



# Family Handbook

## 2016-2017

3350 W. Story Rd  
Irving, Texas 75038  
(469)759-3030

## Table of Contents

Greeting from the Headmaster.....	6
Section I. Mission & Philosophy of Education Our Mission.....	6
Educational Philosophy.....	6
Educational Plan.....	7
Academy Overview .....	7
Our Charter and Affiliations.....	7
Tolerance and Pluralistic Sensitivity.....	8
School Administration.....	8
Section II. Academics Academic Expectations .....	9
Notes on Academics.....	9
Technology Resources.....	10
Counseling.....	10
Course of Study .....	11
Evaluation.....	11
Extracurricular Activities, Clubs, and Organizations .....	12
Family-Teacher Academic Partnership .....	13
Graduation Requirements .....	16
Graduation Requirements for a Diploma.....	17
Great Hearts Irving Honor Code .....	17
Homework.....	18
Physical Education.....	19
Promotion and Retention .....	20
Special Programs.....	21
State Assessments.....	24
Study Materials: Supplies, Textbooks, & Classics to Keep.....	25
Summer School.....	26
Tutoring .....	26
Section III. Student Code of Conduct: Expectations for Character and Behavior The Purpose of the Student Code of Conduct .....	26

Jurisdiction..... 27

Approach to Student Discipline ..... 28

Conferences, Hearings and Appeals ..... 30

Process for Suspensions Lasting up to Five Continuous Days ..... 30

Process for Out-of-School Suspensions over Five Days and Expulsion ..... 30

Placement of Students with Disabilities..... 32

Removal from School Transportation ..... 32

Gun-Free Schools Act ..... 32

For a list of Offenses and Consequences, please see Appendix on Page 89..... 33

Student Information..... 35

Residency Verification..... 35

Attendance..... 36

Attendance for Credit or Final Grade ..... 36

Absence ..... 37

Tardiness..... 39

Release of Students from School..... 40

Withdrawal from School..... 41

School Hours..... 41

Photography and Public Internet Postings..... 43

Student Drop-off/Pick-up & Parking on Campus ..... 44

Campus Visitors and Release of Students ..... 44

Disruptions ..... 46

Dress and Grooming – Uniform and Dress Code..... 47

Field Trips ..... 56

Student-Teacher Relationships..... 56

School-Sponsored Transportation..... 57

Student Parking..... 57

Pledges of Allegiance and Moment of Silence..... 58

Recitation of the Declaration of Independence..... 58

Prayer and Meditation..... 58

School Property and Facilities..... 58

Searches..... 59

Procedures for Use of Restraint and Time-Outs ..... 60

Drills: Fire, Tornado, and Other Emergencies ..... 61

Emergency Closings..... 61

Pest Control Information ..... 61

Section V. General School Information Statement of Non-Discrimination..... 62

Freedom from Discrimination, Harassment, and Retaliation..... 62

Freedom from Bullying and Cyberbullying..... 65

Freedom from Hazing..... 66

Alcohol-Free School Notice..... 67

Tobacco-Free School Notice..... 67

Drug-Free School Notice ..... 67

Accident Prevention..... 67

Asbestos Management Plan ..... 68

Bacterial Meningitis ..... 68

Communicable Diseases ..... 69

Immunizations..... 70

Emergency Medical Treatment..... 71

Illness ..... 71

Administration of Medication ..... 72

Fitness Testing..... 73

Dyslexia and Related Disorders ..... 73

Vision and Hearing Screenings..... 73

Spinal Screening ..... 73

Law Enforcement Agencies..... 74

Child Abuse Reporting and Programs..... 75

Plan for Addressing Sexual Abuse of Students and Other Maltreatment of Children..... 75

Student Fees..... 78

Displaying a Student’s Artwork, Projects, Photos, and Other Original Work..... 79

Lost and Found ..... 79

Student Items – Lockers and Backpacks..... 79

**Food and Drinks on Campus ..... 80**

**School Calendar and Website..... 80**

**Emergency Response Plan ..... 80**

**Parent and Student Grievance Procedure..... 80**

**Section VI. Especially for Parents and Important Notices Parent Involvement..... 81**

**Stewardship at Great Hearts Irving ..... 81**

**Parent Service Organization ..... 81**

**Fingerprinting ..... 82**

**Surveys and Activities ..... 82**

**Accommodations for Children of Military Families ..... 83**

**Biological Sex and Gender Policy..... 83**

**Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)..... 85**

**Student Acceptable Use of Technology Policy ..... 88**

**APPENDIX ..... 91**

## **Greeting from the Headmaster**

Dear Families,

Welcome to Great Hearts Irving!

Please take time as a family to read through our entire handbook. The following pages clarify many of the essential details that a family must understand to participate fully in our school community. In effect, knowing the handbook helps your family to join the larger Great Hearts family as we share common values and expectations of one another. When you have finished reading the handbook, both parents and the student(s) should complete and detach the mandatory signature page.

The center of our school is the classroom and the mentoring relationship between the teacher and the student. Our community, however, would be incomplete if the partnership between the Academy and each family stopped at the classroom door. As such, I urge every parent, student, and teacher to become fully involved in at least one activity outside the classroom each year. For a parent, this might mean joining the Parent Service Organization or volunteering in some other capacity; and for a student, playing a sport or being a leader in an extracurricular arena. Through work and friendship, let's build up each other's spirits and develop our community.

Cordially,

Philip G. Althage  
Headmaster

## Section I. Mission & Philosophy of Education

### Our Mission

**The mission of Great Hearts Irving is to educate students for the lifelong pursuit of truth, goodness, and beauty.**

The Great Hearts Irving graduate has a foundation in the liberal arts of grammar and rhetoric, logic and mathematics, history, natural science, and philosophy. The graduate has also practiced the fine arts of music, poetry, drawing and painting, and drama. The graduate is thus prepared for every career, every course of advanced or specialized study, and every kind of leisure. In short, the Great Hearts Irving graduate is ready for the lifetime of learning that is possible for a human being.

Great Hearts Irving will fulfill its mission by the following means:

- Service to a rigorous, prescribed liberal arts curriculum that is the same for all students
- Classes of 25 or less in grades 6-12 and of 30 or less in grades K-5 (with an Apprentice Teacher dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and of character)
- Detailed student evaluation, with an emphasis upon written, narrative evaluation of learning rather than upon grades and percentages
- Regular and meaningful homework assignments
- High standards of personal conduct and comportment for students

Though the curriculum is rigorous and expectations of students high, our mission at Great Hearts Irving is to provide an environment that allows every student who is curious and diligent the opportunity to fulfill his or her potential.

### Educational Philosophy

The foundation of Great Hearts' educational philosophy is the Aristotelian principle that **all human beings by nature desire to know**. Education is the introduction of the student into the fullness of reality, that is, to all that is True, Good, and Beautiful. As educators, we appeal to the very heart of the student who seeks meaning in his or her life, society, and the cosmos. Since man is characterized by intellect and will, true education strives for the perfection of these faculties in the attainment of wisdom and virtue. The student is not only an instantiation of human nature, but also a unique person, and education properly addresses his or her uniqueness. Thus education must be a call for the student to realize not only "what" (human nature) he is, but also "who" (unique person) he is. Finally, as man is by nature social, the aspect of friendship and community is absolutely essential to education. This friendship is not only a "school for virtue" (as Aristotle says in the *Ethics*), and the context for the pursuit of wisdom, but is itself constitutive of that wisdom and virtue.

Properly speaking, the teacher introduces students into this life by appealing to, and embodying, the wonder that lies at the heart of every student. The teacher invites his students to pursue their noblest desires in a community of learners. He orders the classroom and course of study for the benefit of the students by exercising clear authority, encouraging students in their development, and challenging them to fully become

what and who they are. The teacher's primary means for inviting the student into the fullness of reality is his participation in a faculty, a community of learners. The teacher is thus characterized by a certain type of life, and it is this life of friendship in virtue and wisdom that issues the students' invitation to education. The teacher calls the student to realize the fullness of his or her human, cultural, and personal identity within this community. Thus the teacher serves the greater society precisely because he or she is a bulwark against the expansion of superficiality and ideology, prompting students to pursue the truth while encouraging them to serve their fellow man through the preservation and development of authentic culture.

## **Educational Plan**

Great Hearts Irving offers a Kindergarten through 12<sup>th</sup> grade core curriculum in which each of the grades builds on previous grades over the student's tenure. Grades 11 and 12 in particular culminate in the gathering of all previous years of liberal arts study to offer the student a critical and comprehensive understanding of the Western tradition. All parents and students should maintain a vision of what the Great Hearts Irving graduate will look like at the point of graduation. Our graduates will be confident, articulate, and prepared to live full human lives. They will have studied some of the greatest works in the history of the world; they will understand the intellectual foundations of the world in which they live; they will have been trained in advanced mathematics and science; they will appreciate art and culture as expressions of the human spirit; they will have studied multiple languages in depth; and they will possess the intellectual skills and disciplines that make a lifetime of learning possible. A liberal arts education however, is not one that can be completed hurriedly or with a sense only of its immediate benefit or material value.

The formation of our students' characters and imaginations involves an exposure to great works and thinking over time, and it is not complete even at graduation. Great Hearts Irving hopes to graduate life-long learners.

## **Academy Overview**

Great Hearts Irving is a state-chartered public school offering a liberal arts education rooted in the literary and philosophic tradition, and committed to the pursuit of truth, goodness, and beauty. Our academy embraces wisdom and virtue as the proper ends of education, and our school culture is ordered to help the children at our school to develop into great-hearted young men and women. Great Hearts Irving's rigorous twelve-year curriculum culminates in a four year sequence of Humane Letters seminars in which our students read, contemplate, and discuss the Great Books from Plato's *Republic* to Dostoyevsky's *Brothers Karamazov*.

## **Our Charter and Affiliations**

Great Hearts Irving is a campus of Great Hearts Texas, the holder of an open-enrollment charter issued by the State of Texas.



Great Hearts Texas supports its schools with curriculum, data management, faculty orientation and professional development, human resources services, business management (such as accounting), special education services, and the development of funding and facility opportunities.

## **Tolerance and Pluralistic Sensitivity**

Great Hearts Irving is a public, non-sectarian institution serving a variety of Texans. All members of the Great Hearts Irving community—the administration, teachers, parents, and students—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at Great Hearts Irving in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

## **School Administration**

### **Leadership Team**

The **Headmaster** for the school is Mr. Bryan Smith. Mr. Smith works with the President of Great Hearts Texas and the Board of Great Hearts Texas to lead the school in the attainment of its mission.

The **Assistant Headmasters** are Philip Althage and Oscar Ortiz. They are responsible for assisting the Headmaster in articulating the mission of the school, recruiting and hiring its faculty, observing and evaluating teachers, and forming a school culture.

### **Athletics**

The **Athletic Director** is Mr. Robert Long. He oversees all coaches and athletic activities at the school. All questions about sports, especially those pertinent to practice/game schedules and locations should be directed to Mr. Long.

### **Office Manager**

The Office Manager is Pamela Bergez. She is the first contact for parents regarding general school matters (e.g. absences and attendance). The Office Manager handles school enrollment, student records, and withdrawals and new families. The Office Manager answers parent questions concerning day to day activities as well as student records and school business, but does not discuss matters of student discipline, curriculum, or the classroom. She will direct such inquiries to the appropriate teacher or administrator.

### **Communicating Concerns to the Administration**

In directing questions to Great Hearts Irving employees, parents should begin by speaking with the individual closest to the situation and then move to the next level of school leadership. For example, if a student is

struggling in a particular course, that student's parent should begin by contacting the teacher of that course. If in need of more assistance, the next contact would be with the Assistant Headmaster, and then, if more assistance is necessary, the Headmaster.

This procedure has the benefit of enabling those with the most direct knowledge of the situation to assist the parent and student. General questions regarding the many particulars of daily school operation may be directed to the Office Manager. In cases where you do not know the necessary contact, please speak with the Office Manager, and she will direct you to the appropriate employee. The Office Manager can be reached at (469) 759-3030.

*Note to Parents: Copies of resumes for all Great Hearts Irving faculty are available in a binder at the front desk. Please ask the Office Manager if you wish to review these.*

## **Section II. Academics**

### **Academic Expectations**

Though the curriculum is rigorous and expectations of students are high, Great Hearts Irving is not an exclusive school. Our mission is to provide an environment that allows every student who wants to learn the opportunity to achieve academically. A student's desire to learn is the key to success and fulfillment at Great Hearts Irving. While the school understands that some students are more talented than other students in certain subjects, every student who has passed the appropriate prerequisites, is genuinely curious, and applies him or herself diligently on a daily basis will succeed at Great Hearts Irving. Success is measured as a student's growth in maturity, accomplishment, and understanding over the course of his or her time at the Academy and will finally be demonstrated in his or her character as a typical Great Hearts Irving senior and graduate, a truly impressive young man or woman.

As a key philosophical principle, Great Hearts Irving holds that every student can learn. As human beings, we are equal in that we all have the capacity to learn and grow. The equality in capacity does not imply that all gifts are distributed evenly among students. Just as individuals differ in their physical gifts and characteristics, we all have different gifts and challenges in the subjects of learning. Great Hearts Irving is committed to helping each student achieve as much as he or she can. True excellence across the curriculum is a rare and worthy achievement, to be admired by all, but not to be unreasonably expected of all.

Great Hearts Irving will offer a study skills instruction during the academic year. This instruction has proven to be extremely helpful to new students, as well as older students who wish to improve their skills in this regard.

### **Notes on Academics**

The Headmaster 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 the opportunity to complete the daily work that the teacher assigned in class.

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

## **Technology Resources**

Great Hearts Irving has made a substantial investment in 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 of Technology Policy.

## **Counseling**

### **Academic/College Counseling**

Students and parents are encouraged to talk with the Assistant Headmaster to learn about course offerings, graduation requirements, and early graduation procedures. Each spring, students in 8th–12th grade will be provided with information on 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 Headmaster to take the courses that best prepare them for the future. The Assistant Headmaster 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 Headmaster is available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Headmaster may also provide information about community resources to address these concerns. A student who wishes to meet with the Headmaster should set an appointment through the Office Manager.

**Please note:** Great Hearts Irving 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.

## Course of Study



	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
English	Core Knowledge Literature						Literature & Composition			Humane Letters:	Humane Letters:	Humane Letters:	Humane Letters:
	Spalding Phonics			Grammar & Composition						US History from 1877-Present	Modern European History	Great Texts of the Ancient World	Rome to Modernity
	Leveled Readers		Junior Great Books										
History & Geography	Modified Core Knowledge History & Geography						World History & Cultures	Texas History	US History: Beginnings-1877				
	Emphasis: US History			Emphasis: Texas History	Emphasis: US History								
Math	Singapore Math				Singapore Math or Reasoning Mind		Pre- Algebra	Algebra I	Algebra II	Geometry	Pre-Calculus	Calculus I	Calculus II
Science	Modified Core Knowledge Science				Physical Science			Life Science	Earth Science	Biology	Chemistry	Physics I	Physics II
Foreign Language	Latin Spoken & Roots				Latin Grammar		Latin & Western Humanities I	Latin & Western Humanities II	Latin & Western Humanities III	Latin III or Modern Lang I	Latin IV or Modern Lang II	Greek I or Modern Lang III	Greek II or Modern Lang IV
Fine Arts	Core Knowledge Fine Arts						Studio Art*	Studio Art/ Music*	Music*	Studio Art	Music	Drama	Studio Art
Other Core	Physical Education						Physical Education	Physical Education	Physical Education	Physical Education	Rhetoric & Composition*	World History/ Geography	Senior Project
	Competitive Chess						Grammar*	Grammar*	Rhetoric *		Economics*		American Government & Founding
		Poetry Memorization & Recitation											

\*Indicates semester or every-other-day courses; all others are full year.

Note: In the founding years of a Great Hearts academy, modifications to offerings (especially in math & foreign language) are made.

