may request that their child be removed from the classroom while that activity is conducted. Parents may also object to their child's participation when they feel that a class activity is controversial in nature for any reason. The

FWAFA Administration shall listen to the parent's concern and attempt to reach an agreement regarding the child's participation in the class activity that is being questioned.

Films in the Classroom:

Teachers who elect to include a film(s) as a part of classroom instruction should exercise caution with respect to film ratings. Under no circumstances should a film with an "R" rating (or any film containing adult material, sexually explicit material or extreme violence) be shown to students without approval from the School Director.

Copyright protections shall be honored and employees shall prepare only legitimate reproductions of copyrighted materials.

Grading & Student Assessment

As students progress towards mastery of the skills and concepts of Fort Worth Academy of Fine Arts (FWAFA's) curriculum, teachers should use various indicators to monitor and assess this progress. Indicators must include a combination of the following, with emphasis given to an individual student's learning style and applicability to the content:

- Teacher observations
- Composition
- Class discussions
- Oral interviews
- Projects
- Demonstrations
- Daily work
- Homework
- Book reviews/reports
- Textbook tests
- Teacher-made tests
- Participation in group work
- Checklists
- Portfolios

Student Assessment:

Evaluation of student work shall be by numerical grades. Report cards will be sent home at the end of each 6 weeks grading period. Progress reports will be sent home halfway through each 6 week grading period for students with an 80 or below and must be signed and returned.

Our grading scale is as follows:

Quality of Work
Excellent progress

Grade
A = 90-100%

Above average progress	B = 80-89%
Average progress	C = 70-79%
Unsatisfactory progress; failing	F = 69%
Incomplete grade	I = Not passing

Any grade below 70 is failing. Report cards must be signed by the parent/guardian and returned to the school.

Final report cards will not be issued until all records are clear. Students must pay for lost or damaged books in order to have a clear record. In some cases, students who have missed assignments and/or concepts in a class may be given an incomplete grade. All work pertaining to an "I" must be completed and turned in by the week following the grading period. Questions concerning an "I" should be directed to the teacher.

No Pass/No Play:

FWAFA complies with UIL rules regarding no pass/no play eligibility. Please follow the following link for a complete list of rules and regulations regarding this.

http://www.uil.utexas.edu/policy/pdf/09_10sidebyside.pdf

PROMOTION & RETENTION OF STUDENTS:

Students shall be promoted from one grade level to the next based on academic performance.

Additionally, students may not be promoted to:

- the sixth grade if the student does not perform satisfactorily on the fifth grade mathematics and reading assessment instruments.
- the ninth grade if the student does not perform satisfactorily on the eighth grade mathematics and reading assessment instruments.

SATISFACTORY PERFORMANCE ON ASSESSMENT INSTRUMENTS REQUIRED:

Students who fail to perform satisfactorily on the required assessment instruments will be provided at least two additional opportunities to pass and/or take alternate assessments. A student may be promoted if the student performs at grade level on an alternate assessment.

The school shall provide accelerated instruction in the applicable subject area each time a student fails to perform satisfactorily on an assessment instrument. After a student fails to perform satisfactorily on an assessment instrument a second time, a grade placement committee shall be established to decide the accelerated instruction necessary to prepare the student for the assessment a third time.

The grade placement committee shall be composed of the Executive Director, Principal, or designee, the student's parent or guardian, and the teacher of the subject of an assessment instrument on which the student failed.

An accelerated instruction group administered by the school under this policy shall not have a ratio of more than 10 students for each teacher.

Notice to Parents:

FWAFA shall notify the student's parent or guardian of:

- the student's failure to perform satisfactorily on the assessment instrument;
- the accelerated instruction program to which the student is assigned; and
- the possibility that the student might be retained at the same grade level for the next school year.

Retention After Three Attempts:

A student who, after at least three attempts, fails to perform satisfactorily on an assessment instrument pursuant to this policy shall be retained at the same grade level for the next school year.

Appeal of Decision to Retain:

The student's parent or guardian may appeal the student's retention by submitting a request to the grade placement committee. FWAFA shall give the parent written notice of the opportunity to appeal. The grade placement committee may decide in favor of a student's promotion only if the committee concludes that, if the student is promoted and provided with accelerated instruction, the student shall perform at grade level. The decision of the grade placement committee is final and not to be appealed.

