

Katherine Anne Porter School

**School Policy Book:
Student & Parent Section
2016-17**



What is the Katherine Anne Porter School?

The Katherine Anne Porter School (KAPS) is a Charter School established under the laws of the State of Texas. It is established to provide educational services to students in the counties of Hays, Blanco, Travis, Caldwell, Comal, and Gonzales. A Charter School is a school district unto itself. Charter Schools are funded partially by state and federal financing and partially by private fundraising. The KAP School is a nonprofit corporation headed by an elected Board of Directors.

KAPS currently provides a full high school curriculum with an emphasis on the creative arts for students in grades 9 through 12 and offers a TEA-accredited high school diploma to its graduates.

KAPS is NOT a private school; there is no tuition or fee structure, and it is open to all applicants who meet normal high school prerequisites, subject to availability of openings.

KAPS mascot is the Dragon; KAPS colors are blue, black, and silver. KAPS is a member of the Texas Charter School Academic and Athletic League (TCSAAL) and fields limited athletic and academic teams in interscholastic competition.

Who was Katherine Anne Porter?

Katherine Anne Porter was born near Brownwood, TX in 1890 and moved to Kyle, TX in her early childhood. She worked as a writer and teacher most of her life in various spots around the United States, Mexico, and Europe. She wrote articles for a number of magazines and newspapers and published several notable short stories. In 1962, she wrote the very popular novel *Ship of Fools*, which was awarded the Pulitzer Prize and was later made into a film.

She is known as a writer of great clarity, achieving a style of objectivity without sacrificing sensitivity. Many of her stories used the geographic locales of the South, the Southwest, and Mexico. Although most of her works were written and published outside of Texas, she is considered one of the state's best and most famous writers.

Katherine Anne Porter died in September of 1980. Her childhood home in Kyle was purchased by a group dedicated to preserving her memory. That group evolved into the founders of the KAP School, who saw a need for a school focused on the arts in the rural hill country area.

What is Our Shared Vision?

Our Identity

We are a creative community celebrating diversity and freedom in learning.

Our Mission

We educate and empower our students with knowledge, skills, and practices to be successful and compassionate in school and life.

Our Vision

We envision highly developed and valued individuals who are engaged and successful at reaching their full potential.

Our Values and Commitments

We value the voice of every member of our community and expect everyone to embrace and employ these values and commitments.

Academic Achievement-We put learning first, with the belief that knowledge and understanding lead to positive action and empowerment, positioning individuals for success.

Freedom-We offer diverse opportunities for people to bring all of who they are to our community so that creativity thrives.

Participation & Collaboration-We work together to have focused participation and collaboration toward the positive development of our community.

Respect-We practice respect for oneself, others, and our world.

Great Art and Thought-We are committed to fostering appreciation, participation and creation of great art and thought.

Community Involvement & Service-We shape our community just as our community shapes us through engagement and service based projects.

Environmental Stewardship-We teach and practice conservation and protection of our natural resources and wildlife.

The Restorative Model

Restorative discipline and practice is a whole school approach to school culture. It “is a relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.”

At our school, Katherine Anne Porter, the idea to begin implementing restorative discipline and practice began about 3 years ago. In many ways, even earlier than that - as a charter school - our goal has been to find alternatives to both teaching and discipline in the school systems. As we move into our third official year of Restorative Practice, I, as Principal, will be implementing more restorative practice into our discipline procedures.

The most common form of Restorative Practice is the circle. However, the circle is not the only aspect of the restorative practice. It is something that we do in all our day-to-day interactions with each other. It is a way of speaking with one another and most importantly of listening to one another. It begins with “I” statements and asking questions of the other. If a person is acting out or acting in a way that isn’t usual for them, learn to ask questions instead of jumping to conclusions. Sometimes the cause, is not what you expect. Learn to ask, “what is going on with you today? Are you feeling okay? Is there something you need from me, that you are not getting?” If you, yourself, are upfront and honest, and you learn to listen, then you can solve more problems than you can cause or escalate.

The circle model in Restorative practice can be applied to many areas of the school. We use them in the classroom as check-ins, teaching circles, respect agreements, and topical issues inside and outside the classroom. We also use them for staffings, mentor groups, and during staff inservices. The circle is a forum to vocalize one’s opinions. Everyone gets a chance to speak, and all get the opportunity to listen. With that being said, speaking is optional. Anyone who does not feel comfortable answering, or simply has nothing to say, may pass when it gets to their turn. The main elements of the circle are the talking piece, the center piece, the opener, the closer, and the rounds.

Restorative practice is an investment of time and emotion. Restorative practice is a much slower process and it involves more hands-on commitment from the teachers, the students, the parents, and the admin. It is a “pulling in” rather than a “pushing out,” and sometimes the ones you are “pulling in,” resist. It is difficult some days and weeks, but it has been, for me, totally worth it.

The circle not only gives voice to all, it protects as well. It gives people - students, parents, teachers, and admin alike, a space to speak and be heard. It gives the school an opportunity to have the difficult conversations that need to occur, so that our community can grow together.

Looking forward to the journey!

Dr. Erin Flynn
Principal

Katherine Anne Porter School Admissions Policy

Anti-Discrimination

The Katherine Anne Porter School is an open enrollment public charter high school. Katherine Anne Porter School prohibits discrimination in its admission policy on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the student would otherwise attend.

Exclusion of Certain Students

The Katherine Anne Porter School reserves the right to exclude from admission all students with documented histories of a criminal offense, juvenile court adjudication or discipline problems under Education Code, Chapter 37, Subchapter A as authorized by the Education Code Section 12.111(a)(6)(A).

Lottery

The lottery will occur on the third Thursday in June. The school will review how many applications have been received for each class. If there are more spaces available than applications received, then all eligible students will be enrolled. If there are more applications received than spaces available, a lottery system will be utilized, in accordance with the procedures below, to determine who will be offered admission in each class that has space.

If a lottery is held, eligible applicants, who submitted an application for the upcoming school year, will be accumulated and randomly ordered. Our lottery will be conducted through the website www.random.org. The school registrar loads a list of all the names of the applicants and, after pressing a button, the website returns the list of names in random order. Each applicant will be assigned a number in the order that their name was returned.

After all available spaces are filled in our classes, the remaining names are placed on a waitlist in the order they received in the lottery. If a space becomes available during the school year, the next name on the list is given the spot. It is worth noting that specific classes often fill while other classes can still accept additional students. In these cases, class-specific waitlists are formed.

Applications Received After the Lottery

Applications for admission received after the lottery has occurred will be placed on the waitlist behind those applications previously drawn in the lottery. These later applications will be placed at the end of the waitlist in the order they are received.

If, when this application for admission is received there is no waitlist, and there is space for the student, admission is immediately offered.

Application and Waitlist Expiration

Each year brings a new admissions/enrollment period and a new lottery; an application and the wait list are only valid for one school year. Students on the waitlist who were not enrolled during the current school year on which they were wait-listed will need to reapply for admission for the following school year.

Students who are already enrolled must inform the school of their intent to return by the end of the current school year.

Lottery Exemptions

Siblings of current students and children of founders, staff, and faculty and board members will have priority enrollment when the Katherine Anne Porter School can accommodate their individual class schedules. They will bypass the lottery and be the first accepted for admission.

Enrollment

After a student is offered admission; he or she must complete online registration and fill out an enrollment packet. School records such as transcripts and grades will be requested from the previous school through TRex (if previous school is in Texas) or fax (if previous school is out of state). Additionally, the student's immunization records, social security card, and birth certificate are required. The student and guardian(s) will then have an opportunity to meet with the school registrar to set the student's school schedule.

