



Dear Potential Student/Parent,

Yes, we know this enrollment packet is lengthy- thank you for being a good sport. Enclosed you will find many important documents that allow us to get you registered for school at Archway. Please sign all required documents (student and parent) and return them to us as soon as possible. Don't forget to include the other records required (Transcripts, Immunization Records, copy of SS card and Birth Certificate). Please keep the Student/Parent Handbook which includes the school calendar and other important reference materials. We cannot complete your enrollment OR schedule a student interview if your packet is incomplete. We will contact your APG counselor once we receive your enrollment packet to request the APG Recommendation Form. You may fax the completed packet to 713-328-0781 OR scan and email the packet to Sally Gulledge (sally.gulledge@archwayacademy.org).

Please call us at 713-328-0780 if you have questions or need clarification. We hope to see you soon.

Many thanks,

Sasha McLean, LMFT, LPC

Executive Director

Archway Academy

6221 Main Street

Houston, Texas 77030

sasha.mclean@archwayacademy.org



STUDENT/PARENT ORIENTATION

- _____ Initial Student Enrollment Form
- _____ Understanding of Financial Responsibility
- _____ Consent to Obtain/Release Information
- _____ Consent to Drug Testing and Searches
- _____ Field Trip Permission Slip
- _____ Network/Internet Use Agreement
- _____ Public Relations Release & Consent for Student to Volunteer
- _____ Receipt of Student/Parent Handbook
- _____ SWS Documents for Enrollment
(Copy of SS card, Immunizations, Birth Certificate, Transcripts, Last Report Card)
- _____ SWS Student Information Form
- _____ SWS Home Language Survey
- _____ SWS Migrant Student Survey
- _____ SWS Ethnicity and Race Questionnaire
- _____ SWS Developmental Survey

By signing my name, I acknowledge that I have received and understand the above items listed.

Student Name: _____

Student Signature _____ Date _____

Parent Signature _____ Date _____



INITIAL STUDENT ENROLLMENT INFORMATION

First and Last Name- Student _____ Nickname _____

Gender _____ Date of Birth _____ Current Age _____

Ethnicity _____ This information is required by State and Federal Government.

Student Cell _____ Home Phone _____

Area of town _____ Where does student live? _____

Prior Schools Attended (Include computer based) _____

School Districts _____

Attendance (place ✓ or X to the right of applicable rating) Excellent _____ Good _____ Fair _____ Poor _____

Current Grade Level _____ Total # of Credit Hours _____

Diagnosed Disabilities (place ✓ or X to the right of applicable disability) Learning _____ Behavioral _____

Is Student identified as special education? _____

Has Student been to a Treatment Facility? If so, what is the name? _____

APG name _____ Counselor Name _____

Will the student be driving to Archway Academy? _____ Make/Model of Vehicle _____ License Plate _____

Will the student need to regularly leave school early for any reason? If so, why _____ what time? _____

PEOPLE TO CONTACT IN CASE OF EMERGENCY

Table with 2 columns: Contact #1, Contact #2. Rows for First and Last Name, Relationship to Student, Work Phone or Day Phone, Cell Phone.



PARENT OR LEGAL GUARDIAN INFORMATION

Please circle whichever you are to the student. If you are both, circle both.

Mother OR Legal Guardian

Father OR Legal Guardian

Legal First and Last Name
Name you prefer to be called
Home Address including City, State & Zip Code
Daytime Phone #1(circle) work/home/cell
Daytime Phone#2 (circle) work/home/cell
Email Address
Occupation
Employer

WHO IS RESPONSIBLE FOR PAYING PROGRAM FEES?

First and Last Name

If same as above- please indicate SAME

Address including City, State & Zip Code where you want Student's Program Fees Statement Mailed

Home Phone
E-Mail
Cell Phone
Occupation
Employer

Parent Signature Date

Staff Signature Date



UNDERSTANDING OF FINANCIAL RESPONSIBILITY

ENROLLMENT FEES:

Prior to the first day of enrollment, a deposit must be made to Archway Academy for the following:

1. First month of enrollment (\$800).
2. Second month of enrollment (\$800).
3. Last month of enrollment (\$800).
4. Semester drug testing fee (\$150)

Therefore, a Student who enrolls will pay a total of \$2550.

PROGRAM FEES:

Program Fees for Archway Academy are \$800 monthly. All fees are billed a month in advance. For example, September fees are billed July 20th and due by August 15th. If the Student plans to return the next academic year, a payment for August Program Fees and the fall semester drug testing fee (see below) must be received by May 10th. This deposit will be used as a placeholder for the next academic year. Without this payment, it will not be guaranteed that a space will be available for the student in August.

DRUG TESTING FEES:

Drug testing fees for Archway Academy are \$150 per semester. This applies to random Urinalysis conducted during the school year. The semester drug testing fee is included in August and December billing statements and must be paid prior to the beginning of each semester.

ADDITIONAL FEES:

From time to time, miscellaneous expenses may be incurred during the course of the year. These expenses can include field trips, graduation invitations, cap and gown rental or unforeseen expenses related specifically to the student. These expenses will be minor and will be discussed with the Responsible Party as needed.



FORMS OF PAYMENT:

Archway Academy accepts the following forms of payment:

- 1. Check
- 2. Credit Card (Visa and MasterCard)
- 3. Cash

If you wish to have your Visa or MasterCard debited automatically each month, please provide the following information:

Student Name: _____

Credit Card Type: _____ Credit Card Number: _____

Expiration Date: _____ Cardholder Name: _____

Billing Address: _____

I authorize Archway Academy to automatically bill the card listed above as specified:

Enrollment Fees: _____

Monthly Program Fees and Semester Drug Testing Fees: _____

Cardholders Signature: _____ Date: _____

REFUNDS:

The last month program fee will be returned to the Responsible Party when the student leaves Archway if written notice has been given to administration sixty (60) days in advance and all accounts are paid in full.

In the event the Student ceases enrollment for any reason without sixty (60) days notice, the last month program fee will be forfeited. _____

In the event the Student ceases enrollment for any reason without thirty (30) days notice, the next month and last month program fees will be forfeited. _____

As Responsible Party for the Student, I have read and agree to this document:

Signature of Responsible Party: _____

Printed Name: _____ Date: _____



CONSENT TO OBTAIN/RELEASE INFORMATION FROM APG

I, _____ (student's name), authorize Archway Academy to release and/or receive the following information from my records:

Alcohol and Drug Screening Results

Program Participation

Assessment Results

Follow-up Information

Treatment Information

Billing/Financial Info

Other _____

The purpose of the disclosure is to allow Archway Academy or collaborate and share information with other important treatment providers.

Name of APG _____

Name of Primary counselor: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

I understand that my records are protected and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I authorize the use or disclosure of my individual identifiable health information as described above and that this authorization is voluntary. I understand that I may revoke this consent at any time except to the extent that action has been taken reliance on it, and that in any event this consent expires automatically as at the beginning of the new school year.

Student Signature

Date

Parent Signature

Date

Staff Signature

Date



CONSENT FOR DRUG TESTING AND SEARCHES

I, _____ (student's name), have received an explanation of Archway Academy's drug testing policy. I have had an opportunity to ask questions about this policy and I understand the requirements.

I understand that Archway requires students to submit to tests to be analyzed for the presence of unauthorized controlled substances and/or alcohol; that the presence of a detectable trace of any unauthorized controlled substance and/or alcohol is grounds for disciplinary action up to and including expulsion; and that my cooperation is voluntary, but that refusal to submit a specimen for testing is grounds for expulsion.

I understand and consent to searches as outlined in the Student/Parent Handbook.

I agree to comply with the terms of both policies and am fully aware of the possible consequences that can result from noncompliance.

Student Signature

Date

Parent Signature

Date

Staff Signature

Date



FIELD TRIP PERMISSION SLIP

I, _____, give permission for my son/daughter _____,
(Parent/Legal Guardian) (Student)

to participate in any Archway Academy off campus field trips. These trips are educational as well as therapeutic for many of the students. I understand that Archway Academy/Southwest School's staff will not allow any form of inappropriate behavior or drug/alcohol use, and will not be responsible for any accidents that may occur. I voluntarily release and agree to indemnify and hold harmless Archway Academy/Southwest Schools and its staff from any and all claims, demands, or causes of action, which are in any way connected with participation in these trip.

Emergency Contacts:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

In the event of an emergency and if parent(s), guardian(s), or emergency contacts are not available, I agree that Archway Academy has the authority to obtain medical assistance. Furthermore, I release Archway Academy/Southwest Schools and its employees, from any liability and/or responsibility for any illness or injury suffered as a result of my child's participation a field trip.

Further, I understand that if my child's behavior is deemed inappropriate while participating or he/she is under the influence, or in possession of drugs and/or alcohol my child will be separated from the other participants and I may be contacted to pick up my child.

Photographs will be taken on trips for the purpose of hanging in the school, our website, graduation ceremonies, our annual fundraising events, and marketing purposes.

- Please check the box if you would NOT like your child to be photographed. I do NOT consent to photography.