## Evaluation

A liberal arts education requires a special kind of written evaluation – one that offers a prose discussion of the student’s sense of wonder, depth of inquiry, specific areas of mastery and needs for improvement, and attitudes toward learning and towards others. The narrative treats student in a fundamentally human way, not by neglecting numerical scores, but by situating those numbers as one part of fuller, more nuanced picture of the student’s progress in a given course.

**Deficiency Notices:** Midway through each quarter, deficiency notices are mailed out to the parents of students who are currently not passing. These notices are intended to prompt students to make necessary changes and improve their academic standing before the end of the quarter.

**Reports:** At the end of the first and third quarters, parents will receive a report that indicates student performance in each subject area. At other reporting periods, teachers may write a narrative report for each student. These reports provide parents with specific feedback on a student’s strengths and weaknesses within a given class. In addition to narrative commentary, these reports include student grades in various categories of assessment along with an overall letter grade for the semester.

**First quarter Conferences:** After the first quarter, parents meet with the team of their student's teachers to discuss the first quarter and overall student progress in greater depth. Students in K through 5<sup>th</sup> grades do not attend these conferences. Beginning in 6<sup>th</sup> grade, students will participate in their own conferences, offering a substantial self-assessment based upon concrete guidelines and in dialogue with the student's teachers. 11<sup>th</sup> and 12<sup>th</sup> graders will lead the conferences and engage in substantial self-evaluation.

**State Testing:** Students will also be assessed according to state requirements. Please review appendix for list of state standardized exams. All tests will be conducted during the school year and the results will be mailed directly to families.

## **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.

Extracurricular activities enable pursuits that exceed the scope of the school curriculum, and complement the academic program in recognition that the intellectual life does not account for the whole of personal existence. In helping students to fulfill their human potential, extra-curricular activities assist in the development of particular virtues appropriate to the diverse areas of human achievement.

Activities promoting artistic and athletic excellence, as well as service to the school and local community, are an integral part of human development. The formation of character cannot be achieved through a solitary emphasis on academic abilities, but must be a holistic approach to the totality of human potentialities. The presence of extra-curricular activities also enables the student to contribute his or her unique gifts to the school community, some of which may not always be prominently displayed within the classroom environment. Thus, extra-curricular activities provide additional personal focus, bringing the individual student into relief, pulling out as it were from the background, and making him the appropriate focus of attention and encouragement on the part of faculty and family alike.

Athletics play an important role in the life of a school due to their inherent nobility and the communal spirit that accompanies them. It is important to recognize and reward athletic achievement in its physical component, and even more important to develop the integration of the person (body, intellect, will, and emotion) through sport. There are many virtues developed through athletics (self-discipline, solidarity, perseverance), and one we particularly aim for is the integration of the body with the faculties of the soul, the integration between persons enacted in the solidarity of a team, and the integration gained by the school community pulling itself together to support its students and its good name in the noble endeavor of athletic competition. Great Hearts Irving supports the renewal and restoration of athletics according to its noble purpose as a fundamental aspect of the school community.

Great Hearts Irving is committed to ordering athletics within the mission of the school and preventing the emergence of a "second culture" as is often seen at other schools. At Great Hearts Irving, athletics does not exist as an island of its own, but as a noble enterprise that assists the Academy mission of developing students in character and wisdom.

To honor students in these endeavors, Great Hearts Irving gives out the Mustang Award at the Awards Ceremony

at the end of the year. The Mustang Award is given to the student athletes who stand out in their striving for true excellence on the field, on campus, and in the classroom. These students have distinguished themselves through outstanding athleticism, sportsmanship, teamwork, leadership, and commitment to the ideals of the academy.

#### Eligibility Requirements

To be eligible for athletic activities at Great Hearts Irving, the student must maintain passing grades in all subjects and must have displayed good behavior. If a student is found to be failing at the midpoint of a quarter, he or she will be notified and be put on probation. If the student does not achieve a passing score, he will be suspended from all Great Hearts Irving sports competitions for the first half of the following quarter, at which point the athlete's eligibility will be reviewed again.

Additionally, eligibility for participation in many school-related activities is governed by state law and rules of the Texas Charter School Association, a statewide association overseeing competition between charter schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Assistant Headmaster.

#### Physicals

Parents of students on Great Hearts Irving sports teams must submit a medical release form signed by themselves and the child's doctor. Forms may be picked up in the school office.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, 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.

## Family-Teacher Academic Partnership

**At Great Hearts Irving, the student is the primary agent in his or her education.** Our first priority in this regard is to encourage student responsibility by establishing an open line of communication between students and their individual teachers. Timely and effective communication between teachers, students, and parents is essential in fostering academic growth.

#### K-5 Communication Roles

Student: Students are responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. We strongly encourage students to meet with their teachers regularly for tutoring, and not only if they are having difficulty understanding specific concepts or material. It is also the responsibility of the students to communicate honestly to their parents about their day-to-day performance and academic standing.

Teacher: Teachers are responsible for clearly communicating to the student what is expected of him or her. Teachers are also responsible for notifying parents when their student is struggling considerably with the material or is not performing as expected. See **Deficiency Notices** above.

Parent: The primary means by which parents can assist their children are:

1. Encouraging their children in their development in Academy goals, namely the growth of character and wisdom.
2. Providing a distraction-free study environment.
3. Communicating with students daily about school work and helping them to grow in organization and independence.

## 6-12 Communication Roles

### Student

Students are responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. We strongly encourage students to meet with their teachers regularly for tutoring, and not only if they are having difficulty understanding specific concepts or material. It is also the responsibility of the students to communicate honestly to their parents about their day-to-day performance and academic standing.

### Teacher

Teachers are responsible for clearly communicating to the student what is expected of him or her. It is also the teacher's responsibility to share information with the parents when a student is struggling considerably with the material or is not performing as expected. When a student falls into the D or F range for a course, a **Deficiency Notice** will be mailed home by the teacher or school office.

### Parent

The primary means by which parents can assist their children are:

1. Encouraging their children in their development in Academy goals, namely the growth of character and wisdom.
2. Providing a distraction free study environment at home.
3. Communicating with students daily about school work and helping them to grow in organization and independence.

When students are experiencing significant academic struggles, parents should generally seek to assist the student according to these guidelines:

1. First, student communicates specific difficulty directly to teacher
2. Teacher meets with student to create action plan
3. If difficulty persists, parents contact teacher or vice versa
4. Teacher, parents, and possibly student meet to discuss and address issue
5. If difficulty persists, parents and/or teacher may contact the Assistant Headmaster
6. Assistant Headmaster facilitates conference with parents and teacher

To contact the teachers by phone, please call the school office and leave a message on the individual teacher's voice-mail box. Teachers may also be reached via e-mail; individual e-mail addresses are found on the Great Hearts Irving website: [www.greatheartsirving.org](http://www.greatheartsirving.org). **Teachers will return phone calls and emails by the end of the next school day.**

Note: We ask that students and parents not enter faculty or administrative offices without invitation. This is a private workspace which contains confidential school records. Stopping by the faculty office before or after school is not a good time to meet with teachers.

Parents of students in all grades are encouraged to talk with the faculty as soon as they think their son or daughter might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. If you wish to

talk with your child's teacher by phone, or to make an appointment for a conference, please call the school office and leave a message on the individual teacher's voice - mail box with your name, your child's name, your phone number, and times during which you will be available. Teachers can also be reached via e-mail. The teacher will return communication by the end of the next school day. It is not appropriate to stop by the classroom before school starts to meet with the teacher, unless an appointment has been made. In the morning, teachers are monitoring students and it is important that they not be distracted from this duty. Our teachers' lunch time and prep time is also valuable and should be protected. If you would like to meet during the school day, please make an appointment.

While on campus, parents should always conduct themselves in a civil manner. Hostility, disrespectful speech, and vulgarity that Great Hearts determines is disruptive to the educational environment will not be permitted on campus, including in the parking lot. If parents are upset about a matter involving a teacher, we ask that they contact the Office Manager to set up an appointment with the appropriate teacher, Assistant Headmaster, or the Headmaster as the situation warrants.



## Graduation Requirements

Great Hearts Texas High School Course Plan					
	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Credits
<b>Humane Letters (Language Arts/History)</b>	English 1	English 2	English 3	English 4	4
	U.S. History	European History	Ancient History	Humanities	4
<b>Mathematics</b>	Geometry*	Pre-Calculus*	Calculus 1	Calculus 2	4
<b>Science</b>	Biology	Chemistry	Physics 1	Physics 2	4
<b>Languages</b>	Classical Language or Modern Language	Classical Language or Modern Language	Classical Language or Modern Language	Classical Language or Modern Language	4
<b>Fine Arts</b>	Studio Art I	Music	Drama	Studio Art II	4
<b>Other</b>	PE	Advanced Comp. (1/2 credit) Economics (1/2 credit)	World History/ Geography	American Gov. (1/2 credit) Senior Thesis (1/2 credit)	4
					<b>28 Credits</b>
<p><i>*Please note that modifications will need to be made to this plan in first few years of a school. For example, students may begin 9<sup>th</sup> grade with Algebra 1 or Algebra 2 and continue through the math sequence from that point.</i></p> <p><i>School leadership will review each student's graduation plan with the student prior to the beginning of 9<sup>th</sup> grade. Graduation plans will also be sent home to parents for review and signature.</i></p>					
<p><b>I. Planned Endorsements:</b></p> <ol style="list-style-type: none"> <li>1) Arts and Humanities</li> <li>2) STEM (In the first years of a new school, students may need to complete additional coursework to receive this endorsement.)</li> <li>3) Multi-Disciplinary</li> </ol> <p><b>II. The Course Plan above will lead to TEA's "Distinguished Level of Achievement"</b></p> <p><b>III. Graduates have the potential to earn further "Performance Acknowledgements" for outstanding performance in: 1) bilingualism and bi-literacy, 2) PSAT, ACT-Plan, SAT, or ACT, 3) AP tests (students may take test, though we do not offer AP courses)</b></p>					

## Graduation Requirements for a Diploma

To receive a high school diploma from Great Hearts Irving, a student must successfully complete the required number of credits, pass all statewide assessments, and meet all attendance requirements.

Students are required, with limited exceptions, to perform satisfactorily on the following end-of-course (“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.

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

### Certificates of Coursework Completion

A certificate of coursework completion will be issued to a high school senior who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

### Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal (“ARD”) Committee, a student with disabilities may be permitted to graduate under the provisions of his or her Individualized Education Program (“IEP”).

## Great Hearts Irving Honor Code

The objective of the Great Hearts Irving Honor Code is to build trust among students and to maintain an academic community in which a code of personal virtue is shared. The Great Hearts Irving Honor Code is given below:

As a student and citizen of Great Hearts Irving, I agree to the following:

- *I will not lie, cheat, or steal in any of my academic endeavors.*
- *I will forthrightly oppose each and every instance of academic dishonesty.*
- *I will not request, receive, or give aid in examinations/tests/quizzes.*
- *I will not give or receive unpermitted aid in class work, homework, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. I will understand the difference between studying and reviewing with others (which often is acceptable) and producing written documents that are submitted under my name for credit (which can only be done alone).*
- *I will not copy from or collaborate with others in completing homework. When I put my name on a homework assignment, I attest that all of the work on the assignment is my own in origin and content. In addition, I will not misrepresent work done in class on the due date as having been done before the beginning of the school day.*
- *In the case of all essays and research papers, I will carefully cite all external sources. I will not represent someone else’s work as my own. I will do my very best to learn from my teachers the clear distinctions between appropriate research and plagiarism, intentional or unintentional.*
- *I will never use any “study aids” such as Cliff’s Notes, Sparks Notes, or other materials, nor will I watch a movie/video version of a work of literature before or during study of it in school. I will do*

*the reading for myself and strive to understand it for myself.*

- *I will never attempt to pass off work completed in class as if it had been completed the night before as homework.*

The faculty on its part manifests its confidence in the honor of its students by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

Please see the Discipline Section for information on how violations of the Academy Honor Code are addressed by teachers and the Assistant Headmasters. Since academic dishonesty is viewed as a serious offence, even first offenders may be punished with a suspension. The Great Hearts Irving Honor Code is reviewed in class with students during the first week of school each year.

*-Portions of this honor code are derived from the current Duke University and Stanford University honor codes.*

## Homework

At Great Hearts Irving we believe that the majority of class time should be spent in the *collective* pursuit of what is true, good, and beautiful about a specific subject. Homework time, then, is reserved primarily for reading and for meaningful *independent* activities that support the curricular objectives of a given course. Students should expect to do meaningful homework each night.

The following chart provides general homework expectations for the average student at Great Hearts Irving:

<b>Kinder:</b>	approximately 20 minutes of homework each night
<b>1<sup>st</sup> grade:</b>	approximately 30 minutes of homework each night
<b>2<sup>nd</sup> grade:</b>	approximately 30-40 minutes of homework each night
<b>3<sup>rd</sup> grade:</b>	approximately 35-45 minutes of homework each night
<b>4<sup>th</sup> grade:</b>	approximately 45-60 minutes of homework each night
<b>5<sup>th</sup> grade:</b>	approximately 60-75 minutes of homework each night

**\*Note: Students in K-5 will be encouraged to do independent reading in addition to the assigned homework.**

<b>6<sup>th</sup> and 7<sup>th</sup> grades:</b>	approximately 75-100 minutes of homework each night
<b>8<sup>th</sup> grade:</b>	approximately 85-115 minutes of homework each night
<b>9<sup>th</sup> -12<sup>th</sup> grades:</b>	approximately 120 to 165 minutes of homework each night

**We ask parents to help us communicate to students the importance of establishing a silent and distraction-free environment for completing all homework.** If students do not work in such an environment they should expect that:

- 1) it will take significantly longer to complete the assignments; and
- 2) the student's thought will be fragmented, and his or her overall comprehension of the material will be deficient.

Often, success with homework is a condition of the student's self-regulation. Skillful self-regulators have a number of strategies that enable them to achieve efficiently and effectively: help-seeking, planning, goal-setting, time-management, self-monitoring, reducing distractions, questioning, comprehension monitoring, and using feedback. Students who struggle often do not systematically employ these strategies, even though they may, in fact, spend a significant amount of time working/studying.

As students rise through the grades at the academy, they develop and strengthen their work skills. In essence, students *learn how to learn* through the rigors of school.

Teachers work carefully in measuring out a proper amount of work for their class and will coordinate with other teachers of a section of students in scheduling their major tests and projects. Thus, students will have no more than two major tests on the same day. It is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. **If a student is unable to attend school and seeks his or her assignments, he or she should contact a classmate for that information, *not* the school office.** It is wise to coordinate with a friend (perhaps one who lives close by) early on in the year so that homework handouts might also be collected for the absent student.

An absence on the due date of a major assignment (essay, lab report, project, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up the exam on the day of his/her return. Likewise, absences during the preparation time of a major assignment may not extend the due date. Please see the faculty course syllabi for specific guidelines regarding make-up work following absences.

The Official School Calendar lists the "R and R" weekends. These are designated as school-wide "*no homework*" weekends. Teachers will not assign homework over these weekends and tests and quizzes will not be administered on the Mondays following. It may be the case that a long-term or multi-day project is given well before and due a few days after an "R and R" weekend; students will need to stick to a disciplined work schedule so as to enjoy the well-deserved time off.

## Physical Education

Great Hearts Irving will ensure that students in kinder through grade 5 engage in at least 30 minutes per day or 135 minutes per week of moderate or vigorous physical activity.

Students in middle school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

### Physical Education Exemption

Short-term exemptions from physical education are possible for students who have physical handicaps, illnesses, or other incapacities that a physician deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Each case is handled on an individual basis as follows:

1. Each request for exemption or for modified activity must be accompanied by a physician's certificate. Such certificates are honored, but must be renewed each year.
2. When the certificate will allow modified activities in class, the student should remain in

physical education class. The teachers adjust the activities of the student to the disability.

3. An exempted student may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.

## **Promotion and Retention**

A student may be considered for retention or remediation (required to repeat a grade or particular course) if he or she has met any of the following criteria:

1. Failed one or more core subject areas;
2. Failed one or more state assessments;
3. Is below level in one or more core subject areas; or
4. Missed more than 10% of instructional days in an academic year.

