

OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL APPLICATION

Section I. Current Information in Charter School Tracking System

Charter Holder Name: STUDENT ALTERNATIVES PROGRAM, INC.
Charter School Name: PASO DEL NORTE ACADEMY CHARTER DISTRICT
Charter School County/District #: 071-803
Generation: 03
Maximum Approved Enrollment: 800
Grades Approved: 9,10,11,12,GED
Campuses:

RECEIVED
TEXAS EDUCATION
AGENCY
2013 APR -3 PM 2:18
DOCUMENT CONTROL UNIT
DISCRETIONARY GRANTS

071803001
PASO DEL NORTE ACADEMY-MESA CHARTER HIGH SCHOOL
711 N. MESA
EL PASO, TX 79902
Grade Levels Currently Served:
09,10,11,12,AE

071803002
PASO DEL NORTE ACADEMY-VISTA DEL SOL CHARTER HS
1599 GEORGE DIETER DRIVE
EL PASO, TX 79936
Grade Levels Currently Served:
09,10,11,12

Geographical Boundary:

The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

ANTHONY ISD
CANUTILLO ISD
CLINT ISD
EL PASO ISD
SAN ELIZARIO ISD
SOCORRO ISD
YSLETA ISD

Update to Data Provided by TEA
**OPEN-ENROLLMENT CHARTER
CONTRACT RENEWAL APPLICATION**

Section I. Current Information in Charter School Tracking System

Charter Holder Name: STUDENT ALTERNATIVES PROGRAM, INC.
Charter School Name: PASO DEL NORTE ACADEMY CHARTER DISTRICT
Charter School County/District #: 071-803
Generation: 03
Maximum Approved Enrollment: 800
Grades Approved: 9,10,11,12,~~GED~~
Campuses:

On August 8, 2005 correspondence from the Superintendent was submitted to Mr. Charlie Chatman at the then TEA Guidance & Counseling Division/High School Equivalency Program requesting the cancellation of the GED/HSEP for the Paso Del Norte Academy Charter. GED cancellation procedures were followed as per Mr. Chatman's directives.

071803001
PASO DEL NORTE ACADEMY-MESA CHARTER HIGH SCHOOL
711 N. MESA
EL PASO, TX 79902
Grade Levels Currently Served:
09,10,11,12,AE

071803002
PASO DEL NORTE ACADEMY-VISTA DEL SOL CHARTER HS
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EL PASO, TX 79936
Grade Levels Currently Served:
09,10,11,12

Geographical Boundary:

The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

ANTHONY ISD
CANUTILLO ISD
CLINT ISD
EL PASO ISD
SAN ELIZARIO ISD
SOCORRO ISD
YSLETA ISD

Section II. Contact Information

The persons listed below will be contacted by agency staff if there are issues to be resolved in any of the sections.

Superintendent Contact Information:

Superintendent's Name: Frances Berrones-Johnson

Telephone Number: 210-227-0295

Fax Number: 210-227-7879

E-mail Address: Frances.Johnson@sapicsc.org

Charter Holder Board Chair Contact Information:

Charter Holder Board
Chair's Name: San Juanita "Janie" Villa

Telephone Number: 956-472-0620

Fax Number: 210-227-7978

E-mail Address: jvillasapi@gmail.com

Application Preparer's Contact Information:

Contact Name: Frances Berrones-Johnson

Telephone Number: 210-227-0295

Fax Number: 210-227-7879

E-mail Address: Frances.Johnson@sapicsc.org

Charter School Website:

Web address: <http://sapiacademies.org/>

Section III. Posting of Adopted Budget

Chapter 12 of the Texas Education Code (TEC), specifically §12.104(b)(2)(C), makes explicit that open-enrollment charters are required to comply with TEC Chapter 39, Subchapter D, Financial Accountability. TEC §39.084, titled *Posting of Adopted Budget*, states the following:

- (a) On final approval of the budget by the board of trustees, the school district shall post on the district's Internet website a copy of the budget adopted by the board of trustees. The district's Internet website must prominently display the electronic link to the adopted budget.
- (b) The district shall maintain the adopted budget on the district's Internet website until the third anniversary of the date the budget was adopted.

Provide the web address of the adopted budgets:

[<http://sapiacademies.org/>

Section IV. Organizational Charts

Submit, as **Attachment 1**, the organizational chart for the charter school that specifies the administrative positions including the title and name of the individual currently in each position.

Submit, as **Attachment 2**, a chart that identifies all other entities under the direction of the charter holder. This would include entities and/or programs that the charter holder governs/manages in addition to the charter school.

Section V. Admission Policy

- A. Specify the period during which applications for admission are accepted. *TEC, §12.117, requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period (Month Day)	End of Period (Month Day)
May 1st	June 30th

- B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.

Type Below:

When apt. a lottery is conducted on 07/01. A name is drawn for each vacancy that exists and each applicant whose name is drawn is offered admission. The remaining names will then be drawn and put on a waiting list in the order they were drawn. As a vacancy arises, the person on the waiting list with the lowest given number will be offered admission and then removed from the list. An applicant's name whose application is received after the application deadline is added to the waiting list behind the names of the applicants who timely applied.

- C. If the school utilizes a lottery when oversubscribed, are any categories of ^{Grants} applicants exempted from the lottery?

Check One:

- Yes
 No
 Not applicable (because lotteries are not utilized)

REVISED DURING CONTINGENCY PROCESS.
SEE INSERT.

If "Yes" was indicated in C above, state the categories of applicants that are exempted.

Type Below:

The categories of applicants that are exempted from the lottery are former or returning students, siblings of former students, and children of the school's founder.

- D. If the school utilizes a lottery when oversubscribed, specify the approximate date on which a lottery will be conducted.

Approximate Date of Lottery
(Month Day)

July 1st

- E. If the school does not utilize a lottery when oversubscribed, but rather fills the available positions in the order in which applications were received before the expiration of the application deadline (i.e., a "first-come, first-served" admission process), describe the manner in which the school notifies the community of the opportunity to apply for admission. *TEC, §12.117, requires a charter school that uses a first-come, first-served admission process when oversubscribed to publish a notice in a newspaper of general circulation not later than the seventh day before the application deadline.*

Type Below:

The Charter District utilizes a lottery when oversubscribed.

Section V. Admission Policy

- A. Specify the period during which applications for admission are accepted. *TEC, §12.117 requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period (Month/Day)	End of Period (Month/Day)
May 1st	June 30th

- B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.

Type Below:

When a lottery is conducted on 07/31, a name is drawn for each vacancy that exists and each applicant whose name is drawn is offered admission. The remaining names will then be drawn and put on a waiting list in the order they were drawn. As a vacancy arises, the person on the waiting list with the lowest given number will be offered admission and then removed from the list. An applicant's name whose application is received after the application deadline is added to the waiting list behind the names of the applicants who timely applied.

- C. If the school utilizes a lottery when oversubscribed, are any categories of applicants exempted from the lottery?

Check One:

- Yes
 No
 Not applicable (because lotteries are not utilized)

APPROVED DURING CONTINGENCY PROCESS

If "Yes" was indicated in C above, state the categories of applicants that are exempted.

Type Below:

The categories of applicants that are exempted from the lottery are currently enrolled students, siblings of currently enrolled students, children of founders, teachers, and staff.

- D. If the school utilizes a lottery when oversubscribed, specify the approximate date on which a lottery will be conducted

Approximate Date of Lottery
(Month/Day)

July 1st

- E. If the school does not utilize a lottery when oversubscribed, but rather fills the available positions in the order in which applications were received before the expiration of the application deadline (i.e., a "first-come, first served" admission process), describe the manner in which the school notifies the community of the opportunity to apply for admission. *TEC, §12.117, requires a charter school that uses a first-come, first-served admission process when oversubscribed to publish a notice in a newspaper of general circulation not later than the seventh day before the application deadline.*

Type Below:

The Charter District utilizes a lottery when oversubscribed.

F. If the school has a separate process for re-enrollment, state the process and the timeline to be used.

Type Below:

Currently enrolled students receive a Notice of Intent to Return form on May 1st of the current school year. This form asks students to state whether they intend to return the following school year. The form must be returned by May 25th. Currently enrolled students expressing a desire to return are automatically enrolled for the following school year upon timely receipt of the Notice of Intent to Return form.

G. State the procedures for processing applications received once the application deadline has passed.

Type Below:

If an application is received after the application period has passed, the applicant's name is added to the waiting list behind the names of the applicants who timely applied.