ACADEMIC INFORMATION

GRADE LEVEL ADVANCEMENT

The listing below is a summary of the minimum number of state course credits required for grade level classification on the recommended high school plan:

Freshman: 0-5 credits

Sophomore: 6-13 credits

Junior: 14-19 credits

Senior: 20-26 credits

High School credits earned prior to High School enrollment will be used for classification purposes. Changes in the grade level classification will be made after the completion and calculation of earned credits from each school year.

The Katherine Anne Porter School, in compliance with State Board of Education Rules, will make all promotions only on the basis of academic achievement.

GRADE POINT AVERAGE (GPA)

The Cumulative Grade Point Average (GPA) is a calculation based on a Weighted Grade Point Average Scale. All courses will be designated with a weighted numerical value of 4.0 for Regular Courses, 5.0 for Pre-Advanced Placement and Honors Courses, and 6.0 for Advanced Placement Courses and Dual Credit Courses. Course weight will be determined by a consensus of the faculty department chairperson, the high school principal, and the superintendent of schools, in compliance with state-mandated guidelines.

GPA calculation is determined by the addition of accumulated grade points divided by the number of grade point credits.

GPA is rounded to the nearest 1/1000th decimal place.

The following courses receive earned credit only (not counted in GPA):

- Local Credit Courses
- Home school courses
- Dual Credit courses completed in final semester of senior year

In a full year course where either individual semester grade is 60 or above, full credit for both semesters shall be awarded if the two term grades together average to a grade of 70 or better. A student may be referred to the Academic Probation Committee when they are not reaching the grade of 70 or better.

Academic Policy and Success Plans

What is the purpose of the Academic Policy and Success Plan?

Here at KAPS, every student is tasked with taking an active role in their own education. The Academic Policy is put in place so that the whole school works together to help students meet their scholarly responsibilities. As academic success is the first priority at KAPS, this Policy offers early, constructive interventions to help a student who is struggling to achieve academic success. The student may be placed on an Academic Success Plan.

Academic Success Plan

A student may be referred to the administration team by teacher, tutor, Principal, Registrar, or Superintendent:

if a student has less than a 60% working average in more than one course at either mid-term or end of a grading period (e.g. 6-week cycle);

if a student has less than 60% in any course for more than one consecutive grading period (e.g. 6-week cycle);

- if a student has less than a 60% working average at any time in any core subject;
- if a student has less than a 80% working average in an honors course at either mid-term or end of a grading period (e.g. 6-week cycle);
- if a student's cumulative GPA (unweighted) falls below a 2.0.

Once this referral has taken place, the student will sit down with their parents, teachers, and admin to develop a plan that works for getting them motivated and staying on track towards academic success!

How shall the Administration team evaluate students referred to them?

The referred student's parents or guardian shall meet with a member of the counseling team for a staffing. During the staffing the student may offer an explanation and context for their lack of satisfactory academic achievement. The counseling team shall also hear from teachers, instructors, administrators, parents and guardians to more fully understand the circumstances of the student's failure to meet minimum academic standards. Parents, student and counseling team will provide an intervention plan in which learning is monitored and timely, directive, systematic interventions are implemented.

What decisions may the administration team make?

The **administration team** will deliver an individualized decision for each referred student with the express purpose of assisting that student in achieving a satisfactory level of academic performance. The team decision may:

- place the student in mandatory tutorials, held during the After School program;
- recommend to the Registrar that the student be removed from honors level courses and placed in level courses;
- place a student on Academic Probation (see below), which will include a schedule of specific grade improvement(s) that must be met by the student;
- notify staff members that said student has been placed on Academic Probation;
- if a student is already on Academic Probation, and the student has not met the targets of the Committee's previous decision, the Committee may refer the student to the Peer Jury (see handbook).

What does having a Academic Success Plan mean?

In addition to the student's obligations to improve their grades on the schedule set for them by the Committee, a student with an ASP may **not**:

- Participate in field trips, sporting events, MusicFest, ArtsFest, Dragon 5k, school dances, and all other KAPS-community activities, **at the discretion of the Principal**;
- Associate freely in the open or outdoor areas during lunch -- the student will eat in a designated area **at the discretion of the Principal**;
- Participate in Afterschool programs without attending any and all available tutorials first.

A student shall be removed from an intervention plan only by satisfaction of the administration team requirements and the consensus of participants.

Class rank

Class rank is determined by a numerical listing of the Cumulative GPA, from highest to lowest, within each grade classification. Class rank is calculated upon completion of each school year.

Class rank for graduating seniors is calculated upon the completion of the junior year (minimum of 15 credits), upon the completion of the fall semester of the senior year, upon the completion of the fifth six weeks of the senior year. For graduation and college ranking purposes, the calculation at the conclusion of the seniors' 5th 6-weeks grades is used.

The following conversion chart will be used when a transfer student's grades are reported by letter grades only:

A	90-100	4.0
B	80-89	3.0
C	72-79	2.0
D	70-71	1.0
F	69	0.0

Class rank for early graduates will be established in accordance with the expected completion date of all graduation requirements. Students attempting to complete state and KAPS graduation requirements *during the school year* will be included in the class rank of the current year's graduating senior class. Students attempting to complete state and KAPS graduation requirements *outside of the regular school year* will be included in the class rank of the following year's graduating senior class.

VALEDICTORIAN AND SALUTATORIAN

In accordance with KAPS policy, *valedictorian* and *salutatorian* are respectively named as the two students with the highest cumulative GPA in the graduating senior class at the conclusion of the fifth six weeks grading period. To be eligible for valedictorian status a student must have continuously attended KAPS for at least 2 school years. To be eligible for either honor, a student must have completed the Recommended or Distinguished Graduation Program. Administrative discretion by the principal, or principal's designee, is retained in resolving conflict arising from stated policy.

In the event that two students share the highest cumulative GPA, both students will share the valedictorian honor with no salutatorian named. Should a tie develop for salutatorian, all those tied shall be recognized.

STUDENT INITIATED SCHEDULE CHANGES

All student initiated schedule changes must be made by the KAPS Registrar within the first five academic days of the semester. After this period all requested schedule changes are forbidden unless there are extenuating circumstances, and will have the following conditions applied:

1. All applicable attendance data and grades will transfer to the new class.
2. Schedule change must meet with the approval of the educator of the new class, the parent of the student, and the Registrar.
3. The Student is wholly responsible to make-up all work missed and will be penalized for any work not turned in.

CREDIT BY EXAMINATION

Students who have no prior formal instruction in a course may take a credit by exam for that course. Examinations used to earn credit shall assess the student's mastery of Texas Essential Knowledge and Skills and shall be properly evaluated before credit will be granted.

If requested by a parent, examinations may be purchased at the expense of the parent from either Texas Tech University or The University of Texas and administered by KAPS Staff on the KAPS campus. In order to receive credit for that course, the student must earn a grade of 70 or above .

Should a student take the examination and fail to pass it, the grade will not be recorded on the transcript. For credit earned by exam, "Credit by Examination" shall appear on the academic achievement record for that course. Credit by exam administration times will be scheduled by the KAPS administration.

CORRESPONDENCE COURSES

KAPS students may choose to take correspondence courses through approved institutions in order to gain graduation credit. Any tuition and related costs for correspondence courses shall be incurred by the parent/guardian or the student, not KAP School. Credit toward state graduation requirements shall be granted only under the following conditions:

1. The institution offering the course is The University of Texas at Austin, Texas Tech University, or another public institution of higher education approved by the Texas State Commissioner of Education.
2. The correspondence course includes the state required TEKS for that course.
3. The specific course has been approved by the Texas State Commissioner of Education.