Retention decisions will be made by a committee comprised of the child's core subject area teachers and the Headmaster or designee.

In order to be promoted to the next grade level, students in certain grade levels – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness ("STAAR").

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 STAAR assessment in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 STAAR assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course ("EOC") assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student in grades 3–8 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 mandate assessment only for the course in which he or she is enrolled, unless applicable federal law requires otherwise.

Parents of a student who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed EOC. If a student fails a second time, a grade placement committee will determine the additional special instruction the student will receive. After a third attempt, the student will be retained; however, the parent can appeal this decision to the committee. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Students will also have multiple opportunities to retake EOC assessments.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing.

### **Students with Disabilities**

Upon the recommendation of the Admission, Review, and Dismissal (“ARD”) Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program (“IEP”).

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.

### **Student Success Initiative**

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

The SSI grade advancement requirements apply to the grade 5 mathematics and reading tests and the grade 8 mathematics and reading tests. As specified by these requirements, a student may advance to the next grade level only by passing these tests or, if the parent appeals, by unanimous decision of his or her grade placement committee (GPC) that the student is likely to perform at grade level after accelerated instruction.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A GPC, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the accelerated instruction the student needs before the third testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained. However, if the parents appeal the retention, the GPC may choose to promote the student if all members agree that the student is likely to perform on grade level with additional accelerated instruction and if the student completes the required accelerated instruction.

For Special Education students, the ARD committee will serve as their Grade Placement Committee (GPC).

## **Special Programs**

### **Bilingual/ESL Services**

Great Hearts Irving offers Bilingual/English as a Second Language (“ESL”) services at all appropriate grade levels for English language learners who are limited in their English proficiency. The program is designed to assist students identified as having limited English proficiency with development in language – listening, speaking, reading, and writing. The goal of the ESL program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

**Special Education Services**

Great Hearts Irving has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5–21 years of age and who fall within the school’s jurisdiction. If you know or suspect that your child has a disability, please contact the Headmaster for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”), which is developed by the student’s Admission, Review, and Dismissal (“ARD”) Committee. The ARD Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from the Special Education Director or at the Texas Education Agency Special Education Website: <http://www.tea.state.tx.us/special.ed/>. For further information, please contact the Headmaster or designee.

### **Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services**

If a student is experiencing learning difficulties, the parent may contact the Special Education Coordinator 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 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 including a process based on Response to Intervention ("RtI"). The implementation of RtI has the potential to have a positive impact on the School's ability to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services by presenting a written request to the Special Education Coordinator or an administrative employee. Great Hearts Irving must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the school. Additionally, the parent will receive a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

If consent for evaluation is obtained, then Great Hearts Irving must complete the evaluation and report within 45 school days of the date it receives the written consent. Great Hearts Irving must give a copy of the evaluation report to the parent.

### **Section 504 Services**

Great Hearts Irving provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such an impairment, or is regarded as having such an impairment. A student with a disability is "qualified" if he or she is between the ages of three and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless Great Hearts Irving demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, Great Hearts Irving shall comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, Great Hearts Irving shall ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Headmaster for information concerning available programs, assessments, and services. For further information, please contact the Section 504 Coordinator.



### **Services for Title I Participants**

Information regarding the school's participation in Title I or a specific Title I program may be obtained from the Headmaster or district office.

## **State Assessments**

### **STAAR (State of Texas Assessment of Academic Readiness)**

#### *Grades 3–8*

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

1. Mathematics, annually in grades 3–8;
2. Reading, annually in grades 3–8;
3. Writing, including spelling and grammar, in grades 4 and 7;
4. Science in grades 5 and 8; and
5. Social studies in grade 8.

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

STAAR Modified and STAAR Alternate will be available for eligible students receiving special education services, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient students, as determined by the student's Language Proficiency Assessment Committee.

### **End-of-Course (EOC) Assessments for Students in Grades 9-12 (or students in lower grades taking the courses below)**

Beginning with ninth graders in the 2011–2012 school year and, as modified by House Bill 5, end-of-course ("EOC") assessments are administered for the following courses:

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

Satisfactory performance on the applicable assessments will be required for graduation.

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.

**TSI (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 Great Hearts Irving as well. Beginning in fall 2013, all Texas public colleges and universities will begin administering a new TSI assessment, which will assist as one of several factors in determining whether the student is considered ready to enroll in college-level courses or whether the student needs to enroll in what is termed developmental education courses prior to enrollment in college level courses.

**TELPAS**

The Texas English Language Proficiency Assessment System (“TELPAS”) is a system of statewide assessment administered to all Limited English Proficient (“LEP”) students in 3rd–12th grades. The TELPAS measures English ability based on the stage 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.

**Study Materials: Supplies, Textbooks, & Classics to Keep**

Books are at the heart of a classical, liberal arts education. At Great Hearts, it has always been the tradition for students to develop a personal library of books that they mark in, keep, and return to during their time at Great Hearts, and treasure for years to come. We call these books “Classics to Keep.” Your child’s class will utilize these classics during the upcoming school year. Parents and students are strongly encouraged to purchase these books for their own personal collections, so that they can mark them and keep them, allowing students to develop their own impressive personal library of classics over the course of their academic career with Great Hearts. For families who do not purchase the texts, students will be given access to a copy of these books as part of their curriculum. Students should not mark these books provided by Great Hearts, and will be asked to return the books in good condition once their class has finished working with the book.

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be treated with care and used as directed by the teacher. A student who is issued a damaged book 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 for use at school during the school day. Great Hearts Irving may reduce or waive the payment requirement if the student is from a low-income family. The release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks or supplemental materials.

## **Summer School**

Great Hearts Irving may offer summer school classes designed for students who did not complete all required work for the previous school year and for students who would like to take an additional course toward graduation.

## **Tutoring**

All Great Hearts teachers offer regularly scheduled tutoring sessions before and/or after school at no cost. Tutoring is an important opportunity for students to receive academic guidance and support. Students are strongly encouraged, and may be required, to see teachers for tutoring. Tutoring services are also available for students receiving special education services.

Private tutoring is the responsibility of a student's parents. Teachers employed by Great Hearts Irving are not permitted to privately tutor their own students for pay.

## **Section III. Student Code of Conduct: Expectations for Character and Behavior**

### **The Purpose of the Student Code of Conduct**

All of the information that you will find below is directed toward the common good of the Academy and its maintenance as a place of learning and moral development. At Great Hearts Irving, we believe that habits of behavior play a significant part in forming habits of mind. The teachers at Great Hearts Irving will make every effort to enforce the rules below consistently, informatively, and with a heart of mercy for the student's overall well-being. At Great Hearts, we also understand that students in different grades are at different levels of development. As a result, teachers will employ a variety of approaches to student discipline, which will be suited to their particular developmental level. In the Lower School, for example, a teacher may simply ask a student to take some recovery time whereas in the Middle School a detention could be given for the same disruption.

Students at Great Hearts Irving strive to make the most of their educational opportunities. No less than their parents and the faculty, our students appreciate the overall environment that they help maintain for the good of the entire school community. It does not take long for our students to recognize the benefits of mutual encouragement, respect, courtesy, and helpfulness.

Nevertheless, our students are human and sometimes make mistakes in speech or behavior. Sometimes, their mistakes can be disruptive to other students and to our teachers. Therefore, for the sake of orderly and productive community life, it is necessary to discuss school expectations and sanctions so that students and families can have a blueprint for conduct which contributes to a wholesome academic environment and to each student's self-esteem and success.

The philosophy of Great Hearts Irving is that students will learn civil, polite and respectful conduct by the example of their teachers and other adults. Consequently, students will be treated with respect and courtesy by the Great Hearts Irving staff and will be expected to treat not only all adults on campus with such respect, but one another as well. Several very obvious signs of such respect are a student's willingness to refrain from talking in class when others have the floor; a respect for the property of the school and of other students; a willingness to refrain from sarcastic or critical comments towards others; and a willingness to ask (and give) forgiveness when someone has been wronged.

In conjunction with parents, Great Hearts Irving has the goal of developing not only habits of good scholarship and critical inquiry, but the character traits of courtesy, promptness, forgiveness, self-control, responsibility, diligence, courage, generosity, and magnanimity. Good behavior is expected of all students and will not be specially rewarded at school. It is its own reward in the esteem the student earns from his teachers and his fellow students.

Great Hearts Irving's guiding policy is to be fair, firm, and consistent in the application of discipline for inappropriate behavior. However, the following guidelines for discipline are not intended to be exhaustive. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, Great Hearts Irving has established this Student Code of Conduct ("the Code") in accordance with state law. The Code outlines prohibited behaviors and consequences for such behavior.

The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the Headmaster. Parents will be notified of any violation that may result in their student being suspended or expelled from the school.

Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as Great Hearts Irving may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior and consequences.

## **Jurisdiction**

Great Hearts Irving has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school;
2. While the student is in attendance at any school-related activity, regardless of time or location;

3. For any misconduct, regardless of time or location, that impacts the learning environment or another student's learning or well-being at school;
4. For any mandatory or discretionary expulsion violation committed while on or off school property or while attending a school-sponsored or school-related activity of another district in Texas;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and
7. When criminal mischief or acts are committed on or off school property or at a school-related event.

**Note:** In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus will be reported to an appropriate law enforcement agency.

## **Approach to Student Discipline**

In general, discipline is intended to correct misconduct, to promote each student's development in character and the virtues, and to foster the common good of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of disciplinary techniques. Disciplinary action correlates to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and the effect of the misconduct on the school environment.

The following approaches may be used-alone or in combination-for misbehavior violating the Code or campus or classroom rules:

- Assignment of school service or community service duties such as scrubbing desks or picking up litter
- Behavioral agreements
- Cooling off time or "time out"
- Counseling by teachers, counselors, or administrative personnel
- In school suspension or detention, as specified in the suspension section of the Code
- Expulsion, as specified in the expulsion section of the Code
- Grade reductions as permitted as policy
- Out of School Suspension, as specified in the suspension section of the Code
- Parent-Teacher conferences
- Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the School
- School assessed and school administered probation
- Seating changes within the classrooms
- Sending the student to the office or other assigned area
- Techniques or penalties identified in individual student organization's extracurricular standards of behavior
- Temporary confiscation of items that disrupt the educational process
- Verbal correction
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school sponsored clubs or organizations
- Other strategies and consequences as specified by the Code

Students may be removed from class for a short duration following a perceived disciplinary infraction while an administrator collects an account of the situation. During this time, a student may be asked to sit quietly in an administrator's office and provide a description of the incident. In response to the student's behavior, a teacher or administrator may assign a lunch-, recess-, or after-school-detention. In the case of more serious misbehavior the parent will be contacted and other disciplinary measures taken, up to and including suspension and expulsion.

#### **Note Concerning Detention**

Students in grades 6-12 who violate the Student Code of Conduct may also be assigned detention, lose the privilege of lunch-time recess or participation in extra-curricular activities.

Any student who fails to report to detention at the scheduled time will receive additional penalties (typically an additional detention). Students should not ask to have a detention rescheduled; detentions are by their very nature inconvenient, and students should view the inconvenience that detention causes to be a direct result of the misbehavior that incurred the punishment in the first place. Exceptions may be made in the event of a family emergency or serious scheduling conflict. All matters pertaining to the scheduling and serving of detentions should be directed to the faculty member designated as the Detention supervisor.

Detentions can be serious in nature and a high number of detentions can indicate a student's general unwillingness to cooperate with the school. The accumulation of numerous detentions may result in a suspension based on the judgment of the Headmaster. A student may be suspended if many of the detentions are received for the same offense (such as tardiness), or if the Headmaster determines that the detentions are of a serious nature and warrant immediate action.

In the case of more serious misbehavior, such as forging a parent's signature, lying to an adult, cheating on exams and/or academic assignments, fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, skipping class, or any other serious offense listed in the Student Code of Conduct, the parent will be contacted and other disciplinary measures taken, up to and including suspension or expulsion.

Threats of violence and physical, verbal or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and expulsion.

#### **Note Concerning Corporal Punishment**

Great Hearts Irving will **not** administer corporal punishment upon a student for misconduct.

## **Conferences, Hearings and Appeals**

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law and school policy.

### **Process for Suspensions Lasting up to Five Continuous Days**

In addition to the above list of Code of Conduct violations, the Headmaster has authority to suspend a student for a period of up to five continuous school days at a time for any of the following reasons:

1. The need to further investigate an incident;
2. A recommendation to expel the student; or
3. An emergency constituting endangerment to health or safety.

#### **Prerequisites to Suspension**

Prior to suspending a student, the Headmaster or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

#### **Notification to Parents/Guardians**

If the Headmaster or designee determines the student's conduct warrants suspension during the school day, the Headmaster or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The Headmaster or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Headmaster.

#### **Credit During Suspension**

A student shall receive credit for work missed during the period of suspension if the student makes up work missed within the same number of school days the student was absent on suspension.

### **Process for Out-of-School Suspensions over Five Days and Expulsion**

#### **Notice**

When the Headmaster or designee determines that a student's conduct warrants suspension for more than five days or expulsion, but prior to taking any expulsion action, the Headmaster or designee will provide the student's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Headmaster, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the student:

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of the school's evidence;
4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

#### **Hearing Before Headmaster**

Great Hearts Irving shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Headmaster or designee may audio record the hearing.

Immediately following the hearing, the Headmaster or designee will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the suspension or expulsion, if any;
2. When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
3. The right to appeal the Headmaster's decision to the Superintendent of Great Hearts Texas.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

#### **Appeal to the Superintendent**

The student or his or her parent(s) may appeal the expulsion decision to the Superintendent by notifying the Headmaster in writing within seven calendar days of the date of receipt of the Headmaster's decision. The Superintendent will review the audio or transcribed record from the hearing before the Headmaster at a specially called meeting. The Superintendent will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing. Parents will be notified of the right to appeal the Headmaster's decision to the Board of Great Hearts Texas.

#### **Appeal to the Board of Directors**

After appealing the expulsion decision to the Superintendent, the student or his or her parent(s) may appeal the expulsion decision to the Board of Directors by notifying the Headmaster in writing within seven calendar days of the date of receipt of the Headmaster's decision. The Board will review the audio or transcribed record from the hearing before the Headmaster at a specially called meeting. The Board will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

#### **No Credit Earned**

Except when required by law, students will not earn academic credit during a period of expulsion.



### **Emergency Placement and Expulsion**

If the Headmaster or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of the school or a school-sponsored activity, the Headmaster or designee may order immediate removal of the student. Immediate suspension may be imposed by the Headmaster or designee if he or she reasonably believes such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

## **Placement of Students with Disabilities**

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.

### **Suspension/Expulsion Requirement**

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, a student with a disability shall remain in the present education setting, unless Great Hearts Irving and the student's parents agree otherwise.

## **Removal from School Transportation**

A student being transported by Great Hearts Irving transportation to or from a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating Great Hearts Irving's established standards for conduct in a school vehicle.

## **Gun-Free Schools Act**

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

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

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described

devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

**For a list of Offenses and Consequences, please see Appendix on Page 89**

## **Section IV. Student Life**

### **Admissions Policy**

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the Great Hearts Texas open-enrollment charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in Great Hearts Irving shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by Great Hearts Irving based on occupancy limitations, code compliance, and staffing requirements, as deemed necessary.

In accordance with state law, Great Hearts Irving 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.

#### **Exception to Admission**

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

#### **Submission of Applications and Admissions Lottery**

Great Hearts Irving requires applicants to submit a completed application in order to be considered for admission. An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Parents will be notified of the results of the lottery and the available seats will be offered to applicants in the order of their waitlist numbers.

Once all available seats have been filled, the remaining applicants will be placed on a waiting list. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

#### **Exceptions**

Federal guidelines permit Great Hearts Irving to exempt from the lottery students who are already attending Great Hearts Irving; siblings of students already admitted to or attending Great Hearts Irving; and children of Great Hearts Irving's founders, teachers and staff, so long as the number of these students constitutes only a small percentage of the school's enrollment.