H. Describe the information that an applicant must provide in order to be considered for admission. *Applicants may not be required to provide copies of transcripts or other academic records until after they are offered admission and are enrolling. Furthermore, a student may not be precluded from enrolling due to the charter school's failure to receive information required for enrollment from the student's parent or guardian or previous school. See TEC, §25.002.*

Type Below:

Students wanting to enroll in the charter school must fill out an Application for Admission. Applications for admission will be reviewed for eligibility. Students will be eligible if they live within the Charter District's geographical area, are no more than 20 yrs. of age as of SEP1-1, and are in grades 9th-12th. The school will not discriminate in admission based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the student would otherwise attend. However, applicants who have a documented history of criminal offense, juvenile court adjudication, or discipline problems under TEC, Chapter 37, SubChapter A, may be denied admission.

I. The charter holder certifies that the non-discrimination statement required by TEC, §12.111(a)(6) is printed in the school's admission policy. *TEC, §12.111(6) requires that a charter school's admission policy include a statement that the school will 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.*

Check One: Yes

No

J. Does the admission policy either require or permit the school to exclude from admission all students with documented histories of a criminal offense, a juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A as authorized by TEC, § 12.111(a)(6)?

Check One:

Yes (The school excludes such students or reserves the right to exclude such students from admissions.)

No (The school does not deny admission to such students based on their documented histories of misconduct.)

Submit

- as **Attachment 3**, a current copy of the admission policy that incorporates the information provided in the above answers to questions A through H and any other relevant information;
- as **Attachment 4**, a blank copy of the current admission application (i.e., the information requested when the student first seeks admission); and
- as **Attachment 5**, a blank copy of the current enrollment form(s) (i.e., the information required once an applicant has been offered admission and is registering for enrollment)

Section VI. Special Education Assurances

The charter holder certifies that it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner of education rules related to students with disabilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented.



Signature of Charter Holder Board Chair
(Must sign in blue ink)



Date

San Juanita "Janie" Villa

Printed Name of Charter Holder Board Chair

Section VII. Assurances Regarding Charter Schools Serving Students at Residential Facilities

If the charter school is not currently approved to serve students at residential facilities, please indicate N/A on the signature line.

If operating a charter school campus on the site of a residential facility (RF) or serving students residing in or receiving services from an RF, the charter holder certifies the following:

Compliance with Special Education Requirements: The charter holder assures that it will comply with all of the requirements for the provision of educational services to students with disabilities as mandated by the Individuals with Disabilities Education Act, as amended, the Texas Education Code, and federal and state special education regulations. The charter holder acknowledges that state and federal special education requirements require, among other things, that it provide a free and appropriate public education (FAPE) in the least restrictive environment (LRE) to students with disabilities residing in RFs. The charter holder further assures that it will provide, or seek the provision of, a FAPE to students with disabilities, which may require it to contract with outside service providers or another local educational agency to provide necessary services and supports to students with disabilities.

Geographic Boundaries: The charter holder assures that it will accept students who reside in the school district(s) that are within each new campus's geographic boundaries regardless of the presence or absence of a disability or admission to or participation in an RF program.

Admissions Criteria: The charter holder assures that its admissions criteria will not be based on the presence or the absence of a disability or on gender, national origin, ethnicity, religion, academic, artistic or athletic ability, or the district the child would otherwise attend.

School Choice: The charter holder assures that parents/legal guardians (or adult students) will be advised that they may choose to enroll their child in either the charter school or the local public school district and that the elected choice will be documented in writing and filed for purposes of review or audit by the Texas Education Agency (TEA), external auditor, or other entity.

Residential Facilities Monitoring (RFM) System: The charter holder assures that it understands that, pursuant to 19 Texas Administrative Code (TAC) §97.1072, there is a specific system for monitoring school districts and charter schools that serve students with disabilities who reside in RFs. The charter holder further assures that it understands that it will be required to report data related to students with disabilities residing in RFs in TEA's data collection system known as *RF Tracker* and that it may be subject to RFM intervention activities and on-site visits based upon a review of the data it reports or on random or other means of selection.

Training: The charter holder assures that all personnel involved with serving students with disabilities residing in an RF and personnel involved with reporting data in *RF Tracker* will receive training on the RFM system.

**Section VII. (Continued) Assurances Regarding Charter Schools Serving
Students at Residential Facilities**

The charter holder assures that this assurance document has been shared with, and understood by, the RF board and that the RF board has acknowledged its understanding of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner of education rules related to charter schools serving students at residential facilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented.

n/a

Signature of Charter Holder Board Chair
(Must sign in blue ink)

Date

Printed Name of Charter Holder Board Chair

Please write N/A in the signature line if the charter does not serve students at residential facilities.

Section VIII. Bilingual/ESL, Section 504, and Dyslexia Assurances

TEC, Chapter 29, Subchapter B, TEC §12.104(b)(2)(G), and 19 TAC §§89.1201-.1265 require charter schools to identify limited English proficient students based on state criteria and to provide an appropriate bilingual education or English as a second language program conducted by teachers certified for such courses.

- A. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to limited English proficient students.

Check One:

- Yes
 No

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, prohibits discrimination on the basis of disability in any program receiving federal financial assistance. A recipient that operates a public education program or activity shall provide a free, appropriate public education to qualified individuals.

- B. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students protected by Section 504.

Check One:

- Yes
 No

TEC §38.003, TEC §12.104(b)(2)(K), 19 TAC §74.28 and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, require charter schools to identify students with dyslexia or related disorders and to provide appropriate educational services.

- C. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students with dyslexia or related disorders.

Check One:

- Yes
 No

I further certify that any future amendments to the laws, regulations, and rules will be incorporated and implemented.



Signature of Charter Holder Board Chair
(Must sign in blue ink)

2/23/13

Date

San Juanita "Janie" Villa

Printed Name of Charter Holder Board Chair

Section IX. Fingerprinting and Criminal Record Check Assurance

The charter holder certifies that it is in compliance with TEC §12.120, and confirms that no individual is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude; a felony; an offense listed in TEC §37.007(a); or an offense listed in Article 62.001(5) Code of Criminal Procedures.

Additionally, the charter holder confirms that all current fingerprinting and criminal record checks are available for all employees, including contract employees; volunteers who indicated in writing their intention to serve; board members; and officers of the charter holder who are not on the board, in compliance with TEC §§12.1059, 22.0832-22.0835.



Signature of Charter Holder Board Chair
(Must sign in blue ink)



Date

San Juanita "Janie" Villa

Printed Name of Charter Holder Board Chair

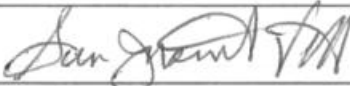


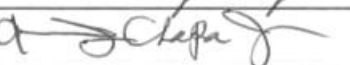

Section X. Certificate of Acknowledgement

This section requires at least a majority of the governing body of the charter holder to certify that it has had an opportunity to review the completed renewal application and has authorized, during an open meeting, submission of the application to the commissioner of education for consideration of renewal of the charter.

CERTIFICATE OF ACKNOWLEDGEMENT

The undersigned members of the governing body of the charter holder hereby acknowledge that they have had an opportunity to review the completed renewal application and have authorized its submission, during an open meeting, to the commissioner of education for consideration of the renewal of the charter:

**Members are to sign the acknowledgement during an open meeting; therefore, the date next to each signature must be the same.*

Typed Name (Type name next to corresponding signature)	Signature (Must sign in blue ink)	Date*
San Juanita "Janie" Villa		2-23-2013
Raul Saucedo		2-23-2013
David Ojeda		2-23-13
Amancio Chapa		2/23/13
Rudy Telles		2-23-13

Michael L. Williams
Commissioner of Education

Michael Berry
Deputy Commissioner, Policy and Programs

Sally Partridge
Associate Commissioner, Accreditation and School Improvement

Heather Mauzé
Director, Charter School Administration Unit

For further information contact the Charter School Administration Unit at:

Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701

(512) 463-9575
(512) 463-9732 fax

Email - CharterSchools@tea.state.tx.us

Or visit the website:
<http://www.tea.state.tx.us/charter>

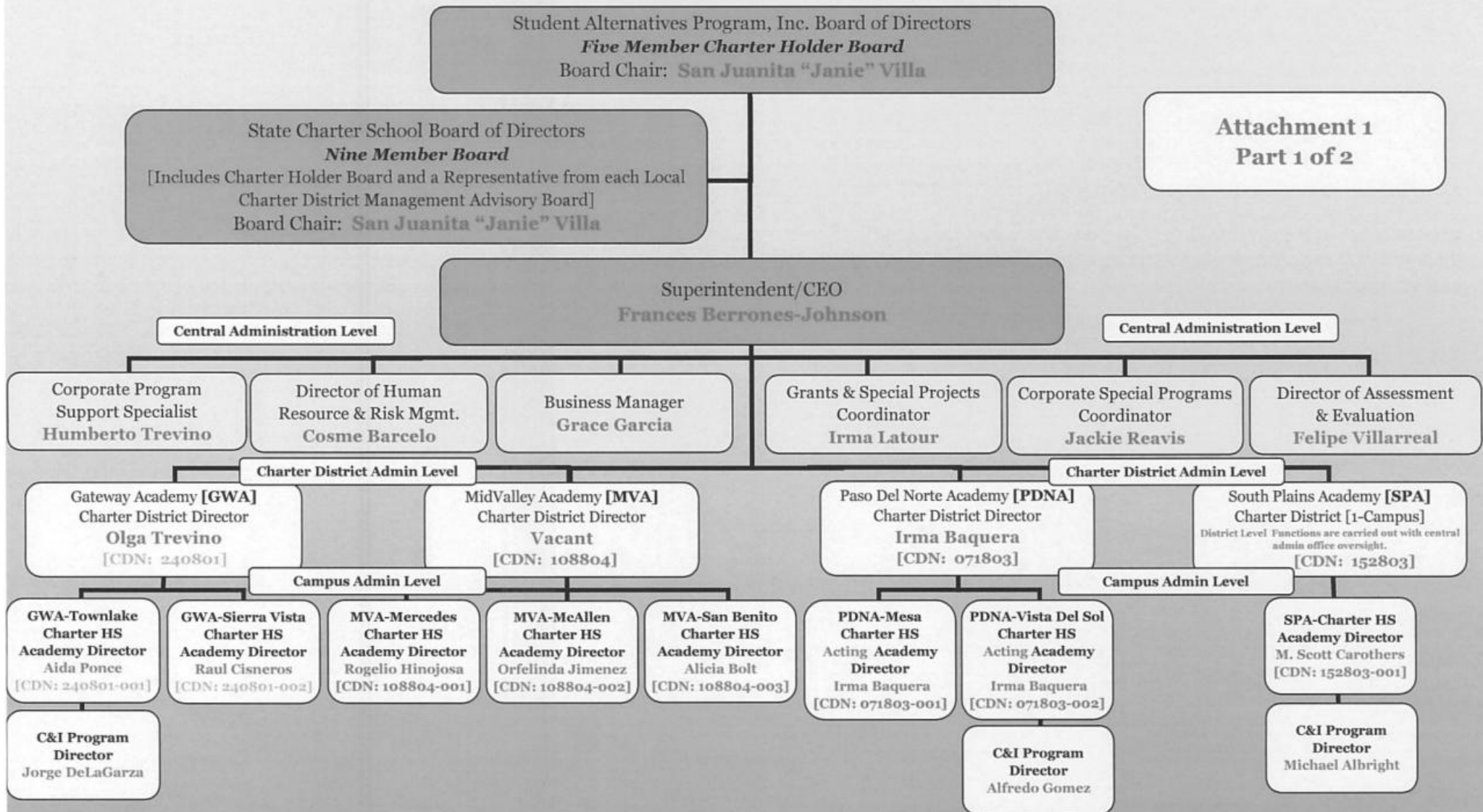
Attachment 1

STUDENT ALTERNATIVES PROGRAM, INC. [SAPI]

CHARTER SCHOOL DIVISION ORGANIZATIONAL CHART

EFFECTIVE 02/01/2012

Attachment 1
Part 1 of 2



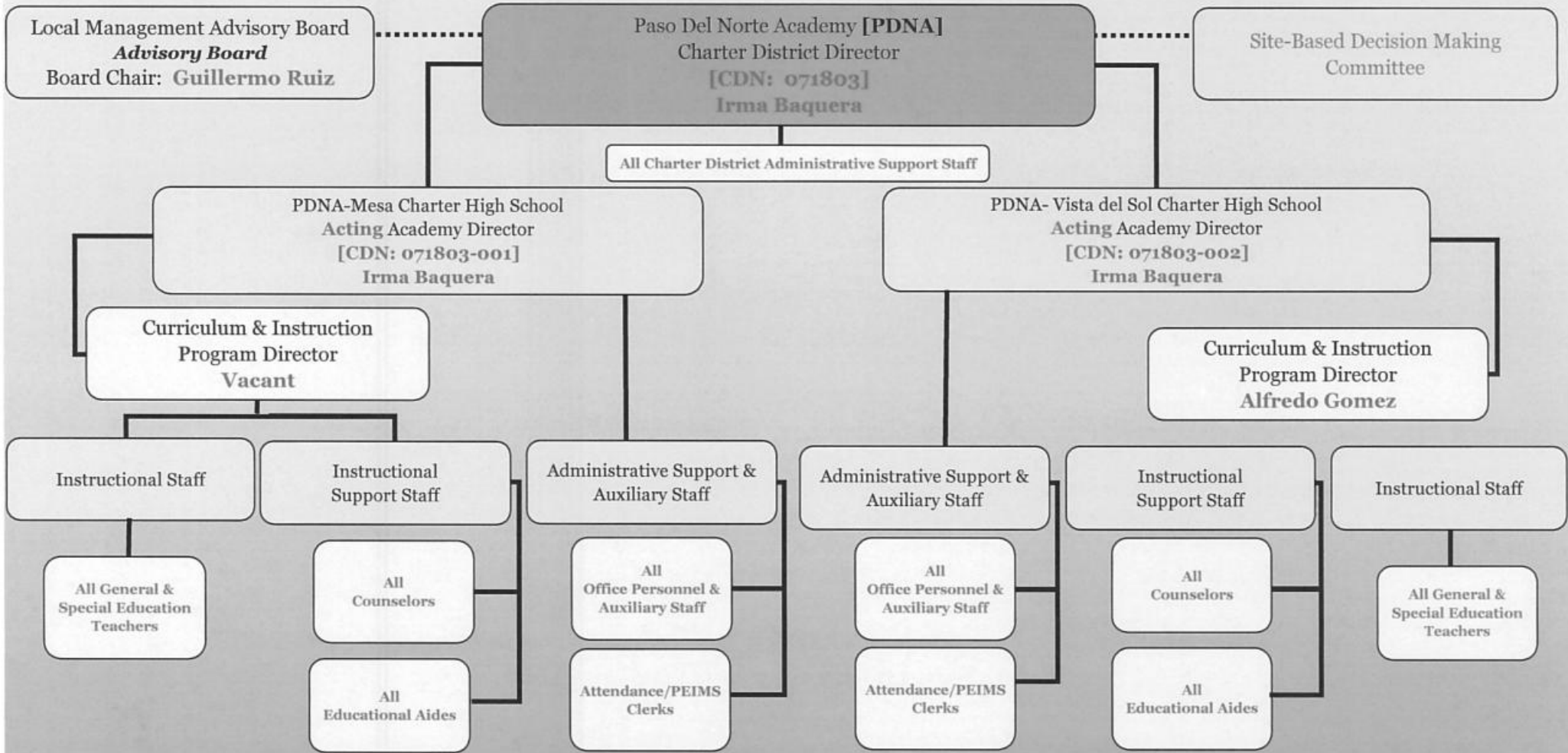
Each campus within a charter district has its own budget, school calendar, campus improvement plan, emergency plan and local records management officer.

STUDENT ALTERNATIVES PROGRAM, INC. [SAPI]

