



INTERNATIONAL LEADERSHIP OF TEXAS

## SECTION I

# OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL COVERSHEET

### Current Information in Charter School Tracking System

**Charter Holder Name:** International American Education Federation, Inc.  
**Charter School Name:** International Leadership of Texas  
**Charter School County/District #:** 057-848  
**Generation:** 17  
**Maximum Approved Enrollment:** 29,340  
**Grades Approved:** K,1,2,3,4,5,6,7,8,9,10,11,12  
**Campuses:** [listed on the following two pages]

**Campuses:**

057848001  
International Leadership of Texas  
Garland Elementary School  
3301 N SHILOH RD  
GARLAND, TX 75044

Grade Levels Currently Served:  
K,1,2,3,4,5,6,7,8,9,10,11,12

057848002  
International Leadership of Texas  
Garland Middle School  
3301 N SHILOH RD  
GARLAND, TX 75044

Grade Levels Currently Served:  
6,7,8

057848003  
International Leadership of Texas  
Garland High School  
4413 N. SHILOH RD.  
GARLAND, TX 75044

Grade Levels Currently Served:  
9,10,11,12

057848004  
International Leadership of Texas  
Arlington Elementary School  
4950 S. BOWEN RD.  
ARLINGTON, TX 76017

Grade Levels Currently Served:  
K,1,2,3,4,5

057848005  
International Leadership of Texas  
Arlington Middle School  
4950 S. BOWEN RD.  
ARLINGTON, TX 76017

Grade Levels Currently Served:  
6,7,8

057848006  
International Leadership of Texas  
Arlington High School  
2851 RAGLAND RD.  
GRAND PRAIRIE, TX 75052

Grade Levels Currently Served:  
9,10,11,12

057848007  
International Leadership of Texas  
Keller Elementary School  
2301 HERITAGE TRACE PKWY.  
FORT WORTH, TX 76177

Grade Levels Currently Served:  
K,1,2,3,4,5

057848008  
International Leadership of Texas  
Keller Middle School  
2301 HERITAGE TRACE PKWY.  
FORT WORTH, TX 76177

Grade Levels Currently Served:  
6,7,8

057848009  
International Leadership of Texas  
Keller-Saginaw High School  
10537 NW HWY 287  
FORT WORTH, TX 76131

Grade Levels Currently Served:  
9,10,11,12

057848010  
International Leadership of Texas  
Grand Prairie Elementary School  
3501 GREAT SOUTHWEST PKWY.  
GRAND PRAIRIE, TX 75052

Grade Levels Currently Served:  
K,1,2,3,4,5

057848011  
International Leadership of Texas  
Grand Prairie Middle School  
3501 GREAT SOUTHWEST PKWY.  
GRAND PRAIRIE, TX 75052

Grade Levels Currently Served:  
6,7,8

057848012  
International Leadership of Texas  
North Richland Hills Elementary  
School  
4131 RUFÉ SNOW DR.  
N. RICHLAND HILLS, TX 76180

Grade Levels Currently Served:  
K,1,2,3,4,5

057848013  
International Leadership of Texas  
North Richland Hills Middle School  
4131 RUFÉ SNOW DR.  
N. RICHLAND HILLS, TX 76180

Grade Levels Currently Served:  
6,7,8

057848014  
International Leadership of Texas  
Katy Elementary School  
24406 FRANZ RD.  
KATY, TX 77493

Grade Levels Currently Served:  
K,1,2,3,4,5

057848015  
International Leadership of Texas  
Katy Middle School  
24406 FRANZ RD.  
KATY, TX 77493

Grade Levels Currently Served:  
6,7,8

057848016  
International Leadership of Texas  
Westpark Elementary School  
15300 BELLAIRE BLVD.  
HOUSTON, TX 77083

Grade Levels Currently Served:  
K,1,2,3,4,5

057848017  
International Leadership of Texas  
Westpark Middle School  
15300 BELLAIRE BLVD.  
HOUSTON, TX 77083

Grade Levels Currently Served:  
6,7,8

057848018  
International Leadership of Texas  
Katy-Westpark High School  
20055 BEECHNUT RD.  
RICHMOND, TX 77407

Grade Levels Currently Served:  
9,10,11,12

057848019  
International Leadership of Texas  
Lancaster Elementary School  
1900 W PLEASANT RUN RD.  
LANCASTER, TX 75146

Grade Levels Currently Served:  
K,1,2,3,4,5

057848020  
International Leadership of Texas  
Lancaster Middle School  
1900 W PLEASANT RUN RD.  
LANCASTER, TX 75146

Grade Levels Currently Served:  
6,7,8

057848021  
International Leadership of Texas  
East Fort Worth Elementary School  
5901 BOCA RATON BLVD.  
FORT WORTH, TX 76112

Grade Levels Currently Served:  
K,1,2,3,4,5

057848022  
International Leadership of Texas  
East Fort Worth Middle School  
5901 BOCA RATON BLVD.  
FORT WORTH, TX 76112

Grade Levels Currently Served:  
6,7,8

057848023  
International Leadership of Texas  
Saginaw Elementary School  
500 OLD DECATUR RD.  
SAGINAW, TX 76179

Grade Levels Currently Served:  
K,1,2,3,4,5

057848024  
International Leadership of Texas  
Saginaw Middle School  
500 OLD DECATUR RD.  
SAGINAW, TX 76179

Grade Levels Currently Served:  
6,7,8

057848025  
International Leadership of Texas  
Windmill Lakes Elementary School  
9898 WINDMILL LAKES BLVD.  
HOUSTON, TX 77075

Grade Levels Currently Served:  
K,1,2,3,4,5

057848026  
International Leadership of Texas  
Windmill Lakes Middle School  
9898 WINDMILL LAKES BLVD.  
HOUSTON, TX 77075

Grade Levels Currently Served:  
6,7,8

057848027  
International Leadership of Texas  
Houston Orem Elementary School  
5445 E OREM DR.  
HOUSTON, TX 77048

Grade Levels Currently Served:  
K,1,2,3,4,5

057848028  
International Leadership of Texas  
Houston Orem Middle School  
5445 E OREM DR.  
HOUSTON, TX 77048

Grade Levels Currently Served:  
6,7,8

**Geographical Boundary:**

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

ABBOTT ISD	CHINA SPRING ISD	FORT WORTH ISD
ALAMO HEIGHTS ISD	CLEAR CREEK ISD	FRIENDSWOOD ISD
ALIEF ISD	COLLEGE STATION ISD	FRISCO ISD
ALLEN ISD	COMAL ISD	GALENA PARK ISD
ALVARADO ISD	COMMUNITY ISD	GALVESTON ISD
ALVIN ISD	CONNALLY ISD	GARLAND ISD
ANNA ISD	COPPELL ISD	GHOLSON ISD
AQUILLA ISD	COVINGTON ISD	GRAND PRAIRIE ISD
AXTELL ISD	CRANDALL ISD	GRAPEVINE-COLLEYVILLE ISD
ARGYLE ISD	CRAWFORD ISD	HALLSBURG ISD
ARLINGTON ISD	CROWLEY ISD	HARLANDALE ISD
AUBREY ISD	CYPRESS-FAIRBANKS ISD	HIGHLAND PARK ISD
AVALON ISD	DALLAS ISD	HILLSBORO ISD
AZLE ISD	DECATUR ISD	HOUSTON ISD
BIRDVILLE ISD	DEER PARK ISD	HUBBARD ISD
BLUE RIDGE ISD	DENTON ISD	HURST-EULESS-BEDFORD ISD
BLUM ISD	DESOTO ISD	IRVING ISD
BOSQUEVILLE ISD	DUNCANVILLE ISD	ITALY ISD
BRUCEVILLE-EDDY ISD	EAGLE MT-SAGINAW ISD	ITASCA ISD
BRYAN ISD	EAST CENTRAL ISD	JUDSON ISD
BURLESON ISD	EDGEWOOD ISD	KATY ISD
BYNUM ISD	ENNIS ISD	KELLER ISD
CARROLL ISD	EVERMAN ISD	KENNEDALE ISD
CARROLLTON-FARMERS BRANCH ISD	FARMERSVILLE ISD	KRUM ISD
CASTLEBERRY ISD	FERRIS ISD	LA PORTE ISD
CEDAR HILL ISD	FORNEY ISD	LA VEGA ISD
CELINA ISD	FORT BEND ISD	LACKLAND ISD
CHANNELVIEW ISD	FORT SAM HOUSTON ISD	

LAKE DALLAS ISD	PRINCETON ISD
LAKE WORTH ISD	PROSPER ISD
LAMAR CISD	RANDOLPH FIELD ISD
LANCASTER ISD	RED OAK ISD
LEWISVILLE ISD	RICHARDSON ISD
LITTLE ELM ISD	RIESEL ISD
LORENA ISD	ROBINSON ISD
LOVEJOY ISD	ROCKWALL ISD
MALONE ISD	ROYAL ISD
MANSFIELD ISD	ROYSE CITY ISD
MART ISD	SAN ANTONIO ISD
MAYPEARL ISD	SANGER ISD
MCGREGOR ISD	SANTA FE ISD
MCKINNEY ISD	SHELDON ISD
MELISSA ISD	SOMERSET ISD
MESQUITE ISD	SOUTH SAN ANTONIO ISD
MIDLOTHIAN ISD	SOUTHSIDE ISD
MIDWAY ISD	SOUTHWEST ISD
MILFORD ISD	SPRING BRANCH ISD
MOODY ISD	STAFFORD MSD
MOUNT CALM ISD	SUNNYVALE ISD
NEW BRAUNFELS ISD	TERRELL ISD
NORTH EAST ISD	TEXAS CITY ISD
NORTHSIDE ISD	WACO ISD
NORTHWEST ISD	WALLER ISD
PALMER ISD	WAXAHACHIE ISD
PASADENA ISD	WEST ISD
PEARLAND ISD	WHITE SETTLEMENT ISD
PENELOPE ISD	WHITNEY ISD
PILOT POINT ISD	WYLIE ISD
PLANO ISD	
PONDER 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 renewal application sections. Note that any contact information, including email addresses, provided with the renewal application will be public information.

### Superintendent Contact Information

Superintendent's Name:

Telephone Number:

Fax Number:

E-mail Address:

### Charter Holder Board Chair Contact Information

Board Chair's Name:

Telephone Number:

Fax Number:

E-mail Address:

### Application Preparer's Contact Information Same as Superintendent Same as Board Chair

Contact Name:

Telephone Number:

Fax Number:

E-mail Address:

### Charter School Website

Web Address:



## SECTION III: Website Postings

In accordance with the requirements of *TEC §12.1211*, an open-enrollment charter school shall list the names of the members of the governing body on the home page of the school's internet website. Provide the exact internet URL address where the names of the members of the governing body are listed.

<https://www.iltexasdistrict.org/board>

In accordance with the requirements of *TEC §12.136*, an open-enrollment charter school shall post the salary of the school's superintendent or CEO on the school's internet website. Provide the exact internet URL address where the superintendent's salary is posted.

<https://www.iltexasdistrict.org/superintendent>

In accordance with *Local Government Code §140.006*, an open-enrollment charter school shall post continuously on the school's internet website the annual financials of the school. Provide the exact internet URL address where the annual financial statements of the charter school are continuously posted.

<https://www.iltexasdistrict.org/financial-transparency>

In keeping with *TEC §§37.001 and 37.105*, a school district and each campus thereof shall establish and post a student code of conduct, and post on its Internet website a notice setting forth the circumstances under which a person may be refused entry to or ejected from a school district's property. If the charter school elects to follow these provisions, please provide the exact address where this information is posted. (Optional)

<https://www.iltexasdistrict.org/handbook>

## 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. If the only entity under the direction of the charter holder is the charter school, submit this attachment as an explanation of such a scenario.