## **Student Information**

Any student admitted to Great Hearts Irving must provide 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 at Great Hearts Irving 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 Great Hearts Irving, the parent and school district 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.

Great Hearts Irving 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 parent's consent.

### **Food Allergy Information**

The parent of each student enrolled at Great Hearts Irving must complete a form provided by the school that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to Great Hearts Irving to enable the school to take any necessary precautions regarding the child's safety, and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "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.

Great Hearts Irving may also require information from a child's physician if the child has food allergies.

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 policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

## **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 Great Hearts Irving, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation and other means, to include but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Mailing address of the residence occupiers.
- Visual inspection of the residence.
- Interviews with persons with relevant information.
- Building permits issued to a parent on or before September 1 of the school year in which admission

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

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

## **Attendance**

The state requires students to be present at 10:00am for their attendance to be credited for the school.

**Compulsory Attendance** The state compulsory attendance law requires that a student between the ages of five and 18 must attend school and school-required tutorial sessions, unless the student is otherwise legally exempted or excused. Great Hearts Irving employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission—including absence from any class, required special programs, or required tutorials—will be considered truant and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 18th birthday is also required to attend each school day. Great Hearts Irving may revoke a student's enrollment if the student is 18 years of age or older and has accumulated more than five unexcused absences in a semester. The student's continued presence on school property would be unauthorized and may, as allowed by applicable law, be considered trespassing.

### **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 any one school year or is absent for three or more days or parts of days within a four-week period, the parent is subject to prosecution under Texas Education Code § 25.093, and a student age 12 through age 17 is subject to prosecution under Texas Education Code § 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

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

Our general policy is that, in order 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 (in which case credit may be granted) 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:

- All absences will be reviewed, both excused and unexcused, with consideration given to special circumstances discussed in the Texas Education Code.
- For a student transferring into Great Hearts Irving after school begins, including a migrant student,

only those absences after enrollment will be considered.

- The committee will attempt to reach a decision that is in the student's best interest.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The 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.
- The student, parent, or other representative will be given an opportunity to present any information to the 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 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 committee's decision to Superintendent by filing a written request with the Headmaster. The appeal notice must be received by Great Hearts Irving within fifteen (15) days following the last day of instruction in the semester for which credit was denied or a final grade was not earned. After the Superintendent has reviewed the appeal and made the decision, the student or parent may decide to appeal the Superintendent's decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be received by the Superintendent within fifteen (15) days following the issuance of the Superintendent's decision. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Headmaster or designee shall inform the student or parent of the date, time, and place of the meeting.

## Absence

Students may be absent for a period or absent for a day.

In the event of a student absence, we ask that parents email the Office Manager, ([Pamela.Bergez@GreatHeartsIrving.org](mailto:Pamela.Bergez@GreatHeartsIrving.org)) by 7:15am. If email is not accessible, call the attendance line by 7:15am. Upon returning to school, the student must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. **Notes must be received within two (2) days of the absence, or the absence will be unexcused.**

If a student absence is anticipated, we recommend that the parents make an appointment with the Assistant Headmaster and email the Office Manager. The student should notify his or her teachers to request assignments prior to the absence. In the event of an unplanned absence, students should make every effort to acquire their homework assignments. K-5 students should contact their "homework buddy." Middle and Upper school students/parents may email the teacher or call his or her classmates. It is the responsibility of the student to make up all missed assignments after any absence, planned or unplanned. Each teacher will have an established make-up policy, including required deadlines, for missed work.

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

## Types of Absences

Great Hearts Irving 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 provides several exemptions to the compulsory attendance law for certain absences, so long as the student makes up all work missed. This includes absence for the following reasons:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- 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. 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;
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

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.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by Great Hearts Irving. **Please note that excused absences are considered absences and count toward the yearly total.**

### Unexcused Absences

Any absence not listed above 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 two school days following an absence
- Leaving school without the permission of the School Administrator.
- Oversleeping
- Personal business
- Vacations

### 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 if the teacher has determined to assign it. Make-up work in this context is distinct from "extra credit", which is not assigned.

## **Notification to Parents**

After three absences Great Hearts Irving will send an “Attendance Warning Notice” to the parent by mail. If a student acquires three absences within a four-week period, the notice will state that it is the parent’s duty to monitor the student’s school attendance and require the student to attend school. The parent is subject to prosecution for contributing to nonattendance under Texas Education Code § 25.093. If a student continues to accrue absences, the parent will receive additional notifications by mail and be advised that a meeting with the attendance committee is required.

## **Tardiness**

If a student arrives late to school, a parent must report to the school office to complete a tardy slip. Repeated tardiness will result in more severe disciplinary consequences as allowed by the Student Code of Conduct.

Students who arrive after 7:45 am must report directly to the front office for a late pass in order to be admitted to class. If your children will be late, please call or sign them in at the office on arrival. In most situations, if you do not see a faculty member outside directing traffic, you are late and need to sign your student(s) in.

### **Middle School Tardiness**

Students arriving late to classes (including 1<sup>st</sup> period) will require a late pass from the front desk. Students who arrive late to class 3 times are issued an after-school detention. In cases of excessive tardiness, a meeting with the attendance committee will be scheduled and further disciplinary measures may be taken.

### **Lower School Tardiness**

Students arriving after the official beginning of school are considered tardy. 3 tardies will result in a lunch or recess detention. In cases of excessive tardiness, a meeting with the attendance committee will be scheduled and further disciplinary measures may be taken.

### **Lower School Lateness to School (after 10:00 am)**

Students who arrive after 10:00 am are considered absent for official reporting purposes. If a doctor’s note is provided for services rendered that day, the student will be medically excused and will not be counted as absent. Nevertheless, it is important for students to make every effort to attend as much of each school day as possible, even when arriving late, to ensure adequate academic progress.

## **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.

## **Release of Students from School**

A parent or other authorized adult must go to the front office to sign the student out. Great Hearts Irving will check the identity of the adult seeking to sign the student out. After the adult’s identity is verified, Great Hearts Irving will call for the student. For safety reasons and to preserve the learning environment, Great Hearts Irving does not allow parents to go to a classroom to retrieve a child. If the student returns to school later that day, the parent or authorized adult must accompany the student to the front office and sign the student in, and provide documentation concerning the reason for the absence. Great Hearts Irving will not release a student to anyone other than a parent or other adult authorized by the parent.

A student who becomes ill during the school day should, with the teacher’s permission, report to the Headmaster and/or school nurse. The Headmaster and/or school nurse will decide whether the student should be sent home and will notify the student’s parent of the student’s illness. The sign-out procedures discussed above must be followed.

Parents should list all persons authorized to pick up a student on their registration paperwork. Requests to add additional individuals will only be taken in person. Staff members are not able to confirm an identity from a phone call or email. Furthermore, requests to notify students of changes in pick up (i.e. going home with a different individual) must be submitted in writing or in person and will not be accepted over the phone. Parents should make every effort to coordinate transportation arrangements prior to the start of the school day.

Doctor’s appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, if possible. Except for medical related or Headmaster-approved circumstances, parents should not sign students out during the **final 30 minutes of the school day**. Students signed out during this time for medical appointments will need to bring in a doctor’s note the following school day.

### **Families with Custody Agreements**

The school follows court orders and will only release students and student information according to verified legal documents and is not authorized to deviate from them.

## **Withdrawal from School**

### **Voluntary Withdrawal**

A student under 18 may be withdrawn from school only by a parent or legal guardian. Great Hearts Irving requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained from the Office Manager. The Headmaster or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal form.

A student who is 18 years of age or older, who is married, or who has otherwise 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 if transferring to a private school.

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

### **Involuntary Withdrawal**

Great Hearts Irving may initiate withdrawal of a student under the age of 18 for non-attendance if:

- The student has been absent ten consecutive school days; and
- Repeated efforts by the attendance officer and/or Headmaster to locate the student have been unsuccessful.

Additionally, Great Hearts Irving may revoke the enrollment of a student 18 years of age or older who has more than five unexcused absences in one semester.

## **School Hours**

When school is in session, the school office is open from 7:15 a.m. until 3:30 p.m. The school phone number is (469) 759-3030, and its fax number is (469) 759-3021. Messages may be left on voice mail any time the phone is busy or we are out of the office. Emails or phone messages left after hours will be returned the next working day.

The administration asks that non-urgent calls to the school office be avoided during the busiest times of the day, including before 9:00 a.m. and after 3:00 p.m., and during lunch time from 11:00 a.m.-1:00 p.m. Messages for faculty can be left in their personal voice-mail boxes at any time.

The school day is from **7:45 am to 2:45 pm**. Drop off will begin at 7:15 a.m. Early release days are from 7:45 am to 12:25pm.

For safety reasons, students should not arrive on campus before 7:15 am nor stay later than 3:15 pm, unless they are attending an organized, adult-supervised program associated with the school. Extra-curricular activities (sports, clubs) will normally end by 5:30 p.m., depending on the activity.

**Great Hearts Irving is a closed campus. Once a student is on campus, he or she may not leave, except under parental supervision or under supervision of an authorized teacher or coach.** Students may not receive any unauthorized visitors to the campus during the school day, including before school and even after school. Parents are permitted to have lunch with their children, but must first sign in at the front desk and present their ID.

## School Meals

On occasion, parents are welcome to eat lunch with their students. A separate place will be arranged. Parents are not permitted invite students other than their own to eat with them. We ask that parents follow these guidelines and limit the number of times they visit for lunch in order to allow time for students to bond with their classmates outside of the classroom.

## Electronic Devices (Cell Phones, etc.)

The use of electronic devices is a major source of distraction in the classroom. **For this reason, students are not permitted to possess items such as smart watches, radios, mp3 players, video cameras, DVD players, cameras, video games, other electronic devices, or any internet-enabled devices at school**, unless prior written permission from the Headmaster has been obtained.

**The use of cell phones during the school day is prohibited.** Parents sometimes provide cell phones to their children in order to promote the safety of their children or to communicate regarding unanticipated changes in transportation. In light of this, the following restrictions/allowances apply:

A student may keep a cell phone turned off and stored in his or her locker during the school day.

After school, a cell phone may be used to communicate **only with one's parents or individual responsible for transportation in the designated cell phone area.**

Any non-permitted use or possession of a cell phone will result in confiscation of the phone and disciplinary action.

If a school employee observes a student using a cell phone or other paging device during the school day or at a school-related activity, the employee will collect the item and turn it in to the Headmaster's office. If a parent and student have executed a waiver permitting the student to possess a cell phone or other paging device at school, school officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, school policy, or school regulation.

A parent will be contacted to pick up the confiscated item

Great Hearts Irving will not be responsible for damage to or loss or theft of confiscated items.

Any disciplinary action will be in accordance with the Student Code of Conduct.

### **Other Prohibited Items**

I-pods or other portable music players, pagers, cameras, electronic games, laser pointers, skateboards, roller blades, smart watches, any internet-enabled devices, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only at the parent's request. Tobacco and other legally controlled substances, lighters, matches, pocket knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action.

## **Photography and Public Internet Postings**

1. The name and crest of Great Hearts Irving are the property of the school and may be used only for official school business. Any Great Hearts Irving student who, without written permission from the Headmaster, posts the crest or logo of Great Hearts Irving on the Internet or in any other public forum for purposes of identifying themselves or other students is subject to school disciplinary action.
2. All personal photography is banned on campus unless permission for it has been obtained from the Headmaster. No photos taken on campus, whether authorized or not, may be posted on the Internet or in any other public forum without written permission from the Headmaster. No photos of minors may be publicly displayed without the consent of the parent(s) or guardian. Any Great Hearts Irving student found to be in violation of these rules is subject to school disciplinary action.
3. Any public display or posting by a Great Hearts Irving student, on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against another student, teacher, or other member of the school community is in violation of the standards of Great Hearts Irving and is subject to school disciplinary action.

## Transportation To and From School

Great Hearts Irving does not provide bus transportation to or from school.

It is school policy that faculty/staff do not transport students in their personal vehicles.

Students planning to use public transportation should contact the Headmaster for possible discounts.

**Once a student is on campus, he or she may not leave except under parental supervision or under the supervision of an authorized teacher or coach.**

## Student Drop-off/Pick-up & Parking on Campus

Great Hearts Irving allows parents to pick up students through the carpool line. As noted in the “Student Release” section above, **parents should not sign out students in the last half hour of the day.** Signing out in the last half hour for a medical reason will require a doctor’s note upon the student’s return. Great Hearts Irving has established the following guidelines for parents picking up students:

### Lower School Carpool Line:

- Any individual picking up students through the carpool line must have the appropriate colored tags clearly displayed on the front windshield. Parents picking up students without proper tags must enter the building to obtain a “Temporary Visor” from the front desk before returning to the car line. Great Hearts Irving staff will need valid proof of ID to confirm the individual is on the students Authorized Release list before issuing the Temporary Visor..
- Pickup on half days begins at 12:25 pm for all grades. Pick-up ends 1:00pm. Any remaining students will be sent to Athenaeum and charged a \$1 per minute fee for Athenaeum services.
- Pickup on full days begins at 2:45 pm for all grades. Pick-up ends at 3:15pm. Any remaining students will be sent to Athenaeum and charged a \$1 per minute fee for Athenaeum services.

## Campus Visitors and Release of Students

Great Hearts Irving welcomes visitors for educational purposes. For the safety of those within the school and to avoid disruption of instructional time, Great Hearts Irving maintains a closed campus. **Therefore, anyone wishing to enter the school property between the hours of 7:15 am and 3:30 pm must come directly to the school office and sign in to receive a visitor’s badge.**

The Headmaster or designee may take the following actions whenever there is a school visitor:

- Require the visitor to display his or her driver’s license or another form of identification issued by a governmental entity containing the person’s photograph.
- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of 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 Great Hearts Irving.

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.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Cell phone use is restricted to the front desk area and parking lot. Thus, **we ask that all visitors put away their cell phones during their visit.** This is essential to the cultivation of a small academy culture in which learning, discussion, and personal interaction take place without interruption.

**In order to ensure faculty and administrators are able to carry out their monitoring duties properly, we ask that any substantive meetings be scheduled ahead of time rather than taking place without appointment directly before or after school.** It is therefore strongly recommended that appointments be made during teacher free periods. However, with advance notice, it may be possible to schedule an appointment immediately before or after school.

#### **Additional Guidelines:**

- **Student Sign-out:** Parents wishing to sign out their children before the end of the school day (e.g. for a doctor's appointment) must park in the designated parking lot and walk directly to the main office..
- **Closed Campus:** Students are not permitted to leave campus during school hours or during after- school activities, unless accompanied by an authorized adult. Parental requests to excuse students to leave campus on their own for lunch will not be honored.
- **Non-custodial Parent Pick-up:** Non-custodial parents who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion, or there must be a statement of permission on file with the office. If you plan on having other adults pick up your child, you must provide a written list of such authorized adults to the main office.
- **Alumni Visitors:** Alumni are invited to visit Great Hearts Irving during the school day for several predetermined events throughout the school year, such as the Upper School Symposium. All alumni guests for such events must sign in at the front office upon arrival and wear a visitor badge during the visit. If alumni are interested in visiting the school during the day outside of these specified events, they must contact school leadership well in advance in order to receive approval. All alumni visiting a campus must check in at the front office upon arrival and wear a badge during the visit. Alumni must dress tastefully and appropriately and are expected to observe the school policies regarding the use of cell phones and electronic devices.
- **Former Students on Campus:** Former students that visit the school should check in at the front office. They are not allowed to visit on campus during school hours (unless the Headmaster has given written permission). Former students visiting a campus must obtain a badge and be in the presence of a teacher or administrator during the visit. Former students must dress tastefully and appropriately and are expected to observe the school policies regarding the use of cell phones and electronic devices.

## **Disruptions**

In order to protect student safety and sustain an educational program free from disruption, state law permits Great Hearts Irving to take action 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.

## **Dress and Grooming – Uniform and Dress Code**

Great Hearts Irving has a primary objective of developing a community of learners, dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is one of the most important functions of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one's responsibility to that group.