ADVANCED PLACEMENT (AP) CREDIT

KAPS offers students Advanced Placement courses. Admission is contingent on previous honours level work, and departmental approval . Student must take the AP exam. The AP exam is required to receive credit for the course. A student cannot pass or receive credit for the course if one does not take the exam. If the student is successful in their exam they can receive additional college credit for that course.

DUAL CREDIT

KAP School currently has an agreement with Austin Community College (ACC) which allows juniors

and seniors, with permission of parent, counselor and principal, to take up to two college credit courses per semester. The college course is referred to as “dual credit” if it will be used to satisfy a high school graduation requirement. If the college course is not going to satisfy a high school graduation requirement, it is referred to as “co-enrollment.” In either situation, students are able to get an early start on earning college credit.

The requirements for a college course to be considered for dual credit at the high school level are:

1. it must provide advanced academic instruction beyond, or in greater depth than the essential knowledge and skills as defined by the Texas Education Agency.
2. the college offering the course must be accredited,
3. the student must have the permission of the parent and the principal, and
4. the student must meet all admissions requirements established by the college.

The requirements for a course to be considered for co-enrollment (meaning the student is taking the course only for college credit) are numbers 3 and 4 above.

Dual credit courses may meet criteria for the Distinguished Achievement Program. Dual credit and co-enrollment college-level classes generally are transferable. The college offering the class can tell you if the college course transfers to public colleges and universities in Texas. However, students should always check with the college to which they plan to transfer, especially if it is out of state and/or private, to determine if courses will be accepted as transfer. The following conditions apply:

1. All students must attend KAP School for at least 4.5 instructional hours (three class periods) per day.
2. Students must pass any dual-credit course required for graduation with at least a grade of D. A grade of B is required for a course to count as one of a student's Advanced Measures for the Distinguished Achievement Program.
3. Students must complete the appropriate college admission packet and must take the TASP (or ACC Alternative Test) prior to enrollment in a course. Student exempt from the TASP based on scores from TAKS, ACT, PSAT, or SAT must provide verification and a KAPS transcript to the college to which they are applying to enroll. All items must be completed in compliance with KAPS and college deadlines for admission.

ACADEMIC SOFTWARE PROGRAM

Katherine Anne Porter is committed to providing quality online courses with flexible, student-based programs that will facilitate academic engagement without prejudice. Our Academic Software Program is available to accommodate students in the following ways:

1. Allows individual students to retake courses which they have previously taken, but failed to earn a passing grade in.
2. Giving students additional course options, that may not be offered during the regular school day.
3. Supplementing teachers with additional classroom materials.
4. Additional tutoring options for STAAR and EOC prep.

Enrollment into an Academic Software course is allowed on a case-by-case basis. Junior and Senior students who have proven they are motivated and focused enough to work independently to achieve their goals will have priority in filling the limited seats available.

Criteria For Consideration

1. Enrollment in the KAP School as at least a part-time student
2. A referral from the school registrar identifying which course(s) a student is eligible to take.
3. Approval by the Academic Software Coordinator.
4. You must be highly motivated, focused, and able to work independently, which will be demonstrated by meeting the acceptable progress guidelines below.

Acceptable Progress Guidelines

1. A full year, regular classroom course is completed in 32 weeks. Students will be expected to follow that timeline a student must complete 1.25 % of the course each day (6.25% per week).
2. Student must maintain a passing grade of 70 in the course.
3. All Katherine Anne Porter School rules and regulations apply including the Attendance Policy and the computer Acceptable Use Policy.

Progress will be monitored weekly by the Academic System Coordinator. Failure to meet the above described timeline criteria could result in:

First Incident: Probationary status with one week to improve performance to meet required progress schedule. Failure to redeem probationary status will result in removal from program in favor of a classroom setting.

Second Incident: Removal from the program for the remainder of the semester. Student will have to go through admission criteria again to be considered for re-enrollment into the program the following semester.

COURSE FINAL EXAMINATIONS

At the end of each semester course, all students, *no exemptions*, will take a final exam for each class which will count as 1/7 of their final semester average.

STATE ASSESSMENTS

End-of-Course (EOC) Assessments for Students in Grades 9–12

End-of-course (EOC) assessments will be administered for the following courses:

Algebra I, English I, English II, Biology, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate. There will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and

summer months.

In accordance with the Texas Education Code any student who has taken but failed to achieve a satisfactory score on the EOC assessment for graduation requirement purposes for no more than two courses may receive a Texas high school diploma if the student has qualified to graduate by means of an Individual Graduation Committee (IGC). A student may not graduate under an IGC if the student did not take each EOC assessment listed under the TEC, or, as approved by the district, an approved alternate assessment for each subject for which there is an EOC assessment. A student who did not achieve satisfactory performance on the Algebra I or English II EOC assessment after retaking the assessment, but who receives a score of proficient on the Texas Success Initiative assessment in the corresponding subject area, has satisfied the EOC assessment requirement for that course.

STAAR A and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

Student Expectations

Students at KAPS are expected to adhere to the Code of Student Conduct, to adhere to all school rules, to represent the school in a positive manner **at all times**. The aim of the KAPS student should be to become both a high school graduate and a productive citizen of our community and society.

The KAPS Code of Student Conduct states:

- 1) Students have the right to an education in an environment conducive to learning.
- 2) Students have the right to respect and dignity,
- 3) Students have the responsibility to treat others with respect and dignity
- 4) Students have a responsibility to attend school punctually.
- 5) Students have a responsibility to be prepared for class with appropriate materials.
- 6) Students have a responsibility to maintain and improve the school environment, respect school property, and exercise due care while using school facilities and equipment.
- 7) Students have the responsibility to conduct themselves in such a way that they do not disrupt, distract, or otherwise interfere with the teaching and learning process.
- 8) Students shall not jeopardize the health and safety of others by their acts.
- 9) Students shall refrain from malicious comments and obscenity in verbal or written form.
- 10) Students shall be appropriately dressed and groomed.

Prohibited Materials

Weapons:

Firearms of any kind, knives, dangerous toys, martial arts equipment, or any other materials that could be used as weapons are not permitted on school grounds, at school events, or in school transport. These items will be confiscated if found. Possession of weapons at school or at school functions is considered a serious offense that may result in expulsion. Additionally, toys that imitate weapons are prohibited.

Prohibited Substances: Students shall not possess, use, or transmit illicit, prescription, or illegal drugs, alcohol, drug or alcohol paraphernalia, or tobacco (including cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, or other forms), items that may be used as inhalants (e.g. aerosol sprays), or any substance that may reasonably be considered an intoxicant (e.g. synthetic chemical intoxicants) on KAPS premises, in KAPS-provided transport, or while participating in KAPS-sponsored events. Students shall not come to campus or any KAPS event under the influence of drugs or alcohol. The consequences for any of these behaviors may include involvement of law enforcement, medical assistance, and/or expulsion. All confiscated items will not be returned.

Student Behaviour

Threats of Violence:

Threats of violence will not be permitted. Students are discouraged from any form of threatening behavior. Verbal or physical threats of any kind will be treated as serious offences and may warrant disciplinary action, including expulsion.

Hazing Prohibition:

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times. No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing. No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. This policy applies to hazing behavior that occurs on or off school property and during and after school hours. The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

Theft and Vandalism:

Students are encouraged not to bring large amounts of money or items of value to school in order to lessen the likelihood of theft. Vandalism and theft are serious infractions, and will result in disciplinary action which may include expulsion. These offenses are forbidden on KAPS premises, in

KAPS-provided transport, or while participating in KAPS-sponsored events.