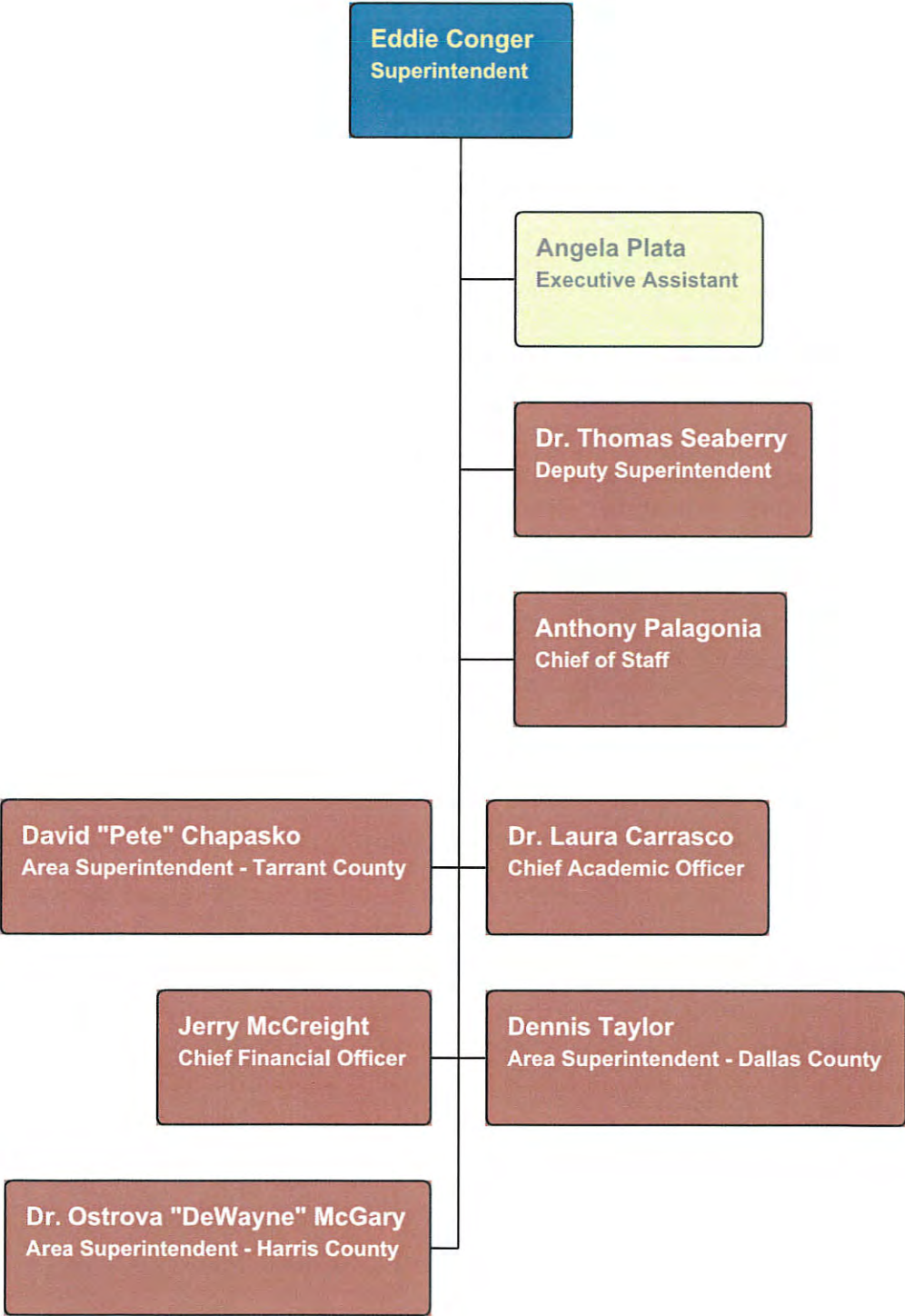
Submit each attachment behind this page of the application.

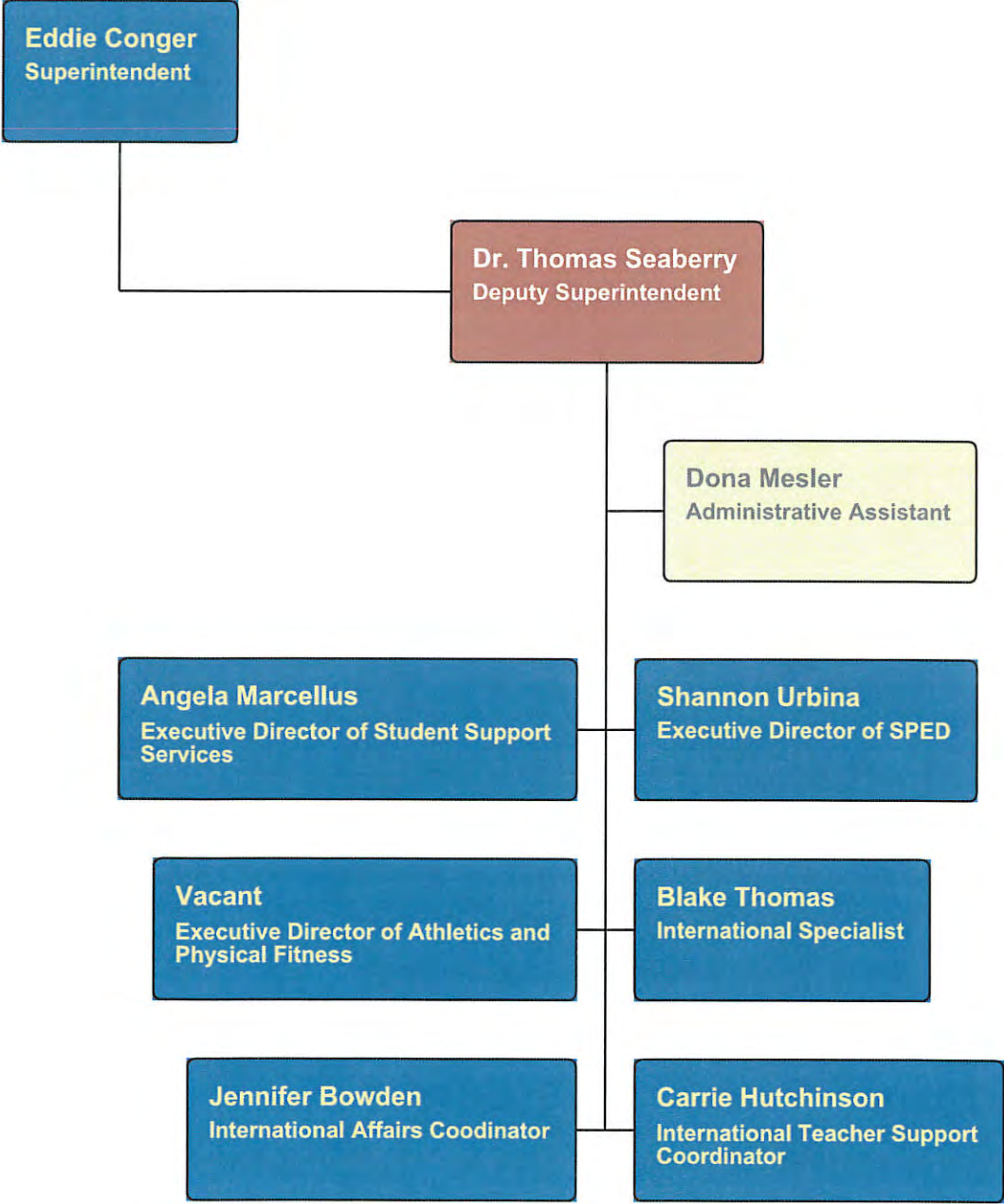


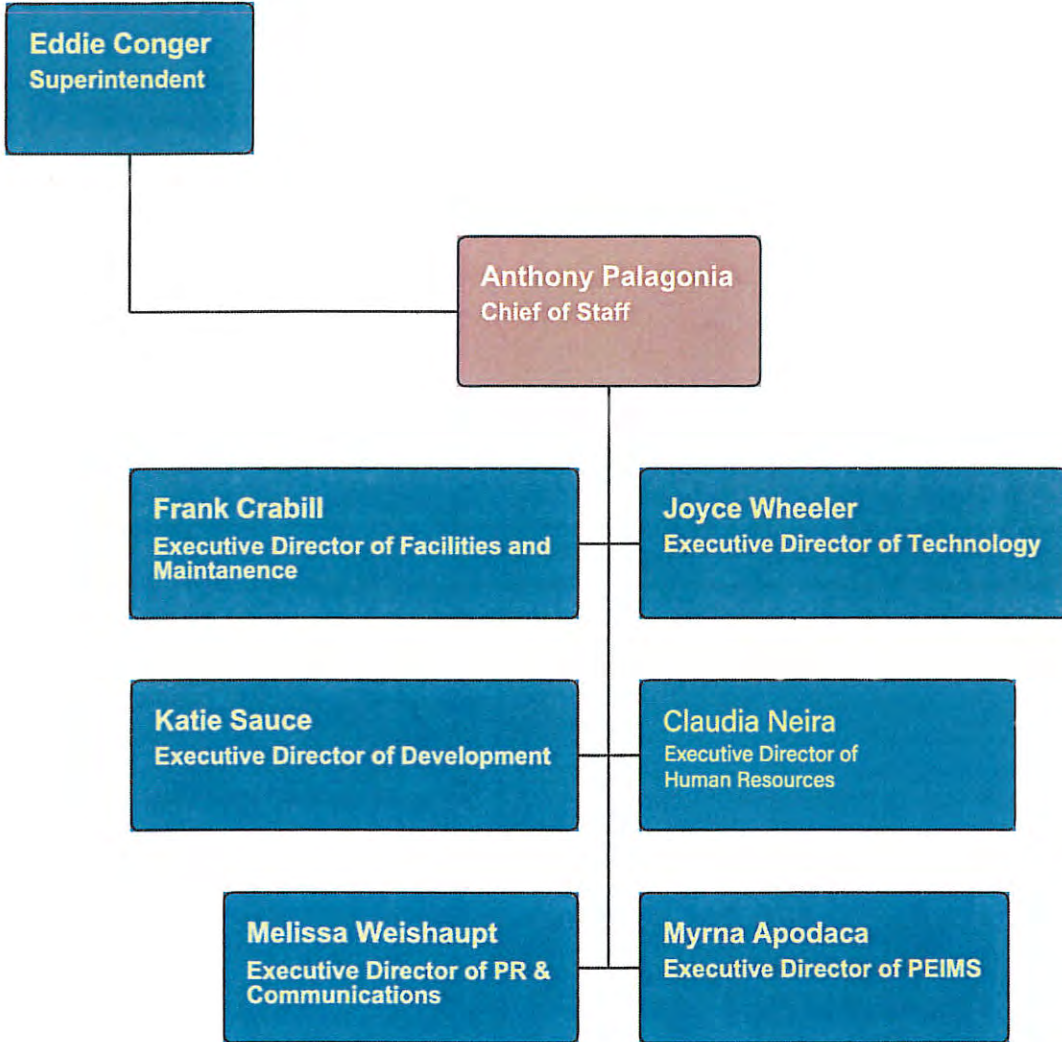
**SECTION IV, Attachment 1**

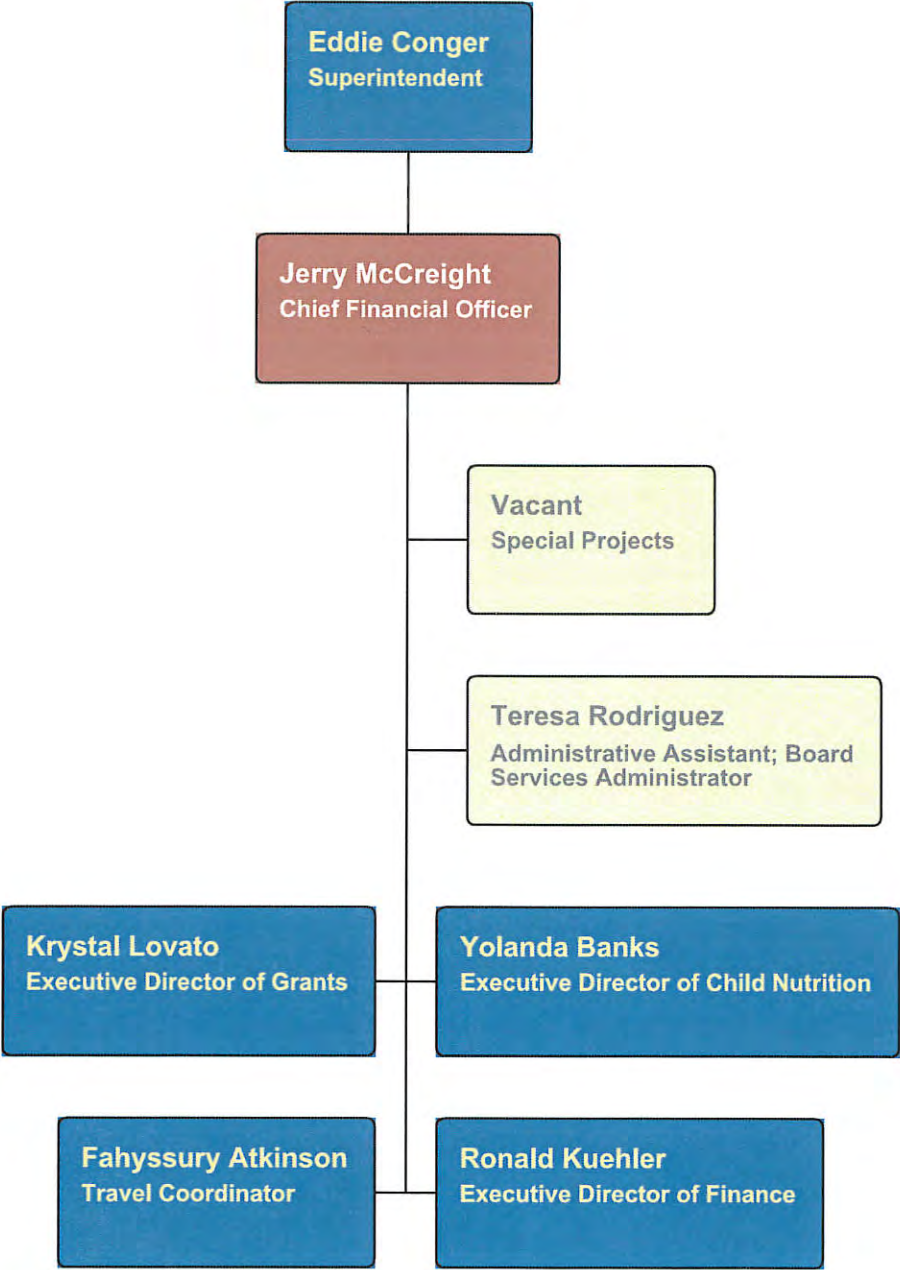
IL Texas Charter Renewal Petition due January 24, 2018