The uniform is the basis of a dress code that reflects the nobility and seriousness of our mission. Our students should dress their best, look their best, and do their best. All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. If a child is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Good judgment exercised at home will be a learning activity for the child that will help to avoid embarrassment or wasted time at school. Questions about the appropriateness of apparel may be referred to the Headmaster, whose judgment will be final. The Headmaster may make specific exceptions to the dress code upon parental submission of a written statement that, as determined by the Headmaster, states a bona fide religious or philosophical objection to the school's uniform requirement. Parents should address specific concerns to the school administration before the second week of school.

Our desire is not to squash students' individuality, but to secure their commitment to scholarship and character development, goals which can potentially be obscured by a focus on the latest trends or fads. We ask not only for student commitment to this concept, but for the parents' as well. The uniform and dress code of Great Hearts Irving support and reinforce our academic goals. The uniform assists us in staying focused on the true individuality offered by healthy dialogue and the development of the life of the mind for each student.

**Students must stay in uniform whenever they are on campus (including the parking lot) during a school day.** This means arriving on campus fully in uniform and leaving campus fully in uniform (correct shoes, shirts tucked in, etc.). Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires an immediate change in dress.

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. Great Hearts Irving may provide a uniform for such students. A request for school assistance for purchasing uniforms must be made in writing to the Headmaster and include evidence of the inability to pay. Please contact the Office Manager for more information.

**Purchasing Note:** Some components of the uniform must be purchased from Dennis Uniforms [www.dennisuniform.com](http://www.dennisuniform.com); code for Great Hearts Irving is "VGI" whereas other items can be purchased from Old Navy or other vendors. Please see the note under each item.



### **K-5 Boys**

#### **Required:**

- Short-sleeve Polo shirt  
Color: White or Light Blue  
Vendor: Dennis Uniforms
  - Pants, flat front  
Color: Navy Blue  
Vendor: Any
- OR**
- Shorts, flat front  
Color: Navy Blue  
Vendor: Any

#### **Optional:**

- Long-Sleeve Polo shirt  
Color: White or Light Blue(?)  
Vendor: Dennis Uniforms
- Sweater, V-neck or Cardigan  
Color: Navy Blue  
Vendor: Dennis Uniforms

### **6-8 Boys**

#### **Required:**

- Short-sleeve Polo Shirt  
Color: White or Navy blue  
Vendor: Dennis Uniforms
  - Pants, flat front  
Color: Kahaki  
Vendor: Any
- OR**
- Shorts, flat front  
Color: Khaki  
Vendor: Any
  - P.E. Uniform Shorts and T-shirt  
Vendor: Dennis Uniforms

#### **Optional:**

- Long-Sleeve Polo shirt  
Color: White or Navy Blue  
Vendor: Dennis Uniforms

- Sweater, V-neck or Cardigan  
Color: Navy Blue  
Vendor: Dennis Uniform

**Pants:** All pants must reach to the shoe, but should not drag on the ground. The pants must have belt loops and a solid (not woven), dark leather belt must be used. **No jeans (including khaki-colored denim) or pants with external sewn pockets, rivets, or other jean like characteristics are permitted.** No Dickies, cargo pants, oversized pants, super-baggy pants, dungarees, extra pockets, extra zippers, or extra seams will be permitted. Pants should not have visible reinforced knee patches.

**Shorts:** Shorts should go to just above the knee but not below, and should not be excessively tight or loose fitting. Shorts should be worn at the waist (and no boxers or undergarments may be visible—including at sports practices and games). The shorts must have belt loops and a solid (not woven), dark leather belt must be used. **No jean shorts (including khaki-colored denim) or shorts with external sewn pockets, rivets, or other jean like characteristics are permitted.** No Dickies, cargo shorts, oversized shorts, super-baggy shorts, extra pockets, extra zippers, or extra seams will be permitted.

**Accessories:** Undershirts may be worn, but should not be visible. Boys may wear a single chain/necklace that is not visible above the collar and a watch (not a smart watch). Bracelets and piercings are not permitted.

**Footwear:** K-5 boys may wear **all white** or **all black** athletic shoes. Shoes should be primarily leather or synthetic leather and should have flat soles. No running shoes. Shoes may have laces (to be tied at all times) or Velcro closures (K-2 only). Socks must be solid white, crew-length or ankle-high, No-show socks are not permitted.



**Footwear: 6-8 boys** must be **dark brown or black dress shoes with dark soles** (slip-on or lace-up). All shoes must be made of leather or synthetic leather (non-suede). Socks must be black or navy solid-colored, and free of logos or patterns. No-show socks are not permitted

Examples of Upper School Boys Shoes that **may be worn** are Dress Loafer or Dress Oxford:



The following styles are **examples of shoes that are not permitted**: semi-casual shoes, shoes that are a cross between dress shoes and sneakers (*Sketcher's* and similar styles), other casual style shoes, boat shoes, suede shoes, high-top shoes, boots, sneakers, tennis shoes, canvas shoes, etc. Examples of Upper School Boys Shoes that may **not** be worn are Black Athletic Shoes, Black Boat Shoes, Non-Black Soles, and Boots:



## **Girls' Uniforms**

Purchasing Note: Some components of the uniform need to be purchased from Dennis Uniforms [www.dennisuniform.com](http://www.dennisuniform.com); **code: VGI for Great Hearts Irving**, whereas other items can be purchased from vendor. Please see the note under each item. **Girls may choose ONE or more from the following required uniform options.**

### **K-5 Girls**

**Required:** Girls may choose ONE or more from the following required uniform options.

Required:

#### **OPTION 1:**

- Short-sleeve Polo shirt  
Color: White or Light Blue  
Vendor: Dennis Uniforms
  - Pants, flat front  
Color: Navy Blue  
Vendor: Any
- OR**
- Shorts, flat front  
Color: Navy blue  
Vendor: Any

#### **OPTION 2:**

- Short-sleeve Polo shirt  
Color: White or Light Blue  
Vendor: Dennis Uniforms
- Navy-blue and Khaki Skort or Skirt (with modesty shorts)  
Vendor: Dennis Uniforms

#### **OPTION 3 (K-2 ONLY):**

- Short-sleeve blouse with Peter Pan collar  
Color: White, no lace  
Vendor: Any
- Navy-blue and Khaki Plaid Jumper (with modesty shorts)  
Vendor: Dennis Uniforms

#### **Optional:**

- Long-sleeve Polo shirt  
Color: White or Light blue  
Vendor: Dennis Uniforms

- Sweater, V-neck or Cardigan  
Color: Navy Blue  
Vendor: Dennis Uniforms

### **6-8 Girls**

**Required:** Girls may choose ONE or more from the following required uniform options.

Required:

#### **OPTION 1:**

- Short-sleeve Polo shirt  
Color: White or Navy Blue  
Vendor: Dennis Uniforms
- Pants, flat front  
Color: Khaki  
Vendor: Any
- **OR**
- Shorts, flat front  
Color: Khaki  
Vendor: Any
- P.E. Uniform Shorts and T-shirt  
Vendor: Dennis Uniforms

#### **OPTION 2:**

- Short-sleeve Polo shirt  
Color: White or Navy Blue  
Vendor: Dennis Uniforms
- Navy-blue and Khaki Plaid Skirt with modesty shorts  
Vendor: Dennis Uniforms
- P.E. Uniform Shorts and T-shirt  
Vendor: Dennis Uniforms

#### **Optional:**

- Long-sleeve Polo shirt  
Color: White or Navy Blue  
Vendor: Dennis Uniforms

- Sweater, V-neck or Cardigan  
Color: Navy Blue  
Vendor: Dennis Uniforms

**Skirts & Jumpers:** The skirt or jumper hem may be no higher than just above the knee, both in front and in back. To measure a correct skirt/jumper length: properly adjust the skirt at the waist, kneel on a level surface, and measure at most two inches between skirt's hem and the floor. Skirts must be worn at the waist.

**Pants:** Girls' pants must reach to the shoe but should not drag on the ground. The pants must have belt loops and a solid, dark belt at least 3/4" wide must be used. **No jeans (including khaki-colored denim) or pants with external sewn pockets, rivets, or other jean-like characteristics are permitted.** No Dickies, cargo pants, oversized pants, super-baggy pants, dungarees, extra pockets, extra zippers, or extra seams will be permitted. Slacks should be worn at the waist.

**Shorts:** Shorts should go to just above the knee but not below, and should not be excessively tight or loose fitting. Shorts should be worn at the waist. Shorts must be worn with a dark, solid belt at least 3/4" wide. Shorts should go to just above the knee but not below, and should not be excessively tight or loose fitting. **No jean shorts (including khaki-colored denim) or shorts with external sewn pockets, rivets, or other jean like characteristics are permitted.** No Dickies, cargo shorts, oversized shorts, super-baggy shorts, extra pockets, extra zippers, or extra seams will be permitted.

**Footwear:** K-5 girls may wear Keds School Days shoes (white and black/navy blue), Keds Champion canvas or leather shoes (all white, no other colors), or **all white** or **all black** athletic shoes. Shoes would be primarily leather or synthetic leather and should have flat soles. No running shoes. Shoes may have laces (to be tied at all times) or Velcro closures (K-2 Only). Socks must be solid white, knee-high or ankle-high, and free of logos. Tights must be solid white, or solid navy, free of logos and designs. No-show socks are not permitted. Pants or footless leggings are not permitted under skirts or jumpers.

Keds School Days Shoe, Keds Champion White Canvas, or K-Swiss Classic:



**Footwear:** 6-9 girls are to wear dress shoes which are low-heeled (less than 1.5"), low-soled, or flat and are **solid-color dark brown, dark navy, or black with dark soles** (slip-on or lace-up). All shoes must be made of leather or synthetic leather (non-suede). The shoes may have a simple ornament (bow, buckle) of the same color of the shoe, or of simple silver or gold color; no rhinestones, glitter, or patterned uppers. Nylons or tights must be non-patterned, solid black or navy in color; socks must be a solid black, navy, or white in color. No ankle-high socks are permitted with long pants.

Examples of Shoes that **may be worn** are Low Heel or Flat, and Plain Black Leather with Small Bow or Simple Toe Design:



The following styles are **examples of shoes that are not permitted**: semi-casual shoes, shoes that are a cross between dress shoes and sneakers (*Sketcher's* and similar styles), moccasins, other casual style shoes, boat shoes, suede shoes, high-top shoes, boots, sneakers, tennis shoes, canvas shoes, etc. Examples of Shoes that may **not** be worn are Moccasins, Elaborate/Large Ornament, Patterned Uppers and Cloth Ballet Flats:



**Jewelry:** Girls may wear *one* pair of short earrings only on the ear lobes. “Short” means that the earrings should not hang more than ½ inch below the ear lobe. Large hoops or other dangling or distracting earrings are not permitted. Loops are not to be larger than the size of a nickel. No body-piercing jewelry except traditionally-located earrings will be permitted. One simple ring on each hand is permitted. One wrist bracelet, one watch, and one small necklace are permissible. Only simple, fine-gauged, 16 to 20 inch, silver or gold chain necklaces (with or without a pendant) are permitted. The following will not be permitted: chokers, beaded necklaces (colored or otherwise), leather necklaces, shells, large or elaborate chain-link, and large or elaborate pendants (larger than an inch in length, width or diameter).

**Makeup:** Students in K-5 may not wear makeup or nail polish. Girls in Middle School may wear subtle make up only if it is applied tastefully and in moderation. Heavily lined eyes or gaudy lipstick, glittered or white powdered faces will not be permitted. Fingernails should not be excessively long or painted garishly. Fingernails may only be painted in light pink or beige. Tasteful French manicures are acceptable. No shades of red, blue, green, yellow, purple or black are permissible, nor are glittered, speckled, or patterned nail polish.

### **Additional Standards for All Students**

**Hair:** Should be neatly combed or styled. Boys’ hair should not be below the ears, the collar, or the eyes. No shaved heads. Neat bows, barrettes, headbands, and “scrunchies” are permissible for girls. Hair should not be arranged or colored so as to draw undue attention to the student. Hair must be natural looking and conservative in its color (no bleaching or unnatural streaking/highlighting, no deep/bright reds or oranges, no artificial jet-black coloring, and no unnatural colors). Radical changes in hair color during the school year are unacceptable.

**Makeup:** Students in K-5 may not wear makeup or nail polish.

**Facial Hair:** Boys should be clean shaven daily. Beards and/or mustaches are prohibited. Noticeable facial hair such as “stubble,” “peach fuzz,” and “5 o’clock shadows” are not allowed.

**Outerwear:** Jackets and sweatshirts may be worn to school for warmth but must be free of logos and messages, with the following exceptions: **small** sports team logos (e.g., Cowboys, Rangers) and **small** brand name logos (the Ralph Lauren “polo”) are acceptable, provided they are tasteful and do not make inappropriate allusions. **All jackets and sweatshirts must be solid colored and may have no patterns or distracting/oversized logos of any kind.** Students must store their jackets and sweatshirts in their lockers by the start of first period. Jackets and sweatshirts may be worn during recess and other outdoor activities. However, students may wear their jackets and sweatshirts at lunch from Fall break (mid-October) to Spring break (mid-March) and, on rainy days, students may wear the aforementioned clothing during the day **only** outside the classroom. Great Hearts Irving uniform sweaters may be worn throughout the school day all year long.

### **Additional Guidelines:**

- **Hats** and **sunglasses** may not be worn in the building.
- No tattoos, temporary or permanent are permitted. This prohibition includes pen and ink drawings on the skin.
- No oversized or baggy clothing will be permitted.

### **Dress Code for Athletics and Special Events**

All shirts worn for athletic practices and field day should be modest, loose fitting, in good repair (no holes, torn sleeves, etc.), should be worn either tucked in or well over the waist of the pants/shorts if not tucked in. No



midriffs may be shown. T-shirts are preferred—no tank tops, camisoles, or sports bras may be worn as outer garments. Sleeveless shirts may be worn if modest.

Pants/shorts should be modest, in good repair (no holes, torn sleeves, etc.). Pants should be worn at the waist and should be no shorter than mid-thigh, and no longer than just below the knee. No short-shorts or long baggy shorts may be worn. No boxers or undergarments may be visible.

Jackets and sweatshirts may be worn to school for warmth but must be free of logos and messages, with the following exceptions: sports team logos (e.g., Lions, Spurs) and apparel brand name logos (e.g. the Ralph Lauren “polo”) are acceptable, provided they are tasteful and do not make inappropriate allusions.

Footwear should be athletic in nature: no sandals, open-toed, or platform shoes. Hats and sunscreen may be appropriate, if the students will be in the sun. Hat styles should follow the same guidelines as above.

### **School Concert Dress Code**

Boys: Black or dark dress pants. White dress shirt. Dark necktie. Dress shoes

Girls: Black or dark, modest-length dress or skirt with a white blouse/top. Dress shoes or dress sandals.

### **Semi-Formal Events Dress Code**

There are specific, semi-formal dress requirements for special events, including periodic fine arts concerts and the end-of-year ceremonies (such as commencement and graduation).

The semi-formal dress code for young men is as follows: dress slacks (no jeans or patched pocket pants), a dress shirt, tie, dress socks, dress shoes. Dyed/bleached hair or hats are not permitted. Hair should be trimmed and styled appropriately.

The semi-formal dress code for the young ladies is as follows: modest-length skirts or dresses (no shorter than the uniform skirt); bare midriffs are not acceptable; ladies may not wear strapless, spaghetti-strap, or tank tops. Girls should wear dress shoes. Although dress sandals (open toed dress shoes) may be worn, flip-flops or “Y” strapped shoes are not permitted. No dyed/bleached hair.

### **Guidelines for Social Activities**

We know that healthy friendships between students are vital to the Great Hearts Irving culture as a whole. We encourage relationships between students that are noble and supportive of their overall moral and intellectual growth. To offer leadership in this area, Great Hearts Irving will have organizations and events that work to promote student social life. The Parent Organization will assist in putting on various social events during the year.

Although Great Hearts Irving does sponsor social events, these events should not be viewed as the promotion of romantic relationships between our young men and young women. We believe that young men and women should be friends.