Parent/Legal Guardian Printed Name

Parent/Legal Guardian Signature Date

Student Printed Name

Student Signature Date



NETWORK/INTERNET USE AGREEMENT

It is the responsibility of the school administration to control access to data stored in the District's computer-based systems to maintain confidentiality where necessary, maintain integrity over the data and protect all computers and peripheral devices against unauthorized use. Only "authorized users" are given access to the district's computer-based systems. By signing this document, you will be designated as an authorized student user and agree to adhere to the following guidelines:

- Use Southwest School computer resources for official class instruction as directed by your teacher.
- Never download any material onto a school computer without the direct consent of your teacher.
- No listening to music.
- The changing of any computer "settings" is strictly prohibited.
- Recreational games and instant messaging are prohibited.
- You will not retrieve or send unethical, illegal, immoral, or simply inappropriate or unacceptable information of any type.
- You will follow network etiquette rules, including the use of appropriate language and polite responses.
- You will adhere to all guidelines for any assignment that may be either stored on a local campus server, district server, or linked from a district page.
- You will not share home addresses, phone numbers, pictures or last names with another online user for any purpose.
- You understand that information obtained online is the intellectual property of its author, unless otherwise specified.
- You will adhere to copyright laws and guidelines and will not plagiarize information obtained in any form.
- You will not logon to the District network with another person's account, and you will not share passwords with any other person.
- You will not attempt to bypass the security built into the system, and recognize that doing so will result in immediate cancellation of privileges and possible discipline action.
- You will not interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to:
 - Distribution of unsolicited advertising, propagation of computer viruses
 - Using the network to make unauthorized entry to any other machine accessible via a network
 - Misuse may result in criminal prosecution
- You will not connect personal technology to District equipment.

- You will print only to the appropriate classroom printer.
- You will not use technology access provided by Southwest Schools for illegal purposes of any kind or for financial gain.
- You will not use technology access to transmit threatening, obscene, or harassing materials.
- You will understand and agree that Southwest Schools and Archway Academy will not be held responsible for participation in such activities.
- You understand that information received online is not private property and is subject to the scrutiny of school administrators.

Any student who suspects that computer security has been compromised is to report immediately such information to your teacher, school administrator, or any other person in authority. Intellectual misuse of data and/or computers can result in disciplinary action. This agreement applies to:

1. Computer data created or maintained within the mainframe computers system.
2. Computer data created or maintained within a district-wide mini-computer system.
3. Data stored on file servers and workstations within the district.
4. District data stored outside data processing services.

By signing below, you acknowledge that you received a copy of this notice, that you understand the responsibilities of authorized users, and further understand that intentional misuse of data and/or computers can result in disciplinary action up to and including expulsion.

Student Signature

Date

Staff Signature

Date



PUBLIC RELATIONS RELEASE

I, _____ (student's name), understand that Archway Academy is a private, non-profit organization which depends upon financial support to operate. I also understand that Archway Academy engages in public relations programs and fundraising designed to create public awareness of its needs, including financial contributions and availability of academic services.

It is requested that I give permission to use photographs, audios or similar likeness of myself and/or my child if I am the student's legal guardian in Archway Academy activities to support the mission and vision of the school. I have been assured that permission is not required as a condition of admission to receive services from the school.

I consent to photographs, slides, television, audiotape, motion pictures, and other likenesses being taken and used of _____ (student's name). All questions regarding this document have been answered to my satisfaction. I expect no monetary or valuable benefit from this agreement and expressly release from liability Archway Academy as an institution and/or any officers, staff personnel, or individuals receiving the likeness. I understand that this authorization can be revoked at any time by providing written request for such action to the Executive Director. This will not impact the materials that have already been created and/or distributed according to this authorization.

Student Signature Date

Parent or Guardian Student Date

Staff Signature Date

CONSENT FOR STUDENT TO VOLUNTEER

I, _____ (student's name), consent to and understand that Archway Academy provides volunteer opportunities at facilities such as Palmer Church, local schools, and hospitals to promote "carrying the message" of sober academics. These programs may include attendance in such facilities or within the school itself. I also agree that any questions or concerns regarding these matters will be addressed to Archway Academy and that the recipient facility shall not be held liable in any manner. I understand that this authorization can be revoked at any time by providing written request for such action to the Executive Director.

Student Signature Date

Parent or Guardian Student Date

Staff Signature Date



RECEIPT OF STUDENT/PARENT HANDBOOK

By signing below, you acknowledge that you have received a copy of the Student/Parent Handbook and have thoroughly read and understand the contents.

Student Signature

Date

Parent Signature

Date

Staff Signature

Date

The following documents are part of the Southwest Schools enrollment packet. Some of these documents are required by the Texas Education Agency and become a part of the student's school folder.

Los documentos siguientes forman parte del el sudoeste de paquete de la escuela Southwest,. Algunos de estos documentos son requeridos por la Agencia de la Educación de Tejas y llegan a ser una parte de carpeta de la escuela del estudiante.

Documents for Enrollment/Documentos para Inscritcion

- Enrollment Form (*Solicitud de Inscriccion*)
- Home Language Survey (*Adjunto*)
- Migrant Survey (*Adjunto*)
- Copy of latest IEP Documentation (if applicable)
- Copy of Social Security Card or Social Security Application
(*La copia de Tarjeta de Seguridad social o Aplicación de Seguridad social*)
- Copy of Immunization (*La copia de Inmunización*)
- In loco parentis documentation (for guardian)
- Copy of Student's Birth Certificate (*La copia del Certificado de nacimiento de Estudiante*)
- Copy of Report Card (*La copia de Cartilla de notas*)
- Copy of High School Transcript and latest TAKS results
(*La copia de Expediente de Instituto y último TAKS resulta*)

For Office Use Only - Packet Received: _____ Enrollment Date: _____ Student ID#: _____

Student name must be the same as on the Birth Certificate and Social Security Card
El nombre del estudiante debe ser igual al de la acta de nacimiento y de la tarjeta de seguro social.

Student Information: Campus where enrolling: _____
Informacion del estudiante *Lugar de Inscription:*

Name: _____
Nombre *Last (Apellido)* *First (Primer Nombre)* *Middle (Segundo Nombre)*

Mailing Address: _____
Direccion: *Street (Numero Y Calle)* *Apt (Apto.)* *City (Ciudad)* *Zip (Codigo Postal)*

Phone Number: _____ Grade in 2010-11: _____ Date of Birth: _____
No. de Telefono: *Grado en 2010-11:* *Fecha de Nacimiento:*

Sex: Female Male
Sexo: *Femenino* *Masculino*

Ethnicity: Am Indian Asian African American Hispanic White
Etnia: *Indio Americano* *Asiano* *Afroamericano* *Hispano* *Blanco*

Social Security Number: _____ Birth Place: _____
Numero de Seguro Social: *Lugar de Nacimiento:*

Last School Attended: _____ District: _____
Ultima Escuela: *Districto:*

Were you enrolled in any of the following special programs? Special Ed ESL/Bilingual 504
Estuvo en alguno de los siguientes programas? *Educacion Especial*

Parent/Guardian Information

Are you the parent of the enrollee? Yes No
¿Es usted padre/madre del alumno? *Si* *No*

If no, what is the relationship? _____
¿En caso de no, cual es la relacion?

Mother/Guardian (name): _____
Madre/Representante (nombre):

Father/Guardian (name): _____
Padre/Representante (nombre):

Mother's Work #: _____ Father's Works #: _____
No. Telefono trabajo/Madre: *No. Telefono trabajo/Padre:*

Mother's cell/pager #: _____ Father's cell/pager #: _____
No. celular/Madre: *No. celular/Padre:*

E-Mail address: _____
Correo electronico:

Emergency Information

Does your child have any health problems? Yes No
¿Tiene algun problema de salud su hijo(a) de cual la escuela debe saber? *Si* *No*

If yes, explain: _____
En caso de si, explique:

Emergency contact name and number: _____
Contacto de emergencia nombre y numero

Doctor's name: _____
Nombre del doctor:

Parent's Signature: _____ Parent date of birth: _____
Firma de los Padres: *Fecha de Nacimiento de Padre/Madre*

Home Language Survey

Encuesta Sobre el Idioma del Hogar (PK-12)

Student's Name: _____ School: _____
Nombre del Alumno Escuela

Student's Address: _____ Home Phone: _____
Domicilio Telefono de Casa

Date of Birth: Month / Day / Year _____ / _____ / _____ Grade: _____ ID: _____
Fecha de nacimiento Mes / Dia / Año Grado

The Texas Education Code requires schools to determine the language(s) spoken at home by each student in order to provide an appropriate program of instruction. Please answer the following questions to help place your child in the most appropriate instructional program.

El Codigo de Educacion de Texas requiere que las escuelas determinen el idioma que se habla en el hogar para identificar o proporcionar la instruccion apropiada para cada estudiante. Por favor conteste las siguientes preguntas para que podamos ayudarle a su hijo(a) en el programa mas apropiado.

Place of Birth (Country of Origin): _____ Date of initial entry into U.S. Schools: _____
Pais de Origen Fecha en que el estudiante empezo sus estudios en los Estados Unidos

Has your family moved within the last 36 months to seek or do temporary work?
Se ha mudado usted o un miembro de su familia en los ultimos 36 meses para buscar o hacer trabajo temporal?

Number of academic years completed in a U.S. school
Numero de anos escolares que ha completado el estudiante en los Estados Unidos

_____ Yes (Si) _____ No (No)

1. What language is spoken in your home most of the time?

¿Cual idioma se habla en su hogar la mayoría del tiempo?

English _____ Spanish _____ Other (Specify) _____
Ingles Español Otro)Favor de especificar)

2. What language does your child speak most of the time?

¿Cual idioma habla su Hijo(a) la mayoría del tiempo?

