

# WESTLAKE ACADEMY Board of Trustees Policies Manual



Westlake Academy  
Rev. September 2017

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## Section 1 - Admissions

<b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b>
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**Policy No. 1.01:**

**Date Board Adopted:** May 4, 2009

**Date Board Amended:** April 3, 2017

**Effective Date:** April 3, 2017

**Policy Category:** Admissions

**Policy Name:** Proof of Residency

**Policy Goal:** Clear and concise communication for students and parents regarding the criteria to establish residency status for individuals seeking admission to Westlake Academy and development of a process/criteria for the consideration of documentation from Westlake resident grandparents that they are providing substantial after school care for their grandchild seeking admission to Westlake Academy.

**Policy Description:** If, during the enrollment period, Westlake Academy receives more applications from eligible applicants than there are spaces available in a class, then admission shall first be offered to eligible applicants residing within the Academy's Primary Boundary, which is consistent with the geographic boundaries of the Town of Westlake. The parent, legal guardian, or other person having lawful control of an applicant seeking admission as a resident of the Primary Boundary must provide proof of residency within the boundaries of the Town of Westlake.

**Required Documentation to Establish Residency in the Primary Boundary**

An applicant's parent, legal guardian, or other person having lawful control shall provide one or more of the following documents as proof of residence within the boundaries of the Town of Westlake:

- Tax receipt from the current year indicating homestead property ownership;
- Current lease agreement (subject to additional requirements below);
- Current utility bill for the primary residential structure in the name of the applicant's parent, legal guardian, or other person having lawful control; or
- Valid, fully-executed real estate earnest money contract to purchase or build residential structure (subject to additional requirements below).

In addition to one of the documents identified above, the parent, legal guardian, or other person having lawful control must provide a photo identification card that includes the person's photograph, name, and an address that matches the address included on the document provided from the list above. Acceptable photo identification cards shall include a current and valid state-issued driver's license, a Texas identification card, a military or government-issued identification card, or a consular card. Westlake Academy will not accept a credit card, debit card, or any club or retail membership card for proof of residency, even if such card includes a photograph.

An applicant relying on a residential lease to establish residency must provide a copy of a fully-executed lease with a lease-term that extends for the entire time period the applicant intends to rely upon the lease to document residency. A residential lease shall be considered acceptable documentation to establish residency only if the leased premises is the primary residential structure on a property. Any family/person who executes and submits a lease to document residency in the Primary Boundary without occupying the leased property for as long as the applicant's child attends the Academy, shall subject their child(ren) to immediate removal from the school and such action may be considered fraudulent activity, unless documentation of another Primary Boundary residence is provided.

An applicant relying upon a contract to purchase an existing home to establish residency must also provide additional documentation of a closing date and intent to inhabit the residence, which must occur within the first 90 days of the date the student seeks to enroll. An applicant relying upon a contract to build a new residence to establish residency must also provide documentation of an approved building permit from the Town of Westlake and written notice from the builder confirming the slab/foundation was poured prior to submitting the application for enrollment. The applicant must also provide documentation from the builder of the estimated completion date for the new residence, which must occur within the school year the student seeks to enroll. In addition to these initial documentation requirements, the applicant will be required to submit verification, according to a schedule identified by the Town, of the completion of major construction milestones for the home including, but not limited to, framing, dry wall, masonry, roofing, plumbing, and electrical work. Responsibility for providing documentation of the milestones identified by the Town shall be the homeowner's sole responsibility. Failure by the homeowner to submit any or all of the milestone verifications may result in the Academy unilaterally un-enrolling the student. Extensions to the deadlines identified in this policy or by the Town may be granted by the Superintendent if, in the Superintendent's sole discretion, extenuating circumstances justify a reasonable extension. It is anticipated that an extension would not exceed ninety (90) calendar days.

Applicants relying upon a contract to purchase or build a home to establish residency within the Primary Boundary must submit proof of residency within the Secondary Boundary at the time the application is submitted, and must provide the required documentation of residency at the Primary Boundary address within 30 days of

occupying the Primary Boundary residence. Failure to provide required documentation may result in a student's immediate withdrawal from the Academy.

For a single-family residence, only one structure shall be recognized per legal address. Secondary structures such as garages, garage apartments, cabanas, pool houses, or cottages that are co-located on the property where the primary residential structure is located, but are not recognized with a separate legal address, are not eligible to establish residency under this policy. Further, a lease shall be accompanied with a utility bill showing that the utility service for the leased residential premises is in the name of the person leasing the primary residential structure.

#### Nonresident Student in Grandparent's After-School Care:

A student seeking admission to Westlake Academy, **after August 1, 2015**, as a resident of the primary boundary due to a grandparent providing substantial after-school care for the student shall provide the required proof of residency based on the grandparent's Westlake residence and will be subject to the admission policy applicable to all Westlake residents regarding their continued enrollment. The grandparent must annually provide a notarized affidavit, on a form provided by Westlake Academy, confirming the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve such admission applications in accordance with the following criteria: a minimum of ten (10) hours per week of documented after-school care provided by the grandparent at the grandparent's Westlake residence.

#### Required Documentation to Establish Residency in Secondary Boundary

If all eligible applicants from the primary boundary are admitted and the Academy chooses to admit transfer students from the secondary boundary, the same types of documentation identified above shall be used to establish residency within the Academy's secondary boundary.

## Residency Review

A Westlake Academy representative may make periodic visits to a residence to verify that the student is actually living at the address provided on the enrollment application or is entitled to enrollment as a resident because of after-school care provided by a grandparent. A person who presents false information or false records to obtain admission to Westlake Academy commits a criminal offense and is subject to prosecution under Texas Penal Code Section 37.10.

Proof of residency shall be waived when a student is homeless as defined by law.

### **Dates Amended:**

**08/03/09**

**12/06/10**

**08/13/12**

**06/03/13**

**11/17/14**

**06/01/14**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 1.02:**

**Date Board Adopted:**      **May 4, 2009**

**Date Board Amended:**      **June 1, 2015**

**Effective Date:**              **June 1, 2015; contingent upon TEA approval**

**Policy Category:**              **Admissions**

**Policy Name:**                  **Westlake Academy Admissions Policy**

**Policy Goal:** Communication/Transparency of student and parent requirements for admission into Westlake Academy; Engagement of stakeholders and fiscal stewardship

**Policy Description:**

Applications from new students are accepted from December 1<sup>st</sup> through January 31<sup>st</sup>. Currently enrolled students receive a *Notice of Intent to Return* form the first week of January. This form asks students to state whether they intend to return to Westlake Academy the following school year and to identify any siblings who wish to attend Westlake Academy the following year. This form must be returned by January 31<sup>st</sup>.

Currently-enrolled students, admitted after August 1, 2015, expressing a desire to return and who continue to reside within an approved geographical boundary are automatically enrolled for the following school year upon timely receipt of the *Notice of Intent to Return* form, subject to the following limitations: (1) a currently-enrolled student who originally obtained admission to the Academy based on the student's residency in the primary geographic boundary; and (2) a currently-enrolled student who obtains admission as the child of a full-time Town of Westlake employee retains the right to re-enrollment only if the student's parent continues to be employed by the Town of Westlake on a full-time basis. Vacancies in each class are then determined.



If the number of eligible applicants does not exceed the number of vacancies, then all eligible applicants who timely applied will be offered admission. If there are more eligible applicants than available spaces in a class, then admission shall first be offered to eligible applicants residing within the geographic boundaries of the Town of Westlake (primary geographic boundary). After consideration of all eligible applicants from the primary geographic boundary, Westlake Academy may admit eligible transfer applicants residing within the secondary geographic boundary.

If the number of eligible transfer applications exceeds the number of vacancies, the admission of transfer applicants from the secondary boundary shall be determined by lottery, except that the following applicants are exempt from the lottery and may be given priority in admission, subject to the limitations identified. Exempt transfer applicants will be admitted in the following order:

- (1) the children of Town of Westlake employees, so long as the total number of students admitted under this exemption as the children of employees assigned to municipal duties constitutes only a small percentage of the total school enrollment and the number of students admitted as the children of employees assigned to Westlake Academy constitutes only a small percentage of the total school enrollment; and
- (2) the children of Founders of Westlake Academy, so long as the total number of students admitted under this exception constitutes only a small percentage of the total school enrollment; and
- (3) siblings of admitted or returning students.

All eligible transfer applicants will be placed in the lottery. A name will be drawn for each vacancy that exists, and each applicant whose name is drawn will be offered admission. The remaining names will be drawn and placed on a waiting list for each grade level in the order they are drawn. If a vacancy arises, the individual on the waiting list with the lowest number assignment will be offered admission.

Applicants are not required to provide copies of transcripts or other academic records prior to enrollment. In addition, a student will not be precluded from enrolling due to Westlake Academy Charter School's failure to receive the information required for enrollment from the student's parent and/or previous school.

Westlake Academy Charter School does not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the child would otherwise attend.

Westlake Academy will not enroll any student with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under Texas Education Code Chapter 37, Subchapter A. The Academy further reserves the right to remove a student per the Discipline Policy / Code of Conduct should it become known that a student has a history of criminal offense, juvenile court adjudication or discipline problems, which was not disclosed upon application to the school.

**Date Amended:**

**08/03/09**

**01/10/11**

**08/15/11**

**09/12/11**

**08/13/12**

**06/03/13**

**06/02/14**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 1.03:**

**Date Board Adopted:**      **March 7, 2016**

**Date Board Amended:**

**Effective Date:**              **March 7, 2016**

**Policy Category:**              **Admissions**

**Policy Name:**                      **Electronic Signature Policy**

**Policy Goal:** This policy identifies the requirements for the use of electronic signatures by members of the Westlake Academy community.

**Policy Description:** Westlake Academy encourages the use of electronic records and electronic signatures whenever their use can increase efficiency and save resources, so long as their use meets legal and security requirements.

Both state and federal law authorize the use and acceptance of electronic signatures. In response to the Electronic Signatures in Global and National Commerce Act (E-Sign), Texas adopted the Texas Uniform Electronic Transaction Act. Consistent with federal and state law, Westlake Academy adopts the following definitions related to the use of digital signatures in electronic transmissions.

"Digital signature" means an electronic identifier intended by the person using it to have the same force and effect as the use of a manual signature. Examples can include a digitized image of a handwritten signature, a code or personal identification number (PIN), and a mouse click on an "I accept" or "I approve" button.

"Electronic record" is a record created, generated, sent, communicated, received, or stored by electronic means. A "record" is information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form. Financial and other documents or forms are records. An "electronic transaction" is a transaction conducted or performed, in whole or in part, by electronic means or electronic records. "Electronic" relates to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

To the fullest extent permitted by law, a digital signature may be used to authenticate a written electronic communication sent to Westlake Academy. The Academy agrees to accept an electronic signature or “e-signature” as legally binding and the equivalent to handwritten signatures to signify an agreement.

## Section 2 - Faculty Attraction and Retention

<b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b>
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**Policy No. 2.01:**

**Date Board Adopted:** February 9, 2009

**Date Board Amended:** December 7, 2009

**Effective Date:** February 9, 2009

**Policy Category:** Faculty Attraction and Retention

**Policy Name:** Responsibility for Personnel Decisions and Setting Parameters for the CEO Regarding Establishment of Managerial Reporting and Organizational Structure

**Policy Goal:** Efficient and Effective Recruitment / Accountability Retention of Staff

**Policy Description:**

Administrative regulations governing Texas Charter Schools assigns to the Chief Executive Officer (CEO) responsibility for personnel decisions. As such, it is the purpose of this Board policy to delegate this function to the CEO as follows:

- a.) The CEO has final authority to offer employment, terminate employment, evaluate, promote, demote, appoint, and employ all Westlake Academy employees.
- b.) The CEO or his/her designate shall define the qualifications (excepting those that may be established by the Board), duties and responsibilities of all Academy positions and shall ensure that job descriptions are current and accessible to all employees and supervisors.
- c.) All compensation will be in accordance with Board approved teacher salary scales and establishment of new positions shall be approved by the Board.
- d.) The Board shall have input into the process utilized for the selection of section head positions.

e.) The CEO shall be responsible to the Board for establishing (and modifying when necessary) a managerial reporting and organizational structure, pursuant to applicable Board budget approvals, that meets the following criteria as well as facilitates and enhances:

- student achievement in alignment with the IB Learner profile
- communication with all Academy stakeholder groups
- timely staff decision making
- staff accountability
- employee empowerment and teamwork
- attainment of Board policies and adopted strategic plan desired outcomes
- staff professional development and effectiveness
- stewardship regarding the effective and efficient use of available resources
- clarity of reporting structure, lines of staff authority, and staff roles

**Dates Amended:**

**02/09/09**

**12/07/09**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 2.02:**

**Date Board Adopted:**      **January 4, 2010**

**Date Board Amended:**      N/A

**Effective Date:**              **January 4, 2010**

**Policy Category:**              **Faculty Attraction and Retention**

**Policy Name:**                      **International Faculty Recruitment and Retention**

**Policy Goal:** Establishing Guidelines for the Recruitment and Retention of International Faculty to Enhance School Diversity and International-mindedness

**Policy Description:** Since its inception as an International Baccalaureate (IB) World school, Westlake Academy has pursued the recruitment of a diverse, international teaching body through the use of stipends and payment of visa costs for faculty recruited from abroad. This effort has been carried out to facilitate for the Academy's students a diversity of teachers, teaching approaches, varying world views, and international-mindedness, all in concert with the IB Learner Profile. To this end, the Chief Executive Officer (CEO) is authorized to recruit internationally or retain existing international faculty subject to the following:

a.) the CEO will be charged with determining the proper mixture of international and national faculty to provide the best educational services for Academy students.

b.) when determined to be in the best interests of Westlake Academy students, the CEO may promulgate visa cost sharing arrangements by the Academy to recruit or retain international faculty on a case by case basis, subject to funding availability in the Academy budget and/or Fund 100.

c.) the CEO is authorized, subject to annual Board budget approval, to pay yearly stipends to the Academy's international teachers with said stipends to be paid only for international staff that, when recruited by the Academy, had to move to the United States.

d.) any consideration for payment of green card expenses by the Academy related to an international faculty member employed at Westlake Academy can only be made after first receiving the recommendation of the CEO followed by the approval by the Board of Trustees. This consideration is also subject to funding availability in the Academy budget and/or Fund 100.



**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 2.03:**

**Date Board Adopted:** April 5, 2010

**Date Board Amended:** May 9, 2011

**Effective Date:** May 9, 2011

**Policy Category:** Faculty Attraction and Retention

**Policy Name:** Westlake Academy Nepotism Policy

**Policy Goal:** Establishing Guidelines for the prevention of Nepotism in the workplace and ensuring best practices of employees in the performance of assigned duties.

**Policy Description:** No person related within the second degree of affinity or within the third degree by consanguinity to any elected officer of Westlake Academy, or to the Superintendent, shall be appointed any office, position, or clerkship, or other service of Westlake Academy. Relatives of all other persons employed by Westlake Academy may not be employed by the Academy if the relative is within the second degree of affinity or within the second degree of consanguinity. This policy applies to all Westlake Academy departments, and may not be circumvented in cases where a relative would not be supervised by the existing employee. In the event that two employees enter into a marital relationship while working in the same department or section, one employee will be required to resign their employment with Westlake Academy within thirty (30) days. Present or future employees may not be promoted nor transferred to a position that would be in violation of this policy.

Exemptions to this policy may be made by the Superintendent, to the extent allowed by law, in order to enhance the Academy's recruitment and retention efforts. Consideration of applicable exceptions must first require a clear and demonstrable separation in the chain-of-command, appraisal, discipline, and job performance accountability between employees and their immediate supervisor and/or supervising Principal.

The decision of the Superintendent under this policy is final and may not be appealed.

For the purposes of this policy, a relative is defined to include:

**First degree affinity** – spouse, spouse's mother, spouse's father, spouse's son, spouse's daughter;

**Second degree affinity** – spouse's brother, spouse's sister, spouse's grandmother, spouse's grandfather, spouse's granddaughter, spouse's grandson;

**First degree of consanguinity** – employee's mother, father, daughter, son;

**Second degree of consanguinity** – employee's brother, sister, grandmother, grandfather, granddaughter, grandson;

**Third degree of consanguinity** – employee's aunt, uncle, niece, nephew, great grandmother, great grandfather, great granddaughter, great grandson.

All provisions of this policy apply to relatives and/or relationships established between employees of the Town of Westlake and Westlake Academy.

\*\* Note: The above definitions have been amended to comport with relationship definitions contained in Chapter 19 of the Texas Administrative Code 100.1113(c).

The term "CEO" has been changed to "Superintendent"

**Dates Amended:**  
**05/09/11**

## Section 3 - Parent, Student and Faculty Relations and Expectations

<b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b>
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**Policy No. 3.01:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** N/A

**Effective Date:** August 3, 2009

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Access to Student Records & Directory Information

**Policy Goal:** Communication/Transparency and access to records that pertain to the student.

**Policy Description:**

**Definitions**

For the purposes of this policy, the term “educational records” means those records, files, documents, and other materials that contain information directly related to a student and that are maintained by an education agency or institution, or by a person acting for such agency or institution.

The term “education records” does not include:

- a. Records that contain only information about a student after the student is no longer attending the school.
- b. Records made by school personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record; or
- c. Records maintained by a law enforcement unit of the school that were created by that unit for the purpose of law enforcement.