We encourage their socializing together and the development of healthy relationships among them. Romantic relationships, on the other hand, can take up an enormous amount of the consciousness of young people. This absorption can be a direct challenge to focusing their consciousness on learning and thinking. This is why Great Hearts Irving prohibits activity like holding hands, kissing, and other overt forms of romantic behavior among students while on campus and at school-related events.

### **Basic Guidelines for Social Events**

- **Only** students (no guests) will be allowed to attend school functions unless otherwise specified prior to the event. Once students have arrived at a given event, they may not leave and then reenter.
- Dress code regulations for each function will be outlined prior to the function and will be enforced.
- Vulgar, obscene, or profane language will not be tolerated.  
Students will be expected to show respect to teachers, chaperones, fellow students, and the grounds/facilities.
- Alcohol use or intoxication, tobacco, drug use (legal or illegal), and weapons are prohibited.

All behavioral/social guidelines outlined in this Family Handbook will be enforced as applicable. Chaperones/teachers may take actions they judge necessary to enforce these guidelines, up to and including removal of a student from the event. Misconduct at a school-sponsored social event can result in disciplinary sanctions at school.

## **Field Trips**

Students may have the opportunity to take field trips from time to time. Students involved in clubs and sports will also have the opportunity to travel; in some cases, trips will extend overnight and even take students out of the state. Some trip guidelines for families are: 1) all families must sign a liability waiver before the student travels; 2) all students must have the proper insurance and have submitted proof of that insurance to the trip director prior to leaving campus; and 3) the student traveling must follow all the rules established by the school and trip director. For its part, Great Hearts Irving will maintain the safest travel conditions possible (properly maintained vehicles with a seatbelt for every traveler, for instance) and provide appropriate supervision by the chaperones. On all trips, Great Hearts Irving maintains a student to chaperone ratio of at least 10 to 1. For overnight trips, the chaperones will engage in periodic room checks to ensure that the travelers are adhering to the set curfew. Parents who agree to be chaperones on trips must follow the guidelines established by the trip director. Students may not drive on trips off campus.

## **Student-Teacher Relationships**

Great Hearts Irving highly values the working relationship between teachers (or staff) and students. This is a relationship best characterized as a professional friendship grounded in mutual respect. Teachers will treat each student as a unique individual and will serve the student with a heart of charity. Students, on their part, will treat each teacher with the respect properly accorded his or her role as an authority figure and leader here at Great Hearts Irving. With this in mind, students should address teachers by their formal title, i.e. Mrs., Ms., Mr., and their last name.

Our teachers, staff members, and coaches will maintain a proper professional boundary between him or her and the student. They will not be overly familiar with the student or get involved in the details of the student's personal life. The faculty/staff/coaches of Great Hearts Irving will maintain appropriate physical boundaries, and will not meet in a room alone with a student with the door closed. It is also Great Hearts Irving policy that faculty/staff do not transport students in their personal vehicles.

Many of our teachers live in the same neighborhoods as our students; hence, it is appropriate to offer a word

regarding off-campus relationships. **The same professional rules governing on-campus relationships apply to off-campus relationships or chance meetings between students and faculty.** It is not appropriate for students and teachers to interact as anything other than students and teachers, regardless of the location, time, or day of the week. Furthermore, students should not contact or visit teachers off campus unless the teacher has spoken with the parents and explicitly invited such contact, nor should teachers (or staff) contact students off-campus (other than phone calls regarding academics or school-sponsored extra-curricular activities), unless such contact has been approved by the parents. Special exceptions may apply if a teacher and student have a familial relationship, or are members of a particular religious, service, or community organization.

## **School-Sponsored Transportation**

Students who participate in school-sponsored trips are required to use transportation provided by Great Hearts Irving to and from the event. The Headmaster, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent, so long as the written request is presented before the scheduled trip.

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

Students are expected to assist school staff in ensuring that school vehicles remain in good condition and that transportation is provided safely. When riding school vehicles, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

- Follow the driver's instructions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Refrain from defacing the vehicle or its equipment.
- Refrain from putting his or her head, hands, arms, or legs out of the window, holding any object out of the window, or throwing objects within or out of the vehicle.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Not eat and drink on the vehicle.

When students ride in a school van or passenger car, seat belts must be fastened at all times.

Student misconduct while riding in a school vehicle will be punished in accordance with the Student Code of Conduct. Additionally, student transportation privileges may be suspended.

## **Student Parking**

Students shall acquire authorization from the school administration before parking a vehicle on school property. Unauthorized vehicles will be towed at the owner's expense. Students driving on school property must follow all posted speed limits and comply with traffic laws. Unsafe operation of a vehicle on campus (speeding, improper parking, etc.) may result in disciplinary action and/or removal of parking privileges.

Students are instructed to leave their vehicles immediately after parking. Under no circumstances will students be allowed to sit in their vehicles.

## **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 Headmaster or designee at the Great Hearts Irving office to excuse their student from reciting a pledge.

State law requires that one minute of silence 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 Great Hearts Irving provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

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

State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during “Celebrate Freedom Week.” A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, Great Hearts Irving 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 government extends diplomatic immunity.

## **Prayer and Meditation**

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

## **School Property and Facilities**

### **Use by Students Before and After School**

Students should not arrive at school prior to 7:15 am. Students may enter the building at 7:15 am through their designated entrances.

Students must leave campus immediately after school dismisses in the afternoon, unless they are involved in an activity under the supervision of a teacher or sponsor. If a student is involved in an after-school activity, he or she must remain in the area where the activity is scheduled to take place. The student may not go to another area of the school without permission by the teacher or sponsor overseeing the activity.

### **Conduct Before, During, and After School**

Teachers and administrators have full authority over student conduct during, before, or after-school activities on school premises and at school-sponsored events off school property, including but not limited to rehearsals, club meetings, athletic practices, and special study groups and tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct. Students may also be subject to any rules of conduct established by the activity's sponsor.

During the school day, students may not loiter or stand in the halls between classes. Students must have a pass from the teacher.

## **Searches**

In the interest of promoting student safety and attempting to ensure that Great Hearts Irving 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. Express or implied coercion – such as threatening to contact parents or police – invalidates apparent 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 reasonable related to the circumstances justifying the search; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of 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 Great Hearts Irving. Great Hearts Irving 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 during a search. The 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, as a result of a search conducted in accordance with this policy.

### **Vehicles on Campus**

Vehicles parked on school property and property under school control are under the jurisdiction of Great Hearts Irving 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, Great Hearts Irving 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, Great Hearts Irving conducts random drug searches of all school facilities. Great Hearts Irving 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 Great Hearts Irving 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.

## **Procedures for Use of Restraint and Time-Outs**

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet, or other specially designated locked space as either a discipline management practice or a behavior management technique.

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

From time to time, all members of the school community will participate in drills of emergency procedures. When a drill is initiated (either by an alarm or announcement), students should follow the instructions from their teachers or other individuals in charge quickly, quietly, and in an orderly manner.

## **Emergency Closings**

Generally, Great Hearts Irving dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be communicated to all families by text message via our notification service and by email.

Great Hearts Irving 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 also be communicated to families through our notification service.

## **Pest Control Information**

Great Hearts Irving periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 72 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Headmaster.

## **Section V. General School Information**

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

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

The following staff members have been designated as being responsible for coordinating Great Hearts Irving's compliance with these requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender: Vickie Simpson,
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Debbie Zimmerman Bryan Smith, Director of Academics, 3350 W Story Rd, Irving 469-759-3030.
- Age Discrimination Act Coordinator, for concerns regarding discrimination on the basis of age:
- All other concerns regarding discrimination:

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

#### **Discrimination and Harassment**

For purposes of this policy, discrimination and harassment against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

#### **Prohibited Discrimination and Harassment**

Prohibited discrimination and harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law 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 harassment 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.

### **Sexual Harassment and Gender-Based Harassment**

In compliance with the requirements of Title VII and Title IX, Great Hearts Irving does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a student, including harassment committed by another student, includes welcome or unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, 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 sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Great Hearts Irving also does not tolerate sexual harassment of a student by school employees. Romantic or inappropriate social relationships between students and school employees are always prohibited, even if consensual. Sexual harassment of a student by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the school employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
  - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - Creates an intimidating, threatening, hostile, or abusive educational environment.

Great Hearts Irving also does not tolerate discrimination or harassment of students on the basis of gender. 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**

Dating violence occurs when one partner in a current or past dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include 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.

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

- Affects the 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.

### **Retaliation**

Great Hearts Irving prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

### **Reporting Procedures**

Any student who believes that he or she has experienced prohibited discrimination or harassment, or believes that another student has experienced prohibited discrimination or harassment, should immediately report the alleged acts to a teacher, counselor, the Headmaster, or other school employee. Alternatively, a student may report prohibited discrimination or harassment directly to one of the officials below:

- Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator.
- Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator.
- Reports of discrimination based on age may be directed to the Age Discrimination Act Coordinator.

After receiving a complaint of sexual harassment, Great Hearts Irving may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate coordinator or other authorized school official shall promptly authorize and undertake an investigation. When appropriate, Great Hearts Irving may take interim action to avoid additional opportunities for harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations.

The investigator will prepare a written report of the investigation. The report shall be filed with the appropriate coordinator or other school official overseeing the investigation. If the results of the investigation establish that prohibited harassment occurred, Great Hearts Irving shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment and prevent its recurrence. Great Hearts Irving may take disciplinary action based on the results of an investigation, even if Great Hearts Irving concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

**Confidentiality**

To the greatest extent possible, Great Hearts Irving shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Great Hearts Irving grievance procedure. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

## **Freedom from Bullying and Cyberbullying**

Great Hearts Irving is committed to maintaining a culture characterized by charity, civility, and respect for the human person. To this end, the school will not tolerate the harassment, intimidation, or bullying of any student. Great Hearts Irving prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in written or verbal expression, or physical conduct that occurs on school property at a school-sponsored or school-related activity, or in a vehicle operated by Great Hearts Irving 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; or
- Is sufficiently severe, persistent, and pervasive enough the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct described above is considered bullying if that conduct:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of Great Hearts Irving.

Great Hearts Irving also prohibits cyberbullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. (See Acceptable Use Policy for Technology)

**Reporting Procedures**

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Headmaster, a teacher, counselor, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Headmaster.

### **Investigation of Report**

The Headmaster shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. See “Freedom from Discrimination, Harassment, and Retaliation,” page 69. The Headmaster 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 indicated that bullying occurred, Great Hearts Irving shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Great Hearts Irving may take action based on the results of an investigation, even if Great Hearts Irving concludes that the conduct did not rise to the level of bullying under this policy.

### **Confidentiality**

To the greatest extent possible, Great Hearts Irving shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

### **Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Great Hearts Irving grievance procedure.

## **Freedom from Hazing**

Hazing, solicitation to engage in hazing, and aiding and abetting another person who is engaged in hazing is strictly prohibited. A person is considered a “student” who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school.

“Hazing” is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act is committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution; and
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Violations of this policy do not include customary athletic events, contests or competitions that are sponsored by an educational institution or any activity or conduct that furthers the goals of a legitimate educational curriculum or legitimate extracurricular program.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

**Reporting Procedures**

Students and others should report hazing to the Headmaster, but may also report hazing to another professional staff member. If an individual besides the Headmaster receives the report, the individual receiving the report will submit a report of the incident to the Headmaster. The individual shall respect the confidentiality of those involved, disclosing the incident only to those with a need to know or as required by law. Any incident of hazing that includes possible violation of state or federal statutes shall be treated as required by statutory requirements and reported to law enforcement.

All violations of this policy shall be treated in accordance with the discipline procedures and penalties in effect for violation of the Student Code of Conduct.

If an organization knowingly permitted, authorized, or condoned hazing activity, its permission to conduct operations at Great Hearts Irving may be revoked or suspended.

**Alcohol-Free School Notice**

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on school property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to the disciplinary terms of the Student Code of Conduct.

**Tobacco-Free School Notice**

Smoking and using smokeless tobacco, including electronic cigarettes, are not permitted in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

**Drug-Free School Notice**

Great Hearts Irving believes that student use of illicit drugs is both wrong and harmful. Consequently, Great Hearts Irving prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

**Accident Prevention**

Student safety on campus and at school-related events is a high priority of Great Hearts Irving. Although Great Hearts Irving has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this Handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Headmaster, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the Headmaster safety hazards, such as

intruders on campus and threats made by any person toward a student or staff member.

- Know emergency evacuation routes and signals.
- Immediately follow the instructions of teachers, bus drivers, and other school employees.

## **Asbestos Management Plan**

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for Great Hearts Irving in accordance with federal regulations. Parents may view the Asbestos Management Plan by contacting the Headmaster. Copies of the management plan are also available at a reasonable charge.

## **Bacterial Meningitis**

State law requires Great Hearts Irving 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 common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

### 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 two years of age) and adults with meningitis commonly have a severe headache, high fever, and neck stiffness or joint pains. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both students 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.

### 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 and sharing drinking containers, utensils, or cigarettes, coughing, or sneezing).

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?

Maintaining healthy habits, including getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. Students should not share food, drinks, utensils, toothbrushes, or cigarettes. Students should limit the number of persons they kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\* The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as a 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?

Students should seek prompt medical attention.

### Where Can You Get More Information?

Your 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>; and the Texas Department of State Health Services ("TDSHS"), <http://www.dshs.state.tx.us>.

\*Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. 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 see the main office for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

## **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 Headmaster so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Influenza
Campylobacteriosis	Measles (rubeola)
Chickenpox	Meningitis, bacterial
Common cold	Meningitis, viral
Conjunctivitis, bacterial and/or viral	Mumps
Fever	Pertussis (whooping cough)
Fifth disease (erythema infectiosum)	Ringworm
Gastroenteritis	Rubella (German measles)
Giardiasis	Salmonellosis
Head lice (pediculosis)	Scabies
Hepatitis A	Shigellosis
Infections (wounds, skin, and soft tissue)	Streptococcal sore throat and scarlet fever

Infectious mononucleosis

Tuberculosis, pulmonary

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.

## **Immunizations**

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your student, please read the "2013–14 Texas Minimum State Vaccine Requirements for Students." This document and more information about school vaccine requirements are available at the Texas Department of State Health Services ("TDSHS") Immunization Branch website: [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) (click on the "School & Childcare" link).

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

### **Provisional Enrollment**

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

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to Great Hearts Irving. Great Hearts Irving shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and Great Hearts Irving shall exclude him or her from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. Great Hearts Irving shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

### **Exclusions from Immunization Requirements**

Exclusions from immunization compliance are allowable on an individual basis for medical reasons, reasons of conscience, and active duty with the armed forces of the United States.



If a student should not be immunized for medical reasons, the student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, 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 child or any member of the child'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 two-year period. 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://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the Headmaster within 90 days of notarization. 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 an exclusion for military service, 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**

Great Hearts Irving's record of your student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments and the TDSHS, and transferred to other schools associated with the transfer of your student to those schools.

## **Emergency Medical Treatment**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, school employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to identify two emergency contacts during the registration process. Parents should keep emergency contact information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school Office Manager to update any information.

## **Illness**

Students who are ill should be kept at home, rather than sent to school where others may be exposed to infection. Students who come to the reception desk with a fever will be sent home upon parent contact. Each family should have an emergency card on file that specifies what medicines may be administered by the school and what action to take in the event of illness or accident. Please see the section on medication for additional information regarding prescription and OTC medications.

Students should stay home from school due to illness if any of the following are present:

1. Fever of 100 degrees Fahrenheit or higher in the past 24 hours;

2. Vomiting and/or diarrhea in the past 24 hours;
3. Itchy, red eyes with discharge;
4. Ringworm (until treatment has been started);
5. Unknown rash;
6. Head lice or eggs (nits or larvae); or
7. Jaundice.