CHARTER SCHOOL ORGANIZATIONAL CHART

EFFECTIVE 02/01/2012

Attachment 1
Part 2 of 2



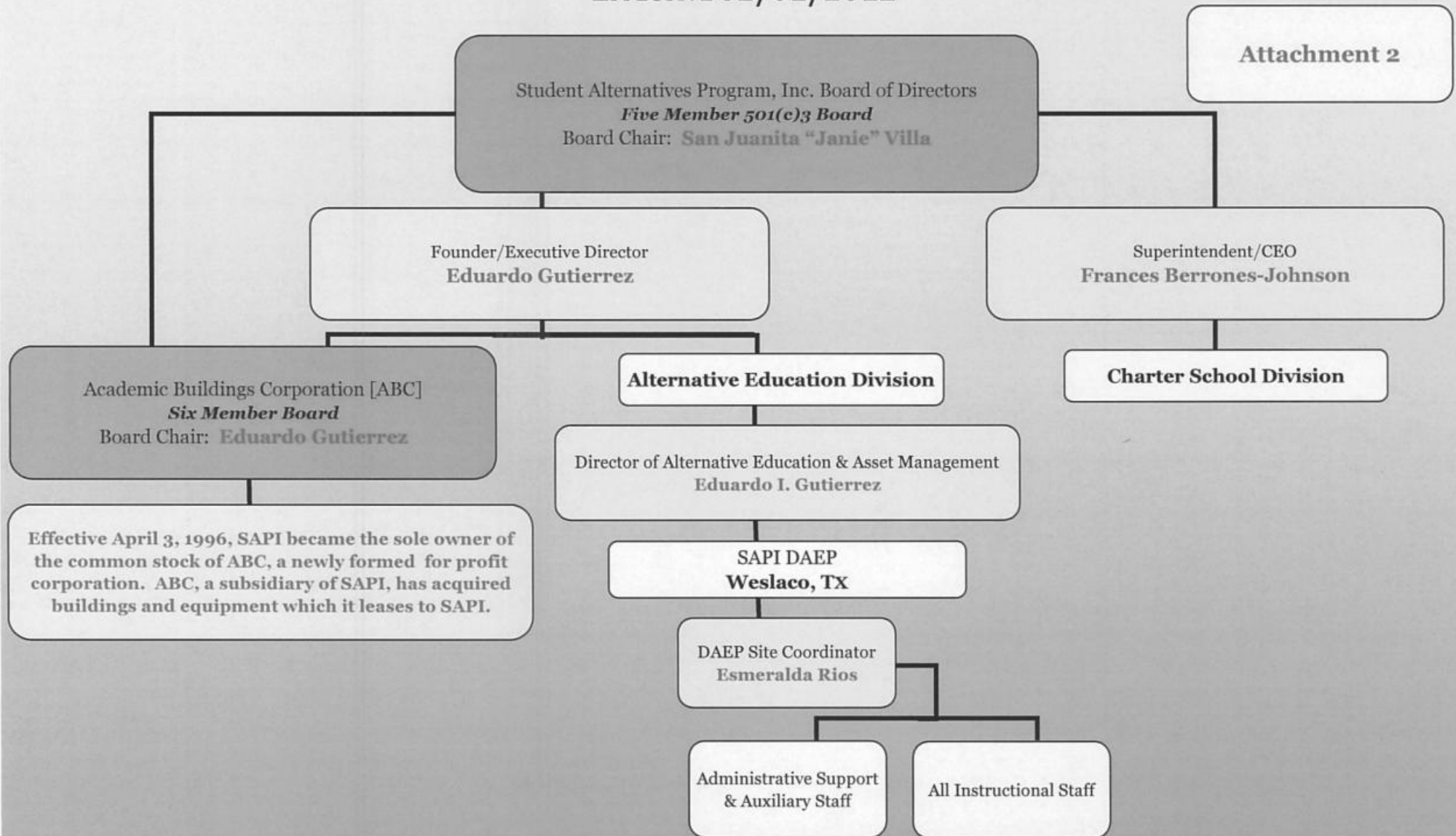
Each campus within a charter district has its own budget, school calendar, campus improvement plan, emergency plan and local records management officer.

Attachment 2

STUDENT ALTERNATIVES PROGRAM, INC. [SAPI]

CHART SHOWING ADDITIONAL INVOLVEMENT BY CHARTER HOLDER

EFFECTIVE 02/01/2012



Effective April 3, 1996, SAPI became the sole owner of the common stock of ABC, a newly formed for profit corporation. ABC, a subsidiary of SAPI, has acquired buildings and equipment which it leases to SAPI.

SAPI DAEP has its own budget, school calendar, campus improvement plan, emergency plan and local records management officer.

Attachment 3

POLICIES PERTAINING TO OUR STUDENTS**ADMISSION AND ENROLLMENT CRITERIA****Admissions****Application**

Students wanting to attend an open-enrollment charter school must submit an application by a reasonable deadline set by the charter holder.

Tex. Educ. Code S12.117(a)(1); 19 Tex. Admin. Code S100.1207(a)(1)

Admission and Enrollment

The governing body of a charter holder must adopt a student admission and enrollment policy that prohibits: discrimination on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Tex. Educ. Code S12.111(a)(6); 19 Tex. Admin. Code S100.1207(d)

Exclusion from Admission

Each open-enrollment charter shall also state if a student will be excluded from admission on the basis of a documented history of a criminal offense, juvenile court adjudication, or discipline problems under the Education Code, Chapter 17, Subchapter A.

Tex. Educ. Code S12.111(a)(6)(A)

Acceptance Procedure

If a school receives more applications than it has spaces available, then the charter school must either:

- a. Admit students in the order the applications were received; or
 - i. This option may only be utilized if the school published a notice of the application deadline in a newspaper of general circulation in the community in which the school is located. The notice must be published not later than seven calendar days before the application deadline and must include the date of the application deadline.

b. Conduct a random lottery:

- i. For any school currently receiving federal start-up funding through the Charter Schools Program of the U.S. Department of Education, a random lottery is Mandatory.

- (1) Students who are exempt from the lottery include:

- (a) Students who are enrolled in a public school at the time it is converted into a public charter school.
- (b) Siblings of students already admitted to or attending the same Charter school; and
- (c) Children of a charter school's founders and teachers, so long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment.

Tex. Educ. Code §12.117; U.S. Dept. of Educ. Charter Schools Program, Non-regulatory Guidance

Enrollment Criteria

A charter school's policy should include measures to verify, on enrollment, that a student is entitled to enroll in the charter school.

Tex. Educ. Agency, Student Attendance Accounting Handbook, S3.3.(2010-2011)

Required Documentation for Enrollment

- a. Birth certificate or another document suitable as proof of the child's identity.
 - i. Identification is required within 30 days of a child's enrollment; however, children shall not be denied enrollment or be removed solely because they fail to meet this requirement.
 - ii. Other documents, besides a birth certificate that are acceptable for proof of identification include:
 - (1) Driver's License;
 - (2) Passport;
 - (3) School ID card, records, or report card;

- (4) Military ID;
- (5) Hospital birth record;
- (6) Adoption records;
- (7) Church baptismal record; or
- (8) Any other legal document that establishes identity.

- b. The child’s records from the school most recently attended, if the child has previously been enrolled in another school; and
- c. Immunization records.

Tex. Educ. Code S12.104(b)(1); 19 Tex. Educ. Code S25.2(a); 19 Tex. Admin. Code S129.1; Texas Education Agency, Student Attendance Accounting Handbook, S3.3(2010-011)

Maximum Enrollment

The total number of students enrolled shall not exceed the maximum number of approved students in the charter.

19 Tex. Admin. Code S100.1207(f)

Transfer Enrollment

Students who reside outside the geographic boundaries approved for the charter school may be admitted once all eligible resident applicants who submitted a timely application are enrolled. Then, only if the terms of the open-enrollment charter permit, the charter may admit non-resident transfer students.

19 Tex. Admin. Code S100.1207(f)

Discrepancies in Student’s Name

If a child is enrolled under a name other than the child’s name as it appears in the identifying documents or records, the charter school must notify the Missing Children and Missing Persons Information Clearinghouse at (800) 346-3243. If a student’s records have not been received within 30 days of a request, making this comparison impossible, the charter school must notify the municipal police or sheriff department of the county for a determination of whether the child has been reported missing.

Tex. Educ. Agency, Student Attendance Accounting Handbook, S3.3.1,(2010-11)

Undocumented Students

Enrollment may not be denied to children who are not legally admitted into the United States.

Plyler v. Doe, 457 U.S. 202 (1982)

Notice of Teacher Qualifications

Each open-enrollment charter school shall provide a written notice of the qualifications of each teacher employed by the school to each parent/guardian of each student enrolled in the school.

Tex. Educ. Code S 12.130.

POLICIES PERTAINING TO OUR STUDENTS

ADMISSION AND ENROLLMENT CRITERIA

*REVISED DURING CONTINGENCY PROCESS.
SEE INSERT.*

Admission Criteria

Student Anti-Discriminatory Policy

All persons shall recognize and respect the rights of students as established by federal and State law and Charter School policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in education programs which receive federal financial assistance, as do those of the school. The educational program of the Charter School shall be nonsectarian and shall not discriminate against any student on the basis of race, ethnicity, sex, national origin, religion, disability or need for special education services, academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Such prohibitions include such activities as engaging in sexually-oriented conversations for the purpose of personal sexual gratification, telephoning students at home or elsewhere or using electronic or other media to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other Charter School-related benefit.

Such conduct or other sexual harassment of students by employees of the Charter Schools can be discrimination on the basis of sex and may be actionable under federal and State law as well as subject to strict discipline, including termination of employment under School policy.

All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student shall be brought to the immediate attention of the Title IX Coordinator or the Charter School Director.

Admission Application Deadline

The Charter School's admission application period is from May 1st through June 30th. If the Charter School receives more applications than it has spaces available, then the charter school must conduct a random lottery.

Non-resident Transfer Students

Students who reside outside any Charter School's approved, geographic boundaries may be admitted once all eligible, resident students who submitted a timely application are enrolled.