Safety: Students are obligated to ensure that the Katherine Anne Porter environment is safe and comfortable for all its members. Students will not engage in any conduct, be it physical, verbal, or otherwise, that poses any level of harm to themselves or others. This includes scaling walls or climbing over handrails.

Students will not exhibit any behaviors that create a physically, mentally, or verbally hostile environment for other members of the KAPS community. Bullying will not be tolerated and can result in expulsion. Students will not move furniture and block thoroughfares. Students will not tamper with ANY school equipment including, but not limited to, alarms, fire extinguishers, and kitchen equipment.

Disruption:

Students are expected to be attentive in class and other school functions and to be respectful of the staff and their classmates. Disruption of class or other school activities will not be permitted.

Public Displays of Affection:

The Katherine Porter School is a learning environment and students are expected to prioritize their education over other considerations. Students are to refrain from public displays of affection (PDA) beyond hand-holding. Other forms of prolonged physical contact are not appropriate at school.

Leaving classes:

Students are expected to be in their assigned classrooms from the beginning of a school period until the end of that period. If they have no assigned classroom, they may be in the school cafeteria unless prior arrangements have been made. Students may leave class only upon requesting and receiving a hall pass from their teacher. Teachers will sign only one hall pass at any time, and **students are expected to attend to the requested business (bathroom, office visit, etc.) and return to class immediately and by the most direct route possible.** School staff will monitor students with hall passes; excessive delays in returning to class or visiting unauthorized areas with a hall pass may result in the suspension of those privileges for that student and the student will be placed on “pass restriction” after which they will not receive hall passes for any class in routine circumstances.

School assemblies, fire drills, and other group functions:

Students are expected to attend all school assemblies and to listen courteously to the presentation. Likewise, from time to time, the school will hold fire drills requiring the cooperation of all students. At the conclusion of these events, students are expected to return promptly to class or their assigned location.

Food and drink: Food and drink are allowed in the cafeteria, outside, and open areas **excluding** on the sports court and in the bleachers. Bottled water is the only exception to this rule, and is permitted in class at the discretion of the teacher. This privilege is contingent on students cleaning up after themselves; littering in the common areas of the school may lead to restrictions on eating outside of the cafe. Outside food and drink are not permitted to be delivered to students during the regular school day.

Responsibility

Care of Campus: If a student creates a mess, s/he is expected to clean it up. If a student moves school property, s/he is expected to put it back. If a student damages school property, s/he should repair it, or the parent/guardian will be financially accountable for repairs to be made.

Leaving Campus: Once Students arrive on campus, students must remain on campus unless the administration receives communication from parent or guardian stating otherwise. If a student leaves campus on a regular school day, **they are not permitted** to return to campus that day unless they have received preclearance from school administration (e.g. prior scheduled medical appointments, approved off campus lunch)

Absences: Students are responsible for being on campus and in class at the appropriate times. If an absence occurs, students are responsible for getting and completing any and all missed work. Excessive absences can affect grades and may lead to a loss in credit. [See Online School Policies Book for more details.]

KAPS Ambassadors:

All students are expected to be ambassadors for the school to the surrounding communities. Students are expected to behave in those communities in a manner that brings credit to themselves, their parents, and the KAP School.

KAPS Dress Code

Overall Dress Code:

Students are prohibited from any form of nudity or indecent exposure within the KAPS school property. Students shall not wear clothes that promote tobacco, sexual themes, alcohol, drugs, express hatred or prejudice, portray or glorify violence, or identify the student as the member of a gang or cult. Appropriate footwear, as determined by staff, must be worn at all times. Transgender students may dress in accordance with their gender identity.

In Classroom Dress Code:

Students are prohibited from being bare-chested.
Groin and buttocks must be contained and covered entirely.
Swim attire can only be worn under clothing.
In Classroom Dress Code must be in accordance with section I.

Athletic Activity* Dress Code:

Groin and buttocks must be contained and covered. Appropriate athletic footwear must be worn in accordance with the instructor. Instructors may set their own dress standards for matters concerning sports team uniforms, shirts and safety including sports-bras and athletic support.

Athletic Activity Dress Code must be in accordance with section I.

*Athletic Activity pertains to athletic periods and sports in the afterschool program. This does not include lunch or passing periods.

School staff may at any time refer potential dress code violations to the Principal. The Principal will exercise his/her discretion in accordance with this section and will be the final arbiter on the appropriateness of the attire in question. The Principal may direct the student to change to acceptable clothing. If the student refuses, the parent will be notified, and/or the student will face immediate disciplinary action or may be asked to leave campus until properly attired in accordance with this section. If students do not have appropriate attire the school will provide appropriate clothing with accordance to the dress code. Any absences and/or tardies caused by disciplinary actions for dress code violations will be considered unexcused.

School Property

Unauthorized use of school equipment:

All school equipment, including (but not specifically limited to) computers, audio/video gear, construction and mechanical tools, and science lab equipment shall be utilized only as authorized and supervised by KAPS staff. Engaging in any unauthorized computer activity such as illegal/unauthorized entry into files, illegal/unauthorized software installation, destruction of property, deletion of files, unauthorized Internet access, downloading of pornography, playing violent video games, etc. is prohibited. Construction, mechanical, and electronic tools shall only be utilized in a safe manner and under the direct supervision of KAPS staff. In addition, there is a separate school technology policy (see below).

Textbooks:

Students may be assigned textbooks, or they may be used in a community pool, depending upon the class. If a textbook is assigned to a student, he or she is expected to take care of it and replace it if lost or damaged. Students are expected to treat pooled textbooks with the same care as assigned ones.

Library materials:

Students are expected to take care of the school's library materials, to check them out of the library as needed, and to return them promptly to the library. Maximum borrowing time for books, videos, CD's, and other materials is two weeks. Our library works on the honor system; students must sign out materials in the logbook before removing them from the library.

School Phone Usage:

Students may not use the school telephones for outgoing or incoming conversations unless authorized by the KAPS office personnel. The office phones may only be used at the discretion of the office staff, during Breakfast or lunch, before school, or after all classes have been concluded; no calls may be placed during class time. Students' cell phones should be turned off during the school day including during passing periods, except during lunch and Breakfast when use of cell phones and other electronic equipment is permitted.

School Transportation:

The bus is an extension of the school, once on, all rules of KAPS apply. Cooperate with the driver and other school personnel at all times. Be at the designated stop 10 minutes prior to the scheduled bus arrival time and be ready to board. Board the bus carefully and courteously. Take our assigned seat and remain seated until the bus has come to a complete stop at your authorized stop. If there is a seat belt provided you **must** wear it. Leave the bus carefully and courteously. Driver is authorized to assign seats. Be courteous to other riders; do not try to save seats for your friends. Report any problems on the bus to the bus driver, Director of Transportation, or school personnel. All loose items, including instruments, should be secured. All students who use school transportation must board buses at authorized stops only. Authorized stops will be designated annually by the Superintendent or designee. Bus drivers will load and unload passengers only at authorized stops. Except for water in a plastic or non-breakable bottle, no eating or drinking is allowed. The following items are prohibited: glass objects, live animals and/or insects, aerosol containers, open flame of any kind, explosives or fireworks, tobacco products of any type, objects too large to fit in a student's lap or seat, any item that may present a risk to the safety of passengers. Cell phones and all electronic devices should remain in the possession of the owner in order to prevent loss or damage. The school will not be responsible for damaged, lost, or stolen telecommunications devices. Parents should be aware that drivers are unable to monitor appropriate use of electronic devices while on the school bus.