## **Administration of Medication**

Parents must fill out a Medical Information Form that will remain on file in the nurse's office. This form will also allow parents to indicate permission for the student to take specific standard over the counter (OTC) drugs (acetaminophen or ibuprofen). Parents must also provide to the school office a signed permission form specifying instructions for administering medications and proper dosage amounts.

Except as allowed by applicable law, students are not permitted to keep prescription or OTC medications on their person or in their lockers on campus. All medications must be stored in the nurse's office. Students found to be in unauthorized possession of medication are subject to disciplinary action.

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

1. Nonprescription medication brought to school must be submitted to Great Hearts Irving 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.
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 student's Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to Great Hearts Irving, 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, Great Hearts Irving 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 Great Hearts Irving 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 school 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.

### **Fitness Testing**

According to requirements under state law, Great Hearts Irving will annually assess the physical fitness of students. Great Hearts Irving 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.

### **Dyslexia and Related Disorders**

From time to time, students may be screened and treated for dyslexia and other related disorders in accordance with programs, rules, and standards approved by the State of Texas. Parents will be notified should Great Hearts Irving determine a need to identify or assist a student diagnosed with dyslexia or related disorder.

### **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.

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

#### **Exemption**

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

### **Spinal Screening**

All children in 6th and 9th grade must be screened for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year.

A parent, managing conservator, or guardian who declines participation in the spinal screening provided by Great Hearts Irving must submit to the Headmaster documentation of a professional examination, which includes the results of a forward-bend test. This documentation must be submitted to Great Hearts Irving 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 Headmaster on or before the day of the screening procedure an affidavit stating the objections to screening.

**Law Enforcement Agencies****Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Headmaster will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The Headmaster ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the Headmaster considers to be a valid objection.
- The Headmaster ordinarily will be present unless the interviewer raises what the Headmaster considers to be a valid objection.
- The Headmaster will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

When the investigation involves allegations of child abuse, special rules apply. See "Child Abuse Reporting and Programs."

**Students Taken Into Custody**

State law requires Great Hearts Irving to permit a student to be taken into legal custody:

- Pursuant to an order of the juvenile court;
- Pursuant to the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated the terms of probation imposed by a juvenile court;
- Pursuant to a properly issued directive to apprehend; or
- By an authorized representative of the Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order and under the conditions set out in Texas Family Code § 262.104 relating to the student's physical health or safety.

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

The Headmaster will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Headmaster considers to be a valid objection to notifying the parents.

## **Child Abuse Reporting and Programs**

Great Hearts Irving provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. Great Hearts Irving also provides training to its teachers and students in preventing and addressing incidents of sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse. 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.

### **Plan for Addressing Sexual Abuse of Students and Other Maltreatment of Children**

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

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

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

Under State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

#### **Reporting Obligation**

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services ("DFPS"). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only, <http://www.txabusehotline.org>.
- Irving Police Department (972) 721-2661.
- Call 911 for emergency situations.

Great Hearts Irving has established a plan for addressing sexual abuse and other maltreatment of children (the "Plan").

### **Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children**

For Teachers: Great Hearts Irving annually trains teachers in all content areas addressed in the Plan. Training will include contents of the adopted board policy and is provided by campus staff, administrative staff, or outside agencies as determined by the Headmaster.

For Students: School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials. Sexual abuse awareness will be discussed in classroom group settings, or as otherwise deemed appropriate by campus administrators.

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

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. And, if you are frightened for your own safety or that of your child, you 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.

The Headmaster or campus counselor will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. The Department of Family Protective Services ("DFPS") also provides early abuse intervention through counseling programs. Services in your county can be accessed at the following web address:

[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).

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:  
<http://www.tea.state.tx.us/index2.aspx?id=2820>
- Sexual Abuse Prevention Programs:  
<http://www.childwelfare.gov/preventing/programs/types/sexualabuse.cfm>
- Promoting Healthy Families in Your Neighborhood:  
[http://www.childwelfare.gov/pubs/res\\_packet\\_2008/](http://www.childwelfare.gov/pubs/res_packet_2008/)
- Signs of Child Abuse:  
[http://www.keepkidshealthy.com/welcome/commonproblems/child\\_abuse.html](http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html)
- DFPS – How to Report Child Abuse or Neglect  
[http://www.dfps.state.tx.us/Contact\\_us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_us/report_abuse.asp)
- Texas Attorney General – What Can We Do About Child Abuse?  
[https://www.oag.state.tx.us/AG\\_Publications/txts/child\\_abuse.shtml](https://www.oag.state.tx.us/AG_Publications/txts/child_abuse.shtml)

- Prevent Child Abuse.org – Texas Chapter:  
<http://www.preventchildabusetexas.org>
- Texas Council on Family Violence – Abuse Prevention Links:  
<http://www.tcfv.org/>

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

Psychological and behavioral signs of possible sexual abuse or other maltreatment may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse or other maltreatment include:

- Stomachaches or illness, often with no identifiable reason.
- Difficulty in walking or sitting.
- Stained or bloody underwear.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.
- Unexplained soreness, pain or bruises around mouth, sexually transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Signs often 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 or Other Maltreatment Should Take**

During student awareness sessions concerning sexual abuse and 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 or maltreated, 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.

## **Student Fees**

Materials that are part of the basic educational program are provided with state and local funds at no charge to students. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, and notebooks. 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 for extra-curricular 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 his or her 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, and graduation announcement.
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 or a fee for an identification card.
10. A fee for a driver-training course, not to exceed the actual cost per student in the program for the current school year.
11. 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.
12. A fee for summer school courses that are offered tuition-free during the regular school year.
13. A reasonable fee for transportation of a student who lives within two miles of the campus.
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 books.
16. A fee specifically permitted by any other statute.

Great Hearts Irving may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver may be made using the school's Student Cost Waiver Application, which is distributed at the school office. Notification of eligibility for waived or reduced costs is determined using the same standards as those of Free and Reduced Lunch.



## 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, Great Hearts Irving will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the Great Hearts Irving website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. Great Hearts Irving will also seek consent before displaying or publishing an original video or voice recording in this manner.

## Lost and Found

Great Hearts Irving maintains a lost and found storage area in the front office. Unclaimed items will be given away or discarded periodically throughout the year. It is strongly recommended that any items of value be marked with the student's name. Jackets and shirts should have the family name on the inside label; calculators should have the name etched on them, and we recommend that consumable books have the student's name prominently displayed either on the front cover or on one of the four sides of the book. Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. Items will be kept in lost and found for up to seven days. The hallways are inspected each evening and all unsecured items are placed in the front office.

## Student Items – Lockers and Backpacks

Students in the Middle School are assigned a locker, to the extent that locker space is available on campus. Lockers have a combination lock built in, so students need not bring personal locks. Great Hearts Irving requires that students keep their locker locked throughout the day. The school is not responsible for items stored in lockers. This includes theft of books (considered to be the property of the school) and personal belongings such as lunch boxes, jackets, etc. It will be incumbent on students to ensure their lockers are locked at all times, and to conceal their lock combination numbers to avoid lock tampering. Great Hearts Irving reserves the right to inspect student lockers at any time, with or without notice. Students are not permitted to write on or otherwise deface school lockers, inside or out. They may tape non-offensive posters or photos inside their lockers, but may not glue or paste stickers, and no decoration may be placed on the outside of any locker (excepting birthday decorations on lockers, which must be removed at the end of the day).

**Students may use a backpack or book bag to carry books to and from school, but they must store their bags in their lockers during the school day. Students may carry a pencil pouch to classes along with their books and binders.**

Backpacks and gym bags should be free of messages, offensive or inappropriate to the academy environment.

Great Hearts Irving officials may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of students.

## **Food and Drinks on Campus**

Refrigerators are not available for student use, so care should be taken in packing lunches.

Food and drink (except bottled water with lids) is not permitted in the classrooms or halls absent special permission from the Headmaster.

There are several water fountains available on the campus. During hot weather, students are encouraged to bring clear plastic water bottles to school with their names printed on them. Students may refill these bottles from any of the drinking fountains on campus. As a precaution against sickness, students should not share or drink from the same bottles.

## **School Calendar and Website**

The official school calendar for each academic year is posted on the school website ([www.GreatHeartsIrving.org](http://www.GreatHeartsIrving.org)) and distributed to each family prior to the start of school. Any updates and revisions will also be found on the school website. Parents should routinely review the school calendar throughout the year, as it identifies school holidays, early release days, special events, mandatory student fine arts performances, year-end ceremonies, and other events.

The school's website also contains faculty contact information, updates on athletic and extra-curricular schedules and locations, and other school related events and information.

## **Emergency Response Plan**

Great Hearts Irving has an established Emergency Response Plan that will be available for review at the reception desk at the beginning of school. The plan outlines emergency procedures for natural disasters, violent situations, medical emergencies, and fires. Great Hearts Irving faculty and staff are trained on the plan during the annual orientation prior to the start of the school year.

## **Parent and Student Grievance Procedure**

Student and parent complaints or concerns can usually be addressed by a phone call or a conference with a teacher. For those complaints and concerns that cannot be handled so easily, Great Hearts Irving has adopted a standard complaint policy as stated in the Great Hearts Irving policy manual. A copy of this policy may be obtained in the Headmaster's or Superintendent's office. The Great Hearts Irving parent and student complaint process is also summarized below:

Process	Guidance Notes
<p><b>1. Introduction</b> It is the school policy to ensure that students or parents with a grievance relating to Great Hearts Irving, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.</p>	
<p><b>2. Initial discussions</b> If you or your child has a grievance you should discuss it informally with the teacher, administrator, coach, or staff member directly involved in the matter. We hope that the majority of concerns will be resolved at this stage.</p>	<p>Informal discussions should resolve the vast majority of grievances. NOTE: Grievances or information involving an ongoing or imminent threat to a student's well being should skip this stage and be immediately directed to the Headmaster.</p>
<p><b>3. Stage 1</b> If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to the appropriate teacher, administrator, coach, or staff member (again, the one directly involved). The school employee must offer a response within five (5) working days in an endeavor to resolve the matter.</p>	<p>The first stage should allow the family and school employee to resolve the grievance without the involvement of the Headmaster or Board of Directors. The aim should be to resolve the grievance at the lowest relevant level.</p>
<p><b>4. Stage 2</b> If the matter is not satisfactorily resolved, you may raise the matter, in writing, with the Headmaster, who must give a response within five (5) working days. This response may take the form of a letter and/or follow-up meeting with the family and any employee(s) involved in the matter. This meeting will be led by the Headmaster.</p>	<p>The Headmaster is the acting supervisor over all school employees.</p>
<p><b>5. Stage 3</b> If the matter is not satisfactorily resolved, you may raise the matter, in writing, with the Superintendent, who must give a response within five (5) working days. This response may take the form of a letter and/or follow-up meeting with the family and any employee(s) involved in the matter. This meeting will be led by the Superintendent.</p>	<p>The Superintendent is the acting supervisor over all Great Hearts Texas employees.</p>
<p><b>5. Stage 4</b> If the matter is not resolved to your satisfaction, and you wish to pursue this matter further, you should put your grievance in writing to the President of the Board of Directors. You may be entitled to have a meeting with the grievance committee established annually by the Board of Directors and comprised of directors. This committee will formally respond by setting a meeting or taking another course of action within thirty (30) days. If the Board as a whole is convened to address the grievance, all applicable public open meeting laws will be followed, including prior notice and the right of the employee to request an open meeting or an executive session for the hearing. The board's decision is final.</p>	<p>If the Board understands that stages 1 and 2 have not been completed, these may be a requirement prior to further action or hearing from the Board.</p> <p>A response by the committee may include a dismissal of the grievance, a formal reprimand of the school employee, or headmaster, and/or a directive for staff to develop an additional policy recommendation for Board consideration.</p>

## **Section VI. Especially for Parents and Important Notices**

### **Parent Involvement**

The primary method for parents to be involved at Great Hearts Irving is to support their children in their journey through the school. The curriculum at Great Hearts Irving is highly rigorous, and the instructional staff maintains high expectations for students as they collectively pursue truth, goodness, and beauty in every class. It is critical that parents work alongside the school to help their children persevere and reach their potential while studying at Great Hearts Irving.

The teachers of Great Hearts Irving are honored by the great trust that parents have placed in them. This trust between the parents and the school must be maintained not only by ongoing communication, but by a mutual understanding of the “big picture”: what a Great Hearts Irving education will offer its students in the long run. When students are applying themselves on a particular part of their journey, they will look to their parents and their teachers for a reaffirmation that their investment is yielding positive gains. As such, mutual trust between parents and teachers is essential to convincing students that Great Hearts Irving has an achievable plan in place for them that is also in their best interest.

### **Stewardship at Great Hearts Irving**

Great Hearts Irving provides an outstanding educational offering unprecedented in the public arena. Great Hearts Irving is a state-funded public school, but the state funding formula does not provide for all of our needs in terms of providing a truly outstanding education. To meet these needs and to build a strong *Community of Learners*, Great Hearts Irving counts on the support of its parents through stewardship of time, talent, and treasure.

#### **Time:**

Volunteerism is strongly encouraged. Without this practical manifestation of your belief in the value and quality of our school, we could not exist. Each parent should consider volunteering regularly to assist on campus and through membership in the Parent Service Organization. (See below.)

#### **Talent:**

Great Hearts Irving will benefit greatly from the unique talents of its community. Whether through volunteer time spent on campus, or by contributing your professional expertise, your talents are a vital addition to the success of our school.

#### **Treasure:**

Great Hearts Irving welcomes and encourages financial support from families at a level their budget allows through donations and fundraising. Great Hearts Irving is a non-profit, 501(c) 3 corporation; as such, donations may be tax-deductible.

### **Parent Service Organization**

The Parent Service Organization is a service organization within Great Hearts Irving. All parents and guardians of students at Great Hearts Irving are members of the Parent Service Organization. The purpose of the Parent Service Organization is to serve the school’s students and teachers through coordinating and assisting programs and activities that are critical to their success. Involvement in the Parent Service Organization is structured

according to service committees, with each committee devoted to a specific area of school life. At the beginning of each school year, Great Hearts will host a meeting for the PSO. At that meeting, individuals who are interested can sign up for different volunteer opportunities.

## **Fingerprinting**

Great Hearts Irving has a policy that school volunteers who work alone with students shall be fingerprinted and have a criminal background check conducted by the Texas Department of Public Safety and the FBI. Great Hearts will contact all volunteers that are selected to assist with duties that require fingerprinting. Volunteers assisting in the school office in the presence of school employees are not required to be fingerprinted. In special cases, office volunteers may be asked to sign a FERPA confidentiality agreement in order to assist with student files.

## **Surveys and Activities**

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

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

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation.

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

Parents have a right to receive notice of and deny permission for their child'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 your child for the purpose of marketing or selling that information.
3. Any non-emergency, invasive physical examination or screening required as a condition of
4. attendance, administered and scheduled by Great Hearts Irving 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 or screening permitted or required under state law.

### **Notification of Teacher Qualification**

At the beginning of each school year, Great Hearts Irving will notify the parent of each student attending with information regarding the professional qualifications of their student's classroom teachers. Great Hearts Irving will also provide this information upon request from a parent. The notification will include, at a minimum:

1. Whether the teacher has met state qualification criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification criteria has been waived;
3. Undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree; and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

Children of military families will be provided flexibility regarding certain Great Hearts Irving 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 the school. Great Hearts Irving 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.

## **Biological Sex and Gender Policy**

GreatHearts is responsible for ensuring the safety of all students during the school day and during school activities. This includes providing for the physical privacy rights of students. GreatHearts is further responsible for maintaining order, decorum and discipline during school. GreatHearts is further responsible for ensuring the educational environment is free from disruption and disturbance, and provides equal educational opportunity to all students. The following policy is found by the Board of Directors to be in the best interest of students and necessary for maintaining privacy rights of students, maintaining safety, discipline and order, and in preserving the educational environment:

### **ASSUMPTIONS**

1. That the recognition of any distinction between "gender identity" and biological sex is not yet a matter of settled law in the United States;
2. That there exists no general consensus but rather disagreement between the State of Texas and the United States and in the United States as a whole — legal, scientific, educational, philosophical — about the relationship between "gender identity" and biological sex;
3. That GH will comply with all settled law (plain language of statute, controlling case law and duly adopted administrative regulations) for the states in which it operates schools;
4. That GH will take into account each student's right to privacy and safety in accessing facilities;

5. That EVERY CHILD entrusted to our schools, regardless of sex, class, race, religion, and national origin, is to be educated with exactly the same level of care and respect for his/her dignity and innate human potential.