POLICIES PERTAINING TO OUR STUDENTS
--

ADMISSION AND ENROLLMENT CRITERIA

Admission Criteria

APPROVED DURING CONTINGENCY PROCESS

Student Anti-Discriminatory Policy

All persons shall recognize and respect the rights of students as established by federal and State law and Charter School policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in education programs which receive federal financial assistance, as do those of the school. The educational program of the Charter School shall be nonsectarian and shall not discriminate against any student on the basis of race, ethnicity, sex, national origin, religion, disability or need for special education services, academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

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All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student shall be brought to the immediate attention of the Title IX Coordinator or the Charter School Director.

Admission Application Deadline

The Charter School's admission application period is from May 1st through June 30th. If the Charter School receives more applications than it has spaces available, then the charter school must conduct a random lottery.

Public Education Grant

The Charter Schools are open-enrollment charter schools as provided by Texas Education Code, Chapter 12, Subchapter D, § 12.1011. It is the express policy of the Charter Schools to admit students eligible for a public education grant.

Exclusion from Admission

The Charter Schools reserve the right to exclude from admission a student who has a documented history of a criminal offense, juvenile court adjudication, or discipline problems under the Education Code, Chapter 37, Sub Chapter A.

Enrollment Criteria**Eligibility**

The Superintendent, or Designee, shall ensure that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll in the Charter Schools.

Areas to be verified include, but are not limited to, a student's residency and grade level. To verify residency, parents are requested to provide copies of one or more of the following documents: voter registration, tax records, utility bill, and lease on house, condominium or apartment.

Enrollment Documentation

Upon a student's enrollment, the Superintendent, or Designee, shall ensure that a bona fide effort is made to secure all records and require documentation pertaining to the student.

Establishing Identification

To verify the identity and age of the student, parents are requested to furnish the student's birth certificate or one or more of the following: a passport; driver's license if applicable; military ID; hospital birth record; adoption records; church baptismal record; the child's record from the school most recently attended; school ID card, records, or report card; immunization records; or any other legal document that establishes identity.

Identification is required within 30 days of a child's enrollment; however, children shall not be denied enrollment or be removed solely because they fail to meet this requirement.

If a child is enrolled under a name other than the child's name as it appears in the identifying documents or records, the charter school must notify the Missing Children and Missing Persons Information Clearinghouse. If a student's records have not been received within 30 days of a request, making this comparison impossible, the charter school must notify the municipal police or sheriff department for a determination of whether the child has been reported missing.

Procedures for Determining Admission

Eligibility

Students wanting to enroll in the charter school must fill out an Application for Admission. Applications for admission will be reviewed for eligibility. Students will be eligible if they meet residency requirements (live within the geographical area), are no more than 20 years of age as of September 1st, and meet grade placement requirements (9th through 12th grades). The school will not discriminate in admission based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the student would otherwise attend. The Charter District may deny admission to applicants who have a documented history of criminal offense, juvenile court adjudication, or discipline problems.

Admissions

Currently enrolled students receive a Notice of Intent to Return form on May 1st of the current school year. This form asks students to state whether they intend to return the following school year. The form must be returned by May 25th. Currently enrolled students expressing a desire to return are automatically enrolled for the following school year upon timely receipt of the Notice of Intent to Return form. Vacancies in each class are then determined, and the siblings of returning students and the children of the charter school's founder (if applicable) are given priority in admission.

Applications from new students are accepted from May 1st through June 30th, and reviewed for eligibility. Students who are not eligible or whose application has been denied will be notified as soon as possible. If the number of eligible applicants does not exceed the number of vacancies, then all applicants who timely applied are offered admission. If there are more eligible applicants than available spaces, then a lottery will be conducted on July 1st. A name is drawn for each vacancy that exists, and each applicant whose name is drawn is offered admission. The remaining names are then drawn and placed on a waiting list in the order they were drawn. If an application is received after the application period has passed, the applicant's name is added to the waiting list behind the names of the applicants who timely applied. If a vacancy arises before the commencement of the school year or during the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. If there is no waiting list, the student will fill out an admission application, which will be reviewed for eligibility and disciplinary history. The applicant will be advised if the application was either approved or denied for admission as soon as possible.

Enrollment

Only after a student has been offered admission may he be asked to fill out an enrollment form and provide information needed to complete the registration process. 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 the Charter School's failure to receive the information required for enrollment from the student's parent and/or previous school.

Attachment 4

Academy Charter District
Application for Admission

20__ - 20__

Students wanting to enroll at _____ Academy must first fill out and submit this Application for Admission form, which will be reviewed for eligibility. Student will be eligible if they live within the _____ School District(s), are no more than 20 years of age (as of September 1st), and meet 9th through 12th grade placement criteria. The school will not discriminate on the basis of gender, national origin, ethnicity, religion, disability, artistic, academic or athletic ability, or the district the student would otherwise attend. The Charter District may deny admission to applicants who have a documented history of criminal offense, juvenile court adjudication, or discipline problems.

Applications for the next school year will be accepted from May 1st through June 30th. If by that date, the number of eligible applicants does not exceed the number of vacancies, then all applicants who timely applied are offered admission. If there are more eligible applicants than available spaces, then a lottery will be conducted on July 1st. A name is drawn for each vacancy that exists and each applicant whose name is drawn is offered admission. The remaining names will then be drawn and placed on a waiting list in the order they were drawn. As a vacancy arises, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. An applicant's name whose application is received after the application deadline is added to the waiting list behind the names of the applicants who timely applied.

Date of Application: _____

Name of Applicant: _____ Date of Birth: _____

Address: _____ Tel. #: _____
(Street) (City) (ZIP Code)

Parent's Guardian's Name: _____ Tel. #: _____

Parent's Address (If Different): _____
(Street) (City) (ZIP Code)

Last School Attended: _____ Grade Level: _____

Do you have a documented history of any of the following:

* a criminal offense? Yes No (Check one)

* juvenile court adjudication? Yes No (Check one)

* discipline problems under TEC Subchapter A, Chapter 37? Yes No (Check one)

If yes, have you been placed in an AEP, DAEP, JJAEP, TYC, etc.? Yes No (Check one)

If yes, give name of school: _____ When: _____

Attachment 5

Academy Charter District
Student Alternatives Program, Inc.

Student Enrollment File Document Checklist

To assure the student's good standing in our Academy, all documents listed below must be on file:

- "Confidentiality Sheet"/Student File Review Log
- Student Enrollment File Document Checklist
- Application for Admission
- Enrollment Information Form

Confidentiality:

- Records Release Form
Note: Form requires Parent/Legal Guardian or Adult Student signature.
- Notice for Release of Personal Student Information (FERPA)
Note: Form requires Parent/Legal Guardian or Adult Student signature.
- Request for Transfer of Records Form
Note: If student information is obtained via TRES, current charter school official signature and handwritten notation of TRES submission is required. For former students, current charter school official signature and notation is required. If student information is requested utilizing this form, the PREVIOUS school official's signature is required.

Student Medical Information:

- Student Health Information Form
- Student Medical Insurance Acknowledgement Form
- Copy of Student's Updated Immunization Record Including Hearing, Vision, and Spinal Screening
- Results (Optional: Varicella Affidavit, TB Exposure Affidavit)

Student Expectations:

- Acceptable Use Policy Student/Parent Agreement
- Student Science Laboratory Safety Contract
- Student/Parent or Guardian Attendance Contract
- Student Expectations Acknowledgement Form (i.e. Addendum to Student Code of Conduct Handbook)
- Acknowledgement Form for Receipt of Student Code of Conduct Handbook

Student Activities:

- Extra Curricular Activity Student Interest Survey

Other Student Information:

- PEIMS Information Form
- At Risk Student Profile Form
- TX PS Student/Staff Ethnicity and Race Data Questionnaire
- Copy of Student's Birth Certificate
- Copy of Student's Social Security Card
- Proof of Residency (i.e. utility bill-water, gas, light-with student home address or rental agreement with student home address)
Note: If student home address differs from that of parent, a letter signed by the parent must be attached to confirm the student's current residence.
- Copy of Student TX ID, Driver's License, ID with Student's Picture or Student Picture
- Copy of Parent's TX ID, Driver's License, or ID with Parent's Picture

This Checklist must be signed and verified for completeness by a charter school official.

Signature

Date

_____ Academy Charter District
Application for Admission

20__ - 20__

Students wanting to enroll at _____ Academy must first fill out and submit this Application for Admission form, which will be reviewed for eligibility. Student will be eligible if they live within the _____ School District(s), are no more than 20 years of age (as of September 1st), and meet 9th through 12th grade placement criteria. The school will not discriminate on the basis of gender, national origin, ethnicity, religion, disability, artistic, academic or athletic ability, or the district the student would otherwise attend. The Charter District may deny admission to applicants who have a documented history of criminal offense, juvenile court adjudication, or discipline problems.