20 U.S.C. Sec. 1232g(a)(4)(A)-(B); 34 C.F.R. Sec. 99.3

## **Confidentiality, Inspection and Amendment of Education Records**

The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of student education records and grants parents and students access to student educational records. Parents and students 18 years of age or older, have the following rights in connection with educational records:

1. To inspect and review the student's educational records who are or have attended Westlake Academy.
2. Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. A court order may specify the deletion of all references to a place of residence in the students records before the release to another party.
3. To review all written records pertaining to the student; including, attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization reports, teacher/counselor evaluations and reports of behavioral issues.  
TEC 26.004; C.F.R. 99.3(b), 99.4, 99.31(a)(8); Tex. Fam. Code. 153.012, 153.073
4. To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading, or in violation of student rights, including the right to a formal hearing, if necessary. 34 C.F.R. 99.20, 99.21

## **Access by Other Persons Requires Consent**

FERPA prohibits the Academy from providing personally identifiable student information without prior written consent from a student's parent(s); a student's guardian(s); or the student, if the student is at least 18 years of age or is attending a post-secondary institution. 34 C.F.R. 99.30

## **Exceptions to the Consent Requirement**

Consent is not required when the requested information is provided:

1. In compliance with a court order or subpoena - Staff must make a reasonable effort to notify the parent/student in advance of the school's compliance;
2. To other school officials, including teachers, who have been determined to have "legitimate educational interests";
3. To other schools/school systems in which the student seeks or intends to enroll;  
In connection with a student's application or receipt of financial aid;
4. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, student aid programs, and improving education;
5. To accrediting organizations;
6. In connection with a health and safety emergency 34 C.F.R. 99.31

## **Directory Information**

“Directory Information” pertains to information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. This may include, but is not limited to, the student’s name, address, telephone number, e-mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in official sports or activities, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

The Academy shall give notice, and an annual basis, to parents of the following:

1. Types of information designated as “directory information” by the school;
2. *Right to refuse to allow the release of any or all types of information about the student designated as directory information; and*
3. Period of time within which a parent may submit written notification of his/her refusal to allow the disclosure of directory information by the school. 34 C.F.R. 99.3, 99.37

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.02:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** August 10, 2016

**Effective Date:** August 10, 2016

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Attendance

**Policy Goal:** To encourage attendance and outline student and parent requirements

**Policy Description:**

Regular and consistent attendance is required to achieve academic success at Westlake Academy. Poor attendance is a major contributing factor toward receiving unsatisfactory grades and results in an additional commitment of after school hours to complete make-up assignments and review of class lecture notes. Students are required to be in school except in the case of emergency, illness or religious observance. Unless otherwise exempted by the Heads of Section, students must be present at least 90% of the school days.

In addition, the Texas Education Code §25.085 mandates compulsory attendance for students who are at least six years old as of September 1<sup>st</sup> of the applicable school year. The law requires a student to attend public school until the student's 18<sup>th</sup> birthday, unless the student is exempt under § 25.086. This requirement is enforced through §§ 25.093 and 25.094.

Westlake Academy requires cooperation from parents in the matter of school attendance and punctuality. Parents should:

- Ensure your child arrives and is picked up on time each day. Families who do not pick up their students by the time specified in the Parent/Student Handbook may be subject to a late pick up fee after the second offense.
- Schedule routine medical and dental appointments after school hours when possible.
- Schedule family vacations during the school's vacation days and notify the school prior to any planned absence.
- Parents should inform the office before 10:00 am of any absences.

Parents must notify the school office via signed note of the absence or it will be marked "unexcused". An absence is excused under the following conditions:

1. Personal illness
2. Major religious holiday of the family's faith
3. Emergency doctor or dental appointments which cannot be made after school
4. A death in the family or death of a close friend
5. Other necessary and justifiable reasons as excused by school administrators

The Academy may initiate withdrawal of a student under the following conditions:

1. The student or parent fails to complete the Academy's registration process after documented attempts to contact the student/parent; or
2. The student is absent for five consecutive school days without notice and efforts by administrators to contact the student or parent are unsuccessful.

Additional procedural information as it relates to attendance shall be recorded and published in the Parent/Student Handbook on an annual basis.

**Dates Amended**  
**10/05/15**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.03:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** September 11, 2017

**Effective Date:** September 11, 2017

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Bullying Policy

**Policy Goal:** Creation of a supportive and safe learning environment

**Policy Description:**

Westlake Academy policy and procedures are designed to promote a safe and productive learning environment. Westlake Academy shall prohibit bullying, including cyberbullying, as defined by applicable law, Texas Education Code 37.0832, and this policy. The procedures necessary to implement this policy will be published in the Parent/Student Handbook and on the Academy website.

**Prohibited Conduct**

Bullying, which includes cyberbullying, means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone,



a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The prohibited conduct identified in this policy applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
  - a. Interferes with a student's educational opportunities; or
  - b. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Westlake Academy prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith makes a complaint or who is involved in an investigation concerning an incident of alleged bullying.

A student who intentionally makes a false claim, provides false information, or refuses to cooperate with an investigation regarding bullying shall be subject to appropriate disciplinary action.

#### Procedures for Reporting & Investigating Bullying Complaints

Complaints about bullying conduct should be made as soon as possible after prohibited conduct occurs using the procedures identified in the Westlake Academy Parent/Student Handbook. Failure to timely report may impair the Academy's ability to investigate and effectively address the conduct.

Westlake Academy will establish procedures for reporting and investigating bullying complaints, which will be included in the Parent/Student Handbook and available on the Academy's website. The procedures shall include:

1. Actions a student should take to obtain assistance and intervention in response to bullying;
2. Procedures for reporting an incident of bullying or cyberbullying, including a procedure for a student to anonymously report an incident of bullying;
3. Procedures for providing notice of an incident of alleged bullying to:
  - a. A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
  - b. A parent or guardian of the alleged bully within a reasonable amount of time after the incident;

4. Procedures for investigating a reported incident of bullying, including taking prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate;
5. Procedures for determining whether the reported incident of bullying occurred, reporting the investigation findings, and appealing the findings of the investigation;
6. Opportunities for access to counseling for a student who is a victim of or a witness to bullying or who engages in bullying.

Academy staff shall take all reasonable measures to respect the privacy of a complainant, a person against whom a complaint is filed, and any witnesses or persons contributing information to a bullying investigation. However, limited disclosures may be necessary in order to conduct a thorough investigation.

### Disciplinary Consequences

If the results of an investigation indicate that bullying occurred, the Academy shall impose appropriate disciplinary consequences in accordance with the Westlake Academy Code of Conduct and may take other corrective action that is reasonably calculated to address the conduct. In the event an investigation concludes that improper conduct occurred that did not rise to the level of bullying, as defined by this policy, the Academy may take appropriate action in accordance with the Student Code of Conduct or any other corrective action deemed appropriate by Academy administrators.

Any conduct that constitutes bullying, including cyberbullying, shall be considered a serious offense that may result in a student's expulsion from Westlake Academy.

A student shall be expelled if the student:

1. Engages in bullying that encourages a student to commit or attempt to commit suicide;
2. Incites violence against a student through group bullying; or
3. Releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

Westlake Academy will not impose disciplinary action against a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying.

Any disciplinary action related to bullying imposed on a student with a disability will comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 *et seq.*).

**Dates Amended:**  
**10/05/15**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.04:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** N/A

**Effective Date:** August 3, 2009

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Closed Campus

**Policy Goal:** Student Safety

**Policy Description:**

Westlake Academy operates the campus as a closed facility. Students are not allowed to leave campus during lunch except as approved by the Head(s) of Section, on a case-by-case basis – generally, in response to a parent’s written request.

Students who leave campus without prior approval at lunch or during the school day will be subject to disciplinary action in accordance with the Academy disciplinary procedures as specified in the Parent/Student Handbook.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.05:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** August 12, 2013

**Effective Date:** August 12, 2013

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Complaint Policy

**Policy Goal:** Outline the policy and processes for filing a complaint or addressing concerns at the Academy.

**Policy Description:**

Student or parent complaints shall be filed in accordance with this policy, except as provided below:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion and complaints concerning retaliation related to discrimination or harassment shall be submitted in accordance with Board Policy 5.03 and any applicable federal regulations.
2. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with Board Policy 3.03.
3. Complaints related to an expulsion order shall be submitted in accordance with Board Policy 5.02 and the Student Code of Conduct.
4. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with Board Policy 6.13 and appropriate due process standards in accordance with Section 504 of the Rehabilitation Act of 1973, 34 CFR 104.7(b).
5. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with Board Policy 6.13 and the procedural safeguards provided to parents of all students referred to special education.

## **Informal Process**

The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

## **Formal Complaint Process**

Should the informal discussions fail to resolve the issue, the student/parent should follow the formal complaint processes shown below by timely filing a written complaint. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent may withdraw a formal complaint at any time if the concerns are resolved. The process described in this policy does not create new or additional rights beyond those granted by law or Board policy.

## **General Provisions**

- “Complaints” and “Grievances” have the same meaning.
- Complaints arising out of an event or a series of related events must be addressed in one complaint. A student or parent may not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a prior complaint.
- Complaints and appeal notices must be in writing and may be filed by hand-delivery, fax, e-mail, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax and e-mail filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax or e-mail copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
- For the purpose of this policy, “days” shall mean school business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.” In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
- “Response” shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student’s or parent’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
- A student may be represented by an adult at any level of the complaint. The student or parent may designate a representative through written notice to the Academy at any level of this process. If the student or parent designates a representative with fewer than three days’ notice to the Academy before a scheduled conference or hearing, the Academy may reschedule the conference

or hearing to a later date, if desired, in order to include the Academy's counsel. The Academy may be represented by counsel at any level of the process.

- All time limits shall be strictly followed unless modified by mutual written consent. If a complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

## **Level One**

Formal complaints must be:

1. In writing, dated, and must describe the subject matter of the complaint, the date of the occurrence(s), and identify any persons with knowledge of the alleged complaint;
2. Filed within 10 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
3. Submitted to the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal. If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint was received and should immediately forward the complaint to the appropriate administrator.

The appropriate administrator shall investigate as necessary and may hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student or parent a written response within ten days of receiving the complaint or within ten days following the conference, whichever is later. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

If the student or parent is not satisfied with the Level One response, or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing, within five days of the date of the written Level One response or, if no response was received, within five days of the Level One response deadline.

Upon notice of the appeal, the Superintendent or designee shall review the Level One record including:

1. The original complaint and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented at Level One and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any documents or information included in the Level One record. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

### **Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board. The appeal notice must be filed in writing within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record. The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Level Three presentation shall be recorded.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Dates Amended:**

**08/12/13**



**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.06:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** N/A

**Effective Date:** August 3, 2009

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Compulsory Attendance, excused absences, and truancy

**Policy Goal:** To adhere to state regulations as it relates to school attendance

**Policy Description:**

**Compulsory Attendance**

The State of Texas requires children to attend school under the following parameters:

A child who is at least six (6) years of age, or who is younger than six (6) years of age and has previously been enrolled in 1<sup>st</sup> grade, and who has not yet reached his/her 18<sup>th</sup> birthday, shall attend school.

On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

TEC 12.104(b)(1), 25.085(b)(c),(e)

**Truancy**

At the beginning of each year, the staff of Westlake Academy shall notify parents of the truancy policy of the school. The information shall be contained in the Parent/Student Handbook and shall utilize the following framework:

Pursuant to TEC 25.095 – Warning Notices, when a student reaches ten (10) full or partial day absences within a six month period, or 3 full or partial days within a four-week period, a notice will be sent home notifying them that continued absences will put them at risk for the following:

- (1) The student's parent is subject to prosecution under TEC 25.093, and
- (2) The student is subject to prosecution under TEC 25.094

The Academy shall notify a parent if the student has been absent from school, without excuse under TEC 25.087, on three full or partial days within a four-week period. The notice shall contain information outlining the following:

- (1) It is the duty of the parent to monitor and require school attendance.
- (2) The parent is at risk for prosecution under TEC 25.093
- (3) And, request a meeting between the appropriate school officials and the parent to discuss the absences.

Failure of the parent to receive the notice, is not a defense to prosecution.

### **Excused Absences**

A student shall be excused from school attendance for temporary absence resulting from any cause acceptable to the student's teacher(s), Head(s) of Section, or CEO. A student shall be excused from attending school for the purpose of attending religious holy days, including traveling for that purpose. TEC 25.087

The Parent/Student Handbook shall outline the specific and allowable school approved situations involving absences from class. The information will be published on an annual basis.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.07:**

**Date Board Adopted:** February 9, 2009

**Date Board Amended:** August 16, 2010

**Effective Date:** February 9, 2009

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Parent-Student Handbook

**Policy Goal:** Effective communication of Parent-Student Expectations and Standards

**Policy Description:**

The purpose of this policy is to outline the Board of Trustees' desired outcome to have a Parent/Student Handbook to facilitate communication to Westlake Academy parents and students of the various aspects of the Academy's operations, student expectations, and student standards.

In that light, the Westlake Academy staff is charged with drafting, updating, and publishing, at least annually prior to the start of the school, a Parent/Student Handbook (Handbook). A copy of the current Handbook will be placed on the Academy's web site. During the course of the school year, the Academy staff is responsible for identifying amendments that may need to be made to the Handbook due to changes in Board policy or Academy procedures. If any amendments are made, they shall be communicated in a timely fashion to all Academy parents and students prior to their effective date.

Parents and students will be expected to sign an acknowledgment form stating they have read and understand the policies and procedures outlined in the Handbook for each applicable school year. A student that fails to provide a signed acknowledgment within the allotted time frame may be subject to expulsion from the Academy.

**Dates Amended:**  
08/16/10

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.08:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** N/A

**Effective Date:** August 3, 2009

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Student Drivers

**Policy Goal:** Outline the requirements and responsibilities for student driving and parking assignments on campus

**Policy Description:**

In consideration of the safety of the students and due to the limited number of parking spaces, the Board reserves the right to institute regulations concerning the operation and parking of vehicles on Academy grounds – TEC 37.102(a).

A written application will be required prior to the issuance of a permit. A parking permit shall be required for a student to drive to the school campus and park a personal vehicle on school property. The permit holder is also subject to the following regulations:

- (1) Annual parking permit fees will be assessed and the amount published pursuant to the publication of the Parent/Student Handbook each year.
- (2) Students may apply for the permit upon proof of a state issued driver license (which does not include temporary permits), proof of insurance or financial responsibility documents, parental authorization and liability forms.
- (3) Upon approval, a parking decal will be issued to the student which shall be placed on the vehicle in accordance to the directives in the Parent/Student Handbook.
- (4) Westlake Academy may suspend the permit of any student for the following reasons:
  - a. Violation of the Student Driver Policy
  - b. Unsafe driving
  - c. If the driving privilege is interfering with class attendance or academic performance.

All students must obey the applicable traffic laws and restrictions pertaining to licensed drivers under the age of 18 while operating a motor vehicle on campus.

The school also reserves the right to search a student's vehicle, with student supervision while it is parked on school grounds.

Further parking and driving procedures will be published in the Parent/Student Handbook on an annual basis.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.09:**

**Date Board Adopted:**      **September 13, 2010**

**Date Board Amended:**      N/A

**Effective Date:**              **September 13, 2010**

**Policy Category:**              **Parent, Student and Faculty Relations and Expectations**

**Policy Name:**                  **Volunteer Policy**

**Policy Goal:** Pursuit of the Academy’s mission/vision for effective education via a teacher-student-parent partnership which promotes positive parent and community involvement at Westlake Academy through a volunteer program constructed according to appropriate policy guidelines.

**Policy Description:**

The purpose of this policy is to provide overall guidance and policy direction to faculty, staff, and volunteers regarding Westlake Academy’s volunteer program. Westlake Academy’s Board of Trustees supports the use of volunteers, subject to the requirements of this policy, as a means to utilize the many abilities and talents of volunteers to enhance the educational experience for Westlake Academy students. It is recognized that volunteers provide the staff and students at Westlake Academy with resources and talents that would otherwise not be affordable or would require use of scarce Academy budget dollars to acquire.

Unless specifically stated herein, this policy applies to all volunteers in all programs and projects undertaken at or on behalf of the Academy.

Accordingly, it is appropriate for Westlake Academy staff to develop processes and procedures to manage and administer a volunteer program within the following policy boundaries:

- Westlake Academy volunteers are those individuals who choose to perform services for the Academy as defined by Academy staff without compensation or expectation of compensation of any kind. Volunteers are not employees of Westlake Academy.

- Anyone interested in volunteer service at Westlake Academy shall first apply by completing a volunteer application packet, which is available at the Academy office and on-line.
- A volunteer may not perform any volunteer duties for the Academy until:
  1. The Academy has obtained all necessary criminal history record information related to the volunteer as may be required by state law and board policy; and
  2. The Superintendent's designee makes a determination in his/her discretion on the appropriateness of volunteer service by the applicant and provides written notice that the volunteer's application has been approved; and
  3. The approved volunteer completes annual mandatory training, including completion of training on the Family Educational Rights and Privacy Act (FERPA) conducted by Academy staff, and signs the Academy's Learning Commitment.
- Approved volunteers will be assigned tasks and duties based upon the needs of the Academy as identified by Academy staff. All persons approved for volunteer service shall perform their volunteer service under the supervision of a Westlake Academy staff/faculty person. Volunteers will access their volunteer work stations at the Academy via the campus security system established by staff.
- Academy volunteers must comply with all applicable Academy policies and procedures at all times that volunteer services are provided; including, but not limited to, the Academy's acceptable use policies related to technology.