**DEFINITION: “Sex” means an individual’s biological classification as male or female at the time of birth and as recorded on their official state-issued birth certificate.**

**POLICY:**

**A. Student enrollment and instruction**

1. Schools will record, report, and classify each enrolled student as male or female according to the sex as indicated in the submitted enrollment documents. In the event of a discrepancy, the sex as indicated on the birth certificate will be considered as accurate.
2. In the event of an update or change to a birth certificate, the school shall consider the information upon the most recent birth certificate as accurate, and shall modify all school records as pertinent.
3. Schools will record and report the legal name of the child as recorded in enrollment documents submitted by the family. School staff may either a) refer to a child by the name as indicated in school records, or b) refer to the child by a variant nickname sanctioned by the student and his/her family.
4. School personnel may use the personal pronouns consistent with the sex of students as recorded in school records described above.
5. When a learning activity calls for the separation of students by sex, students shall be classified according to sex as recorded in current school records described above.
6. Students must adhere to the uniform code and grooming standards of their sex as recorded in current school records described above.

**B. Use of School Facilities**

1. Schools shall maintain restroom and locker room facilities that are single-sex only, and shall also provide single-occupant restroom and changing facilities that are sex-neutral. Students are permitted to use the single-sex facilities that correspond to their sex as noted in current school records described above, and single-occupant restrooms and locker/changing rooms that are open to use by individuals of either sex.
2. Restrooms, locker room facilities and changing facilities shall be clearly marked and designated for the assigned sex or sex-neutral.
3. This shall not apply to a person or persons who enter a single-sex facility for purposes of
  - a. Maintenance
  - b. Providing medical assistance
  - c. Protecting a student/students from a threat to good order or safety
  - d. Shelter in an emergency
4. No student shall be compelled to use a single-sex restroom or locker/changing room facility against their wishes; access to private, sex-neutral facilities will be provided.

**C. Participation in school activities**

1. Students are eligible to participate in the single-sex athletic activities that correspond to their sex as noted in current school records and based on requirements of the specific league or ruling body for the athletic activity.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights include the following:

### **The Right to Inspect and Review**

Parents and/or eligible students have the right to inspect and review the student's educational records within 45 days of the day Great Hearts Irving receives a request for access. Parents or eligible students should submit to the Headmaster a written request that identifies the record(s) they wish to inspect. Great Hearts Irving will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, Great Hearts Irving shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

Great Hearts Irving shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. Great Hearts Irving may charge a reasonable fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education



records. Great Hearts Irving will not charge a fee to search for or to retrieve the educational records of a student.

If the educational records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

### **The Right to Seek Amendment of the Student's Educational Records**

Parents and/or eligible students may ask Great Hearts Irving to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the Headmaster in writing, clearly identify the part of the record the parent or eligible student wants changed, and specify why it is inaccurate or misleading. Great Hearts Irving will decide whether to amend the record as requested within a reasonable time after receipt of the request. If Great Hearts Irving decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, as a result of the hearing, Great Hearts Irving decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, Great Hearts Irving decides that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school, or both. If Great Hearts Irving places an amended statement in the educational records of a student, it is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

### **The Right to Consent Prior to Disclosure**

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational 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 Great Hearts Irving 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 person or company with whom Great Hearts Irving has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving 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 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, Great Hearts Irving discloses education records without consent to officials of another open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

### **The Right to File a Complaint**

Parents and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Great Hearts Irving to comply with the requirements of FERPA. These complaints should be addressed as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Access to Medical Records**

Parents are entitled to access their students' medical records.

### **Notice for Directory Information**

Under FERPA, Great Hearts Irving must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, Great Hearts Irving may disclose personally identifiable information contained in the student's educational records without obtaining prior written consent of the parent or eligible student if Great Hearts Irving has designated the information as "directory information."

Great Hearts Irving has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

1. Student's name;
2. Address;
3. Telephone listing;
4. Electronic mail address;
5. Photographs (including video images);
6. Date and place of birth
7. Major field of study
8. Dates of attendance;
9. Grade level;
10. Participation in officially recognized activities and sports;
11. Weight and height of members of athletic teams;
12. Degrees, honors, and awards received; and
13. The most recent educational agency or institution attended.

School-sponsored/school-affiliated purposes are those events/activities which Great Hearts Irving conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

1. Extracurricular programs or events (*e.g.*, school plays, concerts, athletic events, graduation ceremony),
2. Publications (*e.g.*, newsletters, yearbook, etc.)
3. Honor roll and other student recognition lists,
4. Marketing materials of Great Hearts Irving (*e.g.*, print media, website, videos, newspaper, etc.)

Great Hearts Irving has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. Student's name,
2. Address, and
3. Telephone listing.

Great Hearts Irving shall not release directory information except for the purpose indicated above, namely:

1. Disclosure relating to school-sponsored/school-affiliated purposes; and
2. Disclosure to military recruiters and institutions of higher education, but only for secondary students.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 SCHOOL DAYS AFTER RECEIVING THIS "ANNUAL NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

## **Student Acceptable Use of Technology Policy**

### **Technology Statement**

Great Hearts Irving is committed to utilizing appropriate technology to enhance student learning and increase teacher effectiveness in accordance with its mission and vision.

### **Student Safety**

Great Hearts Irving is aware that resources that are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the school's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for Great Hearts Irving to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

### **Purpose**

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and school employees who obtain their Internet access through Great Hearts Irving are expected to use these services appropriately.

### **User Responsibilities**

The use of the Internet is a privilege. Inappropriate or abusive conduct will lead to the privilege being revoked. Great Hearts Irving is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the Great Hearts Irving Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by the Great Hearts Irving administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access

to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

### **Policy – Terms and Conditions**

#### Acceptable Use of Technology

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring 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 and may, in certain circumstances, be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, students involved in "sexting" or the sharing of inappropriate images or other content may also be disciplined for violating the Great Hearts Irving anti-harassment and bullying policies.

#### Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the school's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

#### Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the Great Hearts Irving network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of school policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. Great Hearts Irving will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the Great Hearts Irving network.

#### Network Etiquette

Each network user is expected to:

1. Be polite (i.e., an all-caps message implies shouting);

2. Use appropriate language;
3. Refrain from any activity that may be considered “cyber bullying,” including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
4. Maintain confidentiality of the user, colleagues, and students;
5. Respect copyright laws; and
6. Be respectful in all aspects of network use.

### **Consequences**

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

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the administration.
3. Suspension and/or expulsion may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
4. Expulsion may be considered in instances where students have used Great Hearts Irving 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.

## **APPENDIX**

### **Offenses and Consequences**

#### **Level I Offenses:**

The following behaviors are prohibited at all school and school-related activities:

1. Violating dress and grooming standards as communicated in the Handbook. See “Dress and Grooming,” pages 46-54
2. Littering
3. Chewing gum on campus
4. Insubordination
5. Cheating or copying the work of another
6. Damaging or vandalizing property owned by others
7. Defacing or damaging school property, including textbooks, lockers, furniture, and other equipment, with graffiti or by other means
8. Failing to comply with directives given by school personnel
9. Falsifying records, passes, or other school-related documents
10. Fighting or scuffling
11. Forcing an individual to act through the use of force or threat of force
12. Gambling
13. Hazing. See “Freedom from Hazing,” page 65
14. Improperly discharging a fire extinguisher
15. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
16. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee. See “Freedom from Discrimination, Harassment, and Retaliation,” page 61
17. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities
18. Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or school employee. See “Freedom from Discrimination, Harassment, and Retaliation,” page 61
19. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a school employee
20. Engaging in threatening behavior toward another student or school employee on or off school property
21. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property
22. Inappropriate or indecent exposure of a student’s private body parts
23. Leaving school grounds or school-sponsored events without permission
24. Making false accusations or hoaxes regarding school safety
25. Possessing a cellular telephone or other telecommunications device at school during the school day
26. Abusing a prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event
27. Possessing a stun gun
28. Possessing ammunition
29. Possessing an air gun or BB gun

30. Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
31. Possessing mace or pepper spray
32. Possessing pornographic material
33. Possessing or selling a "look-alike" weapon
34. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband
35. Possessing or selling seeds or pieces of marijuana in less than a usable amount
36. Possessing or using a laser pointer for other than an approved use
37. Possessing or using any articles not generally considered to be weapons, including school supplies, when the Headmaster or designee determines that a danger exists
38. Possessing or using matches or a lighter
39. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety
40. Possessing, smoking, or using tobacco products
41. Possessing, using, giving, or selling paraphernalia related to any prohibited substance
42. Refusing to accept discipline management techniques assigned by a teacher or Headmaster
43. Repeatedly violating campus or classroom standards of behavior
44. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
45. Stealing from students, staff, or the school
46. Repeated tardiness
47. Throwing objects that can cause bodily injury or property damage
48. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the educational program
49. Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent. See "Student Acceptable Use Policy," page 86
50. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by Texas Education Code § 37.121
51. False accusation of conduct that would constitute a misdemeanor or felony
52. Forgery of school documents at school or otherwise
53. Hit list under Texas Educational Code 37.001(b)(2)
54. Knife possession – not an illegal knife
55. Non-Title five felony; school is notified by police
56. Damaging or vandalizing property owned by others
57. Possession of stolen property
58. Threats – student on personnel/facility
59. Threats – student on student
60. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program
61. Violating the School's medication policy, See "Administration of Medication," page 71
62. Simple assault
63. Bullying and/or cyberbullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence. See "Freedom from Bullying and Cyberbullying," page 64
64. Burglary of a motor vehicle on campus
65. Deliberate destruction or tampering with school computer data or networks
66. Directing profanity, vulgar language, or obscene gestures toward another student or school employee

67. Engaging in conduct punishable as a felony under Title 5, Texas Penal Code, when the conduct occurs off school property and not at a school-sponsored or school-related event and (1) the student receives deferred prosecution; (2) a court or jury finds that the student has engaged in delinquent conduct; or (3) the Superintendent or designee has a reasonable belief that the student engaged in the conduct
68. False alarm or report
69. Inappropriate sexual conduct
70. Issuing a false fire alarm
71. Repeated failure to comply with directives given by school personnel
72. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marihuana, controlled substance, dangerous drug, or alcoholic beverage

Disciplinary Consequences (may not necessarily be followed in order, and progressive disciplinary measures are not required)

1. After school detention
2. Application of one or more Discipline Management Techniques listed on page 27
3. Confiscation of cell phones or other electronic devices
4. Grade reductions for academic dishonesty
5. In-school suspension
6. Removal from the classroom and/or placement in another classroom
7. Restitution/restoration, if applicable
8. Saturday Detention
9. Out-of-school suspension for up to three days
10. School-assessed and school-administered probation
11. Temporary confiscation of items that disrupt the educational process
12. Verbal correction
13. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations

#### **Level II Offenses:**

The following behaviors are prohibited at all school and school-related activities:

1. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property
2. Failing to comply with directives given by school personnel
3. Repeated tardiness
4. Throwing objects that can cause bodily injury or property damage
5. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the educational program
6. Falsifying records, passes, or other school-related documents
7. Possessing, smoking, or using tobacco products
8. Possessing, using, giving, or selling paraphernalia related to any prohibited substance
9. Refusing to accept discipline management techniques assigned by a teacher or Headmaster
10. Repeatedly violating campus or classroom standards of behavior
11. Forcing an individual to act through the use of force or threat of force
12. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband
13. Possessing or selling seeds or pieces of marijuana in less than a usable amount



14. Possessing or using any articles not generally considered to be weapons, including school supplies, when the Headmaster or designee determines that a danger exists
15. Possessing or using matches or a lighter
16. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by Texas Education Code § 37.121
17. False accusation of conduct that would constitute a misdemeanor or felony
18. Fighting
19. Assault (Class C misdemeanor) – student on student or student on staff member
20. Bullying and/or cyberbullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence. See “Freedom from Bullying and Cyberbullying,” page 64
21. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
22. Forgery of school documents at school or otherwise
23. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal
24. Stealing from students, staff, or the school
25. Gang activity
26. Harassment under Texas Education Code § 37.001(b)(1)
27. Hazing under Texas Education Code § 37.151(6)
28. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a school employee. See “Freedom from Discrimination, Harassment, and Retaliation,” page 61
29. Hit list under Texas Educational Code 37.001(b)(2)
30. Knife possession – not an illegal knife
31. Non-Title 5 felony; school is notified by police
32. Damaging or vandalizing property owned by others
33. Possession of stolen property
34. Threats – student on personnel/facility
35. Threats – student on student
36. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program
37. Violating the School’s medication policy. See “Administration of Medication,” page 71
38. Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or school employee. See “Freedom from Discrimination, Harassment, and Retaliation,” page 61
39. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a school employee
40. Engaging in threatening behavior toward another student or school employee on or off school property
41. Abusing a prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event
42. Inappropriate or indecent exposure of a student’s private body parts
43. Improperly discharging a fire extinguisher
44. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
45. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37

46. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place
47. Arson
48. Burglary of a motor vehicle on campus
49. Commission of a felony offense listed under Title 5, Texas Penal Code
50. Conduct endangering the health and safety of others
51. Deliberate destruction or tampering with school computer data or networks
52. Directing profanity, vulgar language, or obscene gestures toward another student or school employee
53. Committing or assisting in a robbery or theft even if it does not constitute a felony
54. Defacing or damaging school property, including textbooks, lockers, furniture, and other equipment, with graffiti or by other means
55. Possessing a stun gun
56. Possessing ammunition
57. Possessing an air gun or BB gun
58. Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
59. Possessing mace or pepper spray
60. Possessing pornographic material
61. Possessing or selling a "look-alike" weapon
62. Engaging in conduct punishable as a felony under Title 5, Texas Penal Code, when the conduct occurs off school property and not at a school-sponsored or school-related event and (1) the student receives deferred prosecution; (2) a court or jury finds that the student has engaged in delinquent conduct; or (3) the Superintendent or designee has a reasonable belief that the student engaged in the conduct
63. False alarm or report
64. Felony criminal mischief against school property, another student, or school staff
65. Gang activity (violent)
66. Making false accusations or hoaxes regarding school safety
67. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety
68. Inappropriate sexual conduct
69. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities
70. Indecency with a child
71. Indecent exposure
72. Issuing a false fire alarm
73. Manslaughter
74. Murder
75. Persistent Level I offenses (two or more Level I offense committed in any one school year)
76. Persistent Level II offenses (two or more Level II offenses committed in any one school year)
77. Possessing, selling, distributing, or being under the influence of inhalants
78. Possessing, selling, distributing, or being under the influence of a simulated controlled substance
79. Public lewdness
80. Repeated failure to comply with directives given by school personnel
81. Required registration as a sex offender
82. Retaliation against any school employee or volunteer at any time or place
83. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, controlled substance, dangerous drug, or alcoholic beverage
84. Setting or attempting to set fire on school property (not arson)

85. Sexual abuse of a young child or children
86. Sexual assault
87. Targeting another individual for bodily harm
88. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon
89. Conduct punishable as a felony
90. Criminal attempt to commit murder or capital murder
91. Criminally negligent homicide
92. Vandalism of or conduct constituting criminal mischief with respect to school facilities or property
93. Aggravated assault
94. Aggravated kidnapping
95. Aggravated robbery
96. Aggravated sexual assault
97. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person)
98. Inappropriate or indecent exposure of a student's private body parts
99. Capital murder

Disciplinary Consequences (may not necessarily be followed in order, and progressive disciplinary measures are not required)

1. Any applicable Level I Disciplinary Consequence
2. Out of school suspension for five–ten days
3. Expulsion

Disciplinary actions may be used individually or in combination for any offense.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for

marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Academy has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901