Parent/Teacher Conferences:

Teachers and parents are encouraged to stay in frequent contact regarding the student's progress. This can be accomplished through emails, phone calls, and face-to-face

conferences. Parents may email teachers or call the office to make an appointment for a conference. Teachers are strongly encouraged to discuss positive aspects of the student's performance as well as those aspects that are in need of improvement.

The teacher must document communication to a parent/guardian immediately when a student's behavior becomes disruptive in the classroom and/or when a student's academic performance is below passing.

Graduate Ranking

The numerical grade point average of each student will be computed using the high school grades the student has accumulated through the end of the 5th six-week grading period of the senior year. Grades in all subjects are counted toward determining class rank and senior awards. When a course is failed and repeated with a passing grade only the passing grade will be used for calculation purposes. The senior with the highest numerical grade point average for all secondary courses will be the top ranked student. In case of a tie, the numerical grade point average for the senior year will determine ranking. If a tie still exists, the weighted numerical grade point average for the junior, then sophomore and finally the freshman year will be considered.

The valedictorian and salutatorian shall be the highest ranking and second highest-ranking seniors respectively. Only the students, who attend the FWAFA during their junior and senior year, four consecutive semesters and are completing their fourth consecutive semester at the time of calculations, shall be eligible for these honors. Juniors graduating early are not eligible to be valedictorian or salutatorian.

The Texas Education Agency will recognize FWAFA's highest-ranking graduate each year with a certificate. State colleges and universities may issue tuition scholarships to the student recognized as the highest-ranking graduate.

Graduation:

A student may graduate and receive a diploma only if the student successfully completes the curriculum requirements set forth by the State Board of Education. Unless otherwise exempted under Texas Education Code § 39.027, a student must also pass the State-mandated secondary exit-level assessment instruments described in Texas Education Code § 39.023. A student may re-take the assessment instrument if the student fails to perform satisfactorily. Alternatively, a student may receive a diploma upon successful completion of an individualized education program developed under Texas Education Code § 29.005.

While every student that completes the required elements is entitled to a diploma, attendance and participation at the graduation ceremonies for FWAFA is a privilege and not a right. Students who are subject to disciplinary action at the time of graduation may not be allowed to participate in the graduation ceremony, if the terms of the discipline so require.

Homework:

Homework may be assigned to students as an appropriate part of a lesson. The evaluation of homework shall be in a timely manner and used as a method to provide students with specific feedback on their performance of the assigned tasks. Homework should represent independent practice or independent study related to a concept taught through direct instruction.

Homework should have value, result in a higher performance level on summative activities, and be included in the total grade to encourage students to complete work productively and on time.

Illegal Items

Tobacco:

Fort Worth Academy of Fine Arts (FWAFA) prohibits all students from possessing, smoking or using tobacco products at school and school-related or school-sanctioned activities on or off FWAFA property.

Students violating this policy shall be subject to disciplinary action that may include a citation by law enforcement authorities.

Drugs and Alcohol:

No Student shall knowingly sell, give, deliver to another person, use, possess or be under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant (as those terms are defined by law) or any other substance prohibited under the Texas Controlled Substances Act or the Federal Drug Abuse Prevention Control Act:

- on school property, or within 300 feet of school property.
- while attending a school-sponsored or school-related activity on or off school property.

Offenses of this nature will result in disciplinary action in accordance with the Student Code of Conduct, Chapter 37 of the Texas Education Code, and other applicable laws (Chapter 481 and 483, Health and Safety Code or 21 USC, Sec. 801 or Sec. 1.04, Alcoholic Beverage Code, Chapter 37, Texas Education Code).

A student shall be considered “under the influence” by FWAF A if any amount of alcohol, controlled substance, drug or illegal substance is consumed or if the student’s mental or physical faculties are noticeably impaired (the student need not be legally intoxicated). FWAF A’s definition of “use” is when a student “voluntarily introduces a prohibited substance into one’s body by means recently enough that it is detectable by physical appearance, actions, breath or speech.”

No student shall possess, use, give or sell any paraphernalia that may be considered to be related to drug or alcohol use. The sale or delivery of drug “look-alikes” shall result in disciplinary action that may include, but is not limited to expulsion.