Use of volunteers does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement on behalf of Westlake Academy. The Board of Trustees reserves the right to change this policy or any other policy related to use of volunteers and require adherence by all new and current volunteers.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.10:**

**Date Board Adopted:** August 16, 2010

**Date Board Amended:** June 1, 2015

**Effective Date:** June 1, 2015

**Policy Category:** [Parent, Student and Faculty Relations and Expectations](#)

**Policy Name:** [Academic Honesty and Honor Code](#)

**Policy Goal:** To establish a standard for academic honesty and the expectations relative to an honor code for Westlake Academy

**Policy Description:**

A component of the mission statement for Westlake Academy is to strive to achieve academic excellence and develop life-long learning traits for the success of the students. As such, an academic honesty and honor code is necessary to support those endeavors.

All students are expected to act with integrity in regards to Academic and non-academic contexts. Any form of plagiarism, including downloading and using information from the internet without quoting sources, will be considered a violation of the code of conduct. We expect all students to be on their honor, and cheating will be dealt with severely.

**Academic Dishonesty**

Academic dishonesty is defined as:

- Engaging in any act of plagiarism by passing off ideas or words of another as one's own, using another's work without quoting sources, committing literary theft, or presenting an idea from an already existing source as new or original;
- Receiving or providing assistance on an assignment in or out of the classroom where collaboration is not explicitly condoned by the instructor;
- Communicating or attempting to communicate with another student during an examination via verbal, nonverbal, written, or electronic means;
- Disclosing the content of assessment material to another student who is taking or has taken the same course but has not yet taken the assessment in question;



- Possessing or using forbidden materials or aids during an assessment; or
- Stealing, attempted theft, or collusion with any who attempt to steal assessment materials.

Cheating, plagiarism, forgery and any other forms of academic dishonesty are considered severe discipline infractions and will be subject to the progressive discipline process outlined in the Parent/Student Handbook.

## **Honor Code**

By means of an Honor Code, students practice responsible leadership, accept personal responsibility and develop strong character and create an atmosphere free from suspicion. At its core, the Honor Code is based on mutual respect and trust, serving as a written model for what is expected from students in terms of behavior, as well as a pledge to live by the school's values. All students will be required to support the traits identified in the IB Learner Profile by committing to the following:

### ***Honor Pledge:***

*As an IB student, I am responsible to uphold a principled perspective in my personal and academic life.*

Students who commit themselves to upholding the Westlake Academy Honor Code will be instilled with a sense of honor and integrity that will last beyond their school years.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.11:**

**Date Board Adopted:** August 16, 2010

**Date Board Amended:** August 12, 2013

**Effective Date:** August 16, 2010

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Technology Use and Computer System Responsibilities

**Policy Goal:** To establish accountability standards and parameters for the use of technology at Westlake Academy congruent with the Academy's academic honor and employee/student conduct codes and expectations.

**Policy Description:**

In an effort to promote appropriate and responsible use of technology in the classroom and throughout the broader learning environment, the Board of Trustees approves the following policies and procedures for Westlake Academy.

**Access to Westlake Academy Technology Resources**

Access to the Academy's electronic communications system and/or technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all Board policies and administrative regulations governing use of technology. All users of Westlake Academy technology resources shall agree to comply with all policies, regulations, and guidelines.

All Academy technology resources are business assets, and should not be considered private. The Academy may access and review any use of technology resource, including, but not limited to: internet utilization, email content, and data created, transmitted, or stored on devices utilizing the Academy's technology resources.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with Academy policies, any applicable employee policies or procedures, and the Parent/Student Handbook. Violations of law may result in disciplinary action by the Academy, in addition to any action taken by law enforcement.

Access to the Academy's electronic communications system and/or technology resources will be governed as follows:

1. All users (or the parent/legal guardian of student users) will be required to sign a user agreement annually each August prior to issuance or renewal of any account utilizing the Academy's technology resources.
2. Academy employees will be granted the appropriate level of access to the Academy's technology resources, as necessary to successfully perform their assigned job duties.
3. Appropriate use of personal email accounts are the sole responsibility of the end user. Users shall comply with the same policies, procedures, and standards when using or transmitting personal email using Westlake Academy technology resources.
4. Users agree to change passwords when requested to do so by a supervisor or technology administrator. All passwords must remain confidential and may not be shared.
5. Any system/resources user identified as a security risk or as having violated Academy and/or campus technology use guidelines may be denied access to Westlake Academy's technology resources.

### **User Responsibilities for Technology Resources**

The following standards will apply to all users of the Academy's technology resources:

1. Users are responsible at all times for the proper use of technology resources accessed through the user's ID/login. Users should take all reasonable precautions to prevent others from gaining access to their account(s).
2. The technology resources system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Academy policy or guidelines.
3. Users may not disable, or attempt to disable, any content/media filtering devices on the Westlake Academy network.
4. Encryption methods other than those used and approved by the administrator may not be utilized.
5. System users may not use another person's user ID/login without written permission from the Superintendent or designee.

6. Students may not distribute personal information about themselves or others through the use of any Westlake Academy technology resources; including, but not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.
8. System users must purge and/or make hard copies of electronic mail and files in accordance with established retention guidelines.
9. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright law, Academy policy, and administrative regulations.
10. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
11. System users may not install public domain programs to any device owned or maintained by Westlake Academy. Users may not download public domain programs for their own use, nor redistribute a public domain program. Users are responsible for determining whether a program is in the public domain.
12. System users may not use the Academy's technology resources to access, send, or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. The Westlake Academy network and related technologies are the property of the school and subject to inspection by administration at any time, including non-school owned electronic devices. Users should not have any expectation of privacy when utilizing the Westlake Academy's network, including all electronic communications devices or web-based systems.
14. System users should be mindful that use of school-related electronic mail addresses might cause recipients or other readers to assume they represent the school, whether or not that was the user's intention. Users have no authority to represent the Academy beyond that expressly given by the Academy.
15. Users may not engage in the wasteful use of the Academy's technology resources. This includes, but is not limited to, "spamming," use of internet bandwidth for non-educational purposes, or excessive printing.
16. System users may not gain unauthorized access to resources or information, or attempt to disrupt the performance of any of the Academy's technology resources by any means.

17. System users understand and agree that all documents and communications are the property of the Academy. As such, a system user may not copy, download, disseminate, e-mail, or disclose Academy property to third parties not directly related to Academy business without the express written authority of the Superintendent.
18. Vandalism of any kind will require restitution for costs associated with hardware, software, and system restoration and may result in the revocation of access to the Academy's network or other technology resources.
19. This policy applies to any portable school-owned property (laptops, iPads, etc.) that may be issued to staff or other authorized parties. Users are required to follow all provisions of this policy when using these devices, even when they are removed from the premises.

### **Information from Third Parties**

System users and parents of students with access to the Academy's technology resources should be aware that, despite the Academy's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

Any user and/or student who gains access, or knows of others accessing such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher/administrator(s).

A student knowingly bringing prohibited materials or media into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the Academy's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials or media into the school's electronic environment will be subject to disciplinary action in accordance with Academy policies.

### **Disclaimers**

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not necessarily the Academy.

The Academy will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Academy's technology resources system.

Westlake Academy makes no expressed or implied guarantees that the activities or services provided by Westlake Academy technology resources will be error-free or without defect. Westlake Academy will not be responsible for any damages to users including, but not limited to loss of data, interruptions of service, personal or psychological damages, or financial losses. Westlake Academy is not responsible for the accuracy or quality of content obtained through our network or stored on our systems. Finally, Westlake Academy will not be responsible for unauthorized financial obligations incurred from use of any electronic communications device.

**Dates Amended:**  
**08/12/13**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.12:**

**Date Board Adopted:** August 16, 2010

**Date Board Amended:** June 4, 2012

**Effective Date:** June 4, 2012

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** Electronic Communications and Faculty Responsibilities

**Policy Goal:** Establishing clear guidelines for the use of electronic communication between Westlake faculty/staff and parents, between Board members and parents, as well as between Academy faculty/staff members and their students.

**Policy Description:**

Effective communication is an essential component of any successful organization, and the Board wishes to encourage this type of communication among all Academy stakeholder groups and constituents. To that end, it is recognized that electronic communication is frequently used to achieve communication between parties on a timely basis. It is important to identify when electronic communication is appropriate, when it is not, and how to best utilize this method of communication for maximum effectiveness in the school setting.

**Definitions**

For the purposes of this policy, the term “electronic communication(s)” shall be defined as:

- a. Email
- b. Text messaging
- c. Instant Messaging
- d. Social media sites, such as Facebook and Twitter
- e. Video conferencing

**Electronic Communication shall be used for short and precise exchanges to discuss non-substantive matters such as:**

- a) plan or schedule meetings between a parent and teacher or between faculty/staff members
- b) answer a brief factual/logistical question about a student's homework assignment or scheduling of a test, quiz, or project, (i.e. when tests, quizzes, or projects will be given or when they are due)
- c) announce trip arrangements and logistics

The nature of some school related topics (such as those shown in sections d, e, and f) may require substantive discussion and therefore a face-to-face conversation is the preferred method of communication. If the issues are unresolved after an exchange of 3 emails (or other electronic communication) then further communication shall occur in face-to-face meetings or telephone conversations, as deemed appropriate. Such meetings and/or telephone conversations shall be set and/or occur in a timely fashion.

- a) discussions about a student's (or students') behavior or conduct, either in or outside of the classroom, on or off campus.
- b) discussions regarding a student's academic performance or student's life.
- c) discussions regarding teaching methods, subject content, policy or administrative decisions, or discipline measures/decisions.

Electronic Communication on any topic shall be timely and concise. As such, inquiries sent via electronic communication shall be answered/returned by faculty/staff within forty-eight (48) hours or less of their receipt from a parent or student (weekends and holidays excepted).

Faculty/staff members are also prohibited from using social media, personal email, or third-party websites to communicate with students or parents about any non-Academy-related matters.

**Dates Amended:**

**06/04/12**



**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 3.13:**

**Date Board Adopted:** August 16, 2010

**Date Board Amended:** May 7, 2012

**Effective Date:** May 7, 2012

**Policy Category:** Parent, Student and Faculty Relations and Expectations

**Policy Name:** IB Learner Profile Statements

**Policy Goal:** To pursue shared commitment between faculty, students and parents to build and nurture a flourishing International Baccalaureate (IB) learning community at Westlake centered on the philosophy of the IB.

**Policy Description:**

For quality education to occur, a partnership between parents, students, and faculty must unite towards a common vision and goals. As such, the Board of Trustees has established vision, mission, and values statements for Westlake Academy all grounded in Westlake Academy's strong roots in the International Baccalaureate (IB).

In order to bring this vision into the daily school life of our students, tools must be in place to connect the vision by emphasizing and cultivating the development of a learning community. This commitment is contained in the ten attributes of the IB Learner Profile. There is much written in educational literature about schools as "learning communities", centered on the faculty/staff, student and parents creating a learning community, which is often characterized as having these attributes:

- supportive and shared leadership
- collective creativity
- shared values and vision
- supportive conditions
- shared personal practice

The Academy's IB Learner Profile Statements

Are intended to help chart, reinforce and communicate to the parents, students, and faculty, not only the clear path necessary toward achieving a student's successful graduation, but the behaviors and ideals necessary to achieve that end. As such, the Board has developed statements toward establishing of the IB Learner Profile for faculty, students and parents.

The student portion of the IB Learner Profile, taken directly from the IB, is the students' overall development and achievement during the course of their educational career.

The faculty and staff section of the IB Learner Profile identifies and reinforces the professional conduct required to support our students while they are enrolled in our learning environment at Westlake Academy.

The parent statement portion of the IB Learner Profile affirms the importance of the parent's role in attaining a quality education for their child and supporting their student, as well as the staff, in achieving the long -term goal of creating a high quality learning environment. Parents are strongly encouraged to read and discuss these attributes with their children.

**Dates Amended:**

**08/16/10**

## Section 4 - Financial Stewardship

<b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b>
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**Policy No. 4.01:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** N/A

**Effective Date:** August 3, 2009

**Policy Category:** Financial Stewardship

**Policy Name:** Surplus Property Disposition

**Policy Goal:** Proper disposition of surplus Town assets acquired for Academy use in accordance with applicable local, State and other legal requirements and guidelines.

**Policy Description:**

- 1. Purpose.** The purpose of this policy is to describe the guidelines for the disposal of surplus, obsolete, and non-repairable Westlake Academy properties and fixed assets.
- 2. Effective.** Immediately on the date of its passage by the Board of Trustees.
- 3. Applicability.** This policy applies to all employees.
- 4. Disposal of Westlake Academy Property.** The CEO or designee, is authorized to sell worn-out, scrap, obsolete or unused personal property (“Surplus Property”) other than items routinely discarded as waste. Disposal may take the form of an on-site auction, Internet auction, recycling, or trash disposal.
- 5. General Information.** Westlake Academy may schedule items for auction that are considered economically unusable. These include fixed assets such as surplus, obsolete, or non-repairable properties. A Surplus Property Transfer Form signed by the department supervisor and CEO or designee is used to facilitate the transfer of these items for disposition. Arrangements for transfer are made based on available storage space and truck schedules for pick up. Every effort should be made to determine if a need for the surplus property exists anywhere else in Westlake Academy before a sale or disposal occurs. The CEO or designee maintains a list of surplus property scheduled for disposal. Other departments may

requisition any properties on the surplus list by sending a completed requisition form to the CEO or designee.

Property cannot be sold by the school, given to or taken by any employee for personal use, or disposed of in any manner other than described in this policy. All rights and titles to Westlake Academy property, whether real or personal, shall be vested in the Board of Trustees and its successors in office. The Board may, in an appropriate manner, dispose of property that is no longer necessary for Westlake Academy operations.

The CEO or designee is authorized to declare Westlake Academy materials, equipment, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, and supplies for fair market value. If the unnecessary property has no value, the CEO or designee may dispose of such property according to administrative discretion. Items obtained as federal surplus or with federal funds shall be managed according to federal regulations.

The CEO or designee shall establish procedures for the sale, at fair market value, of any surplus personal property such as books, equipment, and supplies. Items obtained as federal surplus or with federal funds shall be handled in accordance with federal regulations. Personal property includes any item owned by Westlake Academy not classified as real estate. Items of substantial value such as portable buildings and buses shall not be disposed of without advance Board notification under administrative regulations.

Monies collected from the sale of obsolete materials, equipment, and supplies shall be deposited to the Westlake Academy General Fund.

6. **Surplus Property:** Property no longer needed by Westlake Academy becomes surplus. If a need for the property is not known, it should be transferred to storage by using a Surplus Property Transfer Form.
7. **Westlake Academy Property Disposal Procedures:** Any property that is movable or not attached to the land (referred to as personal property) such as furniture, fixtures, vehicles, equipment, tools, instruments, clothing, or other such items of value, which has lost its useful value to the Academy or has become obsolete. Personal property does not include real estate such as land, including the building or improvements on it, or its natural assets, such as minerals and water.

Once items have reached their “end-of-useful-life” (as determined by the CEO or designee), the items will be classified as disposed property. Procedures for disposal are:

- a. Whenever an item of equipment is deemed to be obsolete or unfit for use, such equipment may be disposed of on a competitive basis, either by trade-in or outright sale to the highest prospective buyer.

- b. Items that cannot be sold in their original form, or lose their identity while in the possession of the Westlake Academy, may be sold as scrap, if deemed advisable, at the highest obtainable offer.
- c. The determination of the highest prospective buyer shall be made with the approval of the CEO or designee, or an authorized representative.

The CEO or designee coordinates a public sale of surplus property as needed for items that are no longer needed by Westlake Academy. Employees of Westlake Academy or the Town of Westlake will be permitted to purchase items at the sale on the same basis as all other buyers.

- a. Fixed Asset or Inventory items must be removed from Westlake Academy's inventory prior to disposal.
- b. Items should never be discarded at the department or campus level. Instead, items should be transferred to Surplus Property storage where they will then be sold in a Disposal Sale or discarded per instructions from the CEO or designee.
- c. Since there are many contributors to a Disposal Sale, proceeds are pooled and are not returned to any particular department's budget.

Westlake Academy property shall, at the option of the CEO or designee, be disposed of by one of the following methods:

- a. **On-site Auctions.** The CEO or designee advertises the auction in a local newspaper two weekends prior to the date of the auction. The advertisement shall indicate the time, date and location of the auction. The advertisement guidelines are as follows:
  - i. The advertisement must state that the Westlake Academy reserves the right to cancel or void any sale that has not been conducted in accordance with the terms of the auctioneer's contract;
  - ii. All sales shall be "as/where is";
  - iii. Payment must be made at the time of sale, and all sales are final;
  - iv. All sales will be for cash, money order, cashier's check, or check with Bank Letter of Guarantee; and
  - v. Westlake Academy shall not be responsible for any loss or damage to any article(s) sold at auction after the sale has been consummated.

The advertisement guidelines are as follows:

All items proposed for auction will be stored in a central location the day of the auction. Federally funded items are to be segregated on the auction floor. The sending department and the Finance Department will prepare the documents if required by federal and state guidelines.