Applications for the next school year will be accepted from May 1st through June 30th. If by that date, the number of eligible applicants does not exceed the number of vacancies, then all applicants who timely applied are offered admission. If there are more eligible applicants than available spaces, then a lottery will be conducted on July 1st. A name is drawn for each vacancy that exists and each applicant whose name is drawn is offered admission. The remaining names will then be drawn and placed on a waiting list in the order they were drawn. As a vacancy arises, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. An applicant's name whose application is received after the application deadline is added to the waiting list behind the names of the applicants who timely applied.

Date of Application: _____

Name of Applicant: _____ Date of Birth: _____

Address: _____ Tel. #: _____
(Street) (City) (ZIP Code)

Parent's Guardian's Name: _____ Tel. #: _____

Parent's Address (If Different): _____
(Street) (City) (ZIP Code)

Last School Attended: _____ Grade Level: _____

Do you have a documented history of any of the following:

* a criminal offense? Yes No (Check one)

* juvenile court adjudication? Yes No (Check one)

* discipline problems under TEC Subchapter A, Chapter 37? Yes No (Check one)

If yes, have you been placed in an AEP, DAEP, JJAEP, TYC, etc.? Yes No (Check one)

If yes, give name of school: _____ When: _____



Student's Personal Information:

Name _____ Registered by: _____
(Last) (Middle) (First)

Address _____ City _____ State: TX ZIP _____

Previous School: _____ Special Programs: _____

Phone Number _____ Grade _____ SSN _____ DOB _____

Age by 9/01 _____ Sex _____ Ethnicity _____

BirthCity _____ BirthState _____ BirthCountry _____

Do you live with your parent(s)? if not: Name of Guardian? _____

Are you a teen parent? If yes number of children _____ Ages of children _____

Are you pregnant? If yes, expected due date _____

Marital Status _____

Spouse Name _____ Spouse Phone _____

Who will take care of child(ren) while you are in school? _____

Name of child care provider _____ Phone _____

How will you get to School? _____

Parent/Guardian Information

Full Name _____ Relationship: _____ HomePhone: _____

Home Address: Street _____ City _____ State TX ZIP: _____

Work Phone: _____ Work Place: _____

Birthplace: _____ Ethnicity: _____ Speaks English?

Full Name _____ Relationship _____ HomePhone: _____

Home Address Street _____ City _____ State TX ZIP: _____

Work Phone: _____ Work Place: _____

Birthplace: _____ Ethnicity: _____ Speaks English?

Employment Status:

Are you employed? If yes, provide employer name: _____ Phone # _____

Work Schedule: Days Mon Tue Wed Thu Fri Work Schedule Hours _____ AM or PM _____

Administrator Signature: _____ Date: _____

Emergency Phone Numbers (other than parents)

Name: _____ Phone: _____ Relation: _____

Name: _____ Phone: _____ Relation: _____

What do you want to accomplish while enrolled in the Academy?

Parent/Guardian: _____

Check if Yes

Have you done migrant work, on a temporary or seasonal basis, in a job related to agriculture, forestry or fishing?

If yes, did your child/children travel with you when you went to work or looked for work?

Students are at time involved in activities that are videotaped or photographed. Sometimes the videotape or photography is used by the media or shown to parent organization. I give the Charter District permission to videotape or photograph my child in classroom activities.

Acknowledgments:

If I cannot be contacted in case of emergency, I hereby authorize the individuals listed on the Charter District's emergency card to be notified at the school's discretion. The Charter District is committed to being a DRUG-FREE, WEAPON-FREE, VIOLENCE-FREE school. I understand that my child will receive a Charter District student handbook explaining the code of student and consequences to students who violate school policy. I understand that my child will be subject to school discipline and possibly to criminal prosecution if he/she is found to have violated the Charter District's Code of Student Conduct, which prohibits the use of, possession, sale or distribution of illicit drugs and alcohol, possession of weapons, and involvement in any violent act on school premises or at any school activity.

Failure to sign this form does not exempt your child from compliance with the laws, policies, rules, and regulations of the state and school. All the information we ask for is required to complete the student record. Please fill out accurately and sign.

Signature of Parent/Guardian _____ Date : _____

Signature of Student _____ Date : _____

Student Registration Date: _____ Date Entered _____ Academy _____

FOR OFFICE USE ONLY:

Date: _____

Source _____ Transfer _____ Referral: _____ Dropout Recovery: _____

Previous Campus Name _____ District Name _____

Year Last Enrolled _____ Previous County-District-Campus# _____

Date of Entry: _____ Entry Code _____ EligibilityCode _____

RECORDS RELEASE FORM

Please release all academic, health and testing records (to include psychological [FIE], TAKS, STAAR records) for: Student ID #: _____

Student Name: _____
Last First Middle

Date of Birth: _____ Last Time in School: _____

Last School Attended:

Name of School

School Street Address

City, State, and ZIP Code

TO: _____
Previous School Registrar

FROM: _____
CHARTER HIGH SCHOOL: SCHOOL OFFICIAL

Parent/Legal Guardian Signature: _____ Date: _____

Student Signature if 18 or Older: _____ Date: _____

Academy Charter District
Release of Student Information

Dear Parents, Guardian or Student

Each year we are required by law to give parents an opportunity to indicate if they want Student Directory information about their child released to the public. We may, from time to time, receive requests from the general public for information on your child.

The family Educational Rights to Privacy Act (FERPA) defines student directory information as the student's name, address, photograph, telephone number, date and place of birth, awards received in school, and participation in activities or sports (including the participant's height and weight). This type of information may still appear internally in the school's newsletter, yearbook and PTA directory. The Children's Internet Protection Act (CIPA) requires the express permission of a parent to place a student's personal information on the internet.

Please be AWARE that to be in compliance with the No Child Left Behind Act of 2001. The School District will release to military recruiters and institutions of higher education upon requests the name, address and telephone listing of your child, unless you direct the District not to release this information without the prior written consent, as indicated below. This objection must be filed with the principal within ten school days of your child's first day of instruction for this school year.

Please fill out the following and tell us if you want any of this information released.

Notice for Release of Personal Student Information

I, _____, _____ Give _____ do not give my permission for the above-mentioned information about my child to be released to the public or electronically displayed. This includes classroom-directed web activities.

(PLEASE PRINT YOUR FULL NAME AND CHECK ONE OF THE BOXES)

Signature of student's parent/guardian

Date: _____

Home Phone Number _____

Student's Name _____

Student ID # _____

Student's grade/classification _____

Please complete and return upon enrollment of your child

(Campus office personnel must confirm all above information)

Academy Charter District
Student Alternatives Program, Inc. 

Student Health Information Form

Student ID _____ Last Name _____ Middle _____ First _____
 Birth Date: _____ Sex: _____

Doctor's Name: _____ Doctor's Office Phone: _____

Do you have any allergies?

To foods? List: _____

To drugs? List: _____

To bee stings or other insects List: _____

Explain symptoms, severity of reaction, treatment:

Do you have Asthma? Treatment: _____

Do you take any daily medication at home? Name, dose, frequency: _____

Do you need any daily medication at school? Name, dose, frequency: _____

Have you ever had any of the following:

- | | | | |
|------------------|----------------------------|------------------------------|--------------------|
| Anorexia/bulimia | Gastrointestinal condition | Dental problems | Over/underweight |
| Arthritis | Hearing difficulty | Bone/nerve/ muscle condition | severe headaches |
| Cancer | Blood problems | Spinal curvature | Emotional problems |
| Seizures | ADD/ADHD | | Other: _____ |
| Severe Injury | Vision correction | Kidney problems | |
| Diabetes | Surgeries | Heart condition | |

If "yes" to any of the above problems, explain/give dates explain symptoms:

(Please use back of page for additional details. Attach any medical instructions or treatment plans from your physician.)

Do you have any medical or physical restrictions?

If yes, please explain. A doctor's prescription is needed for restrictions.

Immunizations: A copy of the most recent immunization record must be in the front office at the start of the school year. Please check with your doctor or health clinic for all requirements this year. Some students will need Tetanus boosters. Varicella (chickenpox) and Hepatitis B (series of 3) need to be completed by age 12. To omit the need for a chickenpox vaccine, a statement by a parent is required showing proof that their child (ren), born on or after September 9, 1998, did have chickenpox and on what date. Hepatitis A (series of 2) is required in selected counties for children born on or after September 2, 1997.

In case of emergency, I give the Charter District personnel permission to obtain medical assistance and sign any papers necessary for emergency medical treatment for my child, if I cannot be reached. I realize the school cannot assume responsibility for the payment of medical fees or expenses incurred.

Parent / Guardian Signature: _____

Date: _____

STUDENT MEDICAL INSURANCE ACKNOWLEDGEMENT FORM

Student ID _____

If a student is uninsured, the parent, guardian, or student may wish to select protection through an affordable insurance company that specializes in health and accident insurance coverage for students during the school year.