Any student who violates any Texas Laws involving the use or possession of drugs may also result in a citation, arrest, or legal prosecution.

Firearms:

In accordance with Federal law, FWAF A shall expel any student who brings a firearm (as defined by 18 U.S.C. 921) to FWAF A or who is found in possession of a firearm at FWAF A.

The expulsion shall be for a period of at least one year, except that the Executive Director or Principal may modify the length of the expulsion in the case of an individual student.

FWAF A shall provide educational services to an expelled student in an alternative education program as provided by § 37.008 of the Texas Education Code if the student is younger than 10 years of age on the date of expulsion.

FWAF A may provide educational services to an expelled student who is older than 10 years of age in an alternative education program as provided in § 37.008.

FWAF A shall report all student expulsions that occur under this policy to the Texas Education Agency, together with information identifying the weapon involved.

Possession:

Possession shall be defined as having contraband on one's person, personal effects or property, and shall include touching or handling contraband under one's control or in one's personal belongings, desk, or private vehicle. (Adopted/Revised: 8-26-04)

Medical Issues and Records

Access to Medical Records:

The School Administrator, Director, teachers and School nurse are entitled to access a student's medical records maintained by the School if the School Director determines that a "need to know" exists on the part of the individual requesting access to the records. A "need to know" exists when one or more of the aforementioned individuals is:

- Handling a medical emergency or student injury that occurs at School or at a School-related event;
- Working directly with a student in the classroom;
- Considering disciplinary or academic actions;
- Reviewing or developing an Individual Education Plan for a student with disabilities;
- Compiling statistical data;
- Investigating a School related matter; or
- Evaluating a School program.
- Chaperoning a school field trip

Any School personnel with access to student medical records shall maintain the confidentiality of those records.

The School cannot require any student to be tested to determine a medical condition or status.

Emergency Medical Treatment:

Each year, parents are asked to complete an emergency care form that gives parental authorization to school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

Outside Counseling:

The School and/or its employees shall not refer any student to an outside counselor for care or treatment of an emotional or psychological condition, or for a chemical dependency, unless the School contacts the student's parent or guardian and;

- Obtains prior written consent for the referral.
- Discloses any relationship between the School and the counselor.
- Informs the student and the parent/guardian of any alternate public or private source of care or treatment reasonably available in the area.

Before a student may be referred for treatment or care and before a referral is suggested as being warranted, the approval of appropriate School personnel is required.

Disclosure of student records is prohibited in any of the above situations if such disclosure would violate state or Federal law.

Administration of Medication:

The School allows administration of prescription medication and over-the-counter medication. In order for the school to administer any medication, the medication must be in its original container, properly labeled, with dosage instructions. Prescribed medicines must be labeled with the student's name, dosage, physician's name, pharmacy, and date filled. All medicines are to be taken to the school office upon arrival to school, accompanied by a note from the parent requesting administration. Parents may request that their student be allowed to carry inhalant medication(s) with them. This request must be given to the office and filed with the student's medical records. Use the MEDICINE DISPENSE FORM available from the office.

The School will not administer prescription medication obtained outside the United States. Students are not permitted to carry any prescription or over-the-counter medications at School or at School-related activities unless permission is obtained from the School Director.

The School Director shall assign the task of administration of medication to one or more appropriate staff members.

The School shall not administer vitamins, herbal remedies (such as herbal teas) or other home remedies to any student.

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least

serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- 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 meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, 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. In some cases it can be fatal or a person may be left with a permanent disability.

15

- 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 casual contact or 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).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ 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?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get 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 communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department

of State Health Services, <http://www.dshs.state.tx.us/>.

Communicable Disease:

State law prohibits all public schools from allowing children with certain communicable diseases to attend school. Communicable diseases are those that may be passed directly or indirectly from one person to another. The Texas Department of Health publishes a complete list of communicable diseases that may require a student to be excluded from attending school. A copy of the list may be obtained by contacting the School's Director. A student may be re-admitted to School when one of the following occurs:

- The School receives a medical clearance from the student's physician in writing;
- The School receives a re-admission permit from the local Health District; or
- The guidelines published by the Texas Commissioner of Health show that the communicable disease in question (e.g., chickenpox) is no longer considered contagious.