The CEO or designee shall retain the right to remove any items from sale at the auction if the item does not yield at least 80 percent of the predetermined sales price or if the final sale is not in the best interest of Westlake Academy. An internal auditor must be present to serve as an independent observer to ensure compliance with auction procedures and must remain until all proceeds have been collected. The internal auditor will issue a written formal audit report to the Finance Director. Auction guidelines are as follows:

- i. Auctioneer. The auctioneer is selected by an open bid process conducted by the CEO or designee. The CEO or designee works with the auctioneer prior to the auction to verify that all items have been documented and have correct pallet and lot numbers on the auctioneer's coupon sales ledger. The CEO or designee provides the auctioneer with a copy of the auction lists, including a list of prices to establish a minimum bid price.
- ii. Vehicle Auction. All vehicles being sold at auction must have Westlake Academy emblems, license plates, and peripheral equipment (radios, sirens, etc.) are removed by the using department prior to the auction. The emblems are destroyed by the using department. The license plates are sent to the CEO or designee. After the sale, the CEO or designee releases the title to the new owner.
- iii. Collection and Distribution of Funds. All expenses incurred for the auction will be paid out of the receipts of the auction. The CEO or designee shall collect a desegregation form and applicable Tax Exempt Certificates from all buyers and collect and distribute all funds obtained from the auction. A minimum of two staff members will be required to process or collect all payments. Monies from the auction will be collected, in full, on the day of the auction, and submitted to the finance department.
- iv. Time Limit to Remove Auctioned Items. A maximum time limit of five days or less will be set by the CEO or designee, for the removal of all items after the auction. If items are not removed by this time, the items may be disposed of or re-auctioned. In such cases, no refund will be made to the buyer.
- v. Removal of Auctioned items. The new owner assumes all risks associated with moving or loading the property from the auction location. The CEO or designee, if necessary, will assist in loading the auctioned items, but assumes no liability for damage.

b. **Electronic Auction.** An auction Web page will be secured by CEO or designee to facilitate an online auction and the items for sale will be listed. A starting bid price and a reserve price, if applicable, will be assigned to each item on the lists created through a coordinated effort by the CEO or designee, and the sending department. Any items not sold on the online auction may be listed at the on-site auction. Procedures for the on-site auction will apply to the electronic auction.

c. **Donation, sale, or lease to Public Entities.** Property may be donated, sold, or leased to certain government or educational institutions. Prior to transfer, the Board of Trustees must declare no value or nominal value and that the Westlake Academy does not need the real property or improvements. The entity to whom the transfer is made has shown, to the satisfaction of the Board of Trustees, that the entity intends to continue to use the real property and improvements for public purposes.

The President of the Board of Trustees shall execute a deed transferring ownership of the real property and improvements to the municipality, county, state agency, or nonprofit organization. The deed must:

- i. Recite the resolution of the Board of Trustees authorizing the donation; and
- ii. Provide that ownership of the real property and improvements revert to Westlake Academy if the municipality, county, state agency, or nonprofit organization discontinues use of the real property and improvements for public purposes; or
- iii. Executes a document that purports to convey the property.

d. **Other Means of Disposal.** Property may be directly disposed of under the following circumstances:

- i. If the item is broken, unusable, and/or hazardous. Documentation and pictures must be provided for an item to be disposed of.
- ii. Offer the property as a trade-in for new property of the same general type if the CEO or designee considers that action to be in the best interest of the Academy.
- iii. Order any of the property to be destroyed or otherwise disposed of as worthless, if the Academy undertakes to sell that property and is unable to do so because no bids are received.
- iv. Competitive sealed bids following the guidelines of Chapter 252 of the Texas Local Government Code for competitive bidding.

8. **Transfer of Assets Purchased with Federal Funds:** When items purchased wholly, or in part, with federal funds are no longer serviceable or required by Westlake Academy, the CEO or designee ensures that all federal and state regulations are met before disposition of assets at public auction or through the competitive bid process.
  
9. **Texas Education Agency Approval to Dispose of Equipment:** The CEO or designee will ensure that any items requiring TEA approval prior to disposal shall be done in accordance with applicable TEA regulations and in accordance with the procedures outlined in this policy.



## Section 5 - Governance

<b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b>
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**Policy No. 5.01:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** N/A

**Effective Date:** August 3, 2009

**Policy Category:** Governance

**Policy Name:** Code of Conduct

**Policy Goal:** To delineate the standards of conduct for students, parents, teachers and administrators.

**Policy Description:**

Westlake Academy promotes integrity, truth, knowledge, trust, discipline, and respect in a safe learning and teaching environment. The Code of Conduct applies to all students, parents, teachers and administrators, each of whom has the right to a safe and productive environment. The underlying goal of the code of conduct is that community members develop the skills and attitudes to become self-disciplined.

Westlake Academy policies will be disseminated to all students and parents/guardians regarding the Code of Conduct through the publication of the Parent/Student Handbook.

**Westlake Academy Code of Conduct**

1. All members of the Westlake Academy school community – the students, parents/guardians, volunteers, teachers, staff and administrators must observe the regulations.
2. All members of the school community are to be treated with dignity and respect.
3. Responsible citizenship involves appropriate participation in the school community. Each member accepts the responsibility to participate in a manner reflecting dignity and respect.
4. Positive reinforcement of good behavior and recognition of a job well done are the most effective means of promoting high standards of behavior and academic achievement.

5. The Westlake Academy does not employ corporal punishment and does not tolerate violent behavior.
6. Disruptions of class impede student learning and teacher productivity. All members of the school community are responsible for maintaining a positive learning environment.
7. All students are expected to act with integrity in regards to Academic and non-academic contexts. The Academy will not tolerate any form of plagiarism, including downloading and using information from the internet without quoting sources. We expect all students to be on their honor and cheating will be dealt with severely.

### **Roles and Responsibility**

#### **School Board**

Provides policy direction that ensures individual student opportunity, excellence, and accountability for the Westlake Academy school community and is the ultimate Board of appeal in the disciplinary process. The School Board will:

- Develop policies that communicate and uniformly enforce the Westlake Academy Code of Conduct in a manner that ensures their commitment and support.
- Seek input from students, parents, and staff and review their policies regularly.
- Provide opportunities for staff to acquire the knowledge and skills necessary to maintain excellence.

#### **Chief Executive Officer (CEO)**

Is responsible for providing a safe and positive learning environment. In compliance with State and Federal laws and regulations and the direction of the School Board, the CEO is responsible for all daily operations of the school, including personnel, curriculum development, enforcement of School Board policies and compliance with state and federal reporting guidelines; developing the annual budget and strategic planning to be submitted to the Board for approval; establishing parental participation and involvement guidelines; and regularly communicating with students, parents, Westlake Academy affiliated groups and the school community.

#### **Head(s) of Section**

Is directly responsible for the organization and the administration of their section. Head(s) of Section will work in collaboration with teachers, to maintain a positive safe learning environment.

### **Teachers and School Staff**

Under the leadership of the Head of Sections and executive manager, will maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior. As role models, staff upholds these high standards when they:

- Communicate regularly and meaningfully with parents when needed;
- Maintain consistent standards of behavior for all students;
- Demonstrate respect for all students, staff, and parents;
- Prepare students for the full responsibilities of citizenship.

### **Students**

Are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behavior. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;
- Comes to school properly dressed in our school uniform;
- Shows respect for him/herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions;
- Is responsible for turning in all assignments on time.

### **Parents**

Play a vital role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed, and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Encourage and assist their child in following the rules of behavior;
- Assist school staff in dealing with disciplinary issues.
- Follows the complaint procedure in case of grievance.

Violations of the Code of Conduct will be subject to progressive disciplinary actions and/or expulsion as outlined in the Parent/Student Handbook.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 5.02:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** August 12, 2013

**Effective Date:** August 12, 2013

**Policy Category:** Governance

**Policy Name:** Discipline

**Policy Goal:** Description of the discipline policy

**Policy Description:**

Our primary belief is that no student or member of the Westlake Academy community has the right to impede the education of another student. Any behavior, which is disruptive to the learning environment, will not be tolerated and appropriate disciplinary action will be taken, as necessary, to ensure the integrity of the learning environment. The Academy encourages parents to work with their children and school personnel to establish clear expectations for student behavior.

Staff and students will use the IB learner profile attributes as a basis for the development of a constructive behavior environment. Every effort will be made to develop positive consequences, which can be applied to individual students as well as classrooms. Consistency is important and will be a priority in decisions involving student behavior and discipline in order to establish firm and consistent limits for students. The IB program also establishes a positive educational environment for both the student and teacher.

**Parent/Student Handbook**

Each year, Westlake Academy shall make available the Parent/Student Handbook, which shall include a Code of Conduct that describes the acceptable standards of student conduct and the disciplinary consequences applicable to violations of the standards of conduct, school trip policies or other school or classroom rules. *Through their enrollment in the Academy, both parents and students acknowledge access to the Parent/Student Handbook, which is available on the school's website or in hard copy upon request.*

Revisions to the Handbook that are made during the school year shall be made available promptly to students, parents, teachers, administrators, and others.

### **Progressive Discipline**

Generally, consequences for disregarding acceptable standards of conduct or school and classroom rules will include one or more of the following:

1. Warning from teacher or any member of school staff and reflection by student
2. Disciplinary action from classroom teacher, parent notification, and reflection by the student
3. For more serious offenses, Principal directed disciplinary action, parent notification, and reflection by the student
4. For repeated infractions or serious offenses, disciplinary action by the Principal or Superintendent, parent notification and reflection by the student

Disciplinary consequences will be reviewed by school personnel according to a grid system. The grid will identify types of offenses, which are categorized into three (3) levels based on severity. Each level will identify the disciplinary consequences that may apply to offenses within that level. The grid will be updated and published in the Parent/Student Handbook on an annual basis. Disciplinary consequences may include:

1. Detention / Restitution-Reflection Activity (RRA)
2. In-school Suspension
3. Saturday School
4. Out-of-school Suspension
5. Expulsion
6. Or other consequences determined by the Principal or Superintendent to be appropriate in compliance with the procedures identified in the Parent/Student Handbook

### **Guidelines for Discipline Procedure**

Westlake Academy personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case following any applicable investigation. Factors that may be considered include:
  - a. Investigative documentation of alleged offense;
  - b. Seriousness of the offense;
  - c. Student's age;
  - d. Frequency of misconduct;
  - e. Student's attitude;
  - f. Potential effect of the misconduct on the school environment;

- g. Provisions of the Parent/Student Handbook.
3. Investigative processes may include, but are not limited to:
- a. Personal accounts of teachers/staff members
  - b. Interviews/written statements of the student facing disciplinary action
  - c. Interviews/written statements of other students involved in or witnesses to the alleged incident
4. When applicable, the following steps will be taken to ensure Westlake Academy students receive appropriate due process:
- The student will be informed of the prohibited conduct or rule violation that he/she is alleged to have committed.
  - The student will be provided information related to the factual basis for the allegations.
  - The student will have an opportunity to respond to the allegations and provide any additional information relevant to the allegations, including any defenses or other mitigating factors.

### **Discipline Processes**

As stated, conduct violations will be reviewed according to a discipline grid.

*Level I* – discipline consequences shall be handled by the classroom / subject matter teacher.

*Level II and III* – discipline consequences shall be handled by the Principal / Assistant Principal as appropriate.

School personnel may request immediate intervention by the Principal or Superintendent in any disciplinary matter. Parents will be notified promptly if a student's behavior may result in a disciplinary consequence that includes detention for which the parent may need to make alternative transportation plans for the student, in-school suspension, out-of-school suspension, or proposed expulsion.

The consequences for a serious offense may result in disciplinary action up to and including expulsion on the first offense.

### **Expellable Offenses**

A student may be expelled if the student commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony;
2. Engages in conduct that contains the elements of assault, under Penal Code 22.01(a)(1);

3. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of:
  - a. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act, Health and Safety Code Chapter 481, or by 21 U.S.C. 801, et seq;
  - b. A dangerous drug as defined by the Texas Dangerous Drug Act, Health and Safety Code, Chapter 483;
4. Sells, gives, or delivers to another person an alcoholic beverage, as defined by the Alcoholic Beverage Code, 1.04, or commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;
5. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Health and Safety Code, 485.031 through 485.034;
6. Engages in conduct that contains the elements of the offense of public lewdness under Penal Code, 21.07;
7. Engages in conduct that contains the elements of the offense of indecent exposure under Penal Code, 21.08;
8. Uses or possesses tobacco products;
9. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Texas Penal Code 42.06, or terroristic threat under Texas Penal Code 22.07.

In addition to the above provisions, any conduct by a student that poses a risk to the safety of the student, other students, school employees or school property may be treated as a serious offense and may result in the student's removal from class and other appropriate discipline, up to and including expulsion.

### **Gun-Free Schools Act**

In accordance with the Gun-Free Schools Act, Westlake Academy shall expel any student who is determined to have brought a firearm, as defined by federal law, to school. 20 U.S.C. § 7151; Tex. Educ. Code §§ 12.104(b)(1), 37.007(e).

For purposes of this policy, "firearm" means:

1. Any weapon (including a starter gun) which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer; and
4. Any destructive device, which means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4)

ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled. 18 U.S.C. § 921.

### **Expulsion Procedures**

Before a student may be expelled, the student shall be provided a hearing at which the student is afforded appropriate due process as required by the federal constitution. The minimum procedural requirements necessary to satisfy due process depend upon the circumstances and the interests of the parties involved. Federal due process requires notice and some opportunity for a hearing. Upon recommendation for expulsion by a principal, a hearing shall be scheduled before the Superintendent or designee.

1. Notice. The notice shall contain a statement of the specific charges and grounds that, if proven, would justify expulsion. The student may be given the names of the witnesses against him or her and/or an oral or written report on the facts to which each witness testifies.
2. Hearing. The rights of the student may properly be determined upon the hearsay evidence of school administrators who investigate disciplinary infractions. The results and findings of the hearing should be presented in a report open to the student's inspection. *Dixon v. Alabama State Bd. of Educ.*, 294 F.2d 150 (5th Cir. 1961), cert. denied, 368 U.S. 930 (1961).
3. Representative. At the hearing, the student is entitled to be represented by the student's parent, guardian, or another adult who can provide guidance to the student and who is not an employee of the Academy. If the Academy makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the Academy may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.
4. Expulsion Order. The Superintendent shall deliver a copy of the order expelling the student to the student and the student's parent or guardian. Notice of the expulsion order shall also be forwarded to the student's home school district in compliance with state law.
5. Effect of Withdrawal. If a student withdraws from the Academy before an order for expulsion is entered, the principal or Board, as appropriate, may complete the proceedings, enter an order, and notify the student's home school district.



### **Disciplinary Appeals**

Disciplinary consequences that do not result in removal from the regular classroom may be reviewed at the campus level, but may not be appealed beyond the campus level.

Out-of-School Suspension: A student assigned out-of-school suspension by a principal may appeal the decision to the Superintendent. The Superintendent or his/her designee will review the campus-level investigation and may conduct interviews or additional investigation if deemed appropriate. Within ten school days of receiving the appeal request, the Superintendent or designee will provide notice of his/her decision to: 1. Uphold the suspension; 2. Overturn the suspension; or 3. Assign an alternative consequence. The Superintendent or designee's decision is final and may not be appealed.

Expulsion: An order by the Superintendent or designee to expel a student may be appealed to the Board.

#### **Dates Amended:**

**08/16/10**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 5.03:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** June 2, 2014

**Effective Date:** June 2, 2014

**Policy Category:** Governance

**Policy Name:** Non-Discrimination Compliance

**Policy Goal:** Provide an effective learning environment free from discriminatory practices.

**Policy Description:**

Westlake Academy affirms its intent to comply with all Federal and State laws related to the prevention of discrimination based upon race, color, national origin, age, sex or disability, including, but not limited to: Title VI (20 U.S.C. 1681); Title IX (42 U.S.C. 2000d); the Individuals with Disabilities Education Act (20 U.S.C. 1400 *et seq.*); Section 504 (29 U.S.C. 794); and the Americans with Disabilities Act (42 U.S.C. 12132).

Sexual harassment of students is discrimination on the basis of sex under Title IX. *Franklin v. Gwinnett County Schools, 503 U.S. 60 (1992).*

Westlake Academy shall designate at least one employee to coordinate its efforts to comply with Title IX, Section 504, and the ADA. Westlake Academy shall notify all students and employees of the name, office, address and telephone number of the employee(s) so designated.

Westlake Academy shall adopt and publish grievance procedures for prompt and equitable resolution of student or employee complaints alleging discrimination under these statutes. *34 CFR 106.8 (Title IX); 34 CFR 104.7 (Section 504)*

Westlake Academy shall not coerce, intimidate, threaten, retaliate against, or interfere with any person who attempts to assert a right protected by the above laws or cooperates with investigation and enforcement proceedings under these laws. *34 CFR 100.7(e) (Title VI), 104.61 (Section 504), 106.71 (Title IX)*

Westlake Academy shall inform parents/guardians of students eligible under Section 504 of the Rehabilitation Act of 1973 of all services and options available to the student under that statute. 19 Texas Administrative Code 74.28(d),(e).

Westlake Academy shall provide a free appropriate public education to each qualified student with a disability enrolled in Westlake Academy, regardless of the nature or severity of the student's disability. See *Board Policy 6.13 Special Education*.

**Dates Amended:**

**06/02/14**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 5.04:**

**Date Board Adopted:** December 7, 2009

**Date Board Amended:** N/A

**Effective Date:** December 7, 2009

**Policy Category:** Governance

**Policy Name:** Campus Facility Renovation/Modification Projects and Capital Projects Guidelines

**Policy Goal:** Establishment of a process and central point of contact and coordination for Westlake Academy campus facility additions, renovations, modifications, and proposed capital projects.

**Policy Description:**

As Westlake Academy has transitioned into a K-12 educational facility, the need now exists to formally identify a specific individual/position for capital project submission requests as well as coordination of all campus facility renovation and modification projects. The CEO, or his/her designee, shall be the central point of contact for all such projects.