One such company provides online enrollment in an accident insurance plan that only takes minutes. Mutual of Omaha Ins. is the underwriter for Health Special Risk, Inc. (HSR) Student Health Athletic Accident Insurance Plans. Website: www.k12studentinsurance.com

Participation in the medical insurance coverage plan offered through the Health Special Risk Inc. is optional. However, it is the policy of the Student Alternatives Program, Inc. that those eligible parents or guardians who decline medical insurance coverage for their children complete this form.

I hereby waive the medical coverage offered by the Health Special Risk Inc. Company for the following reason(s):

- A. This type of medical insurance is not needed at this time.
- B. We already have coverage under another medical plan.
- C. Other Reason (s) _____

UNDERSTANDINGS

1. I certify that I, on behalf of myself and /or my eligible dependent, was informed of the availability of medical coverage under the Health Special Risk, Inc. (HSR).
2. I understand that if I desire to apply for coverage at a later date for the individual(s), whose coverage is being waived, there may be a delay in the effective date of coverage.
3. I have not been induced or pressured by any agent or person to decline coverage. I have elected of my own accord to waive coverage at this time.

Student's Name:

First

Middle

Last

Parent/Guardian Signature: _____

Date: _____

SAPI Witness/Representative _____

Date: _____

Student Agreement Form - Acceptable Use Policy

Electronic Communications System and Network

Please read the following information carefully.

Parent and Student must sign this form.

STUDENT ID#: _____

STUDENT: _____

I understand that my use of the network is not private and that the school may monitor my activity on the system. I have read and understand the rules for appropriate use. I understand that violation of these rules may result in suspension of the right to use the system or other disciplinary action at the discretion of the school.

Student Signature: _____

Date _____

Print Student Name: _____

PARENT OR GUARDIAN:

I have read the rules for appropriate use of the system and network and the potential actions that may be taken for inappropriate use. In consideration for the privilege of my child using the system and in consideration for having access to public networks, I hereby release from any and all claims and damages of any nature arising from my child's use of the system, including and without limitation to damages associated with school enforcement of this policy.

Parent/Guardian's Signature: _____

Date _____

Print name: _____

Address: _____

Home Phone: _____

Date _____

Work Phone: _____

Email: _____

Academy Charter District
Student Alternatives Program, Inc. 

Student Science Laboratory Safety Contract

Student ID #:

Name:

First

Middle

Last

I agree to:

- Act responsibly at all times in the laboratory.
- Follow all instructions given, orally or in writing, by my teacher.
- Perform only those activities assigned and approved by my teacher.
- Protect my eyes, face, hands, and body by wearing proper clothing and using protective equipment provided by my school.
- Carry out good housekeeping practices as instructed by my teacher.
- Know the location of safety and first aid equipment in the laboratory
- Notify my teacher immediately of an emergency.
- NEVER work alone in the laboratory.
- NEVER eat or drink in the laboratory unless instructed to do so by my teacher.
- Handle living organisms or preserved specimens only when authorized by my teacher, and then with respect.
- NEVER enter or work in a supply area unless instructed to do so and supervised by my teacher.

[This portion of the contract is to be kept by the student.]

[Return this portion to your teacher.]

I, _____ have read each of the statements in the Student Science Laboratory Safety Contract and understand these safety rules. I agree to abide by the safety regulations and any additional written or verbal instructions provided by the charter or my teacher. I further agree to follow all other written and verbal instructions given in class.

Student Signature: _____

Date: _____

I acknowledge that my child/ward has signed this contract in good faith.

Parent/Guardian Signature: _____

Date: _____

Student/Parent or Guardian Attendance Contract Agreement

Student ID _____

I have been provided an orientation, and a copy of the student code, at _____ Charter High School. The purpose of the program, the services it offers, the rules and regulations, and what will be expected from me as long as I am enrolled, have been explained to me.

I, _____, agree to follow the student code of conduct and the terms of this contract agreement. I am aware that I must follow the school's policies and rules in order for me to retain my enrollment privileges in the _____ Charter High School.

Attendance:

1. My school schedule will be Monday through Friday (except designated holidays, teacher work days, and any day other designated as non-school day by the school).
2. I agree to attend 4 hours each day from 7:55 a.m. to 12:05 p.m. in the morning or from 12:55 p.m. to 5:05 p.m., if attending afternoon classes.
3. I understand that I must keep a 90% attendance record in order to keep my enrollment privileges and credits earned. I understand that 3 tardies will constitute an absence.
4. I must complete at least 4 credits per semester in order to continue in the program.

Education Plan:

1. I agree to follow the educational plan outlined for me by the school faculty.
2. I agree to stay on track and complete my educational plan on or before the date set for completion of each stage.

Acknowledge:

I understand that I must adhere to and comply with the terms of this agreement in order to retain my enrollment privileges and credit earned in the school and that a failure on my part to follow or comply with any terms will result in my dismissal from and loss of credit.

Student's Signature


Date

Parent/Guardian's Signature

Date

School Official Signature

Date

Academy Charter District
Student Alternatives Program, Inc. 

To: All Charter School Parents and Students

From: Charter School Academy Director

RE: Student Expectations

Charter District expectations of students in our schools are as follows:

- We expect you will attend school on a daily basis.
- We expect you will arrive on time on a daily basis.

(Students are expected to arrive to school on time (7:55 for a.m. track or 12:55 for p.m. track). School doors will be locked five minutes after the bell rings. If the student arrives more than 5 minutes late to school, they will be asked to call home. Student will have a recorded absence after 3 accumulated tardies.

- We expect you will represent our school in an outstanding manner.
(e.g. wearing appropriate attire)
- We expect you will work to the best of your ability.
(e.g. complete all assignments)
- We expect you will treat others with dignity, worth and respect.
(e.g. using appropriate language)
- We expect you will keep our campus beautiful and clean.
(e.g. no vandalism)
- We expect you will follow all the rules and regulations set forth by your teachers and the school.
- We expect you will work to keep a positive relationship with parents, teachers and friends.
(e.g. inviting parents to attend report card night)
- We expect you to reach beyond your grasp and learn new things.
(e.g. attending all Saturday tutorials)
- We expect "No" outside food or beverages will be allowed on campus. Students, if you bring in a beverage or food item, you will be told to discard it (this includes candies, gum etc...)
- We expect you will make all of us very proud.

Student Name:

Student Signature: _____

Date:

Parent Signature: _____

Date:



Academy Charter District
Student Alternatives Program, Inc.

To: All Charter School Parents and Students
From: Charter School Academy Director

RE: Addendum to Student Code of Conduct

Parent/Student Reminders:

- *All pending forms and documents must be submitted within 30 days of registration.
- *Immunization must be complete and updated, if necessary within 30 days of registration, otherwise student will be subject to withdrawal.

Addendum to Student Code of Conduct

- * See attached memo on Student Expectations.
- * Foul language will not be tolerated especially towards faculty and staff. A parent conference will be called and parental support is expected. Three referrals will merit a citation. No exceptions.
- * Fighting with peers either verbally or physically will not be tolerated. Offense will result in an automatic parent conference in which other enrollment options will be considered. No exceptions.
- * Leaving campus without administrative permission will result in an automatic parent conference in which other enrollment options will be considered. No exceptions.
- * Students identified as needing TAKS/EOC remediation will be required to attend all designated After School and/or Saturday tutorials. (Mandatory) No exceptions
- * Tardies and absences will be logged and will count against credit obtainment. (3 tardies = 1 absence, 3 absences = warning, 5 absences = truancy court, 8 absences = loss of credit). No exceptions.
- * Cell phone use is not permitted on campus. Cell phones must be off at all times. If student is caught using cell phone, it will be confiscated and turned in to the office. Cell phone will be returned only to parent/guardian and only after a fine is paid. No exceptions. If an emergency call is necessary, student must use school phone at administrative offices only.

Student Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Student Handbook Acknowledgement Form

Student ID _____

Please read the following information carefully. Parents and students must sign this form.

I understand and consent to the responsibilities outlined in The Charter District 2012-2013 Student Code of Conduct Handbook. I understand and agree that my child will be held accountable for his or her behavior and consequences as outlined in this document. They will be held accountable at school, school-sponsored and school related activities, including school-sponsored travel. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in this Student Handbook and which may include referral for criminal prosecution. I further understand and consent to my parental responsibilities as outlined in this handbook.

Failure to sign this form does not remove my child's responsibility to abide by the stated policies.

Name of Parent/Guardian : _____

Parent or Guardian Signature _____ Date: _____

Student Name: _____

Student Signature: _____ Date: _____

Extra-Curricular Activity Student Interest Survey

Student ID _____

Dear Student:

We would like to take this opportunity to "Welcome" you to
our Charter High School where learning has no boundaries.

