

ARCHWAY ACADEMY

# Student/Parent Handbook

2022-2023 School Year

A COLLABORATION OF:



# TABLE OF CONTENTS

## **School Profile**

Purpose

Archway/Southwest Schools

Staff

Commitments

Calendar/Class Schedule

## **Admission**

Eligibility and Criteria

Scholarships and Financial Aid

Withdrawals

Re-enrollment

Communication and Feedback

## **Academics**

Academic Notices

Progress Reports and Report Cards

Grading Policy

Final Exams

Graduation Requirements

Credit by Exam

Rank, GPA, Valedictorian/Salutatorian

Attendance/VOE

Excused Absences/Tardiness

Make-up Work and Incomplete Grades

Petitioning for Credit

Homework/Educational Testing

Learning Difficulties/Special Education

## **Code of Conduct**

Discipline

Therapeutic Support

Dress Code

Drug Testing and Relapse Policy

Searches

Check-in and Closing

Accountability

Service Work

## **Student Safety**

Abuse and Neglect & Suicidal Ideation

Police

Student IDs

Medication and First Aid

Leaving Campus

Visitors

## **Miscellaneous Information**

Telephones/Valuables/Textbooks

Early Release

Emergency School Closing

Immunizations

Parking/Metro

Field Trips/Off Campus Events

Confidentiality of Student Records

Title 1: Participants and Homeless

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 of Directors. Included you will find information regarding the school's policies, practices, and procedures.

Throughout the handbook we will make reference to "parents." This includes anyone who serves in a parental type role for a student (parents, custodial family members, host family, case workers, etc.). It is very important that you review this information as a family unit. 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](http://www.archwayacademy.org) under the "Admissions" tab.

## **SCHOOL PROFILE**

**Archway Academy** was established in 2003 by concerned citizens and adolescent addiction experts. Archway 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.*

**The Passageway Program** was designed by Archway in 2010 to address the educational needs of students *either* discharging from residential treatment *or* within their first 60 days of sobriety. The *Passageway Program's mission is to provide students in early recovery the academic, emotional and social support necessary to make progress towards a high school diploma.*

Located on the campus of **Palmer Memorial Episcopal 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 the **Phoenix School of Southwest Schools**. The Phoenix School is dedicated to serving unique populations who typically do not flourish in traditional school settings.

The **Phoenix School** is a State Charter within the larger **Southwest Schools** district. The Phoenix School is comprised of several different programs aimed to support students in residential treatment centers, day treatment programs, and recovery high schools. We are honored to be a part of a partnership that truly values education for students who don't always fit into the "traditional" school model due to the challenges faced in their addiction (e.g., behind in credits, gaps in course content, low motivation, negative reputation at school due to discipline issues, etc.).

Archway Academy works collaboratively with the Phoenix School/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 offsite 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 for those who are college bound and for those who will enter the workforce after graduation.
- Foster the spiritual, moral, and academic growth of each student as a whole person.

The **Phoenix School at 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. The mission of Southwest Schools is to prepare college and career-ready students for postsecondary success. They are a premier district of choice that meets the diverse needs of all students by creating an inclusive community that fosters a strong sense of self-worth. The Phoenix School and Archway Academy are committed to building a collaborative culture in which we work interdependently while also assuming a collective responsibility for the learning of all students.

### **Southwest Schools Non Discriminatory Clause**

We are committed to the communities that we serve in providing a safe and nurturing environment for all regardless of race, gender, sexual orientation, gender identity, and/or gender expression. We do not condone any discrimination based on any of these factors or any other prohibited by law. All students, faculty, staff, and community deserve the right to have an educational environment that is free from discrimination, threats, fear, harassment, and retaliation.

See Southwest Schools **Grievance Policy** on Appendix 1.

### **Archway Academy Staff**

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

Sasha Coles (sasha.coles@archwayacademy.org)..... Executive Director  
Jamol Matthews (jamol.matthews@archwayacademy.org)..... Director of Finance and HR  
John Moring (john.moring@archwayacademy.org) ..... Director of Advancement  
Jamie Edwards (jamie.edwards@archwayacademy.org)..... Community Outreach  
Andrew Warren (andrew.warren@archwayacademy.org)..... Admissions Coordinator  
Cryslin Ward (cryslin.ward@archwayacademy.org)..... Recovery Coach  
Hailey Clay (hailey.clay@archwayacademy.org) ..... Recovery Coach  
Obadiah Pendleton (obadiah.pendleton@archwayacademy.org) ..... Recovery Coach  
Micah Culverhouse (micah.culverhouse@archwayacademy.org)..... PaRC Program

### **Phoenix School/Southwest Schools Staff**

**6400 Westpark Drive Suite 480 • Houston Texas 77057 • 346-571-6060**

Marian Kennedy-Busby (mkennedy@swschools.org)..... Associate Principal  
Adriane Burton (aburton@swschools.org)..... Administrative Assistant  
Jasmin LaTony (jlatony@swschools.org)..... Registrar  
Ilma Khanbabi (ikhanbabi@swschools.org)..... Science Teacher  
David Claunch (dclaunch@swschools.org)..... Math/Science Teacher  
Chris Miller (cmiller@swschools.org) ..... English Teacher  
Tara Brace Hrozek (tbrace@swschools.org) ..... Math Teacher  
Sonny Sanborn (lsanborn@swschools.org)..... Social Studies Teacher/Lead Teacher  
Isabelle Scott (miscott@swschools.org)..... Lab Instructor