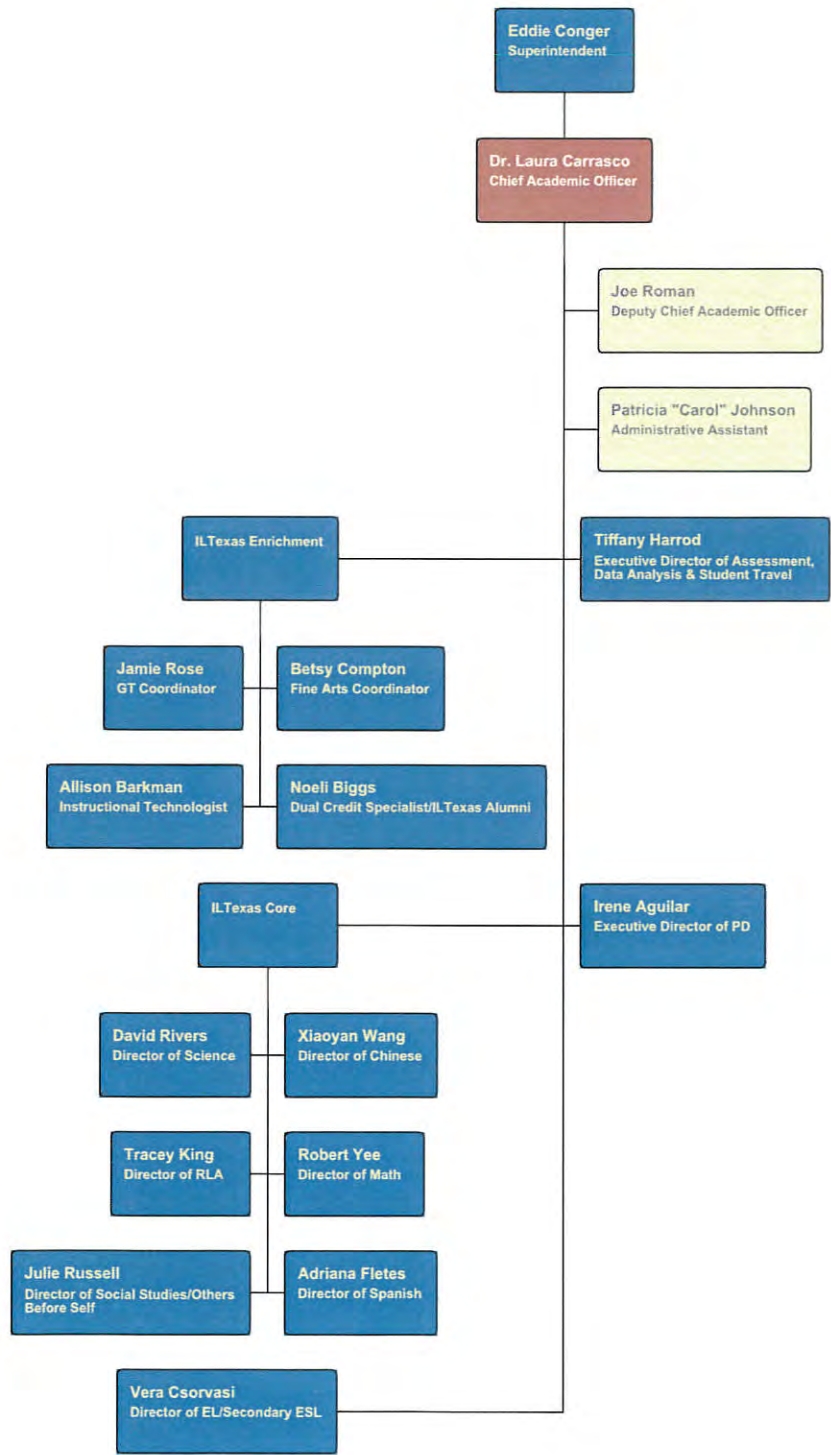
**Organizational Chart of the charter school**



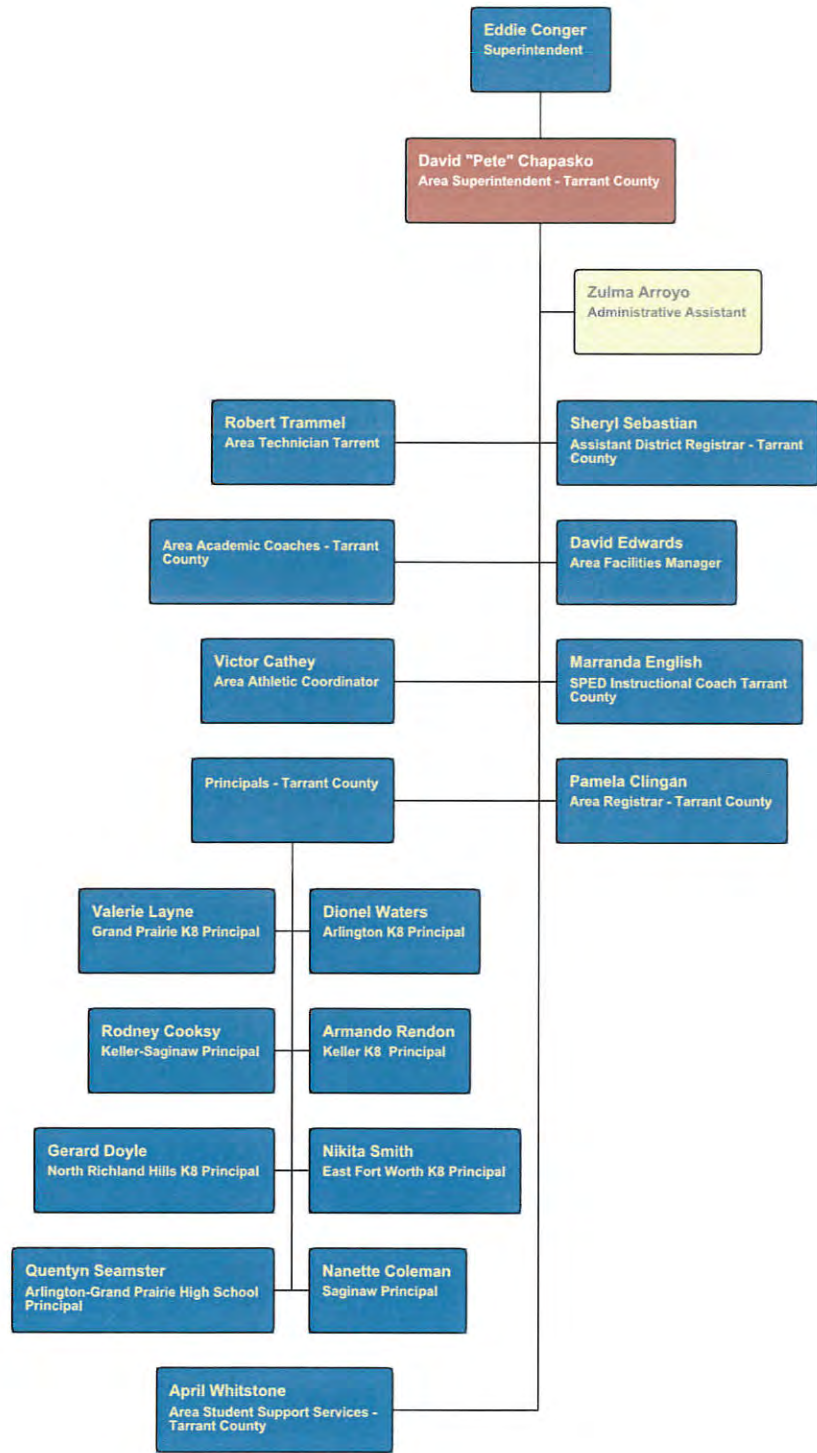


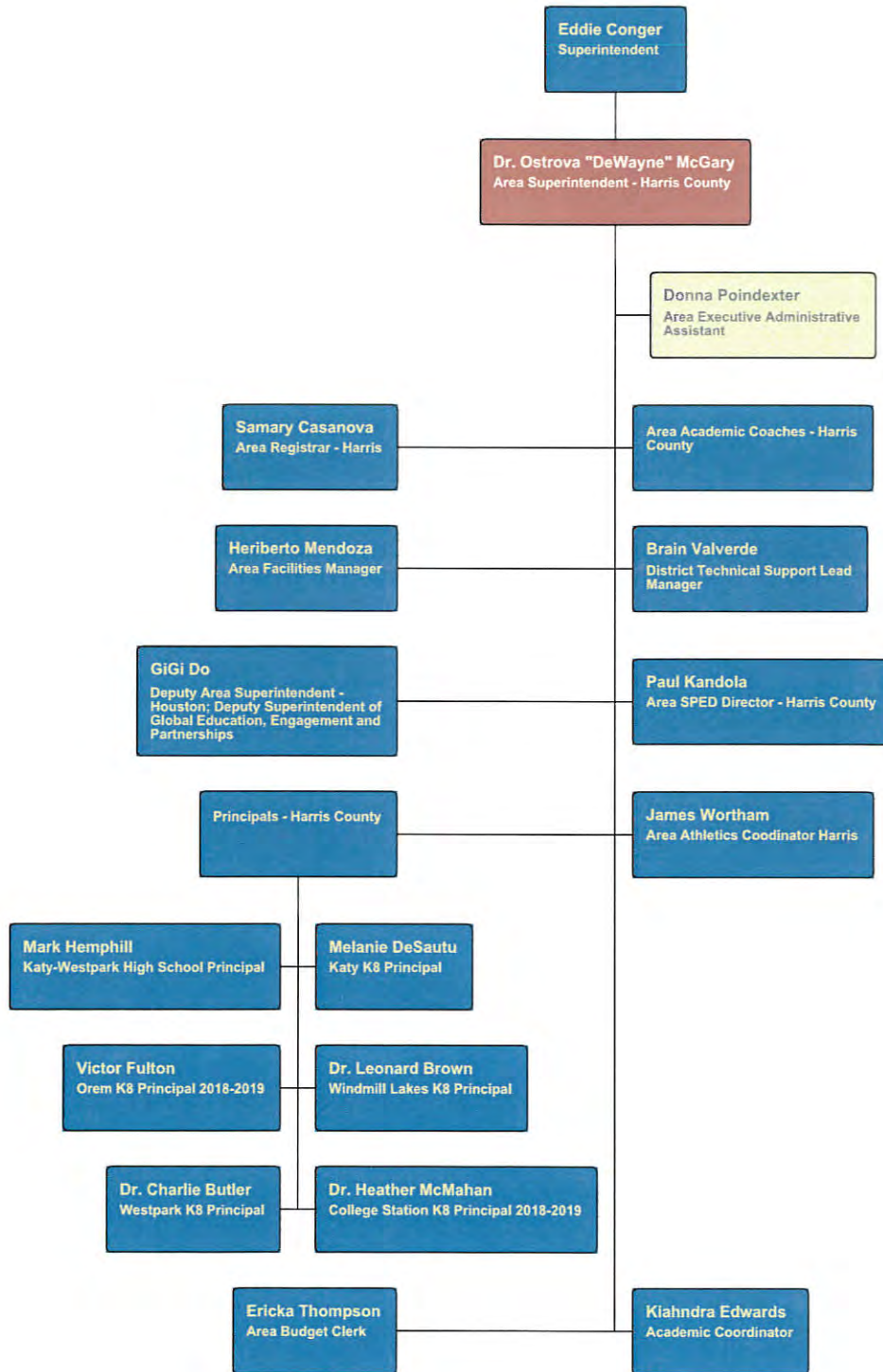


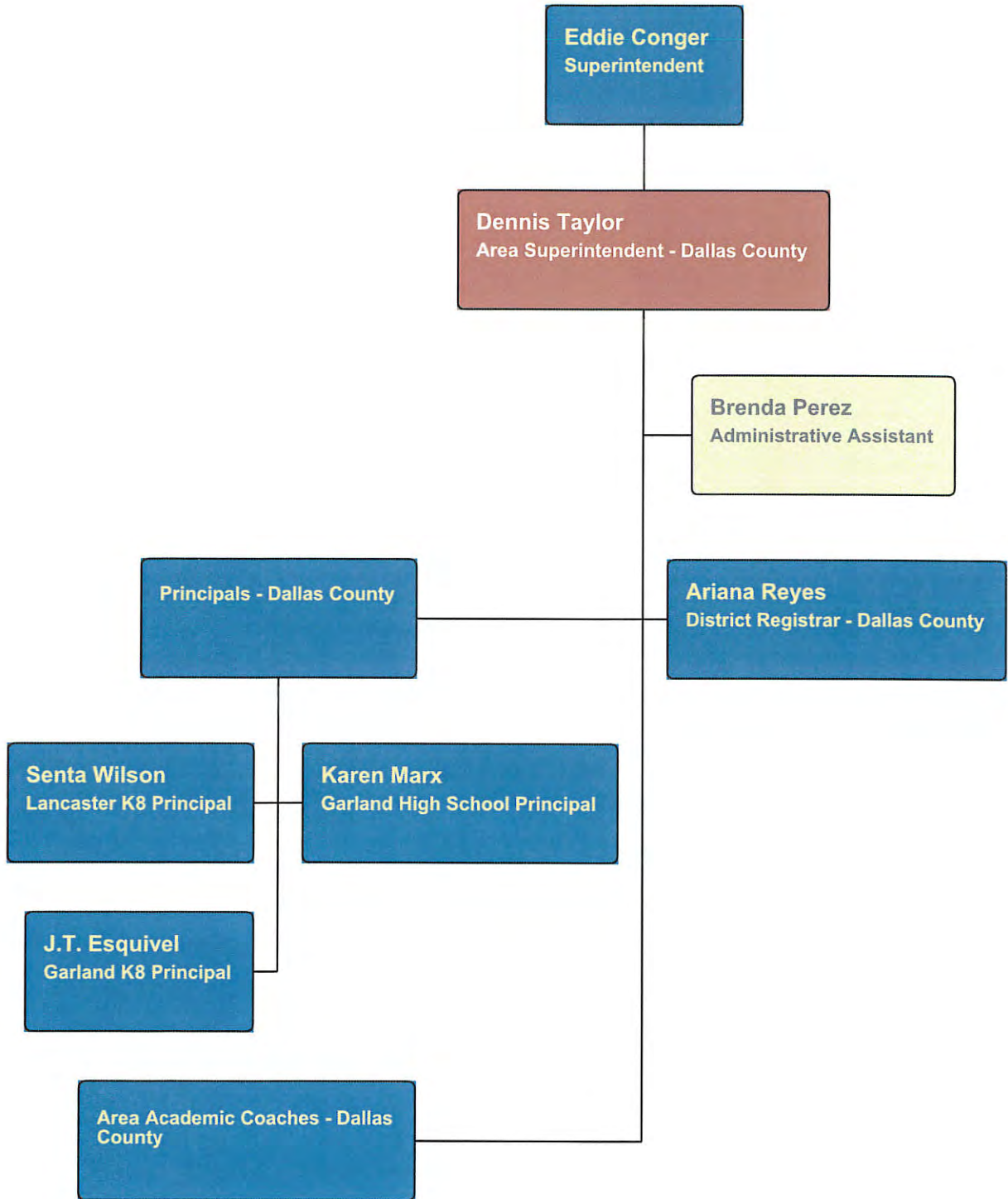












**SECTION IV, Attachment 2**

ILTexas Charter Renewal Petition due January 24, 2018

**Other entities under the direction of the charter holder**

THIS ATTACHMENT COMPRISES NO ADDITIONAL PAGES

Statement:

There are no other entities under the direction of the charter holder.