This promises to be the best year yet!

Please complete the following if you are interested in participating in a school
extra-curricular activity.

Name:

First

Middle

Last

Address:

Street

City

TX

State

ZIP

Phone Number _____

Check areas you are willing to participate in:

Yearbook

Student Council

Historical Society

21st Century Grant Activities

Other Activities: _____

Academy Charter District

Registration / PEIMS Form

School Year _____ Campus: _____

County Number _____ District Number _____ Campus Number _____ Session _____

Student ID: _____ SSN: _____ State ID: _____

Name: First _____ Middle _____ Last _____

Grade: _____ Sex: _____ DOB: _____

Ethnicity _____ Race _____

Hispanic/Latino American Indian or Alaska Native Black or African American White

Not Hispanic/Latino Asian Native Hawaiian or Other Pacific Islander

Birth City: _____ Birth State: _____ TX _____ Birth Country: _____

Entry Date: _____ Entry Code: _____ Eligibility Code: _____

Address: _____ Phone Number: _____

City: _____ State: _____ ZIP: _____

Parent/Guardian Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ ZIP: _____

At Risk Eligibility Code _____ *Sp. Ed. Free Lunch _____

Migrant

*PRS Entry Date _____ Exit Date _____

CEHI Entry Date _____ Exit Date _____

GEH Entry Date _____ Exit Date _____

ESL ESLType: _____

LEP Exit Date: _____ Exit Code: _____ Parent Permission Code _____

1st Yr. of monitoring LEP 2nd Yr. of monitoring LEP

Home Language Survey: _____

Graduation Type: Minimum _____ Recommended: _____ Distinguished: _____

Date of original Entry 9th Grade _____ Freshman Year: _____

*Required paperwork

Administrator Signature: _____ Date: _____

Student ID _____

_____ Last Name

_____ First Name

_____ MI

_____ Date of Birth

_____ Grade

_____ School Year

_____ Campus

STUDENT PERFORMANCE CRITERIA

Comments	TAKS/EOC Scores		Core Subject Grades		Core Subject Grades	
			Previous semester		Current semester	
	ELA	Date _____ Score _____	ELA	Date _____ Grade _____	ELA	Date _____ Grade _____
	Reading	Date _____ Score _____	Math	Date _____ Grade _____	Math	Date _____ Grade _____
	Writing	Date _____ Score _____	Science	Date _____ Grade _____	Science	Date _____ Grade _____
	Math	Date _____ Score _____	Soc. Studies	Date _____ Grade _____	Soc. Studies	Date _____ Grade _____
	Science	Date _____ Score _____				
	Soc. Studies	Date _____ Score _____				

AT-RISK CRITERIA		DOCUMENTATION
Place a <input type="checkbox"/> in the box for each At-Risk criteria met.		Check all that apply. Documentation for each applicable item must be kept in the student's cumulative folder.
1	Is in Pre-K, K5, Grade 1, 2, or 3 and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year.	<input type="checkbox"/> Score on readiness test (PK-3)
2	Is in grade 7, 8, 9, 10, 11, or 12 and has failed two or more courses in any semester.	<input type="checkbox"/> Record of Grades.
3	Has not advanced from one grade level to the next for one or more school years.	<input type="checkbox"/> Grades(s) retained _____ . Record of retention.
4	Has failed one or more sections of the most recent TAAS/TAKS.	<input type="checkbox"/> Copy of TAKS confidential student report.
5	Is pregnant or is a parent.	<input type="checkbox"/> Copy of doctor's report confirming pregnancy or record of parenthood.
6	Has been placed in an alternative education program during the preceding or current school year. TEC § 37.006	<input type="checkbox"/> Copy of records indicating placement in AEP.
7	Has been expelled during the preceding or current school year. TEC § 37.007	<input type="checkbox"/> Copy of expulsion record.
8	Is currently on parole, probation, deferred prosecution, or other conditional release.	<input type="checkbox"/> Copy of legal document confirming parole, probation, deferred prosecution, or other confidential release.
9	Previously reported through PEIMS to have dropped out of school.	<input type="checkbox"/> Copy of PEIMS report classifying student as a dropout.
10	Is a student of limited English proficiency (LEP). TEC §29.052	<input type="checkbox"/> Copy of LPAC profile indicating LEP status (located in LPAC folder).
11	Is in custody or care of the Department of Protective and Regulatory Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official.	<input type="checkbox"/> Copy of DPRS documentation confirming custody or referral - Oral report if foster parent.
12	Is homeless, as defined by 42 U.S.C. section 11302, and its subsequent amendments.	<input type="checkbox"/> Copy of record indicating homeless status.
13	Has resided in the preceding school year or resides in the current school year in a residential placement facility in the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster group home.	<input type="checkbox"/> Copy of documentation indicating residential placement in detention or substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster group home.

Student is determined to be At-Risk according to PEIMS criteria. _____
 Administrator's Signature _____ Date _____

Texas Education Agency

Texas Public School Student/Staff Ethnicity and Race Data Questionnaire

Student Alternatives Program, Inc.

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

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

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

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

Hispanic/Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Not Hispanic/Latino

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

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of black racial groups of Africa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student/Staff Name (please print)

{Parent/Guardian}/{Staff} Signature

Student/Staff Identification Number

Date

Charter Renewal Contract

April 2, 2014

Mrs. San Juanita Villa, Board Chair
Student Alternatives Program, Inc.
5578 Mile 9 North
Mercedes, Texas 78570

Re: Charter Renewal Contract for Paso Del Norte Academy Charter District (CDN 071803)

Dear Mrs. Villa:

I am pleased to inform you that the charter renewal is approved for Paso Del Norte Academy Charter District with a contract ending date of July 31, 2023. After renewal, the charter contract shall consist of the following:

- the representations and assurances made by the charter holder in the original request for application under the standard application system, including all revisions made during the contingency process;
- the original contract for charter, as signed by the charter holder and the State Board of Education;
- any condition, amendment, modification, revision, or other change to the charter approved by the State Board of Education or the commissioner of education, including any prior renewal documents with revisions based on contingency responses;
- the final renewal application received in spring 2013, on file with the Division of Charter School Administration, including any revisions required by the agency and any amendments to the charter made through the renewal application; and
- all statements, assurances, commitments, and representations made by the charter holder in its application for charter renewal and its attachments or related documents, to the extent that these documents are consistent with those listed above.

By accepting these renewal terms, the charter holder represents that it understands that the charter holder, including any and all governance, at whatever level whether appointed or elected, employees, agents, and volunteers, shall fully cooperate with every Texas Education Agency investigation and/or sanction deemed necessary by the commissioner based on the authority and responsibility granted to the commissioner in state or federal law. This means that Texas Education Agency staff may conduct confidential interviews of charter school personnel and contractors outside the presence of representatives of the charter school's administration and board and that failure to timely reply with reasonable requests for access to site, personnel, documents, or other materials and/or items is a material violation of the contract for charter.

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By accepting these renewal terms, the charter holder represents that it is understood by all parties that, if the charter holder loses its 501(c)(3) tax exempt status for any period of time, through action of the Internal Revenue Service or any other action which renders the charter holder no longer an "eligible entity" within the meaning of TEC §12.101(a), the charter contract shall be rendered void, and it shall automatically return to the commissioner of education (COE) without any further action.

Note that this contract is contingent upon legislative authorization and that the contract and the funding under state and federal law may be modified or even terminated by future legislative acts. Furthermore, state and federal laws and rules may periodically be adopted, amended, or repealed, and all such changes applicable to the charter holder or its charter school(s) may modify this contract, as of the effective date provided in the law or rule. Nothing in the charter contract shall be construed to entitle the charter holder to any privilege or benefit, including any funding, but in accordance with state and federal laws in effect and as they may in the future be amended. A contract term that conflicts with any state or federal law or rule is superseded by the law or rule to the extent that the law or rule conflicts with the contract term.

To acknowledge acceptance of this renewed contract, and to finalize the contract renewal, the chair of the charter holder board **must sign below and return** the entire original document to:

**Texas Education Agency
Division of Charter School Administration
William B. Travis Building, Room 5-107
1701 North Congress Avenue
Austin, Texas 78701-1494**

The charter holder should keep a copy of this document for its files. Please contact the Division of Charter School Administration at (512) 463-9575 with any questions.

Sincerely,



Michael Williams
Commissioner of Education

MW/mg

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cc: Mrs. Frances Berrones-Johnson, Superintendent

I, the undersigned, hereby certify that the governing body of the charter holder has accepted and agreed to the charter renewal agreement for Paso Del Norte Academy Charter District as outlined in the foregoing letter and has authorized me to sign below.

Agreed and Accepted:



Mrs. San Juanita Villa
Board Chair, Student Alternatives Program, Inc.

4/21/14

Date