## WHO TO CALL WHEN...

### **You would like to discuss a student's recovery or therapeutic needs:**

Sasha Coles, Executive Director 713-328-0780 [sasha.coles@archwayacademy.org](mailto:sasha.coles@archwayacademy.org)

### **You have questions about enrollment or withdraws:**

Andrew Warren, Admission Specialist 713-328-0780 [andrew.warren@archwayacademy.org](mailto:andrew.warren@archwayacademy.org)

### **Your child will be absent:**

Cryslin Ward, Recovery Coach 281-785-7855 [cryslin.ward@archwayacademy.org](mailto:cryslin.ward@archwayacademy.org)

### **You have questions regarding student schedules and 4-year graduation plans:** Marian

Kennedy-Busby, Principal 346-571-6060 [mkenney@swschools.org](mailto:mkenney@swschools.org)

### **You have a question regarding specific class grades and assignments:**

Contact the subject teacher directly via email (included in your Handbook)

### **You would like to request a Metro Q card:**

Andrew Warren, Enrollment 713-328-0780 [andrew.warren@archwayacademy.org](mailto:andrew.warren@archwayacademy.org) **You need**

### **a Verification of Enrollment (VOE) form for the DPS office:**

Marian Kennedy-Busby, Associate Principal [mkenney@swschools.org](mailto:mkenney@swschools.org)

### **You have a question regarding report cards and transcripts:**

Jasmin LaTony, Records Coordinator [jlatony@swschools.org](mailto:jlatony@swschools.org)

### **You have questions regarding instruction, curriculum, and district/state testing:** Marian

Kennedy-Busby, Associate Principal 346-571-6060 [mkenney@swschools.org](mailto:mkenney@swschools.org)

## **COMMITMENTS**

### **Archway Academy's commitments to the students:**

- We create a supportive and enthusiastic environment for your recovery and education.
- We work collaboratively with your Alternative Peer Group (APG) to support your emotional, social, mental, physical and spiritual development.
- We offer opportunities for daily “check-in” so you can work through issues that may stand in the way of your education each day.
- We offer brief counseling interventions, if necessary, to 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.
- We will do our best to answer 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 collaborate with APGs, psychiatrists, educational consultants, probation officers 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 (e.g., college guidance counseling, study preparation, resume building, vocational counseling, and one-year goals).

## 2022-2023 Class Schedule

<b><u>Monday-Friday</u></b>		<b><u>Special Friday Fill Up*</u></b>	
Wellness	8:00-8:54	Wellness	8:00-8:38
Second Period	8:54-9:44	Second Period	8:38-9:19
Third Period	9:44-10:38	Third Period	9:19-9:58
Fourth Period	10:38-11:32	Fourth Period	9:58-10:37
Lunch	11:32-12:24	Fifth Period	10:37-11:16
Fifth Period	12:24-1:18	Sixth Period	11:16-11:55
Sixth Period	1:18-2:12	Seventh Period	11:55-12:30
Seventh Period	2:12-3:02	Lunch	12:30-1:30
Closing	3:02-3:05	Wellness	1:30-3:05

\*Special Friday Fill Up occurs several times each grading period. The Friday Fill Up allows for special recovery activities aimed at enhancing our community connection.



## **ADMISSION**

### **Admission Eligibility and Criteria**

There are two programs within our school to support the needs of our students when it comes to recovery support and supervision: Passageway and Archway. The academic day is the same for both programs but the level of recovery support and supervision varies.

Passageway is for students at the beginning of their recovery journey who need more structure, supervision, drug testing, and recovery support. Passageway students remain on campus for lunch and eat with the recovery coaches and other Passageway students. During lunch, they cover a variety of recovery topics and receive extra support with challenges unique to early recovery. The recovery team will help Passageway students set and monitor weekly recovery goals. Sobriety time and progress with recovery goals are the two main criteria to “graduate” from the Passageway program.

Archway is for students with more sustained/consistent recovery who have earned the privilege of more freedom, flexibility and off-campus lunch. Archway students must have more than 60 days sober, be actively working with a sponsor, be settled in their counseling/APG group, be in compliance with medication recommendations (if applicable), and show forward progress with other mental health goals.

We recommend that ALL students participate in a local Alternative Peer Group Program (APG). There are several programs in the Houston area. Visit our website for more details on the APGs. APGs serve several important functions for your family: 1) social weekend activities for teens 2) parent support groups 3) family counseling and 4) after-school recovery activities to keep teens active, engaged, and growing in their recovery. Archway has incredible recovery support during the school day but we cannot be EVERYTHING your family needs. Archway works closely with the APGs so that we are nurturing recovery at school. Your main clinical/counseling support will come from your APG.

Archway will consider enrollment for students not attending an APG on a case-by-case basis.

## **APG Referral and Treatment Recommendations**

Students must maintain an active referral from their APG counselor in order to remain a student. The individual APG counselor will set the expectation for maintaining the referral. A student will be withdrawn from Archway if the counselor revokes the referral. A student may be eligible to return once the referral is reinstated.

Students will also be withdrawn if they “group hop” to another APG. The only exception is if the transition is recommended by the counselor for therapeutic reasons and the referral is appropriately handed off from one APG to the other.