English _____ Spanish _____ Other (Specify) _____
Ingles Español Otro)Favor de especificar)

Parent or Guardian / *Firma del Padre(s) o guardian*

Date / *Fecha*

Migrant Student Survey

Encuesta Para Migrantes

Dear Parent (*Estimado Padre*),

Your children may qualify for supplemental services at Southwest Schools if they meet certain qualifications. To help us, please answer the following questions.

Sus niños pueden ser elegibles para servicios educacionales suplementarios en su distrito escolar si tienen ciertos requisitos: Para ayudarnos, por favor, conteste las siguientes preguntas.

Student's Name (*Nombre de Alumno*): _____

1. Has your family moved any time during the last three years from one school district to another in Texas or across the state? *¿Ha cambiado de Distrito Escolar durante los años previos?*

Yes (*si*) _____ No (*No*) _____

2. Were any of these moves made to find temporary or seasonal work in agriculture related to a job in packing, processing, harvesting, cultivating of crops, food processing, dairy work, forestry, fishing, etc?

¿Estos cambios fueron para buscar trabajo temporal en cualquiera de las siguientes industrias como en agricultura, empacadora, procesando, cultivando, o levantando cosechas, etc. También procesando comida, trabajo de lechería, trabajo forestal, o trabajo de pesca?

Yes (*si*) _____ No (*No*) _____

If you answered "Yes" to question #2, please complete the information below.

Si contesta si a la pregunta #2, por favor complete la información siguiente.

Name of parent or guardian: _____ Phone #: _____
(Nombre del padre o guardian) (Telefono)

Address/ City/ Zip: _____
(Direccion)

Also list names and ages of children who are not enrolled in school.

Por favor escriba nombres y edades de su hijo/a que no estan en la escuela.

Age <i>(Edad)</i>	Last Name <i>(Apellido)</i>	First Name <i>(Nombre)</i>	Middle Name <i>(Segundo Nombre)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Thank you (*Gracias*)

PARENT'S SIGNATURE: _____ **DATE:** _____
(firma de los padres) (fecha)

**Texas Education Agency
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire**

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

Part 1. Ethnicity: Is the person Hispanic/Latino? (Choose only one)

- Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic/Latino**

Part 2. Race: What is the person's race? (Choose one or more)

- American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America).
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student/Staff Name (please print)

(Parent/Guardian)/(Staff) Signature

Student/Staff Identification Number

Date

Developmental History Questionnaire

Caregivers: This questionnaire has been prepared to allow review of your child's development which may or may not be apparently relevant to the reason your child will be seen in our office. Please take the time to complete the following pages as thoroughly as possible. Feel free to add your comments and elaborations on the sides of the form or on the reverse of any page. Thank you for your time in helping us help your child.

Demographics

Child's full name: _____

Child's date of birth: _____ Grade: _____

School: _____

Child's primary address: _____

Name of person completing this form: _____

Has this child reached puberty? _____yes _____no

With what adults does this child live? _____

How long in current living situation? _____

Who cares for this child while caregivers are gone? _____

How many hours/day is this child in a child care setting? _____

Has this child been evaluated by a mental health practitioner (psychologist, psychiatrist, etc.)? _____yes _____no

If yes, list name of practitioner and dates:

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

How did the child respond when learning that s/he is seeing a psychologist?

Has the child been through a separation or divorce? _____yes _____no

If so, please list dates of separation/divorce:

Describe the legal conditions of visitation and custody: _____

How often does other parent see the child? _____

Has the child been through foster care or adoption? ____yes ____no
If yes to foster care, list dates and reason for foster care and plan for return or contact with caregivers:

If yes to adoption, list details and history about natural parents and reason for adoption:

Parent Information

Mother's name _____ Stepmother? ____yes ____no
Home phone _____ Work phone _____
Cell _____
Occupation _____ Employer _____
How long with present employer? _____
Highest grade completed? _____

Father's name _____ Stepfather? ____yes ____no
Home phone _____ Work phone _____
Cell _____
Occupation _____ Employer _____
How long with present employer? _____
Highest grade completed? _____

Other parent/stepparent? _____
Relationship to child _____
Home phone _____ Work phone _____
Cell _____
Occupation _____ Employer _____
How long with present employer? _____
Highest grade completed? _____

Please list all brothers and sisters:

Age	Sex	Name and relationship to child	Living with child?

Conception and Delivery

Was this child a planned pregnancy? yes no
Was mother under a doctor's care? yes no
Number of previous pregnancies/miscarriages _____

List any complications during the pregnancy (illnesses, high blood pressure, placenta previa, morning sickness, etc.): _____

List any medications used during pregnancy:

Was there alcohol use during pregnancy? yes no
Was there cigarette use during pregnancy? yes no
Was there substance use during pregnancy? yes no
If so, what substances? _____
XRays during pregnancy? yes no

Length of pregnancy: _____ weeks Length of labor: _____ hours
Birth weight: _____

Which of the following was true of delivery:

- vaginal delivery
- Caesarean section
- General anesthetic
- epidural
- forceps used
- delivery complications

If so, describe _____

Child's condition at birth: _____

Oxygen needed? yes no
Jaundiced? yes no
Breathing problems? yes no
Supplemental oxygen? yes no

Mother's condition at birth: _____

Any birth complications not listed above? _____

Length of stay in hospital:

Mother: _____ days

Child: _____ days

Infancy and Toddler Years
(0 to 2 years)

Was child breastfed? yes no
Weaned at _____ months.

Was child bottle fed? yes no
Weaned at _____ months

Please note approximate ages (in months) at which child consistently was able to do each of the following:

_____ Turns over	_____ Walks
_____ Sits alone	_____ Says first words
_____ Crawls	_____ Speaks in sentences
_____ Sleeps through night	_____ Day urine control
_____ Stands	_____ Day bowel control

Did this child experience bedwetting? yes no
If so, at what age did it stop? _____

Describe child's eating patterns as a toddler:

Describe child's sleeping patterns as a toddler: _____

What was the most difficult part of child's couple of years?

Did you feel that any of the child's early behaviors were unusual? yes no
If so, please elaborate: _____

Did the child experience any kind of trauma, prolonged separations, illness, or injury during the first two years? yes no
If so, please elaborate: _____

Preschool Years
(3 – 5 years)

Please note approximate ages at which child consistently was able to do each of the following:

- | | |
|--|---|
| <input type="checkbox"/> Tie shoes | <input type="checkbox"/> Dresses unassisted |
| <input type="checkbox"/> Birth of next sibling | <input type="checkbox"/> Writes name |
| <input type="checkbox"/> Brushes own teeth | <input type="checkbox"/> Reads short words |
| <input type="checkbox"/> Began preschool | <input type="checkbox"/> Began kindergarten |
| <input type="checkbox"/> Began day care | |

Did this child have a favorite object or toy s/he used for comfort? yes no
If so, when did child give object up? _____

What was the most difficult part of child's preschool years?

Did you feel that any of the child's preschool behaviors were unusual?

yes no

If so, please elaborate: _____

Did the child experience any kind of trauma, prolonged separations, illness, or injury during the preschool years? yes no

If so, please elaborate: _____

What three words would you use to describe the child as a preschooler?

Elementary School Years
(6 to 11 years)

Has this child....	Yes	No
Failed or repeated any grade?	_____	_____
Had speech/audiological testing?	_____	_____
Had psychological testing of any kind?	_____	_____
Ever been suspended or expelled?	_____	_____

What three adjectives best describe this child's attitude toward school?

In elementary, this child's....

Favorite subject was/is: _____

Best subject was/is: _____

Worst subject was/is: _____

Please describe the child's extracurricular activities:

Name of activity	Age	Enjoyed participating?

In elementary, this child wanted to be a(n) _____

Did you feel that any of the child's elementary school behaviors were unusual?
 ___yes ___no

If so, please elaborate: _____

Did the child experience any kind of trauma, prolonged separations, illness, or injury during the elementary years? ___yes ___no

If so, please elaborate: _____

What three words would you use to describe the child as a gradeschooler?

Teenage Years
(12 – 18 years)

Has this teen ...	Yes	No
Failed or repeated any grade?	_____	_____
Had speech/audiological testing?	_____	_____
Had psychological testing of any kind?	_____	_____
Ever been suspended or expelled?	_____	_____

What three adjectives best describe this teen's attitude toward school?

In elementary, this teen's....

Favorite subject was/is: _____
 Best subject was/is: _____
 Worst subject was/is: _____

Please describe the teen's extracurricular activities:

Name of activity	Age	Enjoyed participating?

In junior high/high school, this teen wanted to be a(n) _____

Did you feel that any of the teen's behaviors were unusual?

___yes ___no

If so, please elaborate: _____

Did the teen experience any kind of trauma, prolonged separations, illness, or injury during the teen years? ___yes ___no

If so, please elaborate: _____

What three words would you use to describe the teen as a teenager?

Family and Home

List all who live in home with child:

Name	Relationship	Age

Please list the places the child has resided since birth:

Location	Ages	Lived with whom?	Type of residence

Please describe any household chores or responsibilities of the child:

Do all caregivers agree on discipline? yes no

Describe methods of discipline used and effectiveness of methods:

Discipline method

Effectiveness?

(e.g. very, somewhat, not at all)

_____	_____
_____	_____
_____	_____
_____	_____

Friendships:

Does this child have problems playing with other children? yes no

If yes, describe _____

Fights frequently with playmates yes no

Prefers playing with younger children yes no

Has difficulty making friends yes no

What role does this child take in peer groups (e.g. follower, leader, aggressor, etc.)? _____

Medical History – Family and Child

Have any family members had any of the following? If yes, please specify relationship to child. Please include information on all biological relatives.