All projects involving additions or modifications to the existing campus will be submitted during the Academic Services Budget preparation process with a full description of the project, its budget, and any impact on on-going operating costs. All capital projects will be submitted in accordance with the capital budgeting process and the budget calendar on forms provided by the Town. All projects will be submitted through the CEO or his/her designate.

All capital projects will be submitted in accordance with the Town's current financial policies adopted with the Town budget. This policy applies to projects submitted by Staff and by Academy affiliate organizations.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 5.05:**

**Date Board Adopted:** December 7, 2009

**Date Board Amended:** N/A

**Effective Date:** December 7, 2009

**Policy Category:** Governance

**Policy Name:** Board Parameters for Staff Recommendations to the Board of Trustees

**Policy Goal:** Board definition of executive limitations and boundaries for Staff compilation of reports and recommendations presented to the Board

**Policy Description:**

In an effort to provide the CEO and Staff of Westlake Academy with the proper guidance necessary to operate the school in an effective manner and ensure the Board is provided with the most current and complete information possible when making decisions, the following policy statement regarding executive limitations is established:

*Information, advice, reports, as well as recommendations and research presented to the Board of Trustees by the Staff will contain no significant gaps in regards to timeliness of the information, completeness of the research, or accuracy of the facts associated with the presentation.*

Adherence to this policy, will allow the Board to make well informed and appropriate decisions necessary to achieve the success of Westlake Academy and its students.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 5.06:**

**Date Board Adopted:** December 7, 2009

**Date Board Amended:** June 2, 2014

**Effective Date:** June 2, 2014

**Policy Category:** Governance

**Policy Name:** Adherence to the Texas Education Agency, International Baccalaureate and Charter Guidelines

**Policy Goal:** Establish Board policy governance parameters by which the education activities and decisions related to the students at Westlake Academy will be conducted.

**Policy Description:**

As Westlake Academy is an open-enrollment public charter school, which provides education to students utilizing the International Baccalaureate (IB) curriculum, the school is required to adhere to criteria and regulations promulgated by various authorizing agencies. In an effort to provide the CEO and Staff of Westlake Academy with clear guidance from the Board of Trustees, as it relates to these multiple authorizing agencies, the following policy statement regarding operational guidelines is established:

*Any action in the activities or education of the students at Westlake Academy, which materially deviates from the International Baccalaureate curriculum, will be considered imprudent by the Board of Trustees.*

The statement is issued to indicate the importance the Board places in the mission/vision of Westlake Academy to educate students utilizing the IB methods and organizational goals specified.

With this stated policy commitment to the IB curriculum as the focus of instruction in all grades at Westlake Academy, it is recognized that Advanced Placement (AP) coursework strengthens and compliments the IB curriculum. These guidelines outline the parameters for Academy staff to utilize in supporting the integrity and focus of the IB Diploma Program at Westlake Academy:

- AP and IB curriculum will be integrated with the Texas Essential Knowledge and Skills (TEKS) and taught through inquiry-based instructional approaches aligned with the IB approach to learning.
- Fees for students who choose to participate in AP testing will be user fee based, i.e. born by the student. Participation fees in any AP course will include cost for testing and related materials only. All fees will be determined by the Superintendent or his/her designate and remitted to Westlake Academy.
- Teachers or a designated coordinator will be responsible for all logistics for ordering, scheduling and proctoring exams.

**Dates Amended:**

**09/10/12**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 5.07:**

**Date Board Adopted:** April 5, 2010

**Date Board Amended:** N/A

**Effective Date:** April 5, 2010

**Policy Category:** Governance

**Policy Name:** Use of Academy Facilities by Non-school Related Groups

**Policy Goal:** Establishment of a policy as it relates to the use of Westlake Academy campus facilities by auxiliary student-related groups not directly involved in the educational curriculum of the students.

**Policy Description:**

As the interests and opportunities for student involvement have expanded, the Board has identified the need to develop a structured policy for the use of Academy facilities by non-school related groups. These groups should enrich the school experience of the students and offer them the opportunity to participate in additional philanthropic based events and organized club meetings which are not directly involved in the daily educational curriculum of the students.

Staff is directed to create an application process to accommodate requests for the use of campus facilities by such groups. Priority for the use of campus facilities will be given to Academy-sponsored groups and activities as well as officially recognized Westlake Academy affiliate organizations, which include the Westlake Academy Foundation, the House of Commons, and the Westlake Academy Athletic Council. Other requests under this policy will be considered according to the order of submittal and available meeting space and times.

Student participation in meetings scheduled subject to this policy shall be strictly voluntary. All such meetings must occur during non-instructional time of the students' day and shall not require official staff intervention or facilitation.



This policy shall function in tandem with the Town of Westlake Facility Use policy and all applicants under this policy shall abide by all procedural requirements as set forth in the Town's Facility Use policy, except that an applicant under this policy need not be a resident of the Town of Westlake. The use of Westlake Academy facilities is considered to be a privilege and as such, the Academy reserves the right to prohibit any group from utilizing the facilities if they partake in activities which include unlawful conduct, result in property damage, or engage in other types of disruptive behavior. Any fees or deposits required through the Town's Facility Use policy shall be waived for eligible applicants reserving campus facilities under this policy.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 5.08:**

**Date Board Adopted:** August 16, 2010

**Date Board Amended:** N/A

**Effective Date:** August 16, 2010

**Policy Category:** Governance

**Policy Name:** Vehicle Transportation Policy

**Policy Goal:** To establish the standards and parameters governing the use of school owned, leased, or rented vehicles in a manner which promotes safety and protects school assets from loss or damage.

**Policy Description:**

In an effort to promote safe transportation for all school-related events and establish appropriate standards regarding the use of Westlake Academy-owned, leased, or rented vehicles, the Board of Trustees approves the following policies and procedures for Westlake Academy.

**Policy Definitions**

For purposes of this policy:

1. "Bus" means a motor vehicle used to transport persons and designed to accommodate more than ten persons, including the driver.
2. "Passenger car" refers to a motor vehicle, other than a motorcycle, used to transport persons and designed to accommodate ten or fewer passengers.
3. "Passenger van" means a motor vehicle, other than a motorcycle or passenger car, used to transport persons and designed to transport 15 or fewer passengers, including the driver.
4. "School activity bus" means a bus designed to accommodate more than 15 passengers, including the operator, that is owned, operated, rented, or leased by Westlake Academy and is used to transport public school students on a school-related activity trip, other than on routes to and from school. The term does not include a chartered bus, a bus operated by a mass transit authority, or a school bus.

5. "School bus" means a motor vehicle that was manufactured in compliance with the federal motor vehicle safety standards for school buses in effect on the date of manufacture and that is used to transport preprimary, primary, or secondary students to and from school or on a school-related activity trip other than on routes to and from school. The term does not include a school-chartered bus or a bus operated by a mass transit authority.
6. "Motor bus" means a vehicle designed to transport more than 15 passengers, including the driver. *Education Code 34.003; Transportation. Code 541.201*
7. "Motor vehicle" means a self-propelled vehicle or a vehicle that is propelled by electric power from overhead trolley wires. The term does not include an electric bicycle or an electric personal assistive mobility device, as defined by *Texas Transportation Code 551.201(11)*.

### **Bus Operation**

A school bus may not be operated if:

1. The door of the school bus is open; or
2. The number of passengers on the bus is greater than the manufacturer's design capacity for the bus.

### **Student Transportation**

The Board of Trustees may contract for all or any part of its public school transportation with a mass transit authority or commercial transportation company, provided that the authority or commercial transportation company:

1. Requires its school bus drivers to have the qualifications required by and be certified in accordance with standards established by the Department of Public Safety;
2. Transports 15 or more students only in school buses or mass transit authority buses that meet or exceed safety standards for school buses established under Education Code 34.002;
3. Conducts all the following education programs with Board approval:
  - a. A program to inform the public that public school students will be riding on the authority's or company's buses;
  - b. A program to educate drivers of the buses to be used under the contract of the special needs and problems of public school students riding on the buses; and
  - c. A program to educate public school students on bus riding safety and any special considerations arising from the use of the authority's or company's buses.

### **School Activities**

When transporting students in connection with school activities:

1. Only school buses or motor buses may be used to transport 15 or more students; and
2. Passenger cars or passenger vans may be used to transport fewer than 15 students. *Education Code 34.003(b)(1), (2)*

## **Drivers**

The operator of a passenger car or passenger van used to transport students to school or to a school activity shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt. *Education Code 34.003(c)*

1. Drivers will be fully licensed and shall not be under the influence of any substance that may alter their ability to drive.
2. Drivers will meet all applicable staff qualifications including a satisfactory criminal history and motor vehicle record check (MVR).
3. Drivers will obey all traffic regulations.
4. The driver shall not be included in the child: staff ratio. Drivers must not be distracted from safe driving practices by being simultaneously responsible for the supervision of children.
5. The Driver will be familiar with the planned route ahead of time.
6. Drivers must be authorized by Westlake Academy prior to operating any Academy-owned, leased, or rented vehicle. Approval of all drivers will be based on established administrative criteria and guidelines.
7. Operational procedures governing the use and maintenance of Academy-owned, leased, or rented vehicles will be based on established administrative criteria and guidelines.

## **Transportation Safety**

Westlake Academy shall meet or exceed the safety standards for school buses established by the U.S department of Transportation and the Texas Department of Public Safety (DPS), with the advice of TEA.

## **Safety Standards**

Westlake Academy may not require or allow a child to stand on a moving bus or passenger van. *Education Code 34.004*

An operator of a school bus, while operating the bus, shall prohibit a passenger from:

1. Standing in the bus; or
2. Sitting: a. on the floor of the bus, or b. in any location on the bus that is not designed as a seat. *Transportation Code 545.426*

An operator may not use a wireless communication device while operating a motor vehicle within a school crossing zone, unless:

1. The vehicle is stopped; or
2. The wireless communication device is used with a hands-free device.

An operator may not use a wireless communication device while operating a passenger bus with a minor passenger on the bus unless the passenger bus is stopped. *Transportation Code 545.425*

## **Seat Belts**

A bus, including a school bus and a school activity bus, operated by or contracted for use by Westlake Academy for the transportation of school children shall be equipped with a three-point seat belt for each passenger, including the operator. This requirement applies to:

1. Each bus purchased by Westlake Academy on or after September 1, 2010, for the transportation of school children; and
2. Each school-chartered bus contracted for use by Westlake Academy on or after September 1, 2011, for the transportation of school children.

Westlake Academy is required to comply with this requirement only to the extent TEA pays or commits to pay Westlake Academy for expenses incurred in complying with the requirement. *Transportation Code 547.701(e)–(f)*

Westlake Academy shall require a student riding a bus operated by or contracted for operation by Westlake Academy to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus. Westlake Academy may implement a disciplinary policy to enforce the use of seat belts by students. *Education Code 34.013*

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 5.09:**

**Date Board Adopted:**      **May 7, 2012**

**Date Board Amended:**      **N/A**

**Effective Date:**              **May 7, 2012**

**Policy Category:**              **Governance**

**Policy Name:**                  **Affiliate Group Guidelines**

**Policy Goal:** To identify guidelines for the affiliate groups who work with Westlake Academy through the communication and involvement of all stakeholders found within the community and who work toward providing financial sustainability and support of the students by operating an efficient affiliate organization with well-managed resources designed to further the Academy's mission and vision statements.

**Policy Description:**

Affiliate groups of Westlake Academy must be identified as such by the Board of Trustees and must comply with the requirements of this policy. An affiliate of Westlake Academy is an organization designed to further the Academy's official mission, vision and values and must have a formal organizational structure. The Board of Trustees shall determine, in its sole discretion, whether an organization may be considered an affiliate group of the Academy and may revoke such status at any time. As of the date of this policy, which may be amended, Westlake Academy recognizes the following affiliate groups:

- House of Commons (Parent/Teacher Organization)
- Westlake Academy Foundation
- Westlake Academy Athletic Club

The House of Commons is the Parent/Teacher Organization, created to build, serve and support the community, through the sponsoring of social and educational events, assisting with filling the volunteer needs of the school and contributing financially to, or for the benefit of, Westlake Academy.

The Westlake Academy Foundation exists to raise funds for the operational needs, capital projects, and endowment requirements of Westlake Academy.

The Westlake Academy Athletic Club serves and supports the athletic program in building student athletic participation within the community, through the organization of fundraising events, hosting the athletic banquet, providing volunteers, marketing spirit wear and making financial contributions directly to or for the benefit of Westlake Academy athletics.

Any additions to the officially recognized affiliate groups require approval and adherence to the basic operational guidelines, procedures and policies established by Westlake Academy. Failure to comply with the policy and operational guidelines may result in the loss of the groups affiliate status.

### Organizational Structure

Affiliate groups shall organize and function in a way that is consistent with the Academy's philosophy and objectives, within adopted Board policies, in accordance with athletic guidelines and financial and audit regulations. Affiliate groups agree to comply with all applicable local, state and federal laws, rules and regulations. Such compliance shall include, but is not limited to the following:

- Required IRS filings
- Collection and reporting of any applicable sales tax
- Obtain all necessary permits related to sales/use taxes or food handling

### Fiduciary and Stewardship Responsibilities

Affiliate groups agree to present, at least annually a report to the Board of Trustees including, but not limited to, these topics:

- Events (both completed and planned for the coming year)
- Financial reports, including an annual audit report
- Anticipated budget/staff requests, projects, capital campaigns, or other major purchases (if any) which may impact the budget planning process or the expenditures of Westlake Academy and/or the Town of Westlake

The purpose of the report is to foster on-going dialogue between both the affiliate groups and the Board of Trustees and improve efficiencies toward the betterment of the educational outcomes at Westlake Academy. The scheduling of the annual report will be handled through the Town Secretary's office and placed on the appropriate agenda.

Also, upon request, affiliate groups will participate, as needed, in the annual strategic planning process and work toward achieving the identified goals and objectives of Westlake Academy.

### Background Checks

Individuals who wish to volunteer through the programs established by the affiliate groups will be required to adhere to the volunteer policy established by the Westlake Academy Board of Trustees and comply with all procedures for criminal history background checks in accordance with state law.

### Town (Academy) Logos

Each affiliate group who would like to use the restricted logos for the Town of Westlake, Westlake Academy, or the Westlake Academy athletic teams must obtain written approval on an annual basis. Request and approval procedures will be published in the *Operational Guidelines for Westlake Academy Affiliate Groups*.

### Operational Guidelines for Westlake Academy Affiliate Groups

Staff is directed to draft and maintain an *Operational Guidelines* document designed to provide the affiliate group(s) with the information necessary to operate in compliance with Academy policy and maintain the status of an affiliate group, which shall include, but is not limited to:

- a. Fundraising Procedures (raffles, vendor sales, etc.) – authorizing the use of fundraising events to promote and support Westlake Academy and provide for coordination between the authorized affiliates.
- b. Events Hosting and Facility Usage – authorizing the hosting of annual events to be sponsored by the groups, such as Bandana Bonanza, Monster Mash, Baja, sports banquets, etc. and providing the necessary contact information for groups to request access to the facilities according to the Town's *Facility Use Policy*
- c. Sporting Information – providing for the identification of the appropriate sports league the Academy operates through for competitive sports teams and information on the necessary rules and regulations.
- d. Logo Usage – establish and communication the appropriate usage guidelines for the Town/Academy logos in promoting the affiliate groups or through the use of the authorized sportswear.
- e. Email Distribution List – identifying guidelines under which the parent email listing may be used to disseminate information and allow for a cooperative arrangement between each affiliate group to communicate in a manner that considers each major fundraising / holiday / sports banquet event.
- f. Other items deemed necessary for operations.



## Section 6 - Student Achievement

<b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b>
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**Policy No. 6.01:**

**Date Board Adopted:**

**Date Board Amended:**

**Effective Date:**

**Policy Category:**            **Student Achievement**

**Policy Name:**                **RESERVED FOR FUTURE USE**

**Policy Goal:**

**Policy Description:**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.02:**

**Date Board Adopted:**      **March 9, 2009**

**Date Board Amended:**      **September 11, 2017**

**Effective Date:**              **September 11, 2017**

**Policy Category:**              **Student Achievement**

**Policy Name:**                      **Board Parameters for School Sanctioned Trips**

**Policy Description:** The Board of Trustees supports Academy-sanctioned trips as a means to pursue, promote, and enhance IB learning goals for Academy students as set out in the IB Learner Profile. As such, all school-sanctioned trips should complement and promote the IB Learner Profile, the IB curriculum, as well as provide direct educational value to the student participants. In an effort to provide the safest possible environment for the students of Westlake Academy, this policy for student trips will be enforced on any travel opportunities that occur away from the property located at 2600 J. T. Ottinger Road, Westlake, TX 76262.

**Proposing and Developing Student Travel Opportunities**

**School-sanctioned trip** - Any travel opportunity for Westlake Academy students that is led by the members of the Westlake Academy faculty is considered a school-sanctioned Westlake Academy trip and must comply with the requirements set forth by this policy and any applicable administrative procedures for student travel.

The Executive Director shall be responsible for ensuring appropriate administrative procedures are developed to ensure effective and efficient implementation of this board policy. Administrative procedures shall be subject to approval by the Superintendent.