If an APG makes a recommendation that a student enter into a residential treatment program, then Archway will withdraw the student and provide academic records to the family or organization for continued education.

## **Scholarships and Financial Aid**

Financial aid may be available to students who qualify. Please contact the Archway 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 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 school. Request for records can be made to the Phoenix School Office (346-571-6060; 6400 Westpark Drive Suite 200, Houston, TX 77057)- Jasmin LaTony (jlatony@swschools.org)

Upon withdrawal from Archway/Passageway and Southwest Schools your child must be enrolled in another educational setting within ten (10) school days under Texas Education Code 25.0951. Failure to enroll your student in another educational setting may lead to a fine not to exceed \$500 per day.

## **Re-Enrollment**

If a student is withdrawn for behavior issues, he/she may be eligible for re-enrollment based on compliance with enrollment criteria and a special meeting with all involved parties (i.e., student,

parents, APG and Archway staff). Certain expulsions are final and re-enrollment will not be an option. The terms of the expulsion or withdrawal are determined solely at the discretion of the Archway Executive Director and/or the Phoenix School 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 Phoenix School Principal and/or Archway Academy's Executive Director can be requested. Unresolved issues or dissatisfaction with the Phoenix School may be addressed in writing to the Superintendent of Southwest Schools (3333 Bering Drive, Houston, TX 77057). Ultimately, a student and/or parent may appear before the Phoenix School Board of Trustees in accordance with Board Policy.

Discipline or financial concerns of students or parents are addressed by contacting 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 concerns or dissatisfaction with Archway Academy staff may be reported to Archway's Executive Director.

### **ACADEMIC NOTICES AND REPORTS**

#### **Truancy Warning Notices**

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. If the student misses three or more days in a four-week period or ten or more days in a six-month period, the student and/or parent will be subject to truancy charges filed in a juvenile or municipal court. The Phoenix School will send home warnings if the student in question has missed more than the allowed days. (*Texas Education Code § 25.0951*)

#### **Truancy Complaints**

The Phoenix School will file truancy charges on students and/or parents if a student has missed more than the allowed days. Once the school has filed in a juvenile or municipal court, it is no longer the decision of the school, but instead the State. A fine not to exceed \$500.00 per day can be issued for not attending school. (Texas Education Code § 25.0951)

#### **Notice of Parental Rights Under the Family Educational Rights and Privacy Act (FERPA)**

The Phoenix School provides parents written explanations of the FERPA provisions regarding the release of directory information about the student, notice of parent's rights to prevent the district

from releasing any or all directory information about the student without the parent's prior written consent, and notice of the parent's right to prevent the district from releasing a high school student's name, address, and telephone number to a military recruiter, college, or university without the parent's prior written consent. (Texas Education Code § 26.013)

### **Notice of Student Physical Activity Policies and Data**

All Phoenix School students are required to take at least one credit of physical education in order to graduate from high school. If a student is engaged in an athletic team sport, they can have a maximum of two credits. (Texas Education Code § 28.004(k)(1) and § 38.0141)

### **Notice of Availability of Student Physical Fitness Assessment Results**

All Phoenix School students are required to participate in a physical fitness assessment unless written documentation by a medical practitioner forbids it. All information on the student's results is sent to TEA and parents can request the assessment results from our registrar with a 24- hour notice. (Texas Education Code § 28.004(k)(3) and 38.101 and .10310)

### **Posting of Steroid Law Notice**

The Phoenix School is a drug and weapon free campus. Any student caught with a weapon or an illegal substance including steroid use will be handled as a criminal offense and student will be dismissed from the campus.

Anabolic steroids are for medical use only. State law prohibits possessing, dispensing, delivering, or administering an anabolic steroid in any manner not allowed by State law. Statelaw provides that body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the institutional division of the Texas Department of Criminal Justice. ( Texas Education Code § 38.008)

### **Notice of Bacterial Meningitis**

The Phoenix School notifies parents of information regarding Bacterial Meningitis via mail. You may also refer to the Texas Department of State Health Services for further information. [www.dshs.state.tx.us](http://www.dshs.state.tx.us)

### **Notice of Tobacco and Vaping Policies**

Tobacco is prohibited on The Phoenix School campus. ( Texas Education Code § 28.004(k)(2)(C)11) Likewise, all vaping products are prohibited.

## **Reporting of College Preparation Assessment Results**

The Phoenix School offers the PSAT for 10th and 11th grade students. Students in the 12th grade can take the SAT on campus on the designated SAT School Day. (Texas Education Code § 39.0261)

## **Student Report Cards and Notice of Unsatisfactory Performance**

The Phoenix School will distribute a report card to the student every six weeks. The report card contains grade information for each class the student is enrolled in, as well as attendance and conduct information. In addition, students are given a progress report every three weeks that contains grading information about the classes the student is enrolled in. (Texas Education Code §§ 28.022 and 39.36113)

## **Student Transcripts**

The Phoenix School provides transcripts for students who have completed a Foundation, Recommended, or Recognized high school program. Students may request official transcripts from the Registrar. Texas Education Code § 28.025(e)). Please note that it may take seven to ten business days to process transcript requests.