The charter holder is identified as the sole corporate member of the

Texas non-profit corporation ILTexas Global, Inc. The

management of the affairs of ILTexas Global, Inc. is vested in the

Board of Directors of ILTexas Global, Inc.

# SECTION V: Admission Policy

Please be aware that any change to the terms of an open-enrollment charter that relates to the following subjects:

- grade levels,
- maximum enrollment,
- geographic boundaries,
- approved campus(es),
- approved sites,
- postponement of opening campus,
- relocation of campus,
- closure of campus,
- charter holder name,
- charter school (district) name,
- charter campus name,
- charter holder governance,
- articles of incorporation,
- corporate bylaws,
- management company,
- admission policy, or
- the educational program of the school

requires the commissioner of education's approval of an [amendment](#). (See §100.1033(b) Types of amendments, 19 TAC Chapter 100.)

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)

January 09

End of Period (Month/Day)

March 31

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.  Lottery not utilized

See attached Exhibit V(B).

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

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

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

See attached Exhibit V(C).



**SECTION V, Exhibit V(B) to the ILTexas Charter Renewal Petition for filing January 24, 2018**

“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.”

An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment seats. Each applicant will be assigned a number, and all numbers will be randomly drawn during a scheduled lottery. Each applicant whose number is drawn will be offered admission, with notice provided by email and telephone. Failure of an applicant to respond to an admission’s offer within the time specified by ILTexas will result in the forfeiture of his or her position in the application process. Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants assigned to these numbers will be placed on a waiting list in the order in which they were drawn. When a vacancy arises, the individual next on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. If an application is received after the application period has passed, the applicant’s name will be added to the waiting list in the order of the date and time in which the application is received. The order for everyone that applies after the lottery process will be determined by the date/time they apply. As places become available, a student will be contacted by e-mail and phone to finalize enrollment.

After the Lottery Process the order of the waiting list is subject to change for the following reasons:

If an employee is hired after the lottery, their children would follow children of employee’s already hired on waiting list.

If after the lottery process a student is accepted and they have a sibling. Then the sibling would move up on waiting list.

**SECTION V, Exhibit V(C) to the ILTexas Charter Renewal Petition for filing January 24, 2018**

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

Exemptions to the lottery include students who are already attending the school; siblings of students already admitted to or attending ILTexas; and children of ILTexas’ founders, teachers and staff, so long as the number of these students constitutes only a small percentage of the school’s enrollment. Students already attending ILTexas will be exempt from the lottery as long as an intent to return form is completed during the enrollment period prior to the intent to return deadline. For the purpose of the sibling exemption, siblings are defined as a person who shares a common parent through birth, marriage, or adoption.



# SECTION V: Admission Policy (Continued)

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)

Apr 5

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.*

[This item is left blank because it is not applicable]

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

See attached Exhibit V(F).

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

Applications received after the application deadline will be handled in a "first come, first served" basis. The applicant's name will be added to the waiting list in the order of the date and time in which the application is received.

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.*

In order to be considered for admissions and participate in the lottery process applicants must provide basic identifying information such as name, address, birth date and grade level.

## SECTION V, Exhibit V(F) to the ILTexas Charter Renewal Petition for filing January 24, 2018

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

### Re-enrollment After Voluntary Withdrawal

A student who withdraws for any reason during the school year may re-enroll only if there are open seats available. If no seats are available, the student will be placed in the lottery process and/or added to the waiting list.

### Re-enrollment After Involuntary Withdrawal

A student who has withdrawn pending a recommended expulsion or who has been expelled from ILTexas may re-apply for admission and potentially gain re-enrollment subject to meeting each of the following criteria:

1. The student must have been enrolled in another public school during the term of the expulsion from ILTexas.
2. The student must re-apply for admission to ILTexas and follow the same application process as all other applicants.
3. A vacancy must exist in the requested grade level and campus or, if the requested grade level is oversubscribed such that an admissions lottery is conducted, the student is selected for admission through the lottery process or otherwise on the waitlist.
4. The student must submit a petition for re-admission to the ILTexas Board of Directors. This request must be in writing, and must include copies of the student's complete discipline records from the public school(s) attended during the term of the expulsion from ILTexas.

Upon receipt of the student's petition and the required discipline records, ILTexas will notify the student and the student's parents of the date, time, and location of a Board meeting during which the Board of Directors will consider the petition for re-admission.

During the Board's consideration of the petition, the student and his or her parents may make a statement to support the request for re-admission. The student may also submit documentation consisting of recommendations from his or her current teacher(s), commentary from any counselor or school administrator with whom the student may have consulted having personal knowledge of the student and their education experience and conduct, and any other documentation pertinent to the application. The Board may also consider comments from the Principal, Counselor, Grade Level Administrator for the requested campus of enrollment, or any other ILTexas Administrator.

Upon conclusion of the presentation and after review of all relevant documentation, the Board of Directors will decide on whether the student will be re-admitted at the Board's sole discretion. If the student is readmitted, he or she will be admitted on a 120-day behavior contract recognizing that any violation of the Student Code of Conduct within that time period may result in expulsion without the possibility of readmission. The Board's decision may be appealed through the ILTexas student and parent complaint process, beginning at Level Four, but all decisions of the Board are final and non-appealable.

## SECTION V: Admission Policy (Continued)

I. The charter holder certifies that the non-discrimination statement required by *TEC, §12.111 (a)(5)* is printed in the school's admission policy. *TEC, §12.111 (a)(5)* 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.

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)(5)(B)*?

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

- 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 (**Attachment 3**);
- A blank copy of the current admission application, i.e., the information requested when the student first seeks admission (**Attachment 4**);
- 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 (**Attachment 5**); and
- A current copy of the discipline policy (**Attachment 6**)

**SECTION V, Attachment 3**

ILTexas Charter Renewal Petition due January 24, 2018

**1. Handbook Pages 20-25, ADMISSION TO INTERNATIONAL LEADERSHIP OF TEXAS**

## ADMISSION TO INTERNATIONAL LEADERSHIP OF TEXAS

### NOTICE OF NON-DISCRIMINATION

ILTexas does not discriminate on the basis of race, religion, color, national origin, sex or gender, age, or disability in providing educational services, activities, and programs, including vocational and career and technical education programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendment of 1972; Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

Any questions or concerns about the school's compliance with these federal programs should be brought to the attention of the following persons designated to coordinate compliance with these requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender:

A.J. Knight  
1820 N. Glenville Dr., Suite 100  
Richardson, TX 75081  
[ckokosz@ILTexas.org](mailto:ckokosz@ILTexas.org)

Title VI/ADEA Coordinator, for concerns regarding discrimination on the basis of race, color, national origin, religion, or age:

Finn Simmensen  
Legal Services Coordinator  
1820 N. Glenville Dr., Suite 100  
Richardson, TX 75081  
[fsimmensen@ILTexas.org](mailto:fsimmensen@ILTexas.org)

ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Angela Marcellus  
Director of Student Services  
1820 N. Glenville Dr., Suite 100  
Richardson, TX 75081  
[amarcellus@ILTexas.org](mailto:amarcellus@ILTexas.org)

All other concerns regarding discrimination:

Angela Marcellus  
Director of Student Services  
1820 N. Glenville Dr., Suite 100  
Richardson, TX 75081  
[amarcellus@ILTexas.org](mailto:amarcellus@ILTexas.org)

### SCHOOL ADMISSION

ILTexas is an open-enrollment charter school, which is a public school of choice. Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school's charter, and who are eligible for admission based on lawful criteria identified in the charter and state law.



The total number of students enrolled in ILTexas shall not exceed the number of students approved in the school's charter or subsequent amendments. Total enrollment may further be limited by ILTexas based on occupancy limitations, code compliance, and staffing requirements, as deemed necessary.

In accordance with state law, ILTexas does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district a student would otherwise attend.

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

***Exception to Admission***

As authorized by the ILTexas charter and Texas Education Code § 12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other school discipline problems under Texas Education Code Chapter 37, Subchapter A, may be excluded from admission and enrollment in ILTexas.

**SUBMISSION OF APPLICATIONS AND ADMISSIONS LOTTERY**

ILTexas requires applicants to submit a completed application form in order to be considered for admission. ILTexas has established an application period during which applications are accepted for admissions (or to a lottery if the number of applications exceeds the number of seats available for a grade level). Any person who lives within the geographic boundaries of the charter and who satisfies all other criteria for admission set by the ILTexas policy and state law is eligible to apply. Parents must submit an online application form (a paper application will be provided upon request) and submit it prior to the application deadline in order to participate in the lottery. An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Each applicant will be assigned a number, and all numbers will be randomly drawn during a scheduled lottery. Each applicant whose number is drawn will be offered admission, with notice provided by email and telephone. Failure of an applicant to respond to an admission's offer within the time specified by ILTexas will result in the forfeiture of his or her position in the application process.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants assigned to these numbers will be placed on a waiting list in the order in which they were drawn. When a vacancy arises, the individual next on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list in the order of the date and time in which the application is received.

***Exceptions***

Federal guidelines permit ILTexas to exempt from the lottery students who are already attending the school; siblings of students already admitted to or attending ILTexas; and children of ILTexas' founders, teachers and staff, so long as the number of these students constitutes only a small percentage of the school's enrollment.

Students already attending ILTexas will be exempt from the lottery as long as an intent to return form is completed during the enrollment period prior to the intent to return deadline. For the purpose of the sibling exemption, siblings are defined as a person who shares a common parent through birth, marriage, or adoption.



### MCKINNEY VENTO HOMELESS EDUCATION ASSISTANCE ACT OF 2001

Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from ILTexas by contacting Myrna Apodaca, Director of PEIMS, 1820 N. Glenville Dr., Suite 100, Richardson, TX 72081. 972-479-9078, Ext. 1046.

“Homeless children and youth” as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001:

- Means individuals who lack a fixed, regular, and adequate nighttime residence.
- Includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals, or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Parents of students in homeless situations can keep their students in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend.

### PREGNANCY RELATED SERVICES

Pregnancy Related Services are support services, including Compensatory Education Home Instruction (CEHI), that a pregnant student receives during the pregnancy, prenatal and postpartum periods. Any pregnant and/or parenting student that is enrolled in ILTexas is eligible for PRS services. We support a comprehensive approach to supporting students by offering a coordination of services and monitoring grades and attendance regularly to ensure academic success.

When a student is first reported to be, or is first known to be pregnant by a teacher, counselor, or any school official, a referral is to be made immediately to the student's school nurse. The Nurse/Counselor visits with the student concerning her pregnancy and determines if it has been verified by a doctor or other qualified medical professional. The Nurse/Counselor then initiates PRS services by completing a PRS intake form. That form is submitted to PEIMS and Student Services officials, as well as the student's campus At-Risk Coordinator. PRS services to the student generally begin as of the date the PRS form is completed.

When ILTexas agrees to provide PRS services, it must provide CEHI. CEHI is home instruction in which school assignments for the student are collected from the student's regular classroom teachers and are taken to the student at home by a certified teacher. That teacher works with the student at home for at least four hours a week, and then returns the student's work to her regular teacher for grading. Prenatal CEHI services are provided when the student's doctor determines she cannot continue to come to school due to a serious medical complication to the pregnancy. Prenatal CEHI services continue until the doctor determines she can return to school or until the pregnancy ends. Postnatal CEHI services begin the day after delivery and can continue for a maximum of 10 weeks post-delivery if there are serious medical complications relative to the delivery that involves the student or her infant. Postnatal CEHI is generally provided for a period of two to three weeks if the student has a normal delivery, and up to six weeks if the delivery is by C-section. A student with no post-delivery complications returns to her campus within approximately two weeks. PRS

services end when postnatal CEHI ends, when the pregnancy ends due to circumstances other than delivery or when the student ends their enrollment in ILTexas during her pregnancy. Additional information regarding ILTexas' Pregnancy Related Services may be obtained from Angela Marcellus, Director of Student Services, at 972-479-9078.