## I. General Requirements

- Trip proposals should be submitted to the Executive Director or his/her designee at least 12 months prior to the proposed departure date. Proposals will be reviewed initially by a committee that includes the Executive Director, appropriate Principals, and others as assigned. Acceptable proposals will be forwarded to the Superintendent for review. The Superintendent will forward acceptable proposals to the Board of Trustees for final approval.
- Student trips will be limited to travel dates within the Academy's approved school calendar.
- An appropriate ratio of faculty to students will be established by the Executive Director for all approved trips and will include at least one male and one female faculty member.
- All chaperones for school-sanctioned trips will be members of the Westlake Academy faculty and staff. Parents may be provided the opportunity to attend certain domestic student trips with their child. Such opportunities will be identified in the information distributed about the trip to Westlake Academy families.
- Students participating in school-sanctioned trips must be in good standing as outlined in the Parent/Student Handbook and the Academy's administrative procedures for school trips. A student may be restricted from participating in a school trip at any time that the student's standing changes. Such restrictions may result in the forfeiture of payments made to the school prior to the time the restrictions were imposed.
- All students participating in a school-sanctioned trip must use the transportation arranged by the Academy. An exception may be made for student's traveling with a parent or guardian as identified in the administrative procedures for school trips.
- **A student's participation in a school-sanctioned trip is a privilege, not a right.** Students participating in school trips are expected to represent Westlake Academy in a responsible manner. The Academy's code of conduct and other expectations identified in the Parent/Student Handbook apply at all times during school-sanctioned trips. During school trips, students remain subject to the disciplinary processes contained in the Parent/Student Handbook.
- Trip proposals must include an opportunity for students to share their experiences with the Westlake Academy community.
- Once a proposal is approved, the trip leader(s) will work with the Executive Director or his/her designee to ensure all applicable policies and administrative procedures are followed. All student trips must be organized in accordance with the requirements established in the Parent-Student Handbook and other applicable administrative procedures.

## II. Anticipated Trips by Grade Level

The following trips have been identified as curriculum enhancing trips, which the Board agrees are appropriate to continue to offer to Westlake Academy students subject to the discretion of the Executive Director:

Grade	Trip Format/Location	Occurrence
<b><u>Primary</u></b>		
K – 2	Daytime field trips (local, no overnights)	
3	Unit of Inquiry related trip (domestic) <i>Ex. Camp Tyler, 2 night stay, Whitehouse, TX</i>	Spring
4	Unit of Inquiry related trip (local, no overnights)	Spring
5	Unit of Inquiry related trip (domestic) <i>Ex. Sky Ranch in October, 2 night stay</i>	Fall
<b><u>Secondary</u></b>		
6	Team Building (domestic) <i>Ex. Camp Eagle, Rocksprings, TX, 3 night stay</i>	Fall
7	Daytime field trips (local, no overnights)	Fall or Spring
8	Historical Trip related to Humanities (U.S. History) (domestic) Spring  <i>Ex. Washington D.C.</i>	
9	Daytime field trips (local, no overnights) <i>Ex. Leadership, team building</i>	Fall
10	College Tour Opportunity (domestic) Overnight (# of nights TBD)	Spring
11	College Tour Opportunity (domestic) Overnight (# of nights TBD)	Fall
12	Senior Retreat (domestic) Overnight (# of nights TBD)	Fall

### **III. International Trips**

Any international trips will be considered based on student/teacher interest in specific academic, leadership, and service initiatives (e.g. Shoulder to Shoulder, Leadership Symposium, San Miguel Immersion Program, etc.). All international trips must adhere to all Westlake Academy Board Policies and administrative procedures for school-sanctioned trips. These school-sanctioned trips may be offered at various times throughout the year upon the recommendation of the Executive Director and approval by the Board of Trustees.

### **IV. Financing Trips, Insurance, Permissions, etc.**

- Participation in school-sanctioned trips is voluntary and all students participating shall be responsible for all fees and costs associated with the trip.
- Students are also responsible for all incidental costs associated with travel, including, but not limited to fees associated with transportation to airports or other departure locations, passport fees, required vaccinations and/or suggested medications, and money for souvenirs, snacks, and other incidentals.
- Generally, all trip expenses are non-refundable. An explanation of any refund opportunities will be included in the trip-specific information provided to families prior to committing to participation on a school-sanctioned trip.
- A student must have written permission from a parent or legal guardian to participate in any school-sanctioned trip. For each trip, the Academy will also identify any other documentation that will be required prior to a trip's departure, which may include liability waivers, behavior agreements, medical service authorization form, emergency contact information, and any other information deemed necessary by the Academy administration. Failure to provide the required information prior to the departure date may result in denial of the opportunity to travel and forfeiture of any amounts paid related to the trip.

### **V. Final Note**

All student trip planning is the responsibility of Westlake Academy faculty and staff, subject to the restrictions of this policy and administrative procedures for student travel. Parent input is encouraged and will be considered; however, all final decisions will be made by Academy administrators and the Board of Trustees as identified in this policy. The Board of Trustees shall always have final approval of all out-of-state, school-sanctioned trips. Such approval shall consider the immunity laws applicable for the destination, school and employee liability for damages arising from accidents and/or injuries that may occur during the trip, the stated educational value of the trip, and whether participation results from advancement in a regional or national competition.

#### **Dates Amended:**

**08/16/10**

**02/09/15**

**03/07/16**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.03:**

**Date Board Adopted:** November 3, 2009

**Date Board Amended:** August 10, 2016

**Effective Date:** August 10, 2016

**Policy Category:** Student Achievement

**Policy Name:** Assessment and Grade Reporting Policy  
Secondary – Middle Years Program and Diploma Program

**Policy Goal:** Definition, uniformity, and transparency in the Academy's Secondary (MYP and DP) assessment and grading policy.

**Policy Description:**

Grading Policy

Uniform assessment of achievement and grade reporting standards are an important component to support student success in the Secondary (MYP and DP) programs at Westlake Academy. In order to accurately reflect the academic achievement of students, the Academy shall develop grading standards that incorporate the following purposes:

- Reflect a student's mastery of the curriculum as demonstrated by the student's performance on exams, homework assignments, projects, etc.
- Allow the parent to easily identify and gauge their child's performance and progress
- Promote consistency across grade level(s) of assessment standards and grade reporting
- Assist colleges in determining the scope of a student's academic achievement
- Demonstrate college readiness
- Identify any subject area where a student may need additional assistance to reach educational goals

In order to promote the above-identified purposes and establish comprehensive grade assessment and reporting standards for the student body of Westlake Academy, Staff will develop uniform *grading/assessment guidelines* for all secondary grades and publish the information in the Parent/Student Handbook and on the Academy's web site on an annual basis. These guidelines will address the Academy's assessment philosophy and practices, the roles of summative and formative assessments, the role of grades, and the role of criterion-based rubrics and assessment.

#### Use of Assessments

Staff will administer a variety of assessments to measure student knowledge and progress throughout the year. The frequency and type of assessment utilized will be program specific (*i.e.* Middle Years or Diploma Program) and will be published in the Parent/Student Handbook.

In the Secondary School (Middle Years and Diploma Program), a student shall not be required to complete more than two major assessments/tests on the same day.

In addition, SENIORS in the Diploma Program sitting for the IB exams may be exempt from final exams based on criteria adopted by the Executive Principal or his/her designee.

#### Grade & Progress Reports

Westlake Academy will send home grade reports at the end of each quarter (approximately nine-week period). Additionally, parents shall receive interval reports on student progress once each semester by parent/teacher conference. This will allow parents to meet with teachers and briefly discuss their child's progress. Additional concerns may be addressed as needed at conferences scheduled at the request of the teacher or a parent any time during the school year.

#### Weighted Grades

The Academy shall identify courses for which weighted grades will be assigned and designate the courses and grade weighting procedures in the Parent/Student Handbook. The Academy shall record the weighted numerical grades on each student's academic achievement record.

When a transfer student enters Westlake Academy with an academic achievement record that includes a grade that was subject to a grade-weighting system from another school, the Academy shall convert the weighted grade to reflect the grading scale applicable to the same or equivalent course offered by Westlake Academy. This paragraph applies only if the same or equivalent course is offered to the same class of students at the Academy.

### Evaluation of Credits for Transfer Students

The Academy accepts credits from other public schools accredited by the State of Texas. Transfer students may also request a transfer of credits from privately-accredited educational institutions. Upon receipt of a transcript, courses will be evaluated by Westlake Academy to determine if the course meets the requirements for graduation from a Texas high school, as well as any applicable standards for Westlake Academy. Parents/Students are responsible for providing any additional information requested by the Academy that it deems necessary for the evaluation of transfer credits.

In order to receive credit for completed coursework, students entering Westlake Academy from a non-accredited school or from home schooling must take credit-by-exam (CBE) tests approved in advance by Westlake Academy. Students are responsible for any applicable fees associated with these tests and must achieve acceptable test scores based on the standards of the administering organization.

Guidelines consistent with these policies will be developed by Staff and published in the Parent/Student Handbook.

**Dates Amended:**  
**08/11/14**



**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.04:**

**Date Board Adopted:** November 3, 2009

**Date Board Amended:** October 5, 2015

**Effective Date:** October 5, 2015; *contingent upon approval by TEA*

**Policy Category:** Student Achievement

**Policy Name:** Graduation Policy

**Policy Goal:** Establishing graduation requirements and defining the commencement participation requirements, the calculation of cumulative grade point average and Valedictorian, Salutatorian and Honor Graduate criteria.

**Policy Description:**

Graduation requirements - As reflective of the Academy's rigorous and enriching IB curriculum and a desire to foster college readiness, students who graduate from Westlake Academy will complete a program of study which includes high academic standards and additional credit hours making them eligible for the Texas Distinguished Achievement Diploma.

Only students who have completed all the requirements of Westlake Academy will receive a diploma. Those requirements are as follows:

- Completion of a minimum of 28 credit hours as required by the Texas Distinguished Achievement Diploma.
- Not assigned to a Disciplinary Alternative Education Placement (DEAP) setting during his/her senior year at Westlake Academy or any other educational facility.

Students who receive a Westlake Academy high school diploma will have completed a minimum of 28 hours of course work, which reflects those higher levels of academic achievement. The course requirements are:

English	4.0
Speech	0.5
Foreign Language	3.0
Social Studies	4.0
Government	0.5

Economics	0.5
Science	4.0
Mathematics	4.0
Fine Arts	2.0
Elective	1.0
Physical Education / Health	1.0
Technology	1.0
Middle Years Program Personal Project*	0.5
Theory of Knowledge	1.0
Creative, Action, & Service (CAS) & Extended Essay	1.0
<b>TOTAL</b>	<b>28.0</b>

\* Students enrolling after 10<sup>th</sup> grade are exempt from this requirement.

Eligibility for Commencement – Westlake Academy seniors who have satisfied all Westlake Academy requirements for graduation are eligible for participation in the graduation ceremonies; however, disciplinary infractions may jeopardize a students’ participation in the commencement ceremony at the discretion of the Secondary Principal.

For students who do not meet the requirements, an exception may be made in the event that a senior lacks one (1) credit towards the graduation requirements. The student must have a plan approved by the Secondary Principal to complete the credit prior to the beginning of the next school year. No other exceptions to participation in the graduation ceremony will be granted.

Calculation of Cumulative Grade Point Average (CGPA):

- Courses taken at the secondary level at Westlake Academy and other fully accredited schools and that are not modified in content will be included when calculating CGPA.
- CGPA will be calculated by the College Counselor and rounded up to the nearest hundredth.
- CGPA will be determined using semester grades for all courses from the 9<sup>th</sup> grade up to the time of reporting. Reporting dates will vary with college / scholarship due dates.

Quality Points for Diploma Program Courses - Westlake Academy will award ten points to the final grade for all IB Diploma Program courses. Raw grades in the course must be a passing grade of 70% or better to receive quality points. Raw semester grades are shown on a student’s report card and Academic Achievement Record (AAR)/Transcript. Quality points will be included in CGPA calculation and this weighted CGPA will appear on the student’s transcript. No quality points are awarded for non-Diploma courses.

Academic Recognition - Westlake Academy will encourage and recognize academic achievement through the establishment of a class Valedictorian, Salutatorian and Honor Graduates.

Valedictorian and Salutatorian – Graduating seniors with the top two CGPAs will be recognized. In the event of a tie for Valedictorian, the students will share the honor and no Salutatorian will be designated. Additionally, valedictorian and salutatorian eligibility requires attendance at Westlake Academy for six consecutive semesters preceding graduation. Further, the Superintendent or his/her designee may deem a student ineligible who is in violation of Westlake Academy’s code of conduct and requirements, Town code, or State codes.

Honor Graduates - A graduating seniors whose weighted CGPA is 90% or above will be determined to be an Honor Graduate and will be duly recognized at commencement. The Secondary Principal and his/her designee are granted the authority to include students whose CGPA is 90% or above at the end of the final semester.

Rank in Class - Rank in class is determined by CGPA and will used for the purposes of:

- Obtaining automatic admission to Texas public universities based upon the uniform admission policy and in accordance with the Texas Education Code. This information will be reported directly to institutions by Westlake Academy staff.
- Determining Valedictorian and Salutatorian.

Outside of the above circumstances, Westlake Academy is a non-ranking high school.

Operational guidelines consistent with the above policy directives will be detailed and published in the Program of Studies and or the College Application Handbook on an annual basis.

In the event a student does not complete all Westlake Academy graduation requirements by the end of the student’s twelfth (12th) grade year due to unexpected circumstances, the student may seek Board approval for and the Board may approve an alternate graduation plan consistent with the State’s high school graduation requirements, if it is determined to be in the best interest of the student.

\* This policy is applicable beginning with students in the class of 2014 through the class of 2017. And will expire after School Year 2017 or the class of 2017.

**Dates Amended:**

**11/03/09**

**08/15/11**

**06/04/12**

**05/12/14**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.04A:**

**Date Board Adopted:**      **May 12, 2014**

**Date Board Amended:**      **March 6, 2017**

**Effective Date:**              **March 6, 2017; *contingent upon approval by TEA***

**Policy Category:**              **Student Achievement**

**Policy Name:**                  **Graduation Policy**

**Policy Goal:** Establishing graduation requirements and defining the commencement participation requirements, and Valedictorian, Salutatorian and Honor Graduate criteria.

**Policy Description:**

Graduation requirements - As reflective of the Academy's rigorous and enriching IB curriculum and a desire to foster college readiness, students who graduate from Westlake Academy will complete a program of study which includes high academic standards and additional credit hours making them eligible for the Distinguished Level of Achievement award. This policy applies to students entering ninth grade during the 2014-2015 school year, or later, and may apply to students currently in grades nine through twelve, upon request.

Only students who have completed all graduation requirements identified in this policy will receive a Westlake Academy diploma. Those requirements are as follows:

- Completion of a minimum of 26 credit hours as required completing the curriculum requirements to graduate under the Foundation High School Program with a multi-disciplinary endorsement and a distinguished level of achievement.
- Satisfactory performance on required state end of course assessments.
- Completion of requirements to sit for and receive an IB Diploma.

To receive a Westlake Academy high school diploma students shall complete all course work as identified by the State Board of Education, which includes a minimum of 26 hours of coursework, reflecting the state's higher level of academic achievement.

The Westlake Academy graduation requirements are as follows:

## Westlake Academy Graduation Requirements Foundation Plan with Multidisciplinary Endorsement and Distinguished Level of Achievement

	Group 1 STUDIES IN LANGUAGE AND	Group 2 LANGUAGE ACQUISITION	Group 3 INDIVIDUALS AND SOCIETIES	Group 4 SCIENCES	Group 5 MATHEMATICS	Group 6 ARTS AND ELECTIVE	
Foundation Plan	English (2.0) DP English Literature (2.0)	Language B <sup>1</sup> (2.0)	Humanities <sup>2</sup> (3.0) DP Humanities (1.0)	Science (2.0) DP Science (1.0)	Mathematics (2.0) DP Mathematics (1.0)	PE (1.0) Fine Arts (1.0) MYP Elective <sup>3</sup> (1.0) TOK/Speech (2.0) DP Group 6 (1.0) <sup>4</sup>	22.0
Multidisciplinary Studies Endorsement and Distinguished Level of Achievement		DP Language B <sup>5</sup> (2.0)	DP Humanities (1.0)	DP Science (1.0)  <b>All credits in Science are required for Distinguished Level of Achievement</b>	DP Mathematics (1.0)  <b>All credits in Mathematics, including a credit in Algebra II are required for Distinguished Level of Achievement</b>		5.0
IB Requirements						Personal Project <sup>6</sup> Extended Essay CAS	
Based on classes taken in 9-12 grade <sup>7</sup>	4.0	4.0	5.0	4.0	4.0	6.0	Total Credits Earned  27.0

<sup>1</sup> For transfer students lacking Language Acquisition credits, a student who enrolls in Grade 10 will have a requirement of 3.0 credits for Group 2, and a student who enrolls in Grade 11 will have a requirement of 2.0 credits for Group 2. Transfer students will have to still fulfill all other credit requirements. The total credits earned may be decreased based upon the transfer credits but not to fall below the 26.0 minimum credits required by the state.

<sup>2</sup> A student may choose Economics HL from Group 6 and this will satisfy the 0.5 credit of Economics requirement. However, this choice will decrease the total credits earned by 0.5 but not to fall below the 26.0 minimum credits required by the state.

<sup>3</sup> Electives will be determined based upon course offerings and overall student interest in grade 10.

<sup>4</sup> Depending on a student's choice, DP group 6 courses can account for 1.0 or 2.0 credits.

<sup>5</sup> For transfer students lacking Language Acquisition credits, a student who enrolls in Grade 10 will have a requirement of 3.0 credits for Group 2, and a student who enrolls in Grade 11 will have a requirement of 2.0 credits for Group 2. Transfer students will have to still fulfill all other credit requirements. The total credits earned may be decreased based upon the transfer credits but not to fall below the 26.0 minimum credits required by the state.