## **Student Code of Conduct**

The Phoenix School Student Code of Conduct addresses when a student may be removed from class, suspended, or expelled. Students and parents are given a Parent/Student Handbook that includes the Student Code of Conduct at the beginning of each school year. Refer to the Archway Student Code of Conduct section of the handbook for further information. (Texas Education Code § 37.001)

## **Notification to Parents of Teacher Qualifications**

As a parent of a Phoenix School student, you have the right to know the professional qualifications of the classroom teachers who instruct your child and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches;
- Whether the teacher is teaching under emergency or provisional status because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree. Whether the paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact your campus administrator.

## **Bullying**

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- Results in harm to the other student or his/her property;
- Places a student in fear of physical harm or of damage to his/her property; or
- Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is strictly prohibited and could include hazing, threats, taunts, teasing, assault, demands for money, confinement, destruction of property, theft of or intentional damage to valued possessions, name-calling, rumor-spreading, and ostracism. Bullying can occur through electronic methods, called "cyber bullying." Any student who believes he or she has experienced bullying or has witnessed bullying of another student must notify a teacher, counselor, or principal as soon as possible. The administration will investigate any allegations of bullying and will take appropriate action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an instance of bullying is prohibited. Parents of the victim and the bully are notified immediately after the incident occurs. (Texas Education Code § 37.0832(c),(d), and (e))

## **Teacher Report Card**

Upon receipt of student individual scores on state assessments, the Phoenix School provides a report to teachers that states whether each teacher's students performed satisfactorily, did not perform satisfactorily, or met the standard for annual improvement on the relevant state assessments. (Texas Education Code § 39.304)

## **Campus/School Report Cards**

Texas Education Agency Campus Report Card for The Phoenix School is available on our website at [www.swschools.org](http://www.swschools.org). ( Texas Education Code § 39.052(e) and .305) ( Texas Administrative Code, Title 19, Part 2, Chapter 61, Subchapter BB, § 61.1021)

## **Annual School District Performance Report**

The Phoenix School Annual School District Performance Report can be obtained from our Administration Office located at 3333 Bering, Houston, TX 77057. (Texas Education Code § 39.306) (Texas Administrative Code, Title 19, Part 2, Subchapter BB, § 61.1022)

## **Posting District and Campus Performance Reports**

All The Phoenix School District and Campus Performance Reports are posted on our website. Visit us at [www.swschools.org](http://www.swschools.org) for more information. (Texas Education Code § 39.36217)

## **Notice of Recommended High School Graduation Program Benefits**

For students entering high school prior to the 2020-2021 school year:

The Recommended High School Graduation Program requires students to graduate with 26 credits. Before a student requests to graduate under a Foundation program, the school will request a parent conference to explain the benefits of the Recommended graduation plan. (Texas Education Code § 28.025(b-6))

### **§74.11. High School Graduation Requirements**

(a) To receive a high school diploma, a student entering Grade 9 in the 2020-2021 school year and thereafter must complete the following:

(1) in accordance with subsection (c) of this section, requirements of the Foundation High School Program specified in §74.12 of this title (relating to Foundation High School Program);

(2) testing requirements for graduation as specified in Chapter 101 of this title (relating to Assessment); and

(3) demonstrated proficiency, as determined by the district in which the student is enrolled, in delivering clear verbal messages; choosing effective nonverbal behaviors; listening for desired results; applying valid critical-thinking and problem-solving processes; and identifying, analyzing, developing, and evaluating communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations.

(b) A student entering Grade 9 in the 2020-2021 school year and thereafter shall enroll in the courses necessary to complete the curriculum requirements for the Foundation High School Program specified in §74.12 of this title and the curriculum requirements for at least one endorsement specified in §74.13 of this title (relating to Endorsements).

## **ACADEMICS**

### **Progress Reports and Report Card Grades**

Progress reports are generated and sent home at the three-week interval during the six-week grading period. Report cards are dissemination at six-week intervals.

\*Progress reports and report cards are distributed to students. Self-paced programs are “in progress” and may not have a numerical grade for each grading cycle. However, you will receive a printout of material completed for each computer-based course.

## Grading System

SB 2033, passed by the 81st Texas Legislature, requires each school district to adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations, before each school year. A district grading policy:

- (1) must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment;
- (2) may not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work; and
- (3) may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

TEA understands this legislation to also require honest grades for each grading period including six weeks, nine weeks, or semester grades for two reasons. First, if actual grades on assignments are not used in determining a six weeks grade, the purpose of the legislation has been defeated. Second, since 1995, Texas Education Code, §28.021 has required decisions on promotion or course credit to be based on "academic achievement or demonstrated proficiency." If the six weeks grades do not reflect the actual assignment grades, they would not reflect academic achievement or demonstrated proficiency.

This legislation permits a district, through local policy, to allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. By allowing students to make up work, a district would ensure six weeks grades reflect relative mastery of assignments, even if making up a prior deficit, rather than awarding an automatic grade to a student who has received a failing grade.

Archway is a 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.

The Phoenix School's grading system is as follows:

### **Academic Subjects**

A...90-100

B...80-89

C...75-79

D...70-74

F...0-69

I...Incomplete

### **Conduct**

E...Excellent

S...Satisfactory

N...Needs to Improve

U...Unsatisfactory



In addition, the Phoenix School requires teachers to collect a minimum of two grades per week for each student. Teachers are also required to have no less than three major grades per six-week grading period. Teachers will use the following grading scale when determining a student's average.