#### INTRA-DISTRICT TRANSFER POLICY

ILTexas allows Intra-District transfers among our schools under the same charter for currently enrolled students. The intent of an Intra-District transfer is to accommodate families who have moved and have a documented change of residency or have a change in job site location.

The student's parent must complete a student transfer request form. Decisions on transfers for the upcoming school year will be made by the office of the Registrar. If there are more requests than available spaces in a respective grade, we will proceed with the most recent approved application to determine which transfers will be approved, and the remainder will be placed on the waitlist. If you have questions about the transfer process, please contact the DFW Registrar's office at 972-479-9078 or Houston Area Registrar's office at 713-955-7844.

#### STUDENT INFORMATION

Any student admitted to ILTexas must have records such as report card and/or transcript from the previous school attended to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in ILTexas for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in ILTexas, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. Students will not be denied enrollment because they fail to meet this requirement.

ILTexas will forward a student's records on request to at school in which a student seeks or intends to enroll without the necessity of the parents' consent.

#### ***Establishing Identification***

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

#### ***Food Allergy Information***

The parent of each student enrolled in ILTexas must complete a form provided by the school that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the school to enable ILTexas to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

ILTexas may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in a student's records, and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors,

school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 (“FERPA”).

### ***Residency Verification***

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in ILTexas, each student’s parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indicating the address and name of the residence occupiers,
5. A current car insurance copy indicating the address and name of the residence occupiers,
6. Mailing addresses of the residence occupiers,
7. Visual inspection of the residence
8. Interviews with persons with relevant information, or
9. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

Falsification of residence on an enrollment form is a criminal offense.

### **WITHDRAWAL PROCEDURE**

#### ***Voluntary Withdrawal***

A student under 18 years of age may be withdrawn from school only by a parent. Parents of students withdrawing from ILTexas are requested to meet with the Campus Principal or Designee before proceeding with the withdrawal process. A Withdrawal Form and a Transcript Request Form may be obtained from the office of the registrar. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. Transcripts or student records will be provided within ten (10) business days of the following:

- Counselor’s receipt of the Transcript Request Form / Student records
- Payment of any unpaid fees; and
- Returning school property, including but not limited to campus technology, books and uniforms associated with band, athletics, etc.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

#### ***Involuntary Withdrawal***

ILTexas may initiate the withdrawal of a student under the age of 19 for non-attendance if:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by ILTexas to locate the student have been unsuccessful.

Additionally, ILTexas may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

A student who withdraws for any reason during the school year may re-enroll only if there are open seats available. If no seats are available, the student will be placed in the lottery process and/or added to the waiting list. See also the Student Code of Conduct for additional requirements if a student withdraws prior to a pending disciplinary action.

Additional Information on Admission Process may be obtained from the campus Principal's Office. Information will also be posted on the School and ILTexas website.

## ATTENDANCE

### STUDENT ATTENDANCE/ABSENCES

Student absences may result in serious disruption of a student's mastery of instructional materials and therefore, the student should avoid unnecessary absences. If the parent/guardian or student has questions about attendance they should contact the school attendance office for information. Students are expected to be in school except in cases of emergency, illness, or school-approved absences.

Students should make every effort to be present daily. If an absence is unavoidable, a parent/guardian should call or email the campus main office before 9:25 a.m. for students in grades K-8 or before 9:30 for students in grades 9-12 on the date of the absence with the reason for the student's absence. All absences will be verified by the school attendance office starting at 8:30 and if the school has not been notified by 9:25 a.m. (K-8) or 9:30 a.m. (9-12), the student absence will be recorded as "unexcused." It is important that the parent calls in and that the parent speaks directly to the person in charge of attendance. A message may be left on the school's voice mail service; however, it is the parent's responsibility to make sure the message was received. When a parent /guardian knows in advance about a future absence, prior written permission for the absence to be considered excused should be received in advance. When the student returns to school, he/she should provide the office with a note signed by a parent/guardian explaining the reason for the absence. Since absences may determine grading and course credit, all documentation regarding absences will be retained in the student's cumulative file for a period of 5 years.

### COMPULSORY ATTENDANCE

The state compulsory attendance law requires that a student between the ages of six and 19 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. ILTexas staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a student 19 years of age or older has more than five unexcused absences in a semester, ILTexas may revoke the student's enrollment, except that the school may not revoke the enrollment on a day on which the student is physically present at school. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the student's enrollment, ILTexas shall issue a warning letter to the student after the third unexcused absence stating that the student's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, ILTexas may impose a behavior improvement plan.

**Notice to Parents:** *Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Texas*

**SECTION V, Attachment 3**

ILTexas Charter Renewal Petition due January 24, 2018

**2. Handbook Page 54, READMISSION AFTER WITHDRAWAL OR EXPULSION**

in a format accessible and useable by the General Counsel. The Board may listen to the recording of the expulsion hearing to or at the appeal hearing. The Board will notify the student and his or her parent (or representative) of its decision within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

#### READMISSION AFTER WITHDRAWAL OR EXPULSION

A student who has withdrawn pending a recommended expulsion or who has been expelled from ILTexas may re-apply for admission and potentially gain re-enrollment subject to meeting each of the following criteria:

1. The student must have been enrolled in another public school during the term of the expulsion from ILTexas.
2. The student must re-apply for admission to ILTexas and follow the same application process as all other applicants.
3. A vacancy must exist in the requested grade level and campus or, if the requested grade level is oversubscribed such that an admissions lottery is conducted, the student is selected for admission through the lottery process or otherwise on the waitlist.
4. The student must submit a petition for re-admission to the ILTexas Board of Directors. This request must be in writing, and must include copies of the student's complete discipline records from the public school(s) attended during the term of the expulsion from ILTexas.

Upon receipt of the student's petition and the required discipline records, ILTexas will notify the student and the student's parents of the date, time, and location of a Board meeting during which the Board of Directors will consider the petition for re-admission.

During the Board's consideration of the petition, the student and his or her parents may make a statement to support the request for re-admission. The student may also submit documentation consisting of recommendations from his or her current teacher(s), commentary from any counselor or school administrator with whom the student may have consulted having personal knowledge of the student and their education experience and conduct, and any other documentation pertinent to the application. The Board may also consider comments from the Principal, Counselor, Grade Level Administrator for the requested campus of enrollment, or any other ILTexas Administrator.

Upon conclusion of the presentation and after review of all relevant documentation, the Board of Directors will decide on whether the student will be re-admitted at the Board's sole discretion. If the student is re-admitted, he or she will be admitted on a 120-day behavior contract recognizing that any violation of the Student Code of Conduct within that time period may result in expulsion without the possibility of readmission. The Board's decision may be appealed through the ILTexas student and parent complaint process, beginning at Level Four, but all decisions of the Board are final and non-appealable.

#### STUDENTS WITH DISABILITIES

All disciplinary actions regarding students with disabilities (504 or special education under the IDEA) shall be conducted in accordance with current federal and state laws.

#### ***Suspension/Expulsion Requirement***

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services



**Attachment 4 to the ILTexas Charter Renewal Petition for filing January 24, 2018**

Copy of the current Admission Application

### ILTexas 2018-2019 School Year Student Application

Note: This form is for **new families only**. If you have already applied for the 2018-2019 school year or have students already enrolled at ILTexas [Click Here](#).

**Primary Guardian**

First Name: Last Name:

**Secondary Guardian**

First Name: Last Name:

Street Address:

City: Zip Code:

Main Email Address:

You *must* have an email account so we can contact you. You can get one free from Google <https://accounts.google.com/SignUp>

Alternate Email:

Mobile Phone (xxx xxx-xxxx):

Work Phone (xxx xxx-xxxx):

Home Phone (xxx xxx-xxxx):

How did you hear about us?

Were you referred by a student or parent?  
Please enter their full name here or write "none" if not applicable:

Why did you select ILTexas?

Now, enter your student(s):  
Please enter name(s) exactly as shown on birth certificates. Space for additional students will appear as needed.  
Students must be 5 years of age on or before September 1.

First Name	Last Name	Gender	Birth Date (mm/dd/yy)	Discipline*	Grade (2018-2019)	Campus
			<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Please Select..."/>	<input type="text" value="Please Select..."/>	<input type="text" value="Please Select..."/> You may select an alternate campus in case your first choice is unavailable: <input type="text" value="Please Select..."/>

First Name	Last Name	Gender	Birth Date (mm/dd/yy)	Discipline*	Grade (2018-2019)	Campus
<input type="text"/>	<input type="text"/>	Please Select... ▼	mm/dd/yyyy	Please Select... ▼	Please Select... ▼	<input type="text"/> You may select an alternate campus in case your first choice is unavailable: <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	Please Select... ▼	mm/dd/yyyy	Please Select... ▼	Please Select... ▼	<input type="text"/> You may select an alternate campus in case your first choice is unavailable: <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	Please Select... ▼	mm/dd/yyyy	Please Select... ▼	Please Select... ▼	<input type="text"/> You may select an alternate campus in case your first choice is unavailable: <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	Please Select... ▼	mm/dd/yyyy	Please Select... ▼	Please Select... ▼	<input type="text"/> You may select an alternate campus in case your first choice is unavailable: <input type="text"/> <input type="text"/>

***\*Does the applicant have any documented history of a criminal offense, juvenile court adjudication, or removal to an alternative education program for cause or expulsion? ILTexas has the right to exclude students with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under Subchapter A Chapter 37, Texas Education.***

I CERTIFY: *By checking this box, I certify to the best of my knowledge and belief that the information in this application is complete and accurate, that I am the legal guardian of the children listed above, and that I understand that any false information, omission, or misrepresentation of facts may result in the rejection of this application or future dismissal of the applicant(s).*

**SUBMIT**

*Remember, if you do not receive a confirmation email shortly, your application did not go through!*

**Attachment 5 to the ILTexas Charter Renewal Petition for filing January 24, 2018**

Copy of the current Enrollment Forms

Online Enrollment Access

Select Language ▼



### New Student Enrollment: Application Form

- Save and Continue to Fill Out Application
- Save and go to Summary Page
- Print Application
- Leave WITHOUT Saving

#### Instructions for completing the student application

Answer all the required \* questions to progress through the online form.  
 Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.  
 Click 'Save and go to Summary Page' to save your progress and return to the summary page.  
 Click 'Leave WITHOUT Saving' to return to the summary page without saving. Note: Your information will not be saved.

Asterisk (\*) denotes a required field Please Note: Only one step may be edited at a time

#### Step 1: Student Information

- Edit
- View Only
- Save
- Save and Collapse Step

\* Last Name:  \* First Name:  Middle Name:   
 Name Suffix:  Name Prefix:  \* Gender:   
 \* Date of Birth:  Age:  \* Birth City:  \* Birth State:   
 \* Birth Country:  Birth County:   
 Second Phone:   
 Social Security Number:   
 \* Is Student Hispanic/Latino?:   
 \* Federal Race:  American Indian or Alaska Native  
 (select all that apply)  Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 \* Language Spoken Most:   
 \* Previous School District:  \* School in the District Student Previously Attended:

You are enrolling your student into the Current School Year (2017 - 2018)

\* Expected Enrollment Date  (The first day of school is 08/17/2017)  
 \* Expected Grade Level  \* Expected School to Enroll into

- \* I authorize this student's information to be distributed for the purposes of Military usage:
- \* I authorize this student's information to be distributed for the purposes of Higher Ed usage:
- \* I authorize this student's information to be distributed for the purposes of Public usage:
- \* I authorize this student's information to be distributed for the purposes of District usage:
- \* I authorize this student's information to be distributed for the purposes of Local usage:

Additional Information:   
 (on the Student for the District)  
 Maximum characters: 5000, Remaining characters: 5000

- Complete Step 1 and move to Step 2: Family/Guardian Information
- Complete Step 1 Only

#### Step 2: Family/Guardian Information

- Edit
- View Only

Enter Information for the Primary Guardian and the Family this Student lives with

#### Enter Information for the Family this Student lives with

\* Primary Phone:  (469)  919-9157  
 \* Family Home Language:  ENGLISH  
 \* Home Address: House #:  Direction:  Street Name:  Apartment:



New Student Online Enrollment

606   Ridgedale Dr

P.O. Box:  Address 2:  City: Richardson State: TX Zip Code: 75080

Mailing Address: (if different than home address) House #:  Direction:  Street Name:  Apartment:

P.O. Box:  Address 2:  City:  State:  Zip Code:

Enter Information for the Primary Guardian of the Family this Student lives with

\* Last Name: Hill \* First Name: Justin Middle Name:

Name Suffix:  Name Prefix:  Gender:

\* Relationship to Child:

\* Does this guardian have custody of the child?:  \* Is this guardian allowed to pick up the student from school?:

Cell Phone:   Work Phone:   \* Contact Email Address: jhillelp@outlook.com

Are there other Legal Guardians who live at this address?

Step 3: Medical/Dental Information

Allergy/Medical Condition:   Is this condition critical info that staff should be alerted to?

Physician Last Name:  Physician First Name:  Physician Middle Name:

Name Suffix:  Name Prefix:  Physician Phone:

Dentist Last Name:  Dentist First Name:  Dentist Middle Name:

Name Suffix:  Name Prefix:  Dentist Phone:

Hospital:  Hospital Phone:

Step 4: Emergency Contact Information

Instructions for completing Emergency Contact Information

Please enter any additional emergency contacts other than the guardians that were previously entered in step 2.