Students running a fever or otherwise sick, should not attend school. The student should be fever free for 24 hour before returning to school. Students should not absent themselves from any performance or rehearsal without consultation with the instructor or director.

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

Lice

Students with an active case of lice shall be sent home from School. The School requires that the child's condition be treated with medicated shampoo or lotion prior to returning to School. Children with a case of head lice that are resistant to over-the-counter products should contact the School Director for further assistance.

Immunizations:

In compliance with state law, each student shall be fully immunized against the following diseases:

- Diphtheria

- Rubella
- Measles
- Mumps
- Tetanus
- Poliomyelitis
- Meningitis * for students entering 9th grade

Each student shall be required to provide proof of immunization upon enrollment. The school shall recognize the following exceptions to the immunization requirement:

- Student's parent/guardian has submitted to the School a signed affidavit stating that the immunizations conflict with the tenants and practice of a recognized church or religion of which the student is a member except that this exception does not apply in time of epidemic or emergency as declared by the Commissioner of public health.
- Student submits an affidavit signed by a licensed physician stating that, in the physician's opinion, the immunization(s) would be injurious to the health of the student or the student's family or household.

Persons who knowingly falsify student health information when enrolling are in violation of the law and are subject to prosecution.

Students may be provisionally admitted to the School if the student has begun the required immunizations and continues to receive the necessary immunizations as soon as is medically possible.

The School shall keep an individual immunization record for each student during the term of attendance at the School. These records shall be kept in compliance with all laws and regulations governing inspection of such records. These records may be transferred to other schools with or without parental or student consent as required by law.

Medical Screening:

The following screenings will be required for all 3rd, 5th, 7th graders and any new students.

Abnormal Spinal Curvature Screening

The School shall comply with State law and regulations promulgated by the State Department of Health and shall conduct or otherwise arrange a program for mandatory spinal screening for abnormal spinal curvature for students in grades 6 and 9. The School may engage a non-health practitioner to conduct the screenings, but the School shall insure that any individual conducting the screenings shall be properly trained and certified. If any screening indicates that a student may have abnormal spinal curvature, the individual conducting the screenings shall fill out the report form prescribed by the Department of

Health. A copy of any such report shall be mailed to the student's parent or guardian and a copy shall be kept with the School Director.

Spinal screenings are mandatory. However, a student may be exempt as follows:

- The parent or guardian substitutes a professional examination and provides the School proof that such examination has been performed.
- The screening conflicts with the tenets and practices of a recognized church or religion and the student, or parent or guardian if student is a minor, signs an affidavit stating the objection to the screening.

Vision and Hearing Screening

The School shall cooperate with the State Board of Health to provide screening for students to detect vision and hearing disorders and any other special senses or communication disorders specified by the Board of Health. The School Director shall insure that each student receives the appropriate screening as soon as possible after the student's enrollment in the School and/or within the time period established by the Board of Health.

A parent or guardian may substitute one or more evaluations performed by an outside professional chosen by the parent for the required screenings. The School shall not reimburse the parent for private or outside evaluations obtained in these areas.

A student may be exempted from the screenings if the screening procedure conflicts with the tenets and practices of a recognized church or religion of which the student is a member. The School Director must receive an affidavit signed by the student, or student's parent or guardian if a minor, on or before the day of admission, stating the objection to the screening.

The School Director shall maintain records of the screenings on forms provided by the Board of Health. Such records shall be available for inspection by the State and/or local health departments.