- Major grades (tests, quizzes, projects, six-week exams)-----35%
- Minor grades (daily grades, warm-ups, class work, daily grades)-----55%
- Enrichment /Practice (homework, binder checks, participation) ----- 10%

### **Six Weeks Tests and Final Examinations**

Six weeks tests are required for all subjects at the end of each six weeks. Tests and final exams are required at the end of each semester. It will be important for students to review materials and study prior to each six weeks test and final exam. Archway will follow an alternative schedule during finals and students may have early release.

### **GRADUATION REQUIREMENTS**

	Recommended Diploma 26 credits	Foundation Diploma 22.5 credits
English (I, II, III, IV)	4	4
Mathematics (Algebra I, Geometry, Math Models, Algebra II, Pre-Calculus)	4	3
Science (IPC, Biology, Env Systems, Chemistry, Physics)	4	3
Social Studies (World Geo, World History, US History, USGov, Economics)	4	3
Physical Education (PE, ROTC, marching band, sports, dance, etc.)	1	1
Foreign Language	2	2
Fine Arts	1	1
Speech	.5	.5
Electives/Endorsements	5.5	5
Total Credits	26	22.5

**Endorsements (We do not have a CTE Program at The Phoenix School, we do work with the students and schools to offer courses in line with their preferred endorsements.)**

Endorsements	A student may earn an endorsement by successfully completing <ul style="list-style-type: none"> <li>• curriculum requirements for the endorsement</li> <li>• a total of four credits in mathematics</li> <li>• a total of four credits in science</li> <li>• two additional elective credits</li> </ul>
<b>STEM</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>• CTE courses with a final course from the STEM career cluster</li> <li>• Computer science</li> <li>• Mathematics</li> <li>• Science</li> <li>• A combination of no more than two of the categories listed above</li> </ul>
<b>Business and Industry</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>• CTE courses with a final course from the Agriculture, Food, &amp; Natural Resources; Architecture &amp; Construction; Arts, Audio/Video, Technology &amp; Communications; Business Management &amp; Administration; Finance; Hospitality &amp; Tourism; Information Technology; Manufacturing, Marketing; Transportation, or Distribution &amp; Logistics CTE career cluster</li> <li>• The following English electives: public speaking, debate, advanced broadcast journalism including newspaper and yearbook</li> <li>• Technology applications</li> <li>• A combination of credits from the categories listed above</li> </ul>
<b>Public Services</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>• CTE courses with a final course from the Education &amp; Training; Government &amp; Public Administration; Health Science, Human Services; or Law, Public Safety, Corrections, and Security career cluster</li> <li>• JROTC</li> </ul>
<b>Arts and Humanities</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>• Social studies</li> <li>• The same language in Languages Other Than English</li> <li>• Two levels in each of two language in Languages Other Than English</li> <li>• American Sign Language (ASL)</li> <li>• Courses from one or two categories (art, dance, music, and theater) in fine arts</li> <li>• English electives that are not part of Business and Industry</li> </ul>
<b>Multidisciplinary Studies</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>• Four advanced courses that prepare a student to enter the workforce successfully or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence</li> <li>• Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics</li> <li>• Four credits in AP, IB, or dual credit selected from English, mathematics, science, social studies, economics, languages other than English, or fine arts</li> </ul>
<b>Total Credits w/endorsement - 26</b>	
<b>Distinguished Level of Achievement</b>	<ul style="list-style-type: none"> <li>• A total of four credits in math, including credit in Algebra II</li> <li>• A total of four credits in science</li> <li>• Completion of curriculum requirements for at least one endorsement</li> </ul>
<b>Performance Acknowledgments</b>	<ul style="list-style-type: none"> <li>▪ For outstanding performance <ul style="list-style-type: none"> <li>▪ in a dual credit course</li> <li>▪ in bilingualism and biliteracy</li> <li>▪ on an AP test or IB exam</li> <li>▪ on the PSAT, the ACT-Plan, the SAT, or the ACT</li> </ul> </li> <li>▪ For earning a nationally or internationally recognized business or industry certification or license</li> </ul>

## High School Student Classification

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

timelines 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 representatives 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; 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.

## **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 highschools. 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**

Which students shall be recognized as Valedictorian and Salutatorian shall be determined as follows:

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 the Phoenix School's 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 among all of Phoenix School's 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 Procedures**

### **Chapter 25, Subchapter C. Operation of School and School Attendance Section 25.085. Compulsory School Attendance**

(a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.

(b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18<sup>th</sup> birthday, shall attend school.

## **Chapter 45, Code of Criminal Procedure- Attendance/Credit/Driver's License**

Article 45.054(f) of the Code of Criminal Procedure requires that the individual to be in school ninety percent (90%) of the time the program is offered. Students who are not in attendance in each class for at least ninety percent (90%) of the total number of school days per semester will **NOT** receive credit in that class regardless of the grade earned unless the alternative procedures approved by the Board and outlined in the Student Handbook for regaining credit are followed. The court can also require the individual and the individual's parent to attend a class for students at risk of dropping out of school designed for both the individual and the individual's parent. In Section 54.023 of the Family Code, the court can:

- Hold the child in contempt of the municipal court order and impose a fine not to exceed \$500.00;
- Order the child be held in a place of a non-secure custody for a single period not to exceed six hours; or
- Order the Department of Public Safety to suspend the driver's license or permit of the child, or, if the child does not have a license or permit, to deny the issuance of a license or permit to the child and, if the child has a continuing obligation under the court's order, require that the suspension or denial be effective until the child fully discharges the obligation.