Conduct Resulting in the **Loss of Bus Privileges:** Fighting, physical abuse or threat of physical abuse, throwing objects within the bus or out the windows, possession of any controlled substance, possession or use of any object used to inflict bodily injury to a person including, but not limited to chains, explosives or fireworks, anything that resembles a weapon shall be considered as a weapon, extending body parts from the bus, boarding or leaving the bus through the emergency door unless there is an emergency, vandalism of any part of the inside or outside of the bus, in addition to being charged for the damages, further bus privileges may be denied, flagrant disrespect or disobedience to the driver, repeated infractions of bus safety rules.

Steps of Discipline for Bus Safety: Verbal warning to student with notification to parent, Written warning to student with notification to parent and campus disciplinary action, One (1) school day in school suspension, Three (3) school days suspension from the bus, Five (5) school days suspension from the bus, Ten (10) school days suspension from the bus, Twenty (20) school days suspension from the bus, Suspension from the bus for the remainder of the school year. Any subsequent infraction(s), regardless of the level of offense or the time, will result in the next level of disciplinary action.

Personal Property

Electronic Equipment:

Personal electronic equipment, including but not limited to CD players, game devices, musical instruments, portable computers, cell phones, iPods, and MP3 players, shall only be brought into classrooms with the teacher's permission. Students are cautioned if bringing any of these items to school, as KAPS is relieved of any liability surrounding the loss or damage to student's personal property. A teacher has the discretion to forbid or allow a student to listen to music through personal headphones while reading, writing, or independent work. Students are permitted to possess but not use cellular phones during regularly scheduled school hours EXCEPT during meal and passing periods, including surfing the web, texting, talking, or any other usage during class time or passing periods. Use of cellular phones will result in temporary or permanent confiscation. In accordance with TEC §37.082 the students will be fined \$15 if caught using a cell phone during the school day except during lunch and Breakfast. The student's cell phone will be returned at the end of the school day on which payment is received. Students are not permitted to use their cell phones, tablets or other portable devices when excused from class for a water break, restroom break, etc.

Vehicles: Students are expected to drive safely entering, exiting, and within the parking lot to protect the lives or property of others. Students are expected to park in the center of a marked parking spot and to avoid handicapped spots unless they hold valid state handicapped tags. Students are expected to lock their vehicles and to not leave valuables in them. KAPS is not responsible for any damages to, or theft from, student vehicles on KAPS property. Students may visit their vehicles during the day to retrieve books or other materials only if explicitly granted permission by a school staff member, and the student will be escorted to and from their car by a staff member. Otherwise, students are not to be in the parking lot between arrival and departure to/from KAPS. Students are expressly prohibited from sitting in their vehicles during school. Student vehicles are subject to search at the discretion of school administration and law enforcement.

How does KAPS discipline students?

Disciplinary authority of the Katherine Anne Porter School

The Katherine Anne Porter School exercises in loco parentis authority to maintain high standards of student behavior. The KAPS will exercise this authority to administer discipline whenever the interests of the school are at stake on or off school grounds. This authority includes, but is not limited to, the following:

1. During normal school operation.
2. While the student is going to and from school on school provided transport. This includes pick-up and drop off points.
3. At any time while a student is within 100 yards of the school property.
4. At any time while a student is on campus for any activity.
5. At any school-related activity regardless of time or location.
6. At any time, regardless of location, that retaliation against a school employee is involved.

7. At any time a student is involved in criminal mischief or a felony regardless of time or location.

Behavior Management Techniques Employed by the School

The Texas Behavior Support Initiative (TBSI) is a resource designed to build capacity in Texas schools for the provision of positive behavioral interventions and supports (PBIS) to all students and is supported by TEA. PBIS employs a range of systemic and individualized strategies to achieve social and learning results in order to address problem behavior.

Positive Behavioral Interventions & Supports Defined

Positive Behavioral Interventions & Supports (PBIS) asserts that behavior is learned, is related to immediate and social environmental factors, and can be changed. PBIS asserts that students learn appropriate behavior in the same way they learn to read – through instruction, practice, feedback, and encouragement. Key features of PBIS are:

1. Administrative Leadership
2. Team-based implementation
3. A clear set of defined positive expectations and behaviors
4. Teaching expected behaviors
5. Recognition of meeting expected behaviors
6. Monitoring and correcting errors in behaviors
7. Using data-based information for decision making, monitoring, and evaluating building results

Why PBIS?

Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student’s educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of PBS is to establish a school-wide culture in which appropriate behavior are the norm.

PBIS Expectations

In accordance with PBIS universal guidelines, the PBIS expectations at Katherine Anne Porter are designed to (1) provide a clear understanding of expected student behavior, (2) be positively stated and structured, (3) use familiar language, and (4) include example behaviors defined for purposes of instruction.

As a student of KAPS, I will Be A Leader of the Hill Country, a Dragon of LIfE :

Kind – treat others as you would want to be treated

Active Learner- engage in classroom activities, complete all class work to the best of your abilities

Punctual – fulfill school obligations on time

Supportive- be a positive KAPS family member and support your teachers, classmates, and staff members

Recognizing Individuals Who Achieve Behavioral Expectations

The faculty and staff members at KAPS, has devised a key recognition program as part of PBIS. This program is designed to recognize those individuals who display KAPS qualities on a daily, weekly, and monthly basis. Teachers, staff, and administrators are responsible for acknowledging students by giving specific and positive feedback to students who are meeting KAPS expectations; this recognition program is intended to complement this direct response to positive student behavior. Note: Classroom teachers are also encouraged to develop strategies for recognizing students within their own classrooms. This recognition may occur on an individual or whole group level.

Student Behavior Management Process

When a behavioral incident occurs in a classroom or non classroom setting, faculty and staff members should quickly deal with the matter. Some such occurrences will warrant an office referral while others should be handled directly by the faculty or staff member through reinforcement of the behavioral expectation.

The following are examples of techniques that may be used to modify student behavior. These techniques may be employed alone or in combination. This list is not exhaustive and school personnel may employ professional discretion in application and other techniques as necessary. Students with special needs will be addressed as defined under the Individuals with Disabilities in Education Act.

1. Verbal correction and redirection
2. Employment of a 'time-out' period with the intent to initiate student reintegration as soon as possible
3. Classroom seating assignments
4. Single or multiple advising sessions with school personnel
5. Assignment of Out of School Suspension for days or parts of days
6. Initiation of parent conferences with school personnel
7. Confiscation of items in a student's possession that constitute, to any degree, a disruption of the educational environment or that constitute a violation of school policy
8. Revocation of privileges of free movement and association during passing periods, breaks, Breakfast, lunch and after school, whether temporary or permanent.
9. Assignment of alternate tasks outside of the regular scheduled classroom activity
10. Revocation of privileges to participate in school-related activities
11. Revocation of school transport privileges
12. Revocation of school network use
13. Monetary remuneration to individuals or the school for damages or loss of property
14. Involvement of appropriate outside officials
15. Assignment of lunch, after school, and Saturday detentions
16. Assignment of In School Suspension for days or parts of days

Peer Jury can also be called upon in dealing with those students who have chronic behavioral problems.

While all behaviors should be handled in class first, teachers do not necessarily have to send all behavior to the office before addressing student issues with the Peer Jury. Teachers should feel free to contact the Peer Jury about any students who display chronic behavioral problems (those who have any multiple offenses). A more detailed explanation of PBIS can be found in the KAPS PBIS Handbook.

What is a Peer Jury?