Cancer		High blood pressure		
Cystic Fibrosis		Kidney disease		
Diabetes		Migraines		
Heart Disease		Multiple sclerosis		
Physical Handicap		Alcohol/drug abuse		
Stroke		Schizophrenia		
Tuberculosis		Depression/bipolar		
Alzheimer's		Mental retardation		
Hemophilia		Seizure disorder		
Huntington's		Nervousness		
Muscular Dystrophy		Learning disability		
Parkinson's		Speech problem		
Sickle Cell Anemia		Allergies		
Tay Sach's		Arrested/imprisoned		
Tourette's		Violence/aggression		
Birth Defect		suicide		

Has the child ever....

Required major surgery of any kind? yes no

had seizures or blackouts? yes no

lost consciousness? yes no

had a head injury? yes no

had a high and sustained fever? yes no

required hospitalization? yes no

Has the child ever been on any medication for 6 months or more?

yes no

If yes, when? _____

What kind? _____

Please list child's current medications and uses:

Medication	Dosage	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate whether this child has had any of the following problems. If so, please elaborate:

Health Issue	Yes	No	Description
<i>Respiratory</i>			
Chronic Cough			
Frequent colds			
Asthma			
Hay Fever			
Sinus condition			
<i>Cardiovascular</i>			
Shortness of breath			
Heart condition			
Heart murmur			
<i>Gastrointestinal</i>			
Excessive vomiting			
Frequent diarrhea			
Constipation			
Stomach pain			
<i>Musculoskeletal</i>			
Muscle pain			
Clumsy walk			
Poor posture			
Other			
<i>Skin</i>			
Frequent rashes			
Bruises easily			
Sores			
Severe acne			
Itchy skin/eczema			
<i>Neurological</i>			
Seizures/convulsions			
Grinds teeth			
Tics/twitches			
Bangs head			
Rocks back and forth			

Educational History

At what age did she/he begin school? _____

Grades she/he skipped? _____

Grades she/he repeated? _____

Please describe briefly the reason(s) and result(s) of skipped or repeated grades:

Has your child attended school in another district? yes no

Where? _____

When? _____

Has the school reviewed your student's group achievement or other test scores with you?

yes no

Conference Scheduled: _____

Please add any other information which could help the school provide the best services for your child _____

Has your child ever been evaluated before? yes no

By Whom? _____

Where? _____

What were the results? _____

Has the child ever been in any type of special education program, and, if so, how long?

Yrs/mos (approx) _____

Learning disabilities class Duration of placement _____

Resource room Duration of placement _____

Speech & language therapy Duration _____

Behavior/emotional disorders class Duration of therapy _____

Other (please specify) _____



in collaboration with



Student/Parent Handbook

2010-2011

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Glossary

Purpose of the Student/Parent Handbook

The purpose of this handbook is to provide information regarding the operation of our school. It is intended to serve as a helpful resource to students, parents, school staff and the Board. Included you will find general information regarding the school's policies, practices, and procedures.

It is very important that you review this information as a family. We understand that students and parents often flip to the back pages and sign the required documents without even reading the contents. We hope you will take the time to read the following pages and understand the inner workings of our school. The goal of this document is to clearly state the school's expectations and to support students in being successful at Archway. Please contact Archway Academy at 713-328-0780 if you have questions or need further explanation. This handbook can also be accessed on Archway's website at www.archwayacademy.org.

SCHOOL PROFILE

Archway Academy was established in 2003 by concerned citizens and adolescent addiction experts. Archway Academy opened its doors in January 2004 and continues to welcome teens who are in need of a unique school setting. *Archway's mission is to provide a supportive and sober learning environment to meet the individual educational needs of adolescents in recovery.*

Located on the campus of **Palmer Episcopal Memorial Church**, Archway Academy is an independent, non-profit, 501(c)(3) organization and does not discriminate against any student because of race, creed, religion, or sexual orientation. Archway is not affiliated with any religious organization but follows the 12 step recovery model. Archway enjoys an important funding and academic partnership with **Southwest Schools**. Southwest Schools is dedicated to serving unique populations who typically do not flourish in traditional school settings.

Archway Academy works collaboratively with Southwest Schools to offer a comprehensive high school curriculum developed to accomplish the following goals:

- Support sustained sobriety, through a healthy campus environment and coordination of care with referring off-site counselors.
- Provide a quality education, addressing the varied learning styles of each student and improving all students' academic skills so they can maximize their post-high school options.
- Offer career and academic counseling, both for those who are college bound and those who will enter the work force after graduation.
- Foster the spiritual, moral, and academic growth of each student as a whole person.

Southwest Schools is a State Charter School governed by the Texas Education Agency (TEA) and prides itself on being a school of excellence for diverse learners. It is funded through state and federal programs. Southwest Schools operates from the tenets of Professional Learning Communities. Quite simply, Southwest Schools' sets as its fundamental purpose to ensure all students learn at high levels. Teachers will clarify exactly what each student must learn, monitor each student's learning on a timely basis, provide systematic interventions that ensure students receive additional time and support for learning when they struggle, and extend learning when students have already mastered the intended outcomes. Southwest Schools and Archway Academy are committed to building a collaborative culture in which we work together interdependently and assume collective responsibility for the learning of all students.

Archway Academy Staff

6221 Main Street • Houston Texas 77030 • 713-328-0780

Sasha McLean (sasha.mclean@archwayacademy.org)	Executive Director
Sally Gullede (sally.gullede@archwayacademy.org)	Administrative Director
Brooke Webster (brooke.webster@archwayacademy.org)	Director of Advancement
Becky Ahlgrim (becky.ahlgrim@archwayacademy.org)	Recovery Coach
Tammer Malaty (tammer.malaty@archwayacademy.org)	Recovery Coach

Southwest Schools Staff

3333 Bering Drive • Houston Texas 77057 • 713-784-6345

April Armwood (aarmwood@swschools.org)	Principal
Shelia Lane (slane@swschools.org)	Teacher Supervisor
Alzaada Aikens (aaikens@swschools.org)	Registrar
Sofia Aquil (saquil@swschools.org)	Lead Teacher/Lab
TBD	English Teacher
Robert Smith (rsmith@swschools.org)	Math Teacher
Hampton Holloway (hholloway@swschools.org)	Science Teacher
Sonny Sanborn (bsanborn@swschools.org)	Social Studies Teacher
Wil Vito (wvito@swschools.org)	English/Electives Teacher
Mauricio Araniva (maraniva@swschools.org)	Spanish Teacher
TBD	PE Teacher
Blaise Wooten (bwooten@swschools.org)	Behavior Coach

*Southwest Schools will provide, upon written request, information regarding the professional qualifications of classroom teachers.

Commitments

Archway Academy commitments to you (the student):

- We aim to create a supportive and enthusiastic environment for your recovery and education
- We work collaboratively with your Alternative Peer Group to support your emotional, social, mental, physical and spiritual development
- We offer opportunities for daily “check-in” and “closing” so you can work through issues that may stand in the way of your educational process each day
- We offer brief counseling interventions to you if necessary to help address any behavioral/emotional/recovery issues that surface while at school
- We offer random and frequent drug testing for accountability and compliance with our Mission
- We will listen to you and hold you accountable with love

Archway Academy’s commitment to parents:

- We will treat your teen with love, acceptance and respect (especially when they are having a rough time and are acting out)
- We will do our best to have a staff person answering phones and emails during school hours
- We will return your calls within one business day if you leave a message
- We will work with your family to ensure the safety and well-being of your teen
- We will provide support to and collaboration with APGs, psychiatrists, educational consultants and other professionals as needed
- We will be clear and consistent with disciplinary consequences and create therapeutic contracts for your teen as needed
- We will be open to any feedback you have regarding your teen’s education and development
- We will provide services and activities to prepare your teen for life beyond High School (college guidance counseling, study preparation, resume building, vocational counseling, 1 year goals)



2010-2011 Class Schedule

<u>Monday-Thursday</u>		<u>Friday</u>	
Wellness	8:00-8:50	Wellness	8:00-8:30
Second Period	8:54-9:44	Second Period	8:34-9:04
Break	9:44-9:54		
Third Period	9:58-10:48	Third Period	9:08-9:38
		Break	9:38-9:48
Fourth Period	10:52-11:42	Fourth Period	9:48-10:18
Fifth Period	11:46-12:36	Fifth Period	10:22-10:52
Lunch	12:40-1:00	Sixth Period	10:54-11:24
Break	1:00-1:10		
Sixth Period	1:14-2:04	Seventh Period	11:28-11:58
Seventh Period	2:08-2:58	Lunch	12:00-12:45
Closing	3:00-3:05	Friday Fill Up	1:00-2:00
		2pm Dismissal on Fridays	



August-2010 (14 Days)							September-2010 (20 Days)							October-2010 (21 Days)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	
29	30	31												31							

November-2010 (17 Days)							December-2010 (13 Days)							January-2011 (20 Days)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

February-2011 (20 Days)							March-2011 (18 Days)							April-2011 (20 Days)									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4	5				1	2	3	4	5							1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9			
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16			
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23			
27	28						27	28	29	30	31			24	25	26	27	28	29	30			

May-2011 (21 Days)							June-2011 (30 Days)							July-2011							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
										1	2	3	4							1	2
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	
29	30	31												31							