### **Compulsory Attendance Law/Failure to Attend School**

Every child enrolled or legally transferred to the Phoenix School must attend school each day until the actual date of the student's eighteenth birthday. Upon reaching their eighteenth birthday, under §25 of the Texas Education Agency Compulsive Attendance Code, a student may be withdrawn from school for Persistent and Unexcused Absences.

### **Failure to Attend School**

A child between the ages of ten and seventeen commits an offense, a class C misdemeanor, if the child fails to attend school three (3) or more days or parts of days in a four-week period or for ten or more days or parts of days in a six-month period without medical documentation and/or an excuse from a parent or person standing in parental relation to the child. An offense under this section will be filed in the juvenile court where the child has been referred under the Family Code. The offense is a Class C misdemeanor. Each day is a separate offense, and multiple offenses may be consolidated. The court is authorized to order the child to render personal services to a charitable or educational institution as a condition of probation or be sentenced to "Boot Camp." Southwest Schools will also file on negligent parents for truancy of a minor under §25.093 of Texas Education Agency Compulsive Attendance Code. An attendance officer employed by a school district who is not commissioned as a peace officer has the following powers and duties with respect to enforcement of compulsory school attendance requirements:

- 1) To investigate each case of a violation of the compulsory school attendance code;
- 2) To enforce compulsory school attendance requirements by:
  - (a) To refer a student to a juvenile court or file a complaint against a student in a justice or municipal court if the student has unexcused absences of the amount of time specified

under Section 25.094 or under Section 51.03(b)(2), Family Code; and

(b) To file a complaint in a justice or municipal court against a parent who violates Section 25.093.

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 Verification of Enrollment (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.

### **Excused Absences**

Every time a student is absent he/she **must** bring a note signed by a parent on the day of return. The note **must** be turned into an Archway Academy staff member within three days of the absence or the student will be marked as unexcused. Parent notes will be accepted up to three times per semester after which a doctor's note will be required to excuse the absence. Medical documentation is required every time the student is absent from school and receives medical attention. If a student is absent due to illness for three or more consecutive school 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 to the Archway Administration *on the day the student returns to school*. If the student does not provide documentation for the extended absence, the absence will be considered 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 Executive Director/Principal 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. Special consideration will be given to students who are under a doctor's care for chronic illnesses.

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

As an alternative to a note on paper, an email documenting the same information and sent to the Archway staff from the known email address of the parent will also be accepted.

## **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; previous notification is required.)

\*A student is not exempt from compulsory attendance laws due to vacations, trips, babysitting, working and/or other such reasons. Excessive absences are a serious violation of the School Code of Conduct and state law.

\*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.

## **Make-Up Work**

Students have one class day per absence day to complete make-up assignments not to exceed five 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 three 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 them out and remind them of missed work.

## **Incomplete Grades/Report Cards/Final Exams**

Incomplete grades on report cards (I) 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 and



administrator 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 (Buy Back Program)**

For a student to receive credit for classes successfully completed, no more than nine absences per semester are permitted. If more than nine absences have occurred, no credit will be given even if the student has earned passing grades. The Buy Back Program allows for a student to earn back hours missed from class through tutorials and/or approved community service. It is an hour for hour program. Example- If a student is three days over their absence limit, the student would be required to attend twenty-one hours of buy back (seven hours per day) in order to be eligible for credit.

### **Tardiness**

Students at Archway Academy must be at school by 8:00 a.m. every morning. Any student who arrives after 8:00 a.m. 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 needed to be successful. Only three tardies per semester will be allowed before consequences are enforced. Consequences may be more severe and may require a contract if a student misses the entire first period class.

After the third unexcused tardy the following consequences may occur:

- Lunch "Support"
- Behavior contract
- Team meeting with parents and APG staff to discuss desire to be in school

Being tardy to class from the lunch break is an automatic "lunch support" for the following day.

### **Homework**

Archway believes that students need time after school to focus on family, recovery and other interests that encourage well-being and personal balance. Students at Archway will receive weekly homework in writing and math as well as occasional out-of-school work for special projects. We respect the need for balance between education and recovery by assigning "light" homework.

### **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 Executive Director, Academic Advisor or 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 including a process based on Response to Intervention (RTI). The implementation of RTI has the potential of a positive impact on the ability of local education agencies to meet the needs of all struggling 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 sixty 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 through our actions that he or she is valued.

### **Discipline**

Discipline at Archway Academy is meant to be a learning experience. Students will be treated with respect and, in turn, are 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 the Phoenix School and the Executive Director of Archway Academy.

Archway Academy follows a "Point Sheet" 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. Teachers mark on the sheet at the end of each class period to give students feedback about their strengths and challenges. The support team analyzes the feedback the following day to make decisions about student privileges,

consequences, and contracts.