<sup>6</sup> Personal Project is a requirement for any student attending Westlake Academy in Grade 10. Students who enter in G11 are exempt from the Personal Project.

<sup>7</sup> Pre-High School Credits can be earned in Language B and Mathematics in Grade 7 and/or Grade 8. Students may be awarded up to 3.0 credits on their high school transcript, however these credits do not count towards the totals for the state minimum requirements. State requirements must be completed in grades 9-12. This could bring ring a graduate to 30.0 total credits awarded.

Additional Endorsements – Westlake Academy seniors can also graduate with additional endorsements. Students who fulfill the Westlake Academy graduation requirements can also select and earn the Arts & Humanities endorsement based upon the completion of five social studies credits or the completion of four credits of the same language other than English. Westlake Academy students can also select and earn the Science Technology Engineering and Mathematics (STEM) endorsement by choosing to take Physics in high school. In addition, the STEM endorsement requires students to complete five credits of mathematics including Algebra 1, Geometry, and Algebra 2 with two credits beyond Algebra 2 or complete five credits of science including Biology, Chemistry, and Physics with two additional science credits.

Eligibility for Commencement – Westlake Academy seniors who have satisfied all Westlake Academy requirements for graduation are eligible to participate in the graduation ceremonies; however, disciplinary infractions may jeopardize a student's opportunity to participate in the commencement ceremony consistent with the student code of conduct and any determination made by the Executive Director.

For students who have not successfully completed all coursework, an exception may be made in the event that a senior lacks one (1) credit towards the graduation requirements. The student must have a plan approved by the Executive Director to complete the credit prior to the beginning of the next school year. No other exceptions to participation in the graduation ceremony will be granted unless required by law.

Academic Recognition - Westlake Academy will encourage and recognize academic achievement through the establishment of a class Valedictorian, Salutatorian and Honor Graduates.

Valedictorian and Salutatorian – Graduating seniors with the top two Cumulative Grade Point Averages (CGPA) will be recognized. In the event of a tie for Valedictorian, the students will share the honor and no Salutatorian will be designated. Additionally, valedictorian and salutatorian eligibility requires attendance at Westlake Academy for six consecutive semesters preceding graduation. Further, the Superintendent or his/her designee may deem a student ineligible who is in violation of Westlake Academy's student code of conduct, other school requirements, Town code, or State codes.

Honor Graduates - A graduating senior whose weighted CGPA, is 90% or above will be determined to be an Honor Graduate and will be duly recognized at commencement (please see Board Policy on Grading and Assessment for the calculation of the CGPA). The Executive Principal and his/her designee are granted the authority to include students whose CGPA is 90% or above at the end of the final semester.

Rank in Class - Rank in class is determined by CGPA and will be used for the purposes of:

- Obtaining automatic admission to Texas public universities based upon

the uniform admission policy and in accordance with the Texas Education Code. This information will be reported directly to institutions by Westlake Academy staff.

- Determining Valedictorian and Salutatorian.

Outside of the above circumstances, Westlake Academy is a non-ranking high school.

Operational guidelines consistent with the above policy directives will be detailed and published in the Program of Studies and/or the College Application Handbook on an annual basis.

In the event a student does not complete all Westlake Academy graduation requirements by the end of the student's twelfth (12<sup>th</sup>) grade year due to unexpected circumstances, the student may seek Board approval for and the Board may approve an alternate graduation plan consistent with the State's foundation high school program requirements, if it is determined to be in the best interest of the student.

\* This policy is applicable beginning with students in the class of 2018

\*\* Revisions enacted due to provisions pass by House Bill 5 approved during the 83<sup>rd</sup> Legislative Session

**Dates Amended:**

**10/05/15**

**11/02/15**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.05:**

**Date Board Adopted:** December 7, 2009

**Date Board Amended:** N/A

**Effective Date:** December 7, 2009

**Policy Category:** Student Achievement

**Policy Name:** IB Exam Fees

**Policy Goal:** To maximize student opportunity to take IB Diploma Exams

**Policy Description:**

This establishes a Board policy regarding IB exam fees, directs Staff to conduct an annual review of same during each budget year, and to determine the school's ability to share the associated costs with parents and students.

The Diploma Program students who wish to graduate with an IB Diploma are required to take subject specific exams to complete the program and attain the diploma issued through the International Baccalaureate Organization (IBO). As a component of the process, the IBO requires each student to remit associated registration and exam fees.

In order to support Academy students in their efforts to attain an IB Diploma, the Board directs the Staff, as part of the annual budget preparation process, to estimate the number of graduating seniors eligible to sit for the exams and calculate the anticipated costs of the registration/exam fees.

Once the costs are calculated, Staff will review the school's budget and determine if the Academy may assist our students and their families, by paying up to one-half of the exam fees. Any costs reimbursed by the State shall also be utilized in the calculations and retained by the Academy to reduce the overall monetary commitment require do the students. Staff is further directed to adopt administrative procedures so that sufficient controls are in place to ensure public educational purpose is served.



**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.06:**

**Date Board Adopted:**      November 3, 2009

**Date Board Amended:**      N/A

**Effective Date:**              November 3, 2009

**Policy Category:**              Student Achievement

**Policy Name:**                    Homework Policy

**Policy Goal:**    Creation of an effective and supportive learning environment

**Policy Description:**

Westlake Academy is a school with a desired outcome of high academic achievement for each student. In support of this outcome, homework is considered as an integral component of a student's school career and serves the vital purpose of assisting the student in their pursuit of knowledge. Homework is viewed as:

- An avenue to increase and enhance student learning
- Providing additional drill, practice and study
- A support vehicle for teaching and developing personal responsibility
- Informing parents of the subject matter and classroom lessons of their child

Staff will develop uniform *homework requirement guidelines* for all grades and place the information in the Parent/Student Handbook and on the Academy's web site on an annual basis.

Allowances and contingency plans will be developed for excused absences along with consequences for unexcused absences and the submittal of late assignments. In addition, schedules for student/teacher tutorials will be included in the homework requirement guidelines.

Parents are encouraged to assist the Academy's instruction program by providing the student with the necessary tools and time to complete the homework requirements.

Failure to adhere to the homework requirements will subject the student to the possibility of receiving poor/failing grades on assignments. Continued abuse of the homework requirement guidelines will subject the student to the progressive disciplinary policy of the Academy.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.07:**

**Date Board Adopted:** December 7, 2009

**Date Board Amended:** August 13, 2012

**Effective Date:** August 13, 2012

**Policy Category:** Student Achievement

**Policy Name:** Student Athletic/Extra Curricular Program  
Academic Eligibility

**Policy Category:** Student Achievement

**Policy Goal:** Uniform Academic Criteria and Guidelines for Determining Student Participation in Westlake Academy's Athletic/Extra-Curricular Programs

**Policy Description:**

Westlake Academy offers the rigorous International Baccalaureate Organization (IBO) course work as the standard curriculum for students in grades K-12 and values the traits found in the IB Learner profile. In particular, the traits of being *Principled* and *Balanced* will be emphasized in our sports and extra-curricular programs. The Academy will offer the students the opportunity to participate in these types of activities in an environment that fosters fairness, justice and respect for the dignity of the individual, groups and communities and also promotes a greater understanding of the importance of intellectual, physical and emotional balance.

Currently, Westlake Academy participates in the Texas Christian Athletic Fellowship (TCAF) League for competitive sports and as such, athletes, teams and coaches must abide by their policies and procedures in order to remain eligible and participate in the team or individual sports program.

Staff is directed to periodically review the League's requirements as it pertains to eligibility and update the Parent/Student Handbook in order to inform the students of the necessary academic performance levels required to participate each year.

Home-school student participation will be allowed for Westlake Academy sports teams in accordance with the TCAF by-laws. Both primary and secondary boundary students are allowed to try-out for the teams based on roster availability.

**Dates Amended:**  
11/1/2010

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.08:** Reserved

**Date Board Adopted:**

**Date Board Amended:**

**Effective Date:**

**Policy Category:** Student Achievement

**Policy Name:** Reserved

**Policy Goal:**

**Policy Description:**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.09:**

**Date Board Adopted:** April 5, 2010

**Date Board Amended:** May 9, 2016

**Effective Date:** May 9, 2016

**Policy Category:** Student Achievement

**Policy Name:** Primary (K-G5) Assessment and Grade Reporting

**Policy Goal:** Definition and Transparency in the Primary (K-G5) Student Assessment and Grading Policy

**Policy Description:**

The purpose of this assessment policy is to help all members of the school community understand and use educational assessment in a consistent and successful way. Our goal is to create a community that embraces assessment as a valuable and essential part of the learning cycle.

**1) Our Purposes for Using Assessment**

a) *For learners, assessment does the following:*

- i) Promotes efficient learning by focusing the student's attention on what is important
- ii) Promotes understanding and life-long learning
- iii) Promotes self-evaluation and self-monitoring by the use of well-defined expectations and criteria
- iv) Motivates learning by communicating progress concerning what a student knows and is able to do
- v) Helps understand how school learning relates to present world and future goals.

b) *For teachers, assessment does the following:*

- i) Provides formative and summative data about student learning
- ii) Provides diagnostic data to improve learning
- iii) Assists instructional planning by providing informed feedback
- iv) Helps to determine teaching effectiveness - what approaches and methods work
- v) Helps to determine whether the program is achieving desired goals (program accountability)
- vi) Is a tool for communicating to others

- c) For administrators, assessment does the following:
- i) Assists in determining the effectiveness of programs
  - ii) Assists in determining school and grade-level learning goals
  - iii) Assists in allocation of resources, including professional development
  - iv) Monitors student achievement and supports student learning

d) *For parents, assessment does the following:*

- i) Provides formative and summative data about student learning and attainment.
- ii) Provides information about the child's learning experience in school.
- iii) Provides information about future educational opportunities.
- iv) Helps provide information of the strengths and weaknesses of both the instructional program and the individual learner.

In consideration of the need to establish relevant and comprehensive grade reporting and assessment policies for the PYP student body of Westlake Academy, the following ratings and descriptors will be utilized by the Staff to indicate academic performance, as well as effort in subject-based and unit of inquiry reports with regard to higher order thinking, critical concepts, content and skills on primary report cards.

<b>Higher-Order Thinking Skills</b>	<b>Command Terms</b>
Create	design, construct
Evaluate	justify, synthesize, appraise, comment
Analyze	deduce, investigate, argue
Apply	measure, present, calculate, predict
Understand	describe, recognize, classify, explain,
Remembering	list, identify, define, recall, label
<b>Lower-Order Thinking Skills</b>	

### PERFORMANCE DESCRIPTORS (Kindergarten-Grade 5)

<b>Meets with Excellence</b> 4	The learner <b>evaluates and creates</b> new and deeper understandings that are applied beyond grade level standards. The learner consistently applies knowledge and skills to unfamiliar situations through independent investigation, uses higher-order thinking to demonstrate understandings through reflections, work samples, and discussions. The learner takes responsibility through student-initiated actions and strives to achieve his/her highest individual potential in all endeavors.
<b>Meets with Proficiency</b> 3	The learner meets grade level standards by <b>applying and analyzing</b> knowledge. The learner uses higher-order thinking with knowledge and skills in familiar situations to communicate understanding through reflections, and work samples.

<b>Developing Proficiency 2</b>	The learner is approaching the proficient level of <b><i>remembering and understanding</i></b> . The learner can use lower-order thinking (to demonstrate knowledge. Teacher support is sometimes needed to encourage self-directed learning. Grade level standards of knowledge and skills continue to develop with increasing independence.
<b>Require Support to Meet Proficiency 1</b>	The learner is struggling to reach proficiency in relation to grade level standards. Teacher support is regularly given for the student to engage in lower-order thinking. The teacher must guide learning and skill development because the learner has not reached an independent level.
<b>Not Applicable (N/A)</b>	This strand has not been formally assessed at this point in the school year. In- depth study in this area will be addressed next semester.

\*See relevant command terms for Higher and Lower Order Thinking Skills in Student-Parent Handbook

### **EFFORT DESCRIPTORS (Grade 3-5)**

#### **Exceptional Effort 4**

<b>Motivated, active learner</b>	The learner consistently and confidently demonstrates a willingness to work hard and is driven by external (peer and parental expectations), as well as internal (interest and desire to achieve their highest individual potential) factors.
<b>Organized/Prepared</b>	The management of time is used effectively and appropriately to plan and carry out activities. The learner is reflective about sharing information with an audience and is always well prepared with materials and resources.

#### **Very Good Effort 3**

<b>Motivated, active learner</b>	The learner demonstrates willingness to work hard and appears driven by external (peer and parental expectations), as well as internal (interest and desire to do well to achieve their potential) factors.
<b>Organized/Prepared</b>	The management of time is not always used effectively and appropriately to plan and carry out activities. The learner shares information but not always with the audience in mind, and could be better prepared with materials and resources.

## Good Effort 2

<b>Motivated, active learner</b>	The learner works to meet the minimum expectations and does not demonstrate the independence and drive. External motivation is needed on a regular basis to achieve more than is required.
<b>Organized and prepared</b>	Support is needed in the management of time and to plan and carry out activities. The learner needs support in organization of materials and resources.

## Improvement Needed 1

<b>Motivated, active learner</b>	The learner seldom demonstrates willingness to work hard to potential. External factors (peer and parental expectations) and teacher intervention tend to be the only source of motivation to accomplish work of a satisfactory or better standard.
<b>Organized and prepared</b>	Time is not used effectively and appropriately to plan and carry out activities. The learner shares information without care and does not see a purpose. The learner is always assisted in the preparation of materials and resources.

***Details for Bloom's Taxonomy and Command terms are expanded and explained in the PYP Student-Parent Handbook.***

Report Cards - Westlake Academy will send home two (2) primary report cards each year. The report cards will be sent home in December and May of each year.

Parent-Student-Teacher-Meetings – Staff will conduct two (2) parent/student/teacher conferences per year for every primary student: a goal-setting conference during the first semester and a student-led conference during the second semester. This will allow parents/students to meet with teachers to discuss student progress, and, in the case of student-led conferences during the second semester, witness the demonstration of understanding firsthand. Parents or teachers may request additional conferences at any time during the school year to discuss student progress and concerns.

In addition to the above meetings, parents and students will be invited to attend conferences at the beginning of October to discuss how their son or daughter has settled into their new class and their initial learning goals.

**Dates Amended:**  
**10/03/11**



**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.10:**

**Date Board Adopted:** January 9, 2012

**Date Board Amended:** N/A

**Effective Date:** January 1, 2012; *contingent upon approval by TEA*

**Policy Category:** [Student Achievement](#)

**Policy Name:** [State Testing and Advanced Coursework](#)

**Policy Goal:** To clarify which State tests students taking advanced coursework need to take.

**Policy Description:**

It is the policy of Westlake Academy that if, a student is taking an advanced course and taking the STAAR EOC assessment for said course, that the student will not be required to take the grade level EOC in that subject. For example a Grade 8 student taking Algebra 1 will take Grade 8 Reading, Science and Social Studies as well as Algebra 1 EOC but will not be required to take the Grade 8 math EOC.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.11:**

**Date Board Adopted:**      **March 5, 2012**

**Date Board Amended:**      N/A

**Effective Date:**              **March 5, 2012;**

**Policy Category:**              **Student Achievement**

**Policy Name:**                  **Homebound Instruction**

**Policy Goal:** Provide an appropriate learning environment for students with medical issues that prevent attendance in the regular classroom.

**Policy Description:**

Consistent with TEA's Student Attendance Accounting procedures, a student who will be confined for a minimum of four (4) weeks to a hospital or homebound for medical reasons that are specifically documented by a physician licensed to practice in the United States may be eligible to receive general education homebound services. Parents should request services through the appropriate principal in accordance with administrative procedures.

Upon receipt of a request for homebound services, the principal or their designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, when the student is able to return to the regular educational setting, the length of the transition period based on current medical information.

For all students receiving homebound instruction, Westlake Academy will create and maintain documentation of all instructional services provided in accordance with administrative procedures.

Nothing in this policy is intended to limit the rights of students eligible to receive special education services. For special education students that require homebound instruction, the student's ARD committee shall determine the type and amount of instruction to be provided and, when the student is able to return to the regular educational setting, the length of the transition period based on current medical information.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.12:** (Combined with 6.08)

**Date Board Adopted:** November 5, 2012

**Date Board Amended:** November 17, 2014

**Effective Date:** November 17, 2014

**Policy Category:** Student Achievement

**Policy Name:** Promotion and Retention

**Policy Goal:** Describe the standards for promotion based on mastery of curriculum and the criteria/circumstances for consideration of student retention based on unsatisfactory academic achievement.

**Policy Description:**

The curriculum of Westlake Academy as an IB World School requires students to embark on the rigorous International Baccalaureate Organization (IBO) coursework found in the Primary Years Programme, Middle Years Programme, and the Diploma Programme. The curriculum content aligns the Texas Essential Knowledge and Skills (TEKS) requirements and the IBO learning outcomes. Instructional programs shall be developed at each grade level to implement the curriculum in a manner that supports the Academy’s vision to “...inspire students to achieve their highest individual potential.”

In order to ensure academic achievement and the mastery of the necessary skills to advance to each subsequent grade level, the Staff of Westlake Academy will develop specific guidelines and procedures for instructional programs and course content, which will be published in the Parent/Student Handbook on an annual basis. Instructional programs are developed with the expectation that students will progress through the curriculum for one grade level each academic year.