Holidays

Labor Day	September 6, 2010
Fall Holiday	September 17, 2010
Thanksgiving	November 24-26, 2010
Winter Break	Dec 20- 31, 2010
MLK Day	January 17, 2011
Spring Break	March 14-18, 2011
Spring Holiday	April 22, 2011
Memorial Day	May 30, 2011

Code Designations

	Holidays
	Professional Development Days
	Teacher In-Service Days
	Teacher Prep Days

Report Cards

October 11, 2010
November, 15, 2010
January 13, 2011
February 28, 2011
April 25, 2011
June 13, 2011

Bad Weather make-up Days

Teachers report for duty	Aug 12, 2010
First day of school	Aug 23, 2010
End of 1 st semester	Dec 17, 2010
Second semester begins	Jan 5, 2011
Last day for students	June 2, 2011
Last day for teachers	June 3, 2011
Last day for eCP students	

Class Sessions

February 14, 2011	First Semester	Aug 23 - Dec 17, 2010
April 22, 2011	Second Semester	Jan 5 - June 2, 2011

TAKS DATES

October 19-22
(Senior Retesters)
March 1 st ELA/Reading
March 1-4 Senior Retest
April 26-29 Math/Sc/SS and Senior Retesters

Six Week Periods

Six Weeks I	Aug 23 – Oct 1, 2010	Six Weeks IV	Jan 5 – Feb 18, 2011
Six Weeks II	Oct 4 – Nov 5, 2010	Six Weeks V	Feb 21– April 15, 2011
Six Weeks III	Nov 8 – Dec 17, 2010	Six Weeks VI	April 18 – June 2, 2011

ADMISSION

Admission Eligibility and Criteria

Students are eligible for admission to Archway Academy if they:

- Are an active member of an Alternative Peer Group program
- Have a written referral from their APG program recommending that the student is ready to enter into Archway's unique community
- Have 60 days or more sober (with at least 30 days post residential treatment discharge)
- Exhibit a strong commitment to recovery
- Work a 12 step program to the satisfaction of their counselor
- Have developed a consistent working relationship with a sponsor
- Are addressing other concerns related to mental health or 2nd stage recovery issues (examples: bipolar, depression, ODD, ADHD, borderline personality, eating disorder, anger, sex and love, codependency, etc.)
- Are following APG recommendations for psychiatry and/or medication compliance

Scholarships and Financial Aid

Financial Aid is available to any student on an "as needed" basis. Please contact Archway's administration to obtain a copy of the scholarship application. Financial documentation is required for all applications. Financial Aid does not cover semester drug testing fees.

Withdrawals

The withdrawal process from Archway Academy begins with the Executive Director. If you are withdrawing your child from school you must contact Archway's Administration to sign a withdrawal form if your child is under the age of eighteen. It will take the Lead Teacher 24 hours to complete the paperwork necessary to enroll your child in another public school. Request for records can be made to Southwest Schools Central Office (713-784-6345; 3333 Bering Drive Houston, Texas 77057).

The last month program fee will be returned to the Responsible Party when a student leaves Archway if written notice has been given to the Administrator sixty (60) days in advance of when the student will leave and all program fees and miscellaneous charges are paid. The following exceptions apply:

- a) In the event a student ceases enrollment for any reason without sixty (60) days notice, the last month program fee will be forfeited.
- b) In the event a student ceases enrollment for any reason without thirty (30) days notice, the next month and last month program fees will be forfeited.

In addition to program fees, a bill will be sent to the Responsible Party for miscellaneous expenses that may be incurred in the course of the academic school year for field trips, supplies or unforeseen expenses related specifically to the student. These expenses will be minor and will be discussed with Responsible Party as needed.

Re-Enrollment

If a student is expelled or withdrawn, he/she may be eligible for re-enrollment after 60 days based on compliance with enrollment criteria and a special meeting with all involved parties (student, parents, APG and Archway staff). Certain expulsions are finite and re-enrollment will not be an option. The terms of the expulsion or withdrawal will reside solely at the discretion of the Archway Executive Director or Southwest Schools Principal.

Communication and Feedback

Most student or parent concerns can be addressed simply by a phone call, email or conference with a teacher or staff member. Academic questions or concerns should first be addressed with the teacher. Parents wishing to set up a conference with a teacher may do so by emailing the teacher. If the outcome of that discussion is not satisfactory, a conference with the Southwest School's Principal and/or Archway Academy's Executive Director can be requested. Unresolved issues or dissatisfaction with Southwest Schools may be addressed in writing to the Chief Academic and Operating Officer of Southwest Schools (3333 Bering Drive Houston, TX 77057). Ultimately, a student and/or parent may appear before the Southwest Schools Board of Trustees in accordance with Board Policy.

Students or parents who have discipline or financial concerns should contact Archway Academy's Administrative staff or Executive Director. We may request a "team conference" with your child's APG counselor and Archway's staff to address treatment related concerns to create a supportive and collaborative team approach. Unresolved or dissatisfaction with Archway Academy staff may be reported to Archway's Executive Director or the President of Archway's Board of Directors.

ACADEMICS

Progress Reports and Report Card Grades

Progress reports are generated and sent home at a three week interval during a six-week grading period. Report cards are scheduled for electronic dissemination on six week intervals according to the following schedule:

October 11, 2010

February 28, 2011

November 15, 2010

April 25, 2011

January 13, 2011

June 13, 2011

***All progress reports and report cards will be emailed to parents and a paper copy will be distributed to students. Since OdysseyWare and Aventa are self-paced programs- you may not have a numerical grade for those courses but you will receive a print out of material completed for each computer based course.**

Grading Policy

Classroom teachers will assign a grade that reflects the student's relative mastery of an assignment. We do not require a classroom teacher to assign a minimum grade for an assignment (for example: a 50 as the lowest grade). Students will receive the actual grade earned. Archway is firm believer that students must work hard for their grades just like they must work hard for their recovery. We believe that failing a class may be an important part of a student's journey and we will not enable them by giving grades they did not earn.

Southwest Schools' grading system is as follows:

A-----90-100 Excellent (4.0)

B-----80-89 Good: Above Average (3.0)

C-----75-79 Satisfactory: Average (2.0)

D-----70-74 Poor: Below Average (1.0)

F-----0-69 Failing: Unsatisfactory (0)

I-----Incomplete work: at the discretion of the teacher

Final Examinations

Comprehensive final exams are required at the end of each semester. It will be important for students to review materials and study prior to each exam. Archway will follow an alternative schedule during finals and students may have early release.

Graduation Requirements

Beginning with the incoming freshman class of 2007-2008, high school students who pursue the Recommended High School Program must earn 26 course credits to graduate, including four credits each in math, science, social studies, and English/Language/Arts. Students who were classified as a freshman prior to 2007-2008 must earn 24 credits including four credits of English/Language Arts, four credits of Social Studies, and three credits of Math and Science for the Recommended High School Program.

Students must pass their classes as well as all four sections of the Exit Level Texas Assessment of Knowledge and Skills (TAKS) in order to receive a diploma and graduate from a Texas public high school.

Students first take the Exit Level TAKS in the spring of their junior year. The exit level TAKS includes math, science, social studies, and English/Language Arts. These tests are based on the Texas Essential Knowledge and Skills, or TEKS, which are the curriculum standards that teachers use every day in the classroom as the basis for instruction. Students have five opportunities prior to their graduation to take and pass the four exit level TAKS tests; however, passing these tests in their junior year is preferable.

High School Student Classification

<u>Grade Level</u>	<u>Credits</u>
9 th Freshman	0 – 6
10 th Sophomore	6.5– 12
11 th Junior	12.5 – 18
12 th Senior	18.5 +

Graduation Checklist: Reach Your Goal

- Keep track of your high school credits to be sure you will meet all local and state requirements by the end of your senior year.
- Begin keeping a list of the awards and honors you receive (handy for scholarship applications) as well as extracurricular activities.
- During your sophomore year, begin researching the universities or colleges you are interested in attending. Check what prerequisites are required for admittance and any time lines required for applications.
- If you are not sure what college or university you are interested in, attend the College Day hosted by the school. While you have the opportunity, be sure to talk with school representative about what types of financial aid may be available.

- If possible, take the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in your sophomore year for practice, but in your junior year, take the PSAT for eligibility for the National Merit Scholarship Competition. Students who take the PSAT tend to score higher on the SAT than those who do not.
- Learn about available scholarships. Be sure to begin applying early and for as many scholarships as possible. Do not limit yourself just to local scholarships.
- Sign up and take the ACT and/or SAT test, preferably in your junior year but no later than the fall of your senior year.

Did you know that. . .

- the highest ranking graduate at each Texas public high school receives a certificate from the Texas Education Agency that can be used as a scholarship to cover the tuition costs at any Texas public college or university?
- students ranked in the top 10 percent of their graduating class from an accredited public or private Texas high school are eligible for automatic admission to any Texas public university if they have completed the Recommended or Distinguished Achievement Plan?
- a college graduate will have average lifetime earnings twice that of a high school graduate?

Credit by Exam

Every effort is made to help students accelerate credits in order to graduate in a timely manner. Credit by Exam is one method of acceleration offered at Archway Academy. A request for Credit by Exam must be approved by the school administration before a student is eligible to take the exam. The following criteria will be used to determine eligibility:

- The student must meet attendance standards and have no discipline records on file.
- The student must be behind in their academic progress based on their expected graduation date, or meet an extenuating condition approved by the Principal.
- The student must make a grade of 90% or higher on the exam to receive credit if they have not already taken the course.
- The student must make a 70% or higher if they have already taken the course and failed to receive credit.
- Final approval will be granted by the Principal.