Do you have other Emergency Contacts to add for this student?

Step 5: Immunization Information

Instructions for entering Immunization Information

Please be prepared to present your child's immunization record or Certified Exemption of Immunization form to the campus Registrar at the time of your enrollment appointment. Check the box below if your child has had chickenpox and enter the date.

Has your child had Chickenpox? Chickenpox Illness Date:

Step 6: Requested Documents

Instructions for completing the Requested Documents

**Instructions for completing the Requested Documents**

**These documents are not required to be uploaded to proceed to step 7. However, you will be required to bring these original documents with you for your campus appointment regardless if you upload them or not.**

Use the Browse buttons to locate a file to upload the document that corresponds to the description on the same line.

The following documents will need to be presented at the time of enrollment:

Original Birth Certificate-State-certified document

Original Social Security Card of applicant (or other forms of governmental issued document)

Original Driver's License of parent or guardian (or other forms of governmental issued document)

Copy of students most recent report card (1st-12th grade)

Copy of Testing: TPRI or equivalent (entering into 1st-3rd grade) or TAKS/STAAR (entering into 4th grade and up) Please include last year's results until this year's become available

Proof of Residency-utility bills, insurance card showing parent's address (NO CELL PHONE OR CABLE BILLS)

Child Nutrition-from prior school. Determination of Eligibility Notice (This confirms current approval for Free and Reduced Meals)(Not required for enrollment)

- Birth Certificate:  No file chosen
- Driver's License:  No file chosen
- Immunization Record:  No file chosen
- Last Report Card:  No file chosen
- MISC-1:  No file chosen
- MISC-2:  No file chosen
- MISC-3:  No file chosen
- Other:  No file chosen
- Proof of Residency:  No file chosen
- Social Security Card:  No file chosen

**Step 7: Additional District Forms**

**Instructions for completing the Additional District Forms**

The following forms are necessary documents to complete the enrollment process. This is a required step to submit the new student online enrollment form.

Asterisk ( \* ) denotes a required form

- \* Required Form:   This form
- \* Required Form:   This form
- \* Required Form:   This form
- \* Required Form:   This form

\* All steps must be Completed before an Application can be Submitted \*



## **ELECTRONIC SIGNATURE AGREEMENT AND CONSENT**

**I hereby authorize International Leadership of Texas to accept this correspondence and documents transmitted by me via electronic means. In addition, I certify that these documents are made "upon my signature" and acceptable as replacement for my written signature. I understand that the electronic signature may not be denied legal effect or enforceability solely because it is in electronic form. I understand that if I choose not to accept this electronic communication and use of electronic signature, it is my responsibility to manually sign and deliver the documents to International Leadership of Texas.**

**Parent Signature: Parent Signature Date: Date**



All questions must be answered to save and complete this form. Please enter n/a for fields that are not applicable.

COUNSELING				
Last Campus/District Attended Last District	Grade Level Attended Grade Level Attended	Has YOUR CHILD ever been retained?	Retained: Retained (Y/N)	Grade Retained: Grade Retained
Has YOUR CHILD ever had documented disciplinary problems at School? Discipline IN (Y/N) If YES, please explain below:		Has YOUR CHILD ever had documented disciplinary problems outside School? Discipline OUT (Y/N) If YES, please explain below:		
In School Discipline: Discipline IN School		Out of School Discipline: Discipline OUT School		
Is YOUR CHILD in an Early Reading Childhood Program?	Early Reading (Y/N)	Is your child a dependent of an active or reserve US military service member?	Military Family (Y/N)	
In the past 3 years, have you moved to find work in any of the following industries?	Fishing	Work-Fishing	Forestry	Work-Forestry
	Agriculture	Work-Agriculture	Canning	Work-Canning
If 3rd grade or higher, did YOUR CHILD fail the latest STAAR or EOC test?	FAIL STAAR or EOC	Prior to coming to ILTexas, were you living out of state? Out of state		
SPECIAL EDUCATION PROGRAM				
Has your child ever been identified as eligible to receive <b>Special Educational</b> services?	Special Ed Eligible (Y/N)	Has your child been identified as eligible to receive <b>Speech Therapy in the last 12 months?</b>	Speech Therapy Eligible	
SPECIAL PROGRAMS				
Has your child ever been identified as eligible to receive <b>Section 504</b> services?	Section 504 Eligible Y/N	If yes, please indicate your child's qualifying disability.	504 Qualifying Disability	
Has YOUR CHILD ever been tested or identified as <b>Gifted and Talented?</b>	Gifted and Talented (Y/N)	Has your child ever been tested and identified as <b>dyslexic?</b>	Dyslexic (Y/N)	
LANGUAGE PROGRAM				
Has your student ever participated in a dual language program? If yes, please elaborate how long and the type of program:	Dual Language (Y/N)	Has your child received any previous instruction in Chinese? If yes, please elaborate how long and the type of program:	Chinese Instruction (Y/N)	
Dual Language Program: Dual Language (Long)		Chinese Instruction: Chinese (Long)		
FREE AND REDUCED LUNCH PROGRAM				
Eligibility may derive from Direct Certification / Migrant / Homeless / Run Away / Foster				
Did you receive Free and Reduced Lunch Program services last year?	F/R Lunch (Y/N)	If yes, please provide ILTexas with a Determination of Eligibility Notice from student's prior Child Nutrition Department.		
Are you currently receiving SNAP? If YES, please provide a copy of current documentation to campus.	SNAP Documentation	Are you currently receiving TANF? If YES, please provide a copy of current documentation to campus.	TANF Documentation	



I understand that in case of an emergency, ILTexas reserves the right to use its judgment in securing medical or other emergency services. School personnel may call "911" or other medical/emergency services before attempting to reach the parents, as necessary. I also authorize school personnel to contact my child's physician when necessary to obtain information concerning my child. I understand that I am responsible for any and all medical expenses, including transportation incurred for my child during school hours or extracurricular activities.

Parent Signature: Parent Signature Date: Date

Please list ALL prescription medicine that will be dispensed at school. Each medication must be in the original prescription container. The dosage must be indicated on the container. The prescription will only be administered to the person whose name is indicated on the container.

Medication 1: Medication

Medication 2: Medication 1

Comments/Additional Medications:

Comments



The International Leadership of Texas Charter District  
Home Language Survey  
*Cuestionario del Idioma en el Hogar*

Student/Estudiante:

Age/Edad:

Campus/Escuela:

Grade/Grado

The Texas Education Agency requires that school districts conduct a home language survey for each student enrolled in public schools. This information is essential in order to provide meaningful academic support to all students. 19 TAC Chapter 89, Subchapter BB§891215

*El departamento de Educación de Texas requiere que las escuelas lleven a cabo una encuesta del idioma del hogar para cada estudiante que se registra en una escuela pública. Esta información es esencial para poder proveer apoyo académico significativo a todos los estudiantes. 19 TAC Chapter 89, Subchapter BB§891215*

1. In what month and year did the student first enroll in a school in the United States?  
*1. ¿En qué mes y año se inscribió el estudiante por primera vez en Los Estados Unidos?*
2. In what city, state, and country was the student born?  
*2. ¿En qué ciudad, estado, y país nació el estudiante?*
3. What language is spoken in your home most of the time?  
*3. ¿Cuál es el idioma que más habla en su casa?*
4. What language does your child speak most of the time?  
*4. ¿Cuál es el idioma que más habla su hijo/a?*
5. Does the parent or guardian need to communicate with the school in a language other than English?  
*5. ¿Necesitará el padre, la madre, o el guardián comunicarse con la escuela utilizando su idioma natal que no sea el Inglés?*

If so, write the name of the language.

*Si es así, favor escribir el nombre del idioma.*

6. Has your child ever received formal education outside of the United States? (Kindergarten – 12th grade):  
*6. ¿Ha recibido su hijo/a educación formal fuera de Los Estados Unidos? (Primaria– Secundaria)*

Signature/Firma **TEST**

Date/Fecha **01/08/2018**

# INTERNATIONAL LEADERSHIP OF TEXAS

## Administration of Medications by School Personnel

Dear Parents,

Your child may have an illness which requires medication for relief or cure that does not prevent his/her attending school. When possible, such medication should be scheduled to be taken at home. However, according to the Texas laws and IL Texas policy, a medication may be administered to a student by school personnel. The following requirements must be met by the parent or legal guardian requesting this service.

1. Prescription medications dispensed through a physician's office must be in their original pharmacy container and labeled by the pharmacist or physician.
2. All nonprescription drugs must be in their original container. The written request for administration of these over the counter drugs, made by parent, guardian or physician, must contain the following information:
  - a. Full name of student
  - b. Name of drug
  - c. Amount of drug to be given and scheduled hours when drug is to be given
  - d. Reason drug should be administered
  - e. Date
  - f. Appropriate signature.
3. Medications prescribed or requested to be given three (3) times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician or the campus nurse determines that a special need exists for an individual student.
4. There will be no more than one medication per properly labeled container.
5. All medications will be stored and dispensed in the school clinic. Exceptions must be approved by appropriate school authorities in advance.
6. Natural and/or homeopathic-like products not FDA approved will not be dispensed by school district personnel.
7. In accordance with the Texas Nurse Practice Act, Rule 217.11, the campus Nurse has the responsibility and authority to clarify any medication order with appropriate licensed practitioner and/or refuse to administer medication that, in the Nurse's judgment, is not in the best interest of the student.

Student Name (Last)	(First)	(M)	DOB
Grade	Teacher		

Type of Medication: <input type="checkbox"/> Prescription <input type="checkbox"/> Non-Prescription		Name of Medication	
Date to Begin Medication	Date to End Medication	Time to be Given	Amount to be Given
Reason medication being given			
Form of Medication: <input type="checkbox"/> Tablet <input type="checkbox"/> Capsule <input type="checkbox"/> Liquid <input type="checkbox"/> Inhalant <input type="checkbox"/> Other _____			Number or Amount of Medication Provided
Physician's Name	Physician's Signature	Office Phone	Date

Parents/Guardians – Please send only amount student needs to take at school in properly labeled, original container, so that student will not be required to carry medication back and forth from home to school. No controlled substances may be sent home with a student.			
My signature authorizes school personnel to give my child (named above) the medication (specified above) as prescribed and directed by the physician.			
In addition, I authorize excess and/or unused medication, other than controlled substances, to be sent home with my child: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Parent/Guardian Name	Parent/Guardian Signature	Date	
Home Phone	Mobile Phone	Work Phone	

Date Medication Discontinued		<b>Clinic Use Only</b>	Date Medication Restarted
Date	Dosage/Time Change From	Dosage/Time Change To	Nurse Initials
Date	Dosage/Time Change From	Dosage/Time Change To	Nurse Initials



## INTERNATIONAL LEADERSHIP OF TEXAS

### **Certification of Enrollment Information**

I, \_\_\_\_\_, enrolling parent for my child, \_\_\_\_\_, hereby certify that I have provided complete and accurate educational records to ILTexas for my child.

I understand that failure and/or refusal to provide complete and accurate educational records may jeopardize my child's continued enrollment at ILTexas or may affect my child's grade or course placement, or awarding of course credit.

ILTexas reserves the right to determine the child's grade placement or high school classification.

\_\_\_\_\_  
Student Name - Printed

\_\_\_\_\_  
Parent Name - Printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# INTERNATIONAL LEADERSHIP OF TEXAS

## Food Allergy Notification Form

Dear Parents,

ILTexas is required by law to request, at the time of enrollment, that the parent or guardian of each student attending an ILTexas campus disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for ILTexas to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. ILTexas will contact you for a note from your physician if your child has food allergies. Your child must have an EpiPen prescribed to help in the event of an emergency.

Food:	Nature of allergic reaction to the food:

ILTexas will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act ("FERPA") and Board policy. ILTexas will maintain this form as part of your child's student record.

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Grade: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date form received by the school: \_\_\_\_\_



## INTERNATIONAL LEADERSHIP OF TEXAS

### Solicitud de notificación de alergia alimentaria

Estimados Padres,

ILTexas es requerido por la ley a solicitar, en el momento de la inscripción, que el padre o tutor de cada estudiante asistiendo uno de los campus de ILTexas revele las alergias a los alimentos del estudiante. Este documento satisficiera este requisito.

Esta solicitud le permite revelar si su hijo tiene una alergia alimentaria o alergia alimentaria severa por lo que cree que debe de ser divulgada con el fin de que ILTexas pueda tomar las precauciones necesarias para la seguridad de su hijo.

"Alergia alimentaria severa" significa una reacción peligrosa o potencialmente mortal del cuerpo humano a un alérgeno de origen alimentario introducido por inhalación, ingestión o contacto con la piel que requiere atención médica inmediata.

Por favor enumere cualquier alimento al que su hijo es alérgico o severamente alérgico y la naturaleza de la reacción alérgica de su hijo a la comida. ILTexas se pondrá en contacto para pedirle una nota de su médico si su hijo tiene alergias a los alimentos. Su hijo debe tener un estuche de epinefrina (epipen) prescrito para ayudar en caso de una emergencia.

Comida:	Naturaleza de la reacción alérgica al alimento:

ILTexas mantendrá la confidencialidad de esta solicitud y la información proporcionada, y puede revelar la información a maestros, consejeros escolares, enfermeras escolares y otro personal escolar apropiado dentro de las limitaciones de los Derechos Educativos de la Familia y Privacidad ("FERPA") y la política de la Junta. ILTexas mantendrá esta solicitud como parte del expediente académico de su hijo.

Nombre del estudiante: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_/\_\_\_/\_\_\_

Grado: \_\_\_\_\_ Nombre de los padres : \_\_\_\_\_

Teléfono móvil : \_\_\_\_\_ Teléfono de casa \_\_\_\_\_ Teléfono de trabajo \_\_\_\_\_

Nombre del Médico: \_\_\_\_\_ Teléfono del Médico: \_\_\_\_\_

Firma de los padres: \_\_\_\_\_ Fecha: \_\_\_\_\_

Fecha de recibimiento de la solicitud por la escuela: \_\_\_\_\_





## Parent Consent Letter

### Grades K-5

ILTexas has one of the most effective research based models in the nation, two-way 50/50 dual language immersion (DLI). Please view our Dual Language Immersion (DLI) brochure on our website. This is our instructional model for both our ELL (English Language Learner) students and non-ELL students. Please note that identification as ELL *does not pose any changes to their current academic schedule*. Every ILTexas student is a language learner (English, Chinese, and Spanish). In addition to tracking the progress of your student's Chinese and Spanish language proficiency using the American Council of Teaching Foreign Language (ACTFL) guidelines, we will track the progress of identified ELL English proficiency using the Texas English Language Proficiency Assessment System (TELPAS) in listening, speaking, reading, and writing. The district and campus Language Proficiency Assessment Committee (LPAC) will monitor and track the progress of your student's English language development in conjunction with their academic progress and notify you of this progress at least once yearly. Your e-signature below indicates your acknowledgement of this notification letter and approval of the DLI program as a program of service. Please note that any student identified by your campus LPAC as an ELL, will receive a separate Parent Notification letter.

### Grades 6-12

To address the needs of our students, especially our English Language Learners (ELL), at the middle school, ILTexas offers **Content Based English as a Second Language (ESL)**. If your student is an ELL, they will be enrolled in Content Based ESL as part of their regular academic schedule. This is the instructional model for both our ELL students and non-ELL students. Please note that identification as ELL, *does not pose any changes to their current academic schedule*. Every ILTexas student is a language learner (English, Chinese, and Spanish). As such, it is the goal of ILTexas to have 100% of our faculty ESL certified so that they are knowledgeable of language differences, second language acquisition, and best teaching strategies to help make all content comprehensible, even when students don't have full mastery of the English language. Additionally, all of our teachers will be SIOP (Sheltered Instruction Observation Protocol) trained, giving them an additional research based tool to address the linguistic diversity in their classroom. In addition to tracking the progress of your student's Chinese and Spanish language proficiency using the American Council of Teaching Foreign Language (ACTFL) guidelines, we will track the progress of identified ELL student's English proficiency using the Texas English Language Proficiency Assessment System (TELPAS) in listening, speaking, reading, and writing. The district and campus Language Proficiency Assessment Committee (LPAC) will continue to monitor and track the progress of your student's English language development in conjunction with their academic progress (given strong content based ESL support) and notify you of this progress at least once yearly. Your e-signature below indicates your acknowledgement of this notification letter and approval of the Content Based ESL program.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
School Year

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Month/Date/Year



## Carta de Consentimiento de Padres de Familia

### Grados K-5

ILTexas practica el modelo de doble sender, o 50/50 de inmersión de dos idiomas, o Dual Language Immerssion program (DLI-siglas en Inglés), uno de los más modelos bilingües más efectivos en la nación. Le sugerimos que visite nuestra página del internet y lea nuestro folleto. Dicho programa es nuestro modelo de instrucción para nuestros estudiantes identificados como English Learner (EL) o los cuáles aprenden Inglés como segundo idioma y también para aquellos que no lo son. *Tenga en cuenta que el que su estudiante sea o no identificado como EL, el horario académico no es afectado en lo absoluto.* Todos los estudiantes en la escuela ILTexas son aprendices de idiomas (ya sea Inglés, Español o Chino). Además de observar y monitorear el progreso y dominio del los idiomas español y chino de su estudiante, con la guía del Consejo Americano de la Lengua Extranjera directrices de la enseñanza, o American Council of Teaching Foreign Language (ACTFL-siglas en Inglés), seguiremos el progreso de identificar el dominio en Inglés para estudiantes identificados como EL, utilizando el Sistema de Texas Dominio del Idioma Inglés Evaluación, o *Texas English Language Proficiency Assessment System* (TELPAS-siglas en Inglés) en los módulos del lenguaje (escuchar, hablar, leer y escribir). El distrito y el comité *Language Proficiency Assessment Committee*, o LPAC -siglas en Inglés, monitoreará y rastreará el progreso del desarrollo del idioma Inglés de su hijo/a junto con su progreso académico y le notificará de este progreso, al menos una vez al año. Su firma electrónica indica que está de acuerdo y da su aprobación que su estudiante participe en el programa DLI como nuestro modelo de instrucción. *Tenga en cuenta que cualquier estudiante identificado como EL por el comité LPAC, recibirá una carta de notificación a los padres por separado.*

### Grados 6-12

Para hacer frente a las necesidades de nuestros estudiantes, especialmente nuestros estudiantes identificados como English Learners (EL) o aquéllos que aprenden Inglés como segundo idioma, ILTexas ofrece *ESL, basado en el contenido* (ESL, Content-Based), de esta manera el estudiante no sale del salón para recibir instrucción de ESL. De esta manera, el estudiante permanece en el salón y los maestro/as usan estrategias de aprendizaje especializadas mientras enseñan las materias basándose en *Inglés como Segundo Idioma* (ESL). Si el estudiante es identificado como EL, serán inscritos en *ESL basado en el contenido* como parte de su programa académico regular. Este es el modelo de instrucción para nuestros estudiantes de EL y los estudiantes que no lo son. Tenga en cuenta que la identificación como EL, no plantea ningún cambio en su horario académico. Cada estudiante de ILTexas es un aprendiz de idiomas (Inglés, Chino y Español). Como tal, es el objetivo de ILTexas es tener el 100% de nuestros maestros certificados en ESL por el estado para que estén bien informados sobre las diferencias de idiomas, adquisición de un segundo idioma, y las mejores estrategias de enseñanza para ayudar a hacer que todo el contenido sea comprensible, incluso cuando los estudiantes no tienen pleno dominio del idioma Inglés. Además, todos nuestros maestros reciben entrenamiento en SIOP (Protocolo de Observación de Instrucción Protegida), dándoles herramientas adicionales para atender a la diversidad lingüística en el aula. Además de observar y monitorear el progreso y dominio del los idiomas Español y Chino de su estudiante con la guía del Consejo Americano de la Lengua Extranjera directrices de la enseñanza, o *American Council of Teaching Foreign Languge* (ACTFL-siglas en Inglés), vamos a seguir el progreso de identificar el dominio de estudiantes identificados como EL, utilizando el *Sistema de Texas del Dominio del Idioma Inglés Evaluación*, o *Texas English Language Proficiency Assessment System* (TELPAS-siglas en Inglés) en los módulos del lenguaje (escuchar, hablar, leer y escribir). El distrito y el comité *Language Proficiency Assessment Committee*, o LPAC (siglas en Inglés) monitoreará y rastreará el progreso del desarrollo del idioma Inglés de su hijo junto con su progreso académico y le notificará de este progreso, al menos una vez al año. Su firma electrónica indica que está de acuerdo y da su aprobación que su estudiante participe en el programa *ESL, basado en el contenido* (ESL, Content-Based) como un programa de instrucción. *Tenga en cuenta que cualquier estudiante identificado como EL por el comité LPAC, recibirá una carta de notificación a los padres por separado.*

\_\_\_\_\_  
Nombre del Estudiante

\_\_\_\_\_  
Grado

\_\_\_\_\_  
Año Académico

\_\_\_\_\_  
Nombre del Padre/Madre/Tutor

\_\_\_\_\_  
Firma del Padre/Madre/Tutor

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Mes/Día/Año

**Attachment 6 to the ILTexas Charter Renewal Petition for filing January 24, 2018**

Handbook Pages 43-60, DISCIPLINE/STUDENT CODE OF CONDUCT

## **DISCIPLINE/STUDENT CODE OF CONDUCT**

### **GENERAL PRINCIPLES AND GUIDELINES**

These rules of conduct and discipline are established to maintain good order and discipline in the school and to encourage responsible behavior on the part of all students. The objective of the Student Code of Conduct (the “Code of Conduct”) is to change errant behavior and to help the student make wiser decisions and better choices. The staff of the school has the responsibility to enforce the standards and policies of this Code of Conduct. Full cooperation of the students and parents/guardians is expected.

This Code of Conduct has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences for misconduct, and procedures for administering discipline.

In accordance with state law, the Code of Conduct will be posted at each ILTexas campus and/or will be available for review at the Campus Principal’s office. Parents will be notified of any violation that may result in a student being suspended or expelled from ILTexas.

Students are expected to conduct themselves in an appropriate and respectful manner at all times. Any behavior that is detrimental to the learning environment of the student or other students and/or staff members will not be tolerated. A student whose behavior shows disrespect toward others, including interference with another’s access to public education and to a safe environment, will be subject to disciplinary action. +

### **AUTHORITY AND JURISDICTION**

ILTexas has jurisdiction and disciplinary authority over a student in the following circumstances:

1. During the regular school day and while the student is going to and from school;
2. During lunch periods in which a student is allowed to leave campus or at any time during school hours;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on ILTexas property or while attending a school-sponsored or school-related activity of ILTexas or another school in Texas;
6. For any expulsion offense committed away from ILTexas property or utilized facility and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment, in the reasonable discretion of ILTexas;
7. While the student is in transit to or from school or to or from school-related activities or events;
8. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
9. When criminal mischief is committed on or off ILTexas property or any facility<sup>1</sup> and/or at a school-related event;
10. When the student commits any felony punishable as a Level III expulsion offense under the Student Code of Conduct;
11. Any misdemeanor or felony offense, no matter when or where said activity occurs, if ILTexas determines that said activity occurred by a preponderance of the evidence; and

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<sup>1</sup>For the purposes hereof, a facility includes any school buildings, portable buildings, office buildings, playgrounds, athletic fields, stadiums, field houses, swimming pools, parklands, parking lots, sidewalks and all other District-owned, rented, leased or otherwise used, real property or improvements.

12. Any cyberbullying, on-line harassment, cybercrime, or computer related crime, that involves a computer or any device and/or network (“in the cloud” or otherwise), no matter when or where said activity occurs, including the sharing, displaying or transmitting any illegal images, words or otherwise, or that creates or is likely to create a substantial disruption to the educational environment.

Note: In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus may be reported to an appropriate law enforcement agency.

Note: Any reference to school, property or facility includes any premises where ILTexas conducts any business, whether owned, leased, rented or donated.

### EXPECTED STANDARDS OF STUDENT CONDUCT

Each student is expected to behave in a responsible manner by:

1. Demonstrating courtesy and respect for others;
2. Attending all classes, regularly and on time;
3. Preparing for each class by taking the appropriate materials and assignments to class;
4. Being well-groomed and dressing appropriately as defined by the school’s uniform policy and at principal’s discretion.
5. Obeying all campus, classroom and extracurricular rules, as well as appropriate verbal directives (in the reasonable discretion of ILTexas) given by any ILTexas employee or any other designated person;
6. Respecting the rights and privileges of other students, school staff, and other adults on campus or at school-related activities on or off campus;
7. Respecting the property of others, including school property and facilities;
8. Cooperating or assisting the school staff in maintaining safety, order, and discipline;
9. Adhering to the Academic Honesty Policy; and
10. Adhering to the Code of Conduct.

### ***Campus, Classroom, and Assembly Rules***

In addition to rules in this Code of Conduct, Campus Principals may impose additional campus rules, and teachers and extracurricular sponsors may impose and communicate such additional campus rules, classroom rules, where such rules are not inconsistent with this Code. A student’s conduct in assemblies and other out-of-classroom activity must comply with rules applicable to those of the classroom.

### ***Extracurricular Standards***

Sponsors and coaches may develop and communicate written extracurricular expected standards of behavior for induction in and continued participation in that activity. Such standards may be higher than those of the Code of Conduct. These standards must be communicated to the students involved in that extracurricular activity and must be approved by the Campus Principal. Students who violate communicated extracurricular standards of behavior may be subject to disciplinary action under the Code of Conduct and, in addition, denied the opportunity to participate in extracurricular activities.

### DISCIPLINE MANAGEMENT TECHNIQUES

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline for a particular offense may bring into consideration varying techniques and responses.

The following discipline management techniques may be used—alone or in combination—for misbehavior violating the Code of Conduct or campus/classroom rules:

- A. Assignment to After School Discipline (ASD), which includes up to 90 minutes of physical exercise, in a manner consistent with all rules and regulations applicable to student health and proper discipline of students with disabilities and/or other limiting conditions;
- B. Assignment of school duties, other than class tasks, such as cleaning desks and campus beautification;
- C. Behavioral contracts or an expectation plan;
- D. Cooling off or timeout;
- E. Counseling by teachers, counselors, or administrators;
- F. Detention, either during the school day or outside the school day and/or Saturday School;
- G. Expulsion, as specified in the Code of Conduct;
- H. Grade reductions for academic violations such as cheating, copying, allowing others to copy work, or plagiarism;
- I. In-school suspension, as specified in the Code of Conduct;
- J. Out of school suspension;
- K. Parent-administrator conferences;
- L. Parent-teacher conferences;
- M. Phone calls to parents/guardians;
- N. Referral to an outside agency and/or legal authority for criminal prosecution, in addition to disciplinary measures imposed by ILTexas;
- O. Rewards or demerits;
- P. School probation, which may include a warning letter or statement from ILTexas administrators that future conduct may result discipline in accordance with the Code of Conduct;
- Q. Seating changes in the classroom or lunchroom;
- R. Sending the student to the office or other assigned areas, or another short-term removal from the classroom;
- S. Temporary confiscation of items that disrupt the educational process;
- T. Verbal or oral correction;
- U. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices;
- V. Reflective essay using character traits;
- W. Restorative Discipline<sup>2</sup>; and
- X. Any other discipline management technique that is deemed appropriate by ILTexas.

**Corporal Punishment:** ILTexas will not administer corporal punishment upon a student for misconduct.

#### ROLE OF ILTEXAS STAFF

*TEACHERS* are authorized to assign Lunch Detention and Classroom Detention. Classroom Detention by a teacher must be scheduled with the parent and coordinated with the Grade Level Administrator. Teachers will work to determine why the student misbehaved and to help the student learn to make better choices in similar future situations.

*THE GRADE LEVEL ADMINISTRATOR (GLA)* is authorized to handle student discipline and may assign and supervise ASD of up to 90 minutes to help the student learn to make better choices in similar future situations.

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<sup>2</sup> Restorative Discipline will be available at Garland K-8, Lancaster K-8, Westpark K-8, and East Fort Worth K-8.

*THE ASSISTANT PRINCIPAL (OR DESIGNEE)* designated as responsible for discipline is authorized to enforce discipline and to investigate any allegation of misconduct. The AP may question any witnesses in addition to the offending student, and may ask for written statements that may include time, date, circumstances, observations, and signature. The AP may assign all above disciplinary consequences and is authorized to supervise ASD, 60 minutes of physical exercise that may include students walking 3 miles (20 minute pace), cleaning desks, campus beautification efforts, or other relevant duties as assigned. Additionally, the AP may assign In-School-Suspension (ISS) and/or Out of School Suspensions (OSS) for up to five (5) days. The AP will attempt to reach a parent by phone and follow-up with an email notification to the parent of ISS dates. Students assigned to ISS must serve 30 minutes before the start of school and 30 minutes after the end of school. Failure to serve the full daily times of ISS (9 hours) will not count as a good day served and that day's assignment to ISS will be repeated. Students in ISS must be constantly supervised and daily visited by their teachers and the counselor.

*THE CAMPUS PRINCIPAL* has the authority to implement the Code of Conduct, up to and including the suspension of a student from campus for an additional five (5) days. The Campus Principal may also assign any of the disciplinary consequences described above, and may recommend a student for expulsion.

*THE AREA SUPERINTENDENT, THE SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE* has the authority to expel a student. Upon receiving an expulsion recommendation from a Campus Principal, the Area Superintendent, the Superintendent or the Superintendent's Designee will conduct an expulsion hearing, as described more fully in this Code of Conduct. The Superintendent has made the Area Superintendent as its primary designee for the purposes hereof. The Area Superintendent, the Superintendent or the Superintendent's Designee may continue a suspension(s) (ISS or OSS) during an expulsion process, if deemed reasonable by the Area Superintendent, the Superintendent or the Superintendent's Designee.

## CODE OF CONDUCT VIOLATIONS

### ***Level I Offenses***

The following Level I behaviors are prohibited at all school and school-related activities:

1. Scuffling (pushing, shoving, hitting, kicking or something akin thereto) – student on student.
2. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang.
3. Cheating or copying the work of another.
4. Defacing or damaging school property, including textbooks, lockers, furniture, and other equipment, with graffiti or by other means.
5. Disobeying conduct rules regarding school transportation or personal transportation of student drivers to and from school and/or school-related activities.
6. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
7. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities, including but not limited to food fights.
8. Engaging in threatening behavior toward another student or school employee on or off school property.
9. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
10. False accusation of conduct that would constitute a misdemeanor or felony.
11. Gambling.
12. Gang activity.
13. Discharging a fire extinguisher without a valid or reasonable reason.
14. Insubordination, or failing to comply with directives given by school personnel.



15. Leaving school grounds or school-sponsored events without permission.
16. Making false accusations or hoaxes regarding school safety.
17. Using a cellular telephone or other telecommunications device during school instructional time.
18. Possessing mace or pepper spray.
19. Possessing or using a laser pointer for other than an approved use.
20. Possessing or using any articles not generally considered to be weapons, including school supplies, when the Campus Principal or designee determines that a danger exists.
21. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Internet sites at school to encourage illegal behavior or threaten school safety.
22. Possession of stolen property.
23. Refusing to accept discipline management techniques assigned by ILTexas staff members.
24. Repeated tardiness.
25. Repeatedly violating campus or classroom standards of behavior.
26. Skipping/ditching/cutting a class.
27. Stealing from students, staff, or the school.
28. Throwing objects that can cause bodily injury or property damage.
29. Using profanity.
30. Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent.
31. Violating dress and grooming standards as communicated in the Student/Parent Handbook.
32. Violating the ILTexas medication policy.

Disciplinary Consequences for Level I Offences (not in order of progressive disciplinary measures)

1. Detention.
2. Application of one or more Discipline Management Techniques.
3. After School Discipline (ASD).
4. Confiscation of cell phones or other electronic devices if the offense relates to the use of the cell phone or other electronic device.
5. Grade reductions for academic dishonesty.
6. In-school suspension.
7. Out-of-school suspension.
8. Restorative Discipline.
9. Removal from the classroom and/or placement in another classroom.
10. Restitution/restoration, if applicable.
11. Saturday School.
12. School-assessed and school-administered probation.
13. Temporary confiscation of items that are prohibited or that disrupt the educational process.
14. Verbal correction.
15. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

***Level Two Offenses***

The following Level II behaviors are prohibited at all school and school-related activities, and at other times and locations as described below:

1. Abusing a prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.

2. Any of the following offenses, no matter when or where the offense takes place:
  - a. Conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code.
  - b. Engaging in conduct punishable as a felony.
  - c. Engaging in conduct that contains the elements of the offense of assault under Section 22.01(a)(1), Penal Code.
  - d. Selling, giving, or delivering to another person or possessing or using or being under the influence of (1) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq. or (2) a dangerous drug, as defined by Chapter 483, Health and Safety Code.
  - e. Selling, giving, or delivering to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of an alcoholic beverage.
  - f. Engaging in conduct that contains the elements of an offense relating to an abusable volatile chemical under Sections 485.031 through 485.034, Health and Safety Code.
  - g. Engaging in conduct that contains the elements of the offense of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code.
  - h. Engaging in conduct that contains the elements of the offense of deadly conduct under Section 22.05, Penal Code.
3. Engaging in conduct that contains the elements of an offense under Section 22.01(a)(1), Penal Code, against a public school employee or a volunteer as defined by Education Code Section 22.053, in retaliation for or as a result of the person's employment or association with a public school, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.
4. Engaging in conduct that contains the elements of the offense of breach of computer security under Section 33.02, Penal Code, if:
  - a. the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of ILTexas; and
  - b. the student knowingly (i) alters, damages, or deletes ILTexas property or information or (ii) commits a breach of any other computer, computer network, or computer system.
5. Possessing or selling a weapons replica (look-alike weapon).
6. Persistent bullying and/or cyberbullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.
7. Burglary of a motor vehicle.
8. Damaging or vandalizing property owned by others.
9. Commission of a felony.
10. Conduct endangering the health and safety of others.
11. Deliberate destruction or tampering with school computer data or networks.
12. Directing profanity, vulgar language, or obscene gestures towards another.
13. Inappropriate or indecent exposure of a student's private body parts or lewd sexual behavior.
14. Engaging in conduct punishable as a felony when the conduct occurs off school property and not at a school-sponsored or school-related event and (1) the student receives deferred prosecution; (2) a court or jury finds that the student has engaged in delinquent conduct; or (3) the Principal, Area Superintendent, or the Superintendent or designee has a reasonable belief that the student engaged in the conduct.
15. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.

16. Engaging in conduct that constitutes sexual harassment, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or an ILTexas employee.
17. Engaging in harassment motivated by race, color, religion, national origin, disability, gender, or age and directed toward another.
18. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a school employee.
19. Recording, sending or posting electronic messages, pictures or video that are obscene, sexual in nature, threatening, harassing, damaging to another's reputation, promotes violence, or illegal.
20. False alarm, false statement or report.
21. Felony criminal mischief against school property, another student, or school staff (\$2,500 and up, as determined by ILTexas).
22. Fighting.
23. Possessing or using matches or a lighter.
24. Gang activity (violent).
25. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program or to promote/encourage illegal behavior that could threaten school safety.
26. Hazing, meaning any intentional, knowing, or reckless act, occurring on or off ILTexas property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes:
  - a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
  - b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
  - c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
  - d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
  - e. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
27. Creation of or involvement with a hit list, meaning a list of people targeted to be harmed using a firearm; as defined by Section 46.01(3), Penal Code; a knife, as defined by Section 46.01(7), Penal Code; or any other object to be used with intent to cause bodily harm.
28. Indecency with a child.
29. Issuing a false fire alarm.
30. Possessing pornographic material.
31. Persistent Level I offenses (four (4) or more Level I offenses committed in any one school year).
32. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
33. Possessing or selling a stun gun.
34. Possessing or selling ammunition.
35. Possessing or selling an air gun or BB gun (except as appropriately used by ILTexas' JROTC Program).
36. Possessing or selling fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.

37. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
38. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
39. Possessing, selling, distributing, or being under the influence of inhalants.
40. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
41. Possessing, smoking, or using tobacco products, including E-Cigarettes or vapes or vapors.
42. Possessing, using, giving, or selling paraphernalia related to any prohibited substance.
43. Public lewdness.
44. Harassment - threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.
45. Failure to register as a sex offender when legally obligated to so.
46. Retaliation against any school employee or volunteer at any time or place.
47. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, controlled substance, dangerous drug, or alcoholic beverage.
48. Setting or attempting to set fire on school property (not Arson).
49. Targeting another individual for bodily harm.
50. Falsifying records, passes, or other school-related documents.
51. Forgery of school documents at school or otherwise.
52. Forcing an individual to act through the use of force or threat of force or committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
53. Committing or assisting in a robbery or theft even if it does not constitute a felony.
54. Using, exhibiting, or possessing a firearm (as defined by 18 U.S.C. Section 921), knife with a blade over 1.5 inches (including but not limited to switchblade knives or any other knife not defined as a location-restricted knife), club, brass knuckles, or weapon while within 3000 feet of ILTexas property, as measured from any point on the school's real property boundary line.
55. Vandalism of or conduct constituting criminal mischief with respect to school facilities or property.
56. Violations of the ILTexas Honor Code (*see* Honor Code herein), including but not limited to:
  - a. Plagiarism;
  - b. Unauthorized collaboration on independent homework/assignments or tests;
  - c. Copying and submitting the work of another or allowing another student to copy one's work;
  - d. Cheating;
  - e. Theft, sale, or distribution of any materials including, but not limited to examinations and/or quizzes;
  - f. Breaking into and/or examining a teacher's personal possessions to obtain or view evaluation instruments;
  - g. Changing and/or falsifying a grade in a teacher's grade book, on the computer, or through other school devices used to record student grades; or
  - h. Unauthorized possession of a stolen evaluation instrument.
57. Engaging in conduct punishable as a Level II expulsion offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment in the reasonable judgment of ILTexas.

Disciplinary Consequences for Level II Offenses (not in order of progressive disciplinary measures)

1. Any applicable Level I Disciplinary Consequence.
2. Any applicable Level II Disciplinary Consequence.
3. Out-of-school suspension for up to five days, except that the Area Superintendent, the Superintendent or the Superintendent's Designee may continue the aforementioned suspension(s)

(ISS or OSS) during an expulsion process, if deemed reasonable by the Area Superintendent, the Superintendent or the Superintendent's Designee.

4. Expulsion.

### ***Level III Offenses***

The following Level III behaviors are prohibited at all school and school-related activities, and at other times and locations as described below:

1. Conduct containing the elements of the offense of unlawfully carrying weapons under Section 46.02, Penal Code, or elements of an offense relating to prohibited weapons under Section 46.05, Penal Code.
2. Aggravated assault under Section 22.02, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code.
3. Arson under Section 28.02, Penal Code.
4. Murder under Section 19.02, Penal Code, capital murder under Section 19.03, Penal Code, or criminal attempt, under Section 15.01, Penal Code, to commit murder or capital murder.
5. Indecency with a child under Section 21.11, Penal Code.
6. Aggravated kidnapping under Section 20.04, Penal Code.
7. Aggravated robbery under Section 29.03, Penal Code.
8. Manslaughter under Section 19.04, Penal Code.
9. Criminally negligent homicide under Section 19.05, Penal Code.
10. Continuous sexual abuse of young child or children under Section 21.02, Penal Code.
11. Engaging in bullying or cyberbullying.
12. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
13. Inciting violence against a student through group bullying.
14. Possession, use, transfer or exhibition of any firearm, location-restricted knife, club, or any other prohibited weapon or harmful object (as determined by ILTexas).
15. Selling, giving, or delivering to another person or possessing or using or being under the influence of (1) marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq. or (2) a dangerous drug, as defined by Chapter 483, Health and Safety Code, if the conduct is punishable as a felony.
16. Selling, giving, or delivering to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of an alcoholic beverage, if the conduct is punishable as a felony.