**Promotion**

Students shall be promoted based on academic achievement and demonstrated proficiency of the subject matter or grade level. In addition to other factors that must be considered for promotion under state law, mastery of the curriculum for a particular grade/subject will generally be determined based on a final passing grade of 70 or higher and demonstrated mastery of the skills necessary for success at the next level.

To evaluate a student's mastery of the curriculum, principals may review and consider the following when making recommendations and/or decisions related to promotion:

- School-work and achievement records for the student (internal assessments, report cards, etc.)
- Recommendations from current or previous instructors/teachers
- External standardized achievement exams (mandatory state assessments, the International School's Assessment and other tests deemed appropriate by the Executive Principal or his/her designee)

In addition to the above considerations, all promotion decisions must comply with applicable state law related to performance on required state assessments. A student may not be promoted to a sixth grade program if the student does not perform satisfactorily on the fifth grade mathematics and reading assessment instruments; and a student may not be promoted to the ninth grade program if the student has not performed satisfactorily on the eighth grade mathematics and reading assessment instruments unless an exception applies under the state assessment requirements that exempts the student from administration of the fifth or eighth grade assessments. Tex. Educ. Code 28.0211(a).

The Academy is not precluded from retaining, in accordance with state law, a student who performs satisfactorily on a grade advancement test. Tex. Educ. Code 28.0211(g).

### Advanced Promotion

The Board also recognizes that a student may progress at an advanced rate such that the student is prepared to pursue coursework in a grade or subject area above the student's corresponding grade level based on age. The principal and/or a parent may initiate a request for a student to advance beyond the next grade level or in a particular subject area beyond the next grade level. In responding to such a request, the principal will review all the data identified above for promotion decisions as well as the following additional information:

- Teacher recommendations that include social-emotional aspects and maturity of the student, and the student's attitude toward learning and independent study in order to help determine the potential success of the student in the promoted course/grade
- Documentation of additional academic work completed outside the normal classroom hours, and activities (academic competitions, summer camps, advanced tutoring programs, and/or on-line coursework, etc.)
- If deemed necessary, performance on additional assessment(s) identified by the principal to determine the appropriate placement of the student and the student's ability to advance in the applicable coursework.

## Credit for Graduation Requirements

Credit must be earned for any course required for graduation. A student seeking credit for a course without receiving instruction in the course from Westlake Academy must meet all of the criteria for promotion along with the following:

1. The student shall complete a standardized exam, such as the Texas Tech high school exit-level course(s) or a similar assessment from a credit-awarding institution. The student must achieve a score of at least 90% or higher in order to receive credit for the course at the Academy.
2. All exams must be pre-approved by the principal(s).
3. The student shall be responsible for any associated exam fees required by the testing institution.

Upon receipt of a request for credit under this section, the principal(s) should complete the review and consideration of the identified criteria within 15 days of the initial request and communicate a decision to the student and parents regarding whether the proposed alternative for obtaining credit will be accepted by Westlake Academy.

## Retention

If either a parent or the Academy identifies a concern regarding a student's ability to advance to the next grade level, state and/or internal assessments may be administered to assist the Academy in determining if a student has attained the necessary educational understanding to advance. Additional evaluation may include, *but is not limited to*, consideration of grade/subject specific examinations, essays, homework assignments, group and individual projects, and state mandated assessments.

## Summer School/Alternative Educational Programs

Students, who do not meet the necessary requirements for advancement, must complete comparable coursework in summer school or through an alternative education program in order to avoid retention at the current grade level. **A student who fails two (2) or more core classes may not advance to the next grade level.**

Students who do not satisfactorily complete a course required by the state or the Academy for high school graduation must complete the course through a summer or alternative educational program approved in advance by the Executive Principal/Director of Education or his/her designee prior to being considered for graduation from Westlake Academy. Students who fail a core course must satisfactorily complete and attain a passing grade in the class during the summer session immediately following the academic year in which the class was failed to avoid retention.

If the course is not offered at Westlake Academy, it is the parent/guardian's responsibility to locate a summer school or alternative educational program within their home district for remediation that is acceptable for credit and approved by the Executive Principal/Director of Education or his/her designee. Westlake Academy reserves the right to accept or deny summer school credit.

Prior to attending summer school or any alternative educational program, parents and students should obtain written approval from the Executive Principal/Director of Education or his/her designee to ensure that the program is acceptable to the Academy and to identify the required standards for the student to transfer the credit to the Academy.

### State Assessments and Remediation

The Board of Trustees and the Staff of Westlake Academy are committed to student success on state-mandated assessments and take seriously the obligation to provide students the assistance they need to support an opportunity for students to succeed.

All students at state-mandated assessment testing grade levels (Grades 3-11), will be taught the content contained within the Texas Essential Knowledge and Skills (TEKS) curriculum to ensure appropriate readiness for the successful completion of all state-mandated assessments. Students who are not making adequate progress will receive remedial assistance in accordance with state law requirements. A schedule(s) for accelerated instruction will be developed by Staff and communicated to the parent/guardian of the students needing additional assistance.

Operational guidelines consistent with the above policy directives will be detailed and published as necessary by Academy Staff in the Parent/Student Handbook on an annual basis.

**Dates Amended:**

**11/03/09** (6.08)

**08/11/14**

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.13:**

**Date Board Adopted:**      **March 4, 2013**

**Date Board Amended:**      **February 6, 2017**

**Effective Date:**              **February 6, 2017**

**Policy Category:**              **Student Achievement**

**Policy Name:**                  **Special Education**

**Policy Goal:** Establishing a program to design and deliver high quality support that ensures all students are successful, parents are informed, and educators are empowered.

**Policy Description:**

Federal and State law provide minimum standards and requirements that each child is entitled to receive in a publicly funded LEA (Local Education Agency). Further, federal and state law requires the Westlake Academy Board of Trustees to adopt policies that ensure implementation of the Individuals with Disabilities Act of 2004 (IDEA) and all other federal and state laws, rules and regulations regarding students with disabilities receiving special education services. Further, Westlake Academy, as an LEA, has maintained the necessary policies and any future amendments to those regulations, laws, and rules will be incorporated into the policies and procedures implemented by Westlake Academy. The specific special education policies may be found in the SPED Appendix in the Board of Trustees Policy Manual.

Additionally, Westlake Academy recognizes that special education services are developed for each child through a partnership of the parent, teacher, and administration. This process is student focused recognizing that special education is a service and not a place; that all faculty and staff, support the unique requirements of each student with a disability and will strive to provide an environment that will best meet each student's needs.



## **SPED Appendix - Link**

Admission, Review, and Dismissal (ARD) Committee  
Ages 0-5  
Applicability of Texas Education Code Relating to Special Education  
Autism  
Child Find Duty  
Closing the Gap  
Compliance with Federal Funding Requirements IDEA  
Compliance with Federal Funding Requirements Title 1  
Consent  
Contracts for Services – Residential Placement  
Coordination of Funds for Purchases of Instructional Materials  
Curriculum  
Diagnosis and Programs of Instruction  
District and Campus Improvement Plans  
Dyslexia Services  
Eligibility  
Evaluation Procedures  
Extracurricular Activities  
Foster Parents  
Free Appropriate Public Education  
Graduation Requirements  
Health and Safety  
IEP  
Independent Educational Evaluations  
Least Restrictive Environment  
Monitoring and Compliance  
Native Language  
Non-educational Community Based Support Services  
Open-Enrollment Charter Equal Educational Opportunity  
Prior Written Notice  
Procedural Safeguards  
Public Education Information Management System (PEIMS)  
Records  
Referral for Possible Special Education Services  
Shared Service Arrangements  
Special Education Teacher and Related Service Provider Qualifications  
State Funding Special Allotments  
Student Discipline  
Teacher Requested Review  
Testing – Student Assessment  
Transfer of Parental Rights at Age of Majority

Transition Services  
Transportation Services

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 6.14:**

**Date Board Adopted:** November 7, 2016

**Date Board Amended:** N/A

**Effective Date:** November 7, 2016

**Policy Category:** Special Education

**Policy Name:** Special Education Video/Audio Monitoring

**Policy Goal:** Promote student safety and provide transparency in the educational services provided to certain special education students.

**Policy Description:**

**Purpose of Video Surveillance**

The purpose of the video surveillance allowed under this policy is to promote student safety in certain self-contained classrooms and other special education settings. In accordance with Texas Education Code Section 29.022, a parent, trustee, or staff member may submit a request for the Academy to provide video equipment in a classroom in which a student who receives special education services in a self-contained classroom or other special education setting is enrolled.

**Procedures for Authorized Video Surveillance**

- A written request for video surveillance in special education settings may be submitted to the Westlake Academy Executive Director. The Executive Director shall review the request and either: 1. forward the request to the appropriate staff to implement video surveillance in accordance with this policy and any applicable administrative procedures; or 2. provide the requestor a response regarding why the request is deficient.
- Upon receipt of a proper request, the Academy shall place, operate, and maintain one or more video cameras in self-contained classrooms or other special education settings in accordance with Education Code 29.022 and 19 Administrative Code 103.1301.

- Authorized video surveillance shall include audio recording capability and will capture all areas of the self-contained classroom except that no video surveillance shall be conducted of the inside of a bathroom or other area used for toileting or diapering a student or removing or changing a student's clothes.
- Authorized video surveillance will be operational at all times during the instructional day when students are in the self-contained classroom during the regular school year and during any extended school year services. Video surveillance shall continue for as long as the classroom or setting continues to satisfy the requirements of Texas Education Code Section 29.022(a).
- Written notice shall be provided to staff members assigned to special education self-contained classrooms and to the parents of students who are assigned to special education self-contained classrooms prior to installation of the video cameras and, after installation, annually by September 1 of each calendar year.
- Westlake Academy may post a notice at the entrance of any self-contained classroom or other special education setting in which video cameras are placed stating that video and audio surveillance are conducted in the classroom or setting.
- Video recordings shall be retained for a minimum of six months.

### **Confidentiality & Access to Video Surveillance**

Regular or continual monitoring of surveillance video is prohibited. Additionally, video recordings may only be viewed in accordance with applicable law and the procedures adopted by Westlake Academy. Video recordings shall not be used for teacher evaluation.

The Academy will protect the confidentiality of all parties involved under Education Code 29.022 and 19 Administrative Code 103.1301. As such, unauthorized use or disclosure is prohibited. Unauthorized disclosure of confidential or privileged information is a serious violation under this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Video recordings may only be viewed by the following individuals, to the extent not limited by the Family Educational Rights and Privacy Act (FERPA).

The Academy shall release a recording for viewing by:

1. A staff member or other school employee or a parent of a student involved in an incident that is documented by a video recording for which a complaint has been reported to the Academy, on request of the staff member, employee, or parent, respectively;
2. Appropriate Department of Family and Protective Services (DPS) personnel as part of an investigation of alleged or suspected abuse or neglect of a child under Family Code 261.406;

3. A peace officer, a school nurse, a school administrator trained in de-escalation and restraint techniques as provided by commissioner of education rule;
4. Appropriate TEA or State Board for Educator Certification personnel or agents as part of an investigation.

If a recording documents possible abuse or neglect of a child under Family Code, Chapter 261, individuals reviewing the recording must submit a report to DFPS or other authority in accordance with applicable law.

If any person described by item 2, 3, or 4 above views a video recording and believes that it documents a possible violation of school policy, the person may allow access to the recording to appropriate legal and human resources personnel of the Academy to the extent not limited by FERPA or other law. A recording believed to document a possible violation of Academy policy may be used in a disciplinary action against school staff and shall be released in a legal proceeding at the request of a parent of the student involved in the incident documented by the recording. A recording believed to document a possible violation of Academy policy must be released for viewing by the employee who is the subject of the disciplinary action at the request of the employee.

Staff members whose assigned duties for Westlake Academy include installing, operating, and/or maintaining the video surveillance equipment or recordings will be provided access to surveillance equipment and recordings to the extent necessary to insure the efficient and effective implementation of this policy.

### **Procedures for Reporting a Complaint**

To report a complaint of an alleged incident in a self-contained classroom or other special education setting in which video surveillance under Education Code 29.022 and 19 Administrative Code 103.1301 is conducted, parents and/or staff members should do the following:

- Report the incident in writing to the programme principal using the form developed by the Academy;
- Programme principal will view the relevant portion of the video recording to determine if an incident was recorded;
- If the reported incident is recorded on video, the programme principal shall arrange for the person submitting the complaint to view the video, if requested;
- Programme principal will also investigate the incident by interviewing any parties deemed necessary to determine the facts of the incident; and
- Parents will be notified of the status of an investigation and given a written report of all determined facts and conclusions.

If reporting process does not resolve the complaint, a formal complaint should be filed under the provisions provided in the Parent/Student Handbook. Additionally, complaints alleging violations of this policy should be addressed through the grievance procedures provided in the Parent/Student Handbook or other dispute resolution channels.

**FERPA**

State law does not limit the access of a student's parent to an educational record of the student under FERPA or other law. To the extent any provisions in Education Code 29.022 and 19 Administrative Code 103.1301 conflict with FERPA or other federal law, federal law prevails.

## Section 7 - Student Behavior

<b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b>
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**Policy No. 7.01:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** N/A

**Effective Date:** August 3, 2009

**Policy Category:** Student Behavior

**Policy Name:** Drugs, Tobacco, Alcohol and Weapons

**Policy Goal:** To delineate the policy pertaining to illegal drugs, tobacco/alcohol use, and weapons on school campus, school sanctioned trips or activities, and off-site teaching facilities.

**Policy Description:**

In order to create a conducive learning environment and outline the policy on the use of illegal drugs, tobacco, alcohol and weapon possession, Westlake Academy will follow the following guidelines, which are consistent with state law, that govern these items on school campuses.

The Parent/Student Handbook will outline the progressive disciplinary actions and expulsion options for violations of this policy.

A student may be removed from class if the student engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Penal Code 42.06, or terroristic threat under Penal Code 22.07.

A student may be removed from class if the student commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or arriving on campus or while attending a school-sponsored or school-related activity on or off school property:

10. Engages in conduct punishable as a felony,
11. Engages in conduct that contains the elements of assault, under Penal Code 22.01(a)(1),
12. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of:

- a. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act, Health and Safety Code Chapter 481, or by 21 U.S.C. 801, et seq;
  - b. A dangerous drug as defined by the Texas Dangerous Drug Act, Health and Safety Code, Chapter 483.
  - c.
13. Sells, gives, or delivers to another person an alcoholic beverage, as defined by the Alcoholic Beverage Code, 1.04, or commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage,
  14. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Health and Safety Code, 485.031 through 485.034,
  15. Engages in conduct that contains the elements of the offense of public lewdness under Penal Code, 21.07,
  16. Engages in conduct that contains the elements of the offense of indecent exposure under Penal Code, 21.08.
  17. Students shall not smoke, use or possess tobacco products,

### **Gun-Free Schools Act**

In accordance with the Gun-Free Schools Act, the open-enrollment charter school shall expel, from the student’s regular program, for a period of one (1) year, any student who is determined to have brought a firearm, as defined by federal law, to school. The CEO may modify the term of expulsion for a student

or assess another comparable penalty that results in the student’s exclusion from the regular school program, on a case-by-case basis.

20 U.S.C. § 7151; Tex. Educ. Code §§ 12.104(b)(1), 37.007(e).

For purposes of this policy, “firearm” means:

- A. Any weapon (including a starter gun) which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive;
- B. The frame or receiver of any such weapon;
- C. Any firearm muffler or firearm silencer;



D. Any destructive device. "Destructive Device" means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled.

18 U.S.C. § 921.

**TOWN OF WESTLAKE  
WESTLAKE ACADEMY  
BOARD OF TRUSTEES POLICY**

**Policy No. 7.02:**

**Date Board Adopted:** August 3, 2009

**Date Board Amended:** N/A

**Effective Date:** August 3, 2009

**Policy Category:** Student Behavior

**Policy Name:** Uniform Requirements

**Policy Goal:** Creation of an effective learning environment

**Policy Description:**

Students at Westlake Academy are required to wear school approved uniforms each day. Appropriate dress and grooming contributes to a productive academic environment in which students can focus on learning, develop an awareness of others, develop character and good citizenship skills, and instill respect and self-discipline.

Uniform standards also promote a positive image of the school within the community and encourage students to uphold and enhance that image. All students must wear the approved uniform at all times while on campus. The prescribed uniform includes a dress uniform, a casual uniform and a gym/P.E. uniform.

**Dress Uniform**

*Required for Grades 1 – 12* ~ are to be worn on days predetermined by the Head(s) of Section. All dress uniform days will be conveyed to the students in advance, however, students may also wear the dress uniform at their own choosing on any school day. There are no dress uniform requirements for Kindergarten.

**Casual Uniform**

*Required for all grades* ~ all students should purchase casual uniforms which will contain a combination of colors and styles. The casual uniform may not be worn on dress uniform days, but may be worn at all other times.

### P.E. Uniform

*Required for Grades 2 – 12* ~ students will be required to wear the P.E. uniform as outlined in the Parent/Student Handbook.

### Free Dress Day

Will be approved by the respective Head of Section on an as approved basis. Guidelines for appropriate dress on these occasions will be outlined in the Parent/Student Handbook.

There are no exceptions to the uniform policy. Students wearing anything other than the prescribed uniform may be sent home. Clothing that resembles the prescribed garments are not permitted.

Westlake Academy staff will periodically review the designated uniform provider to ensure the quality and price are advantageous to our students and their parents. Parents will be informed of any changes to the uniform provider on a timely basis.