Class Rank/Grade Points

Grade points will be awarded in each course a student completes. Grade points are awarded based on the academic level of the course and the average in the course.

Calculation for class ranking

Class ranking for each student in the graduating class shall be determined by averaging the semester grade points from all semesters of high school. This shall be conducted in the same manner for all students graduating, with no distinction between four-year and three-year graduates. All courses taken within the regular school day and regular school year shall carry grade points, including such grades transferred from other accredited high schools. No grades for courses in which credit was earned outside the regular school day or regular school year shall be included in the computation of a student's grade point average. In addition, courses for which high school credit was earned before the student entered high school should be included in the computation. Courses transferred from other schools shall be considered regular level courses, unless otherwise identified and documented.

Valedictorian and Salutatorian

Beginning with the class graduating in 2001, the following shall apply in determining which students shall be recognized as Valedictorian and Salutatorian:

1. There shall be no distinction between four-year and three-year graduates when determining which students shall be recognized as Valedictorian and Salutatorian.
2. The eligible student amongst all of Southwest Schools' residential and day treatment sites, having the highest grade point average resulting from the mid-term calculation only shall be recognized as Valedictorian.
3. The eligible student amongst all of Southwest Schools' residential and day treatment sites, having the second highest grade point average resulting from the mid-term calculation only shall be recognized as Salutatorian.
4. Should a tie develop for Valedictorian from this mid-term calculation, all students involved in the tie shall be recognized as co-Valedictorians, and no Salutatorian shall be recognized.
5. Should a tie develop for Salutatorian from this mid-term calculation, all students involved in the tie shall be recognized as co-Salutatorians.

Attendance Policy and Procedure

Senate Bill Seven – Attendance/Credit/Drivers' License

State law requires students to be in attendance ninety percent (90%) of the days each class is offered during a semester to receive credit for a class. Students who are not in each class for at least 90% of the total number of school days per semester will not receive credit in that class regardless of the grade earned. However, the student can appeal their attendance to the administration of Southwest Schools and complete credit buyback hours.

Please note: Students must attend school 90% of the scheduled number of school days each semester to be eligible to get a driver's license or have a license renewed. The school will issue a VOE only to students who have met the attendance requirement.

*Archway Academy may decide to review your enrollment and appropriateness for the school if excessive absences occur.

Documenting Excused Absences

Every time a student is absent he/she **must** bring a note signed by a parent or guardian on the day of return. The note **must** be turned into an Archway Academy staff member. Medical documentation is required every time the student is absent from school for medical attention. If a student is absent for 3 or more consecutive days, the student must provide medical documentation stating the date and time of the appointment and the nature of the illness, along with a brief note from a parent or guardian to Archway Academy administration *on the day the student returns to school*. However, if no documentation is provided for the extended absence the absence will be considered as unexcused. Any note received after the student's return date will be kept on file, yet the absence will continue to be regarded as unexcused unless the Principal/Executive Director accepts the late note due to extenuating circumstances. The attendance committee will review all notes on file if a student should need to petition for credit near the end of the semester.

Each note must contain the following:

- Current date
- Date of absence
- Full name of student
- Reason for absence
- Daytime phone number of parent/guardian
- Signature of parent/guardian

School Approved Extenuating Circumstances for Excused Absences

Archway may accept the following as extenuating circumstances for excused absences:

- Illness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Days of suspension*
- Participation in legal/agency proceedings (official documentation is required)
- Teen parent absences to care for child
- Participation in substance abuse or rehabilitation program
- College/university visitation for seniors traveling to a location further than 100 miles from Houston. (this absence is limited to one day and previous notification is required)

*Days of suspension are considered as excused absences not requiring a parent note provided all class work which was missed during the suspension is satisfactorily completed and turned in. The amount of time given to complete missed work will be determined on an individual basis.

Student Counted As Present

A student is counted as present in the following situations:

- The student is absent due to the observation of a religious holiday pending on prior written notification from the parent.
- The student leaves school and then returns after attending a health care appointment and upon returning submits an official note from the health care provider verifying the appointment.
- Students having an early morning appointment must turn in an official note when returning the same day.
- Students attending an appointment late in the day must turn in an official note upon arrival the following day.

Make Up Work

Students have one class day per absence day to complete make-up assignments not to exceed 5 days. Unless the assignment is a long-term project of which the student was aware, the work will not be due the day the student returns to class after an absence. Any work due the day of the absence, is due the class day the student returns. Teachers may consider extenuating circumstances of individual students and allow more time to complete the assignments. Students will be given a reasonable period of time to complete assignments missed during an excused absence. Students who will be absent for 3 or more calendar days may request assignments from each teacher. Students will be given an opportunity to make-up the work during lunch and after school.

It is the student's responsibility to find out what assignments were missed during his/her absence. Students should not expect the teacher to seek out the student to remind them of missed work.

Incomplete Grades/Report Cards/Final Exams

Incomplete grades on report cards (INC) must be made up before the end of two weeks into the next grading period or within two weeks after the student returns to school. Students who are ill and must be absent at the end of the school year are responsible for getting the assignments and for making arrangements to turn them in to the teacher before the end of the school year.

Students who are ill during final exam week must also make arrangements with their teacher to take final exams after school is out. Failure to turn in assignments or failure to take final exams will result in the student's failing the course.

Petitioning for Credit

For a student to receive credit for classes successfully completed no more than 9 absences per semester is permitted. If more than 9 absences have occurred, no credit will be given even if the student has earned passing grades. The student has the right to petition the Attendance Committee (consisting of the Principal, Executive Director of Archway Academy, the Lead Teacher and one other teacher representative) to present any extenuating circumstances. It is the student's responsibility to submit a petition prior to the end of each semester, as needed, and then present themselves before the committee.

Tardiness

Students at Archway Academy will be required to be in school by 8:00am every morning. Any student who arrives after 8:00am will be considered tardy. It is VERY important that students arrive on time because "check-in" is the first class of the day and provides the school with the foundation we need to be successful. Only 3 tardies per semester will be allowed before consequences are enforced.

After the third unexcused tardy the following consequences may occur:

- Morning or lunch detention
- Community service for the school or church
- In School Detention
- Behavior contract
- Team meeting with parents and APG staff to discuss desire to be in school

Educational Testing

We ask that you provide our staff with a copy of any past psychological and/or educational testing that could be helpful to us.

Learning Difficulties and Special Education

If a student is experiencing learning difficulties, the parent may contact the Lead Teacher to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referrals for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If there is an educational need and an evaluation is needed, the parent will be notified

and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards- Rights of Parents of Students with Disabilities*.

CODE OF CONDUCT

The Archway Academy Code of Conduct is written to foster a climate of integrity and mutual respect. We believe that each student deserves to learn in an environment that is supportive, flexible and nurturing. Students, teachers and staff are all held to the same high standards of conduct and accountability. Our goal is to lead by example: showing each student they are valued, gifted and important through our actions.

Discipline

Discipline at Archway Academy is meant to be a learning experience. Students will be treated with respect and, in turn, will be expected to respect the rights and property of others. In the classroom, disciplinary matters are generally handled by the individual classroom teacher and/or school administrators. More serious matters and/or repeat infractions are reported to the Principal of Southwest Schools and the Executive Director of Archway Academy.

Archway Academy follows a “points and levels” system which clearly outlines positive behaviors expected by each student on a daily basis. This system provides students with immediate feedback regarding classroom behavior and participation. Students are assigned points for positive behavior and deducted points for negative behavior. Their accumulated points indicate their “level” status and are used to access privileges or assign consequences.

Discipline techniques frequently used:

- Verbal correction
- Cooling off time
- Seating changes in classroom
- Redirection techniques
- Conflict resolution
- Peer mediation
- Restricting privileges
- Confiscation of items
- Behavioral contacts

Violations of behavioral expectations will result in one or more of the following actions:

1. Disciplinary action appropriate for the offense (logical consequence)
2. In-school Detention
3. Probation
4. Conference with parents
5. Conference with parents and APG staff
6. Out of school suspension
7. Expulsion

“In School Detention” is defined as a consequence whereby a student comes to school but is isolated from his/her peers for a specified period of time. Detention may be given for, but not limited to, the following infractions:

- Out of dress code
- Rough housing
- Profanity or vulgarity
- Insubordination
- Non compliance with school rules
- Skipping class and/or check-ins
- Failure to comply with check-in/check-out procedures
- Not respecting other’s feelings, property and/or space
- Uncooperative
- Any other minor offenses as determined by school staff

Assignments are collected for each student in detention and students are expected to complete all class work while in detention. If work is completed in detention, grade credit is given and the student is marked with an excused absence. No credit will be given to students who fail to complete assignments during detention time.

Behavior contracts/Probation occurs when a student has repeated detentions/suspensions and is not showing improved behavior. At this time, a “contract” will be developed with specific expectations and requirements. The student will be considered “on probation” for a defined amount of time and may be expelled due to noncompliance of the agreed contract.