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 contracts

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

- Disciplinary action appropriate for the offense (logical consequence)
- Lunch Support
- Contract for specific behaviors
- Conference with parents (and APG staff)
- Out of school suspension
- “Earn back”
- Expulsion

**“Lunch Support/Detention”** is defined as a consequence whereby a student comes to school early, stays late or cannot attend off campus lunch for a specified period of time. Detention may be given for, but not limited to, the following infractions:

- Roughhousing
- Profanity or vulgarity
- Insubordination
- Noncompliance with school rules
- Skipping class and/or check-ins and closing
- Failure to comply with sign-in/sign-out procedures
- Not respecting others’ feelings, property and/or space
- Uncooperativeness
- Any other minor offenses as determined by support staff

**Behavior contracts** occurs when a student has repeated detentions/suspensions and is not showing improved behavior. A “contract” will be developed with specific requirements and for a specific timeframe. The student will be considered “on contract” for a defined amount of time and may be suspended/withdrawn due to noncompliance with the 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 three unexcused absences
- Harassment
- Inappropriate sexual conduct
- Inappropriate use of the school’s technology (moderate offense)
- Not following a behavior contract (suspension may be a consequence)
- All other moderate offenses as determined by support 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 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 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
- Noncompliance with a behavioral contract
- Relapse or drug/alcohol use or tampering with drug tests
- 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. This will be assessed by the Recovery Coaches and/or Executive Director.

- Possession of a firearm or other weapon (knives, mace, etc.)
- 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 (security offense)
- Other conduct that substantially disrupts the school environment or educational process

The Phoenix School 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:

- Another classroom
- Student Support
- Out-of-school suspension

A student facing expulsion will be given appropriate due process. The student and a parent will be given the opportunity to present their evidence. A Phoenix 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 Superintendent of Southwest Schools at 3333 Bering Drive, Houston, Texas 77057.

### **Therapeutic Support**

Student Support staff members are available to students throughout the school day for emotional/therapeutic support. Teachers may request a student receive support OR the student may request it. Regardless of the reason for getting support, students who are out of class will be required to make up any missed work for homework and return it to the teacher within two school days. If the teacher does not receive the work within that timeframe, a zero will be issued. Staff members will communicate important information regarding student support to parents and teachers via email. 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.

## **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 so long as their condition and subject matter is appropriate
- No clothing that would interfere with, disturb, or distract from 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 the distribution/wearing of alternative clothing items (Archway shirts, scrubs, etc.). Repeat infractions may involve lunch supports, being put on a therapeutic contract, or being sent home for the day.

## **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 thirty 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.

## **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 he or she is honest about a relapse and effectively moves forward with the 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).**

**\*It's important to note that some of our students may be working an abstinence based program around other behaviors and we will consider acting out in those behaviors a RELAPSE as well.**

A student may be expelled/withdrawn from Archway Academy if he or she:

- Has more than one relapse
- Tests positive for drugs/alcohol without getting honest
- Refuses to consent to a drug test
- Tamper with a drug test
- Is held accountable for a relapse by another student or an outside party

## **Tobacco and Vaping**

Archway does not support the use of tobacco products for any students (regardless of age). All tobacco products (cigarettes, dip, lighters, vaping/e-cigs/juice, etc.) will be confiscated if seen by our staff on campus property. All products will be destroyed and thrown away. This NO TOBACCO/VAPING policy is in place to respect our church partnership, to support health on our campus, and to discourage the use of tobacco for students in recovery.

## **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 such searches. Searches of students and their personal property which includes, but is not limited to, lunch containers, backpacks, cell phones, desks, work areas, 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. Students being searched may be asked to empty pockets and remove hats and outer clothing, such as jackets and sweaters. Any illegal or non-prescribed 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**

As part of Archway’s unique approach to education, we have daily opportunities for students to “check-in.” “Check-in” begins at 8:00 a.m. and is an integral part of the students’ 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 and recovery

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.

### **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 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.

### **Service Work**

We help support the recovery goals of each student by providing 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. These activities often occur during morning check-in or Friday Fill Up time. We encourage students to engage in community service with their APGs and in their families. Community service activities are great to add to college applications and resumes.

### **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 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, non-prescribed medication and 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 Child Protective Services and/or any local state law enforcement agency within 48 hours of discovery. This is a non-accusatory report reflecting only the information reported. 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 is 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 with regard to questions about current or previously enrolled students. It is our experience that law enforcement will come to the school (rather than home) for questioning or arrests.

**Summoning of Police:** Situations in which the police may be summoned include:

- Physical violence severe enough to be likely to cause injury or which does not stop promptly upon verbal request.
- The presence of an intruder on campus.
- This is not a complete listing, and administrators will use their best judgment.

**Questioning by Police:** If an officer wishes to question a student at school, the following guidelines will apply:

- All officers present will provide their full name, rank, and identification number for the records of Archway Academy and to be shared with the parent if necessary.
- An Archway administrative staff member will bring the student to the officer.
- Efforts will be made for the interview to take place out of view of other students.
- An Archway administrative staff member will be present throughout the interview.
- An Archway administrative staff member will contact the parents after the questioning to provide information about the situation, the officer's contact information and other pertinent details.

**Arrest by Police:** If an officer wishes to arrest a student at school, the following guidelines will apply:

- An Archway administrative staff member will bring the student to the officers.
- Efforts will be made that the arrest will take place out of view of other students.
- An Archway administrative staff member will be present throughout the arrest.
- When the officers leave with the student, an Archway administrative staff member will escort them to the car to serve as a witness while the student is handcuffed and placed in



the vehicle.