KAPS Peer Jury provides a positive and effective alternative in addressing less serious, non-violent offenses committed by students. The Peer Jury works on the principle of restorative justice. Student peer jurors are mediators in a process to address harm, build accountability, and collaborate with all parties to find solutions that will ultimately repair the harm caused by the offense. The Peer Jury hears cases using a systematic process to heal and restore justice in a non-threatening way. Offenders interact with a jury made up of members of the KAPS community. KAPS Peer Jury works on strictly voluntary basis and provides an alternative to suspension and detention. For more detailed information, please see the KAPS Peer Jury Constitution located on our website.

The Principal is the head of all discipline at the KAP School. Repetitive less serious behavior can be referred to the Peer Jury. Behaviors that are explicitly prohibited include, but are not limited, to the following. Any behavior which is persistent, defined as numerous violations of the Student Code of Conduct in general or repeated occurrences of the same violation, may be referred to the Disciplinary Committee. The Committee is empowered to recommend expulsion.

1. Scholastic dishonesty, plagiarism, or inappropriate use of the school's computers or network
2. Leaving school grounds without permission
3. Use of inappropriate language on school grounds
4. Violence or threat of violence, either verbal or physical
5. The creation of a hostile environment for any member of the school community whether intentional or unintentional
6. Theft or vandalism
7. Any disruption of the educational environment, whether in or out of class
8. Possession, use, trafficking, or transferring alcohol, any controlled substance, any drug, or any substance that through its intentional misuse would reasonably be considered a drug (e.g. aerosol sprays)
9. Possession or use of tobacco products or paraphernalia such as lighters, matches, etc.
10. Extortion, coercion, or blackmail, including actions intended to modify another's behaviors or choices by the use or threat of force
11. Bullying, including imitation, whether verbal, physical, or through the use of virtual communication (e.g. social networking, texting, instant messaging)
12. Any form of sexual harassment of peers or adults "harassment, be it verbal, physical, hostile environment, or otherwise"
13. Possessing knives of any length or any other weapons as described in the Student Code of Conduct

14. Gambling
15. Contributing to an unsafe environment for self or others
16. Refusing to comply with reasonable requests of any staff member or school representative
17. Terroristic threats
18. Truancy

Parental notification of any suspension resulting from a violation of the Student Code of Conduct will occur no later than three days after the appropriate administrator becomes aware of the violation.

Pending grievances brought due to the assignment of a particular disciplinary consequence will not result in the deferral of the consequence.

All disciplinary matters are handled with the professional discretion of the school staff with relation to timing, intent, students involved, severity of offense, recurrence of offense, and the student's disciplinary history.

Out of School Suspensions will be treated as unexcused absences. Students who have been suspended out of school may not be on campus or at school sponsored or related activities during their suspension period without express permission from the Principal or Superintendent. Students in violation may be subject to criminal trespassing.

Any student who has been expelled from the Katherine Anne Porter School is expressly prohibited from being on campus or from attending any school sponsored or related activity. Particular dispensations may be granted by the Principal or Superintendent.

Due Process

Due Process for Disciplinary Action

In event of a possible expulsion, the Principal may seek the input of the Discipline Committee, at which time the student, parent(s) and/or guardian(s) are invited to contribute. Following, the Principal will make the final decision on disciplinary action.

Disciplinary actions taken following expellable offenses may be appealed to the Katherine Anne Porter School Board of Trustees. A written request to appeal to the Board must be received by the Superintendent and the School Board President no later than 5 days after the decision taken. The appeal will be placed on the agenda at the discretion of the President of the School Board and the Superintendent. The Board Members will review the decision beforehand, and the appeal will be heard during the Board meeting. The Board agenda will be posted no later than 72 hours prior to the scheduled meeting. The Board's decision will be final.

Expulsions may be appealed to the Katherine Anne Porter School Board of Trustees. A written request to appear on the Board agenda must be received by the Superintendent no later than 5 days prior to the scheduled Board Meeting. A received request is not a guarantee that the item will be placed on the

agenda. The Board agenda will be posted no later than 72 hours prior to the scheduled meeting.

Parent/Guardian Expectations

Your student has entered a unique learning environment. Their success depends on individual motivation, as well as support from you. We welcome and encourage you to become actively involved in your child's education at KAPS.

- 1) Parents are highly encouraged to participate in community and school service activities and fundraising efforts. Your help in these efforts is crucial to the school's success.
- 2) Encourage your student to achieve, to learn, to participate, and to attend in a respectful manner. KAPS will do the same!
- 3) Provide support for your student when needed. KAPS endeavors to challenge all students to raise their performance levels. They will be assigned homework and projects. Help them as needed. If we can help you help them, please let us know!
- 4) Stay in contact with your child's teachers. The teachers will contact you during the school terms. If your child is experiencing problems at school, work together with the staff to eliminate or reduce them.
- 5) We use restorative practice here at Katherine Anne Porter School. It "is a relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment." We encourage our students, staff, and faculty to incorporate restorative practice in their daily routine to build better relationships with each other. If you would like to know more about these practices, please contact our Principal, Dr. Erin Flynn at eflynn@kapschool.org.
- 6) Parent Portal: Parents may monitor their students academic performance and attendance by logging in to Parent Portal via www.kapschool.org. To obtain an account contact the Principal at 512-847-6867.
- 7) Parents have a right to request and receive information regarding the professional qualifications of their student's classroom teachers.
- 8) John Sanchez, our LEA homeless liaison will inform parents/guardians of homeless students the educational opportunities and other services available to the child. Email jsanchez@kapschool.org

What is the PTSO (Parent Teacher Student Organization)?

The PTSO is a Parent/Teacher/Student driven committee that provides an opportunity to come together to discuss issues, concerns, and ideas which will allow us together to enhance our students' educational experience. PTSO is open to all members of the community.

PTSO also:

- Organizes and runs fundraisers for the benefit of the school.
- Funds enrichment programs for general student body.

- Recruits volunteers to run programs and fundraisers.
- Recruits volunteers to help with special events, teacher needs, staff assistance.
- Supports teachers and staff. Teacher appreciation events.
- Advocates for children.
- Holds a general meeting every month.

If you are a parent and would like to become a member of Parent Teacher Student Organization (PTSO), please contact the office: 1 512- 847-6867

When are students expected to be at school?

Students are expected to be at school on all days in which classes and/or final exams are held, unless specifically instructed otherwise, or unless involved in a KAPS-sponsored and -supervised activity.

School begins every weekday at 8:30 a.m. Students must be enrolled in at least 3 classes/4.5 instructional hours per day. Students may not leave campus during the day without express parental **and** KAPS office permission until completion of the last enrolled class of the day. Students are expected to be in class at the beginning of each class period. Students arriving at class after the bell but within the first 15 minutes of class will be considered tardy. Students who do not attend class or who are more than 15 minutes late will be considered absent. See the attendance policy that follows for the consequences of excessive absences and tardiness.

What is the attendance policy for the KAP School?

Each KAPS student will receive a personal schedule at the beginning of each semester detailing exactly where the student is to be at assigned periods. Attendance is taken at every class, as well as 15 minutes into the third instructional hour of each school day for the official state attendance record. Students are expected to be in class and participating.

Attendance Policy

Section I: Truancy

A. **Definition:** A child commits truancy if the student is 12-18 years of age and is required to attend school under Section TEC 25.085; and fails to attend school on 10 or more days or parts of days within a six month period in the same school year.

B. **Parent Contributing to Non- Attendance.** (ED 25.093). A parent commits an offense:

1. If a warning was issued at the beginning of the school year;
2. When the parent, with criminal negligence, fails to require the child to attend school as required by

law; and

3. The child has 10 or more absences within a 6-month period in the same school year, or 3 or more absences within a 4 week period

Section II: Types of Absences

A. Excused Absences: What warrants an excused absence? Some excused absences **are** counted in the record of days missed and some **are not**. No excused absence may be counted towards truancy.