“Out of school suspension” results when a student commits a moderate offense and is excluded from attending school for a specific period of time. These offenses become a permanent part of each student’s disciplinary record that can be forwarded to any public or private school that requests records. Moderate offenses include, but are not limited to, the following:

- Aggressive or threatening behavior
- Verbal abuse

- Insubordination
- Fighting
- More than 3 unexcused absences
- Harassment
- Inappropriate sexual conduct
- Inappropriate use of the school's technology (minor offense)
- Not following a behavior contract (suspension will be laid out as a consequence)
- All other moderate offenses as determined by school staff

Suspensions are building level decisions and cannot be appealed. The campus Principal has the final decision in building-level interventions.

- State law allows a student to be suspended (out of school) for up to three (3) school days per offense, with no limit on the number of times a student may be suspended in a semester or school year.
- A student who is to be suspended will be given an informal conference by the Principal or appropriate administrator advising the student of the conduct with which he or she is charged and giving the student the opportunity to explain his or her version of the incident.
- The duration of a student's suspension, which cannot exceed three (3) school days, will be determined by the appropriate building administrator.
- Any restriction on participation in school-sponsored or school-related extra-curricular and non-extra-curricular activities will be determined by the Principal or appropriate administrator.

“Expulsion” results when a student commits a serious offense and is asked to leave Archway Academy. Serious offenses include but are not limited to the following:

- More than two suspensions
- Cheating/plagiarizing
- Non-compliance with a behavioral contract
- Relapse or drug/alcohol use
- Selling, giving or delivering to another person, possessing, using or being under the influence of drugs/alcohol. This includes behavior which is suspicious of being under the influence.
- Possession of a firearm, knife or other weapon
- Committing arson
- Vandalism
- Robbery or theft
- Extortion, blackmail or coercion
- Engaging in conduct that constitutes a felony criminal charge
- Public lewdness/indecent exposure

- Inappropriate use of the school's technology (major offense)
- Other conduct that substantially disrupts the school environment or educational process

The Southwest Board delegates to the administration of the school the authority to expel students. The Principal will schedule a hearing within a reasonable time with the student's parent, the teacher, and the student. The student's parent will be invited in writing to attend the hearing. Until a hearing can be held, the Principal may place the student in one of the following:

1. Another classroom
2. In school detention
3. Out of school suspension

A student facing expulsion will be given appropriate due process. The student, represented by a parent/guardian will be given the opportunity to present their evidence. A Southwest School Board designee, within two business days after the hearing, will deliver the verdict of the hearing.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent of Schools or other appropriate administrator may modify the length of the expulsion on a case by case basis. Parental appeals may be addressed to the Chief Academic and Operations Officer at 3333 Bering Drive, Houston, Texas 77057.

Dress Code

Archway Academy encourages a dress code that allows for individual expression and personal style. The following guidelines will be used by teachers and staff to determine if a student is compliant:

- No clothing that is sexually suggestive (crop tops, short shorts, underwear, boxers or bra showing, see through, etc...)
- T-shirts are acceptable as long as their condition and subject matter is appropriate
- No clothing that would interfere with, disturb, or distract the learning environment
- Practice healthy body cleanliness, grooming and hygiene
- No gang paraphernalia or any combination of clothing or colors signifying gangs
- Other clothing, or lack thereof, that disrupts the normal operation of the school

In all matters of student dress, the school administration will make the final determination of appropriateness and any subsequent remedies. Violations of dress code policies will result in disciplinary actions that may involve being sent home or requiring a parent to bring appropriate clothing.

Drug Testing

Archway Academy requires frequent and ongoing drug testing of all students as part of our Mission and accountability for the school. Drug and alcohol testing will be performed at the

school site by trained staff. Students must comply with all procedures and protocols established by the school. A student's failure to submit to a drug test or to comply with all procedures and protocols is a violation of this Policy and may result in discipline, up to and including expulsion. It is important to remember that a positive test result does NOT automatically identify a student as a user. The staff will determine whether any legitimate alternative medical explanation could account for the positive result. When a student is notified by Archway staff to consent to a specimen collection and/or alcohol test, they will be allotted 30 minutes to provide the sample. If the student cannot provide the sample in the allotted time, reasonable disciplinary action may be taken if there is suspicion of "avoiding" or "withholding". Any positive drug test will be communicated to parents and the appropriate APG staff. The fees for drug testing are \$150 per semester and are collected in August and December of the school year.

Relapse Policy

Random and frequent drug testing is administered on campus for accountability purposes and program integrity. We acknowledge the difference between "getting honest" and "getting caught". Efforts will be made to continue a student's enrollment if they are honest about a relapse and effectively move forward with their APG treatment plan.

It is possible for a student to be expelled/withdrawn from school for a first time relapse even if the student is honest about the event (due to the circumstances and severity of the relapse). Any student who relapses MAY be separated from the Archway community (in In School Detention) for a minimum of one week (assignments will be supplied for each class).

A student may be expelled/withdrawn from Archway Academy if they:

- Have more than one relapse
- Test positive for drugs/alcohol without getting honest
- Refuse to consent to a drug test
- Tamper with a drug test
- Are held accountable for a relapse by another student or an outside party

Searches

Our staff may conduct unannounced searches for alcohol, drugs, paraphernalia or missing/stolen items. Entering the "Palmer campus" property constitutes consent to searches. Students are expected to cooperate in the conducting of such searches. Searches of students and their personal property which includes, but is not limited to, lunch containers, backpacks, desks, work area, purses, wallets, and vehicles may be conducted when there is reasonable suspicion to believe that a student is in violation of this Policy and/or when circumstances and school conditions justify them. Consent to a search is required as a condition of continued enrollment and the student's refusal to consent may result in expulsion. No student will be touched as part of the search or detained without his/her consent. Students being searched may be asked to

empty pockets and remove hats and outer clothing including but not limited to jackets and sweaters. Any drugs discovered will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this Policy.

Check-In and Closing

As part of Archway's unique approach to education, we have daily opportunities for students to "check-in". "Check-in" begins at 8:00am and is an integral part of the school's success. Each student is allowed an opportunity to get support from other students and staff. It also allows students the ability to get help with any issue standing in the way of their education process on a daily basis. This is a great forum to ask for accountability, make amends, share struggles/successes, and create lasting friendships with classmates from other APG groups. "Closing" is when the student body comes together as a community to end the day with announcements and acknowledgements. We close each day with the "serenity prayer".

Accountability

We believe the success of each student and the school as a whole is built on the foundation of accountability. It is each student's personal responsibility to hold their classmates accountable for relapse, noncompliance with the code of conduct and other recovery related issues. We encourage students to hold each other accountable in "check-in" or in the presence of a staff person. Keeping secrets for other student may be grounds for disciplinary action.

Brief Counseling/Behavior Intervention

Archway Academy employs a Master's Level Therapist and several "support" staff to provide brief counseling and intervention necessary to help students work through issues that are blocking them from academic focus or success. The main goal is to provide support so the student can return to class quickly and resume learning. We work closely with each APG group to ensure that major counseling issues are being addressed by the student's primary counselor. A student's appropriateness for enrollment at Archway may be reassessed if their therapeutic needs are consistently interfering with their academics or ability to be at school.

Service Work

We help support the recovery goals of each student by providing monthly opportunities for service work. Service work is a requirement of our school programming. These are school wide activities that promote 12 step recovery and the idea of "giving back" to the community and Palmer Church.

STUDENT SAFETY

Student safety on campus or at a school related function is a top priority. With safety in mind, Archway Academy has developed the following policies. However, the school can only address part of the challenge; the essential remaining part is the cooperation of the students. Our policies include:

- Avoid conduct that is likely to put the student or others at risk
- Follow the code of conduct and any rules for behavior and safety set by the Administration
- Remain alert to and promptly report safety hazards such as intruders on campus
- Know emergency evacuation routes and signals
- Follow immediately the instructions of teachers, administrators or church employees who see to the welfare of students
- Report any dangerous or disruptive behavior to the school staff
- Report any illegal substances (including alcohol)

Suspicion/Reports of Abuse or Neglect

Any staff person with reason to believe that a student has been or is currently being abused or neglected must make a report to Children's Protective Services and /or any local state law enforcement agencies within 48 hours of disclosure. This is a non-accusatory report reflecting only the information disclosed. An authorized official conducting a child abuse investigation shall be permitted to conduct the required interview with the child at our facility.

Suicidal Ideations or Threats

Archway Academy aims to support the emotional needs of each student. We treat self harm and suicidal ideations seriously. Suspicion and reports of suicidal ideation will be communicated to parents and counselors immediately. We will do whatever necessary to ensure that students get the help needed. Our staff is equipped to assess for lethality and connect the student with the proper professionals.

Police

Archway Academy administrators have the responsibility and authority to determine when law enforcement officers need to be summoned. In addition, our staff will cooperate with law enforcement agencies in regards to questions about current or previously enrolled students. If an officer wishes to question a student at school, the following guidelines will apply:

- The staff will make reasonable efforts to contact the student's parents
- The officer shall state the necessity for questioning the student during school hours
- Efforts shall be made for questioning to be out of view of other students

- An Archway staff person will be present during any questioning
- The officer shall provide his/her name and title for our records

Student Identification Badges

Upon enrollment, a student ID badge will be issued. All students must wear this badge while at school or a school event. This policy helps ensure the safety and integrity of the school and the church. If a badge is lost or stolen, students will be charged a replacement fee.

Medication and First Aid

Students should not bring prescription or over-the-counter medication to school. Archway Academy is not responsible for administering or storing any medication. However, we will store and administer medication if requested by a parent and of vital therapeutic or medical need. If bringing medication is of medical or psychiatric necessity, students must turn in meds to staff to be locked up. In the event that medication is found, it will be confiscated. We may ask that a parent pick up the medication or it may be handed back to the student at the end of the day. Archway has access to a few over-the-counter meds for pain relief, menstrual cramps and upset stomach. Archway staff cannot administer or give a student access to such medication without verbal or written permission from a parent/guardian.