Nutrition

Lunch Program

1. Fort Worth Academy of Fine Arts (FWAFA) will offer free, reduced, and regular priced meals without discrimination due to race, sex, color, national origin, age, or handicap.
2. All children, no matter what form of payment, will receive equal treatment.
3. The verifying official for the Free and Reduced Lunch Program will determine eligibility in accordance to the program regulation and keep appropriate records.
4. Each applicant will have the right to an appeals process with the Executive Director as the hearing official.
5. Yearly, the school will submit a Public Release of the lunch program information and provide every enrolled student a copy of the free and reduced lunch program application with instructions concerning the application process.
6. Information regarding the lunch program will be posted on the web site or will be sent home with children or delivered to parents by e-mail or made available in the office in hard copy form.
7. Students must either pay for meals in advance, pay as they go through the line, or sign for an I.O.U. No more than 2 outstanding I.O.U.'s will be permitted (or a negative balance of \$5.00). After 2 unpaid I.O.U.'s the student will be offered a peanut butter sandwich. Notices will be sent to parents regarding payments owed for student meals.
8. FWAFA will not participate in the "Predetermined Eligibility Program".
9. FWAFA will use the "Traditional Food Based System" of meal planning for breakfast and lunch.
10. FWAFA will use "Offer vs. Serve" style of distribution. Due to this, any parent of a child receiving free or reduced lunches must explain to their child that they must pick at least three items from the choices given or the meal will be priced out as ala carte and charged the regular prices per item.
11. Parents have the option of requesting to have no charges made by their child. The request must be in writing, and turned into the Lunch Room Coordinator each school year.
12. "Point of Sale" will be at the end of the serving line.
13. Children will be identified for reimbursable meals by a verbal identifier
14. Each student's payment status will be identified by a coded number.
15. Volunteer kitchen workers, adult or student, regardless of their payment status, will not be required to work for their lunch and may stop volunteering at any time. A letter will be sent to every student worker's parent.

16. Adult volunteers will only receive a meal if there is additional food after the students have been fed.
17. Breakfast will be served from 7:35am to 7:50am. All children in line at 7:50am will be served. If the meal is not served by 7:52am the children in line will be given a pass. Students arriving after 7:50am without an office pass will be sent to assembly.

(Adopted/Revised: 8-26-04)

Personal Belongings:

FWAFA is not, at any time, responsible for students' private possessions. Students should mark all personal items, including ALL uniform items. Students who ride bicycles, motorcycles, etc. to school should park and secure them in the assigned place immediately upon arrival.

Students shall be responsible for their own personal belongings while at FWAFA. Students are discouraged from wearing or bringing expensive items of clothing (coats, jackets, designer tennis shoes), jewelry, or watches to FWAFA. FWAFA shall NOT be responsible for any personal items that are lost, damaged or stolen at school or at school-related activities.

(Adopted/Revised: 8-26-04)

Religious Activity

Students may individually, voluntarily and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school.

Searches at School

Fort Worth Academy of Fine Arts (FWFA) officials have the right to an un-coerced search of a student's outer clothing, pockets, or personal belongings (lockers, backpacks, book bags, school supply boxes, etc.) if they have a reasonable suspicion that the search will reveal that the student is in possession of contraband or has otherwise violated a rule of FWAFA. Additionally, a student's desk and locker, if one exists, are considered property of FWAFA and therefore, FWAFA administrators reserve the right to search a student's locker provided reasonable suspicion exists.

Special Education Program

The special education program provides a comprehensive program for each student between the ages of three and twenty-one who has been identified as a student with a disability. Identified disabilities include vision and hearing impairments, speech impairments, physical, mental, or emotional disabilities, and learning disabilities. Homebound instruction is available for students who have serious medical conditions and are confined to home by a physician for a period of four weeks or more.

Specific guidelines and requirements are set by the state to determine a student's eligibility for services. Consideration of a student's need for special education services is initiated by a referral that may be made by the parents, a physician, a community agency, and/or school personnel. An ARD (Admission, Review, and Dismissal) Committee composed of administrators, teachers, parents, and others will meet to develop an Individual Education Plan (IEP) and determine placement. More information may be obtained by contacting Sharon Pemberton, the special education coordinator.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3, 4, 5, 6, 7, 8, 9, 10, 11
- Reading, grade 3, 4, 5, 6, 7, 8, 9
- English language arts in grades 10 and 11
- Writing in grade 4
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11

Visitors to the School

General Visitors

Parents are welcome to visit our school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and

must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere

with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Volunteers

Volunteers are welcomed and appreciated at FWAF! There are many forms of volunteerism. Teachers are allowed to use volunteers but are not required to do so. Some teachers may choose to use volunteers for parties or chaperoning field trips. Some may use volunteers in the classroom. Please do not go into the class during instructional time and ask if there is anything that you can do for a teacher. If a teacher needs a volunteer, they will contact the parents and request assistance. Volunteers may not “hang out” in the building or at the front desk. Please remember that while it is a school, it is also a business and each employee has responsibilities that preclude them from being able to “chat” during work hours.