*The Katherine Anne Porter School will excuse an absence AND **NOT** COUNT IT IN THE RECORD AS A DAY MISSED in the following cases:*

- a. Observance of religious holidays
- b. Temporary absence (partial day) resulting from a visit to a health care professional if that student provides written notice FROM THE HEALTHCARE professional that the student was seen that day.
- c. An absence due to an extracurricular activity organized and supervised by the school staff.
- d. Juniors and Seniors are allowed 2 days per school year to tour college campuses. They must provide written notice from the college's administration office including the date and time of college visit.

*The Katherine Anne Porter School will excuse an absence, but **WILL** COUNT IT IN THE RECORD AS A DAY MISSED in the following cases:*

- e. Any absence resulting from a family emergency when accompanied by a *written note* from the parent/guardian of the student upon the student's return to school.
- f. Any absence arising from compulsory attendance for legal reasons (e.g. appearances in court, meetings with parole or probation officers) when accompanied by a *written note* from the legal entity requiring attendance.
- g. Any absence resulting from a student injury or illness that prevents the student from attending school when accompanied by a *written note* from the parent/guardian of the student upon the student's return to school.

ALL WRITTEN NOTES FROM ANY CIRCUMSTANCE RESULTING IN AN ABSENCE ARE DUE BY THE THIRD SCHOOL DAY AFTER THE STUDENT'S RETURN TO SCHOOL FROM THE ABSENCE. WRITTEN NOTES WILL NOT BE ACCEPTED ANY LATER.

B. Unexcused Absence: The Katherine Anne Porter School shall **not** excuse an absence in the following cases:

- a. Any absence unaccompanied by a *written note* excusing the absence as defined in Section (B): Excused Absences.
- b. Transportation difficulties. All students are expected to be fully responsible for planning for and utilizing reliable means of transportation.
- c. Family events that are not emergencies or crises including but not limited to weddings, birthdays, reunions, vacations, etc.
- d. Misunderstandings concerning the school calendar. All students are expected to be in school on the

days printed on the school calendar.

e. Students who are of 18 years of age or older may legally enroll or withdraw from school without parent consent but are otherwise subject to the Katherine Anne Porter Attendance Policies. Students who are of 18 years of age or older may only sign themselves out during the school day in accordance with the policy set above.

C. Make-Up Work: Make-Up work is solely the responsibility of the student and will only be assigned for excused absences. Make-Up work must be completed and submitted in a timely fashion with respect to the length of the absence, amount of time students who were present were allotted, special needs, etc. Students will be fully responsible to contact their teachers, make arrangements to pick up and turn in the make-up work, and respect the instructions of the teacher relating to the assignments and due dates.

Section II: Denial of Credit Due To Excessive Absences

A. The Katherine Anne Porter School expects 100% attendance in each class assigned. The attendance record for each class period is independent in determining the student's credit award status. If a student misses more than 4 days of class in one semester, regardless if **excused** (and counted in the record) or **unexcused**, that student will be denied academic credit for the course(s) for which s/he exceeded the 4 absence limit. See TEC 25.092. **MINIMUM ATTENDANCE FOR CLASS CREDIT OR FINAL GRADE.**

B. Any who is more than 15 minutes late to a given academic period will be deemed absent for that period. Six occurrences of being late by less than 15 minutes (tardy) will be regarded as one absence for that class period.

C. Appellate Process

1) If the particular student or parents/legal guardians of the student feel that there exist extenuating circumstances surrounding excessive absences which may mitigate denial of credit, an appeal may be made to the Katherine Anne Porter School Attendance Committee.

2. The Attendance Committee shall hear from the student/parent/guardian in order to evaluate the legitimacy and extent of any extenuating circumstances. The Committee will also hear from any interested educator or administrator to evaluate the student's classroom performance, grades, behavior, and any other information which they feel will aid the Committee in making a decision.

3. The Attendance Committee decision will result in one or more of the following

- a. Denial of Credit for some or all of the period(s) in question.
- b. Assignment of specific future requirements in the realms of academic performance, behavioral expectations, attendance considerations, etc.
- c. Assignment of Saturday School(s).
- d. Assignment of community service to make up missed hours.

4. Attendance Committee decisions may be appealed to the Principal in writing within 5 school days of notification of the Attendance Committee's decision. The appeal must be in writing requesting a meeting with the Superintendent or Principal.
5. The Principal's decision may be appealed in writing to the School Board within 5 school days of notification the Superintendents or Principal's decision. The appeal must be in writing requesting and audience at the next meeting of the Board of Trustees.
6. The School Board's decision may be appealed to the Texas Education Agency.

D. Governance of Saturday Schools

Saturday Schools are recommended for those students who have an excessive number of *excused* absences and need to make-up lost time and/or work in order to earn academic and/or attendance credit in those course(s) in question.

1. Attendance credits derived from Saturday School sessions may only be applied to *excused* absences.
2. Saturday School dates will be set by the Principal based on particular needs in particular semesters.
3. The cost for an individual attending one session of Saturday school shall be \$40.00, paid in advance. Receipt of payment is required to be admitted to the Saturday School session. All students who receive free lunch may attend Saturday School for \$10.00. All students who receive reduced lunch may attend Saturday School for \$15.00. Students who cannot afford Saturday School may still attend if they complete six community service hours in lieu of the \$40.00. Proof of community service hours is required to be admitted to the Saturday School session. The only time a refund will be granted is when the minimum attendance of 2 students per session is not met.
4. One 4-hour Saturday School will offset the removal of one school day's **excused** absence. This will be applied across the day with no exceptions. The student is required to attend the entire session to receive any attendance credit with no exceptions.
5. The student attending is wholly and entirely responsible for bringing and working on academic assignments to gain attendance credit.
6. The Saturday School proctor has final say on earned attendance credits based upon the attendee's work ethic, behaviors, and adherence to Katherine Anne Porter School policy.

Technology Policy

Technology at the Katherine Anne Porter School is provided to facilitate the student's education. It is a privilege and will be taken away if the student violates school policy. Violation of school policy will also result in appropriate disciplinary action.

All students at the KAPS are required to follow these acceptable use guidelines:

1. The student may only use his/her password and user ID to enter the computer system.
2. Under no circumstances are students allowed to share their login credentials.
3. Students are not allowed to bring food or beverages into any computer lab nor are they allowed to have food or drinks around any school computer equipment. Students will not be allowed in the computer lab unless they are accompanied by faculty member.
4. The student will follow the directions of the Faculty Member in charge.
5. Vandalism or misuse - The student may not do anything to damage or disrupt equipment or system performance.
6. Students will not use the school's technology for personal, financial, or commercial gain.
7. The unauthorized use of programs/applications is prohibited – (i.e., Students can only use programs for which he/she has been given rights.).
8. The student will not engage in any communications or transactions via the Internet unless specified and supervised by the teacher in charge or by the network administrator.
9. Students are not allowed to tamper with another student's account.
10. The network administrator reserves the right to disable any student's account upon suspicion of improper use of equipment or the violation of any of the stated guidelines.

If there is a violation of monetary value, then the student and parent/guardian will be held responsible. No teacher or Katherine Anne Porter School Employee may be held responsible or legally liable for material distributed or acquired from the network or Internet.

Internet Filtering:

The school computers and network are not to be used for any communication (e.g., unauthorized email, social networking, chat, etc.) unless directed by a faculty member. The school uses an internet filter to aid in the reduction of violent, offensive, inaccurate, inappropriate and illegal material found on the internet. If for some reason the filter stops functioning, students are still expected to adhere to school policy.

Any attempts to bypass the web filter will result in severe disciplinary action.

Portables:

Phones, SmartPhones, Tablets, Media Players and Notebooks are only allowed for school work and only in cases where students are instructed to use them by a faculty member. If they are used under any other circumstances they will be confiscated, except during Breakfast and lunch. These devices can be confiscated by any staff member. They will be returned at the discretion of the Principal and will result in a monetary fine. In order to access the Katherine Anne Porter WiFi, the student must bring the device to the IT department so that the MAC address can be recorded and entered into the system. Students are not allowed to unplug anything to charge their devices. Doing so will result in disciplinary action.

WiFi:

WiFi will be provided for the students. In order to gain access, the student must sign the acceptable use policy. After the acceptable use policy is signed, the student must bring his/her device to the IT department who will maintain a log based on the device ID. Any policy violations will result in the revocation of WiFi access by that device. If a student loses his/her Domain login privileges WiFi access

will also be revoked.

Hotspots:

The establishment of unauthorized WiFi hotspots is strictly prohibited and may result in expulsion.

Treatments and Medications at School

Students are not expected to come to school if they are ill. If a student becomes ill and cannot attend school, the parent or guardian of the student is expected to call in to the KAPS office and report their impending absence before 10:00am.

Students with communicable diseases are **not allowed** on school premises or in school transport. Parents of students with such diseases are requested to contact the school office so that other students who might have come into contact with the ill student can be alerted.

If a student becomes ill while at school and needs to leave, the KAPS office will notify the parent/guardian of the student's illness and make arrangements for the student to leave campus after signing out. Parents need to provide the KAPS office with daytime telephone numbers as well as alternate persons able to authorize student departures from campus.

- **BOTH PRESCRIPTION AND NONPRESCRIPTION** Medications to be given during school hours must be provided by the parent and kept in the school clinic.
- **PRESCRIPTION** medication to be given on a daily or as needed basis for the duration of the school year require both a parent and a detailed doctor's note.
- Over the counter or **NONPRESCRIPTION** medications (such as Tylenol, cough syrup, etc.) may be given for no more than five school days when sent in the original container and accompanied by a parent note.
- Nonprescription medications to be given at school for more than five school days require a doctor's note.
- Homeopathic treatments, food supplements or herbal remedies will not be administered.
- Treatments and medical procedures to be performed during the school day require a doctor's note.

School Health Advisory (SHAC)

Each school year every Texas public school and open enrollment charter schools are required to hold SHAC meetings to address special health issues or needs for enrolled KAPS students. Should you need more information, additional facts and/or questions can be found at: Texas School Board policies BDF and EHAA.

How do students get to KAP School?

KAPS operates vans and buses, providing pickup and return services to Blanco, Dripping Springs, Kyle, San Marcos, and Canyon Lake. This service relies on donations from KAPS supporters to operate. Limited seating on each route is available, and the lottery for seats and the wait list are managed by the school Principal. Contact the school office for routes and schedules.

Many KAPS students are delivered to school by parents, by carpools, or by driving themselves. KAPS provides a suitably sized parking lot for student and staff vehicles. The parking lot is considered school property and all school rules apply there. Handicapped parking is available in the front of the building. See the section on personal vehicles in the Student Code of Conduct for more information.

Does KAPS serve meals?

KAPS participates in the National School Lunch Program and students may be eligible for free or reduced price meals. For more information, please visit <http://www.kapschool.org/ps/cafeteria-menus.cfm> or call 512.847.6867. KAPS serves two meals during the day: breakfast and lunch. As KAPS has commercial kitchen facilities, most food is made in-house. Supplies and ingredients are purchased from local vendors when at all possible. Full price meals are supplied to the students, currently \$1.50 for Breakfast and \$2.50 for Lunch. Reduced price and no-pay options are available to those who qualify. Applications are available in the KAPS Office for these programs. All students are encouraged to complete these applications.

Students may bring lunches; there is a microwave available to heat foods.

What about graduation requirements at KAPS?

For detailed information on our graduation requirements, go online to our Graduation Toolkit or email jsanchez@kapschool.org with any questions.

Performance Acknowledgements

Students may earn up to FIVE performance acknowledgements, which will be displayed on diplomas and transcripts:

Dual credit courses	PSAT/SAT/ACT and or ACT-Plan exams
AP exams	Advance Placement Exams

Community Service Hours

Additionally, all students are required to complete 5 hours of community service per semester during their tenure at the Katherine Anne Porter School. Completion of community service must be fulfilled in order

to meet graduation requirements. Appropriate project and venues to satisfy the community service requirements for graduation are determined by the principal in accordance with KAPS guidelines. Students are responsible for documenting, obtaining signatures, and keeping track of community service logs in collaboration with their mentor.

KAPS also awards The Porter Volunteer Service Award to all eligible seniors. The Porter Volunteer Service Award is a blue ribbon that will be worn at graduation by each senior student who has completed 100 or more community service hours during their high school tenure.

Can prospective students visit the KAP School and observe the activities without enrolling?

Yes. KAPS encourages prospective students to visit the school and shadow an assigned student as he or she attends class. Before visiting, however, a prospective student must have parental permission and arrange the visit with the KAPS office at least one day in advance. Visiting students must sign in at the front office, must wear a visitor badge while on KAPS property, and must sign out when leaving.

Are general visitors allowed on campus?

Yes, but there are regulations as to when, where on campus, and who may visit. Only alumni, former KAPS students in good standing, and immediate family members are welcomed to visit during lunch. Visitors must check in with the KAPS front office.. Visitors may be asked to leave campus at any time at the discretion of the KAPS Principal. Any other request to visit the KAPS campus must be made to the Principal prior to the visitation date. Teachers can invite guests into their classrooms outside of normal visiting hours.

ALL visitors to KAPS must check in with the office; unauthorized visitors will be asked to leave immediately, and if necessary, will be escorted off campus by local police. This is necessary in order to ensure the safety of students and staff.

Can parents or other adults visit the KAP School and observe the activities?

Certainly. Parents are encouraged to visit regularly and actively participate in KAPS activities. Other adults are welcome, as well, but in all cases, the visitor must check in first with the KAPS office and receive a visitor's badge. When visiting a classroom, it is best to make arrangements with the teacher in advance in order to have the best experience and to be sure to avoid potential scheduling conflicts (e.g. student testing, field trip). For the safety of the students and staff, unauthorized visitors cannot be allowed on campus. Anyone coming to campus should first check in with the office; unauthorized visitors will be asked to leave immediately, and if necessary, will be escorted off-campus by local police.

Options and requirements for students who have learning difficulties

If a child has learning difficulties, the parent may contact the Special Education director (512-847-6867) to learn about KAPS' general education referral or screening system for support services. This system

links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, KAPS must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to give consent to the evaluation. An educational diagnostician will complete the evaluation and the report within 60 calendar days from the date we received the written consent. KAPS shall provide a copy of the report to the parent.

If KAPS determines that the evaluation is not needed, we shall provide the parent with a written notice that explains why the child will not be evaluated. This written notice shall include a statement that informs the parent of his/her rights if s/he disagrees. Additionally, the notice shall inform that parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

**KAPS SCHOOL POLICY BOOK
SIGN-OFF FORM**

We understand the Student Handbook of the Katherine Anne Porter School is available at the school, and is also posted on the school website at www.kapschool.org. We have read the Student Handbook of the Katherine Anne Porter School and agree to abide by its provisions.

Student Signature

Date

Parent Signature

Date