First Aides kits are located in all classrooms for care of small medical issues. If your child is requesting over-the-counter pain medication for a headache or cramps, you will be called by Archway staff for your consent before any medication will be made available.

It is important that all emergency care information be up to date (name of doctor, emergency contact phone numbers, etc.). Please contact Archway Administrators to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

Students leaving campus

Parents are required to call the Archway administration if their child needs to leave school for any reason. For accountability purposes, we require parent confirmation of any circumstances that would require a student to leave school. We request that parents call Archway staff and then send a written note the following day for our records. If a student leaves without permission or notification the following action is taken by Archway's staff:

- Call parents to inform that student has left
- Inform rest of the staff including teachers and security
- Update parents and staff when student is located
- Notify parents and staff of subsequent consequences

Visitors

Parents are welcome and encouraged to visit. All visitors must first report to the Welcome Center of Palmer Church to check in. Visits to individual classrooms during instructional time shall be limited to school staff only.

MISCELLANEOUS INFORMATION

Telephones

Student phones- cell phones must be turned off (not on vibrate) at the beginning of the school day. Students are not allowed to use phones at school (with the exception of lunch and supervised breaks). Failure to comply with this expectation may result in confiscation of the phone and other disciplinary consequences. A nominal fee of \$5 will be charge to retrieve the phone and will be donated to the Senior class to offset graduation costs. Parents may be asked to pick the phone if students struggle with compliance.

School phones- school telephones are for school business only. Students will not be permitted to make or receive calls unless there is an emergency and it is authorized by school personnel. Making arrangements for a ride is not considered an emergency. Students are not allowed to use or be in possession of staff cell phones.

Messages- only messages of an emergency nature can be relayed to students. Archway Administrators will determine if a call is an emergency in nature. We are hopeful that parents can plan ahead for pick-up, doctor's appointments, etc. that would require a student to leave early. Should a parent need to make special arrangements for their student, please call Archway to make those arrangements.

Property

Personal property- students are responsible for their personal property. Teachers and staff are not responsible for any items left in the classrooms.

School property- the building and all its contents are Archway Academy/Palmer Episcopal Church/Southwest Schools property. Destruction and/or defacing property is a violation of District policy and state law. Legal ramifications and actions determined by appropriate personnel will follow any destruction of property (which may include pressing charges and/or expulsion from school).

Valuables

Students should not bring large sums of money to school or wear expensive jewelry that must be removed for physical education. The school does not assume any responsibility for personal property that is lost or stolen at school.

Textbooks

Archway Academy has adopted a policy of using classroom textbook sets. Textbooks will be issued to a student on an "as needed" basis to make up missed work due to absences or at the student's request. Students may pick up books before and after school from assigned teachers. No book covers may be used on textbooks. If a textbook is lost or stolen while checked out by a student, the student must pay for the book. Students may also be charged for damaged or defaced books.

Early Release

Parents and students will be notified at least one week in advance of any day(s) in which school will end early. This should allow for time to arrange travel arrangement and/or alternative care.

Emergency School Closing Information

Stay tuned to local radio and television stations for information regarding school closings due to inclement weather or other emergency situations. Archway Academy will follow the directives of the Houston Independent School District (HISD). Because Archway Academy serves students from the greater Houston community, there may be times when HISD is not closed but you feel it is not safe to travel. You are advised to call Archway's Administrative Offices (713-328-0780) to notify us of your circumstances.

Immunizations

All students attending school must be immunized against certain diseases in order to be registered. If for medical or religious reasons you need to be exempt from the immunization policy, your written request must be forwarded to the Southwest School's Principal. The immunizations required are: diphtheria, tetanus, polio, measles, mumps and rubella.

Parking/Metro Passes

Students are required to park in the North parking lot off of Main Street. We request that students do not keep valuables in their car and ask a security guard to escort them to the parking lot if they feel unsafe. Metro "Q cards" are available to students at no cost if you choose Metro as your means of transportation to and from Archway Academy. Metro cards may not cover your entire bus fare but can be a helpful financial resource. Q card disbursement will be handled by the SWS Lead Teacher of Aide.

Field Trips and Other Off-Campus Events

Archway Academy creates opportunities for students to attend educational field trips like museums, nearby college campuses, expressive arts events, service work projects, etc. Students and parents are required to sign a permission slip for off-campus events and field trips. Trips are adequately staffed and supervised to ensure safety and compliance with rules.

Confidentiality of Student Records

Southwest Schools complies with federal and state regulations related to the rights of students, parents or adult students. Those students who are 18 years of age or older have the right to access, inspect, and review their own confidential school record. Southwest Schools complies with the Family Educational Rights and Privacy Act of 1974, (34.CFR part 99), and other related statutes, 34 CFR 300.560-300.575; TEC 26.004; 19 TAC 89.1050, which protect the confidentiality of students' records at their collection, storage, disclosure, and destruction stages. Highlights of these safeguards are:

1. Southwest Schools permits parents or adult students to inspect and review any educational records relating to the students without unnecessary delay, in no cases more than 45 days after the request is made.
2. The right to inspect and review education records includes the right to a response to reasonable requests for explanations and interpretations of the records, the right to request copies of the records if inspection and review are not feasible, and the right to have a representative of the parent or adult student and review the records.
3. The education record which may be inspected and reviewed include:
 - a. Attendance records, test scores, grades, disciplinary records, counseling records, psychological records, admission applications, health and immunization information, teacher and counselor evaluations, and reports of behavioral patterns.
4. A parent or an adult student who believes that information in education records collected, maintained or used is inaccurate or misleading or violates the privacy or rights of the student may request the records be amended. Southwest Schools will decide whether to amend the information in accordance with the request within a reasonable period of time. If Southwest Schools decides not to amend the information, it will inform the parent or adult students of the refusal and advise them of the right to a hearing under Section 300.568. If, as a result of the hearing, Southwest Schools decides that the information is inaccurate, misleading, or in violation of the student rights, it shall amend the information accordingly and so inform the parent/adult student of the right to place a statement commenting on the information or setting forth any reason for disagreeing with the decision of Southwest Schools. This explanation is then maintained and disclosed as part of the student records.
5. Southwest Schools does not disclose information from education records to officials/other participating agencies without parent/adult student consent unless authorized by 34.CFR Part 99. (One example of disclosure under this part is the exchange of information between schools at enrollment when a student transfers). Southwest Schools keeps a record of parties obtaining access to educational records, collection, maintained or used, except by parents, adult students, or authorized Southwest Schools employees, including the name, date access was given, and the purpose for which the party is authorized to use the records. Southwest Schools provides

parents/adult students on request, a list of the types and locations of education records collected, stored, or used by Southwest School staff.

6. Southwest Schools staff collecting or using personally identifiable information receive training regarding federal and state guidelines. The Principal of Southwest Schools assumes responsibility for ensuring the confidentiality of any personally identifiable general information and the Director of Special Education assumes responsibility for the confidentiality of any current listing of the names and positions of employees who have access to personally identifiable information.

Title 1: Participants and Homeless

If you or your family lives in any of the following situations: in a shelter, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodation; or doubled up with friends or relatives because you cannot find or afford housing; then your school-aged children have certain rights or protections under the McKinney-Vento Homeless Assistance Act. For more information contact SWS at 713-784-6345.

Glossary

Arson- occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage property.

Assault- defined as intentionally, knowingly or recklessly causing bodily injury to another, threatening harm to another; contact that is intended to be offensive or provocative; engaging in conduct that contains the elements of assault and/or retaliation.

Bullying- written/oral expression or physical conduct that a staff person determines to have the effect of harm on a student (examples: damaging property; placing a student in reasonable fear of harm; severe, persistent or pervasive intimidation or threatening; excessive name calling; purposefully embarrassing someone; physical harm).

Cheating- the act of lying, deception or fraud.

Disrespect- lack of respect, esteem or courtesy for another.

Harassment- refers to a wide spectrum of offensive behavior intending to be disturbing or offensive to another (race, color, gender, sexual orientation, origin, disability); this includes student to student harassment, student to teacher/staff harassment, and teacher/staff to student harassment.

Horseplay- the act of being physically rough or playful without direct intent to harm.

Fighting- the act of being physically rough or intentionally causing harm.

Indecent Exposure- a person commits an offense if he/she exposes his anus or any part of genitalia with intent to arouse or gratify the sexual desire of another person as defined by Texas Penal Code 21.08.

Insubordination- being disobedient to authority and/or lack of response to re-direction techniques.

Public Lewdness- a person commits an offense if he/she knowingly engages in acts of sexual intercourse, deviate sexual intercourse, and sexual contact in a public place or in a reckless manner as defined by Texas Penal Code 21.07.

Verbal Abuse- words used to be intentionally harmful and/or mean; this includes both verbal and written words.

Weapon- defined as the following: club, mace, slingshot, bomb, gun, knife, blade, sword, brass knuckles, shank or any other item that a staff person considers to be dangerous or inappropriate. This includes toy or fake weapons.

Thank You

We appreciate the time it took you to read this Handbook and hope you found it helpful in understanding how Archway/Southwest Schools operates and functions. Please call us if you have additional questions or need clarification. We look forward to being a part of your education.