- Once the officers have left with the student, Archway administrators will make reasonable attempts to contact parents, including the use of all known contact phone numbers, email, and any other method. When the parents are contacted, Archway administrators will provide them with the necessary information about where the student is being detained.

## **Student Identification**

Upon enrollment, a student ID wristband will be issued. All students must wear this wristband while at school or a school event. This policy helps ensure the safety and integrity of the school and the church. If a wristband is forgotten, lost, or stolen, students will be charged a \$5 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. Requests must be made in writing and detail the dosage and time to be given. **If bringing medication is of medical or psychiatric necessity, students must turn in medication to the Support Staff when arriving on campus.** 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 medications for pain relief, menstrual cramps and upset stomach. Archway staff will call parents to acquire parental permission each time a student requests over-the-counter medication. First-aid kits are located in all classrooms for care of small medical issues.

It is important that all emergency care information be up-to-date (name of doctor, emergency contact phone numbers, etc.). Please contact Archway Administration 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**

Students who are in good standing at Archway will earn the privilege of having off-campus lunch. They will be responsible for returning to class on time in order to continue receiving this privilege. Parents are required to contact Archway administration if their child needs to leave school for any OTHER reason. For accountability purposes, we require parent confirmation of any circumstance that would require a student to leave school regardless of the student's age. We request that parents send a written note the following day for our records. If a student leaves without permission or notification, the following actions will be taken:

- Call parents to inform that student has left.
- 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- students are permitted to carry cell phones during the day and are required to turn them off during class time. Phones will be confiscated by staff if a student is using a phone during class time (texting, games, internet, etc.). A fee of \$5 will be charged to retrieve the phone and will be donated to the Senior class to offset graduation costs.

School phones- school telephones are for school business only. Students will not be permitted to make or receive calls unless there is an emergency or it is authorized by school personnel.

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 or on campus.

School property- the building and all its contents are Archway Academy/Palmer 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 any items of value or 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 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 administration (713-328-0780) to notify us of your circumstances.

## **Immunizations**

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized before he or she can register for school. See the Texas Minimum State Vaccine Requirements for Students Grades K-12 online: [http://novice.netxv.net/docs/immunizations\\_english.pdf](http://novice.netxv.net/docs/immunizations_english.pdf). To obtain your child’s immunization record, please contact the Registrar with 24 hour notice.

## **Parking/Metro Passes**

Student parking is restricted to the North parking lot on Main Street, which is three-hour parking per the City of Houston. Archway will support students as much as possible in moving cars at appropriate times, but please note that this is not always possible during the school day. If ticketed by the City, the cost of the fine is the full responsibility of the operator of the vehicle.

We encourage students to utilize public transportation, carpool, or be transported by a parent.

Pay parking is available in the Medical Center parking garages.

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 through Southwest Schools 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 Archway Educational/Recovery Specialist. Q cards cannot be replaced.

### **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**

The Phoenix School 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. The Phoenix School 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:

- The Phoenix School permits parents or adult students to inspect and review any educational records relating to the students without unnecessary delay, in no case more than 45 days after the request is made.
- The right to inspect and review educational 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 review the records.
- The educational records eligible for inspection and review include:
  - Attendance records, test scores, grades, disciplinary records, counseling records, psychological records, admission applications, health and immunization information, teacher and counselor evaluations, and report of behavioral patterns.
- A parent or an adult student who believes information in educational records collected, maintained or used is inaccurate or misleading or violates the privacy or rights of the student may request the records be amended. The Phoenix School will decide whether to amend the information in accordance with the request within a reasonable period of time. If the Phoenix School decides not to amend the information, it will inform the parent or

adult student of the refusal and advise them of the right to a hearing under Section 300.568. If, as a result of the hearing, The Phoenix School decides that the information is inaccurate, misleading, or in violation of the student's 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 the Phoenix School. This explanation is then maintained and disclosed as part of the student's records.

- The Phoenix School does not disclose information from educational records to officials/other participating agencies without parent/adult student consent unless authorized by 34 CFR Part 99. (One example of disclosure under this statute is the exchange of information between schools at enrollment when a student transfers). The Phoenix School keeps a record of parties obtaining access to educational records, collection, maintained or used, except by parents, adult students, or authorized school employees, including the name, date access was given, and the purpose for which the party is authorized to use the records. Upon request, the Phoenix School provides parents/adult students a list of the types and locations of educational records collected, stored, or used by Southwest School staff.
- The Phoenix School staff collecting or using personally-identifiable information receive training regarding federal and state guidelines. The Principal of the Phoenix School assumes responsibility for ensuring the confidentiality of any personally-identifiable general information. 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 live 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 may have certain rights or protections under the McKinney-Vento Homeless Assistance Act. For more information contact The Phoenix School.

## **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; name calling; purposefully embarrassing someone; physical harm).

Cheating- the act of lying, deception or fraud.

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

Harassment- refers to a wide spectrum of offensive behaviors that have the effect of being 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/her 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 redirection techniques.

Public Lewdness- a person commits an offense if he/she knowingly engages in acts of sexual intercourse, deviant sexual acts, 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/Phoenix 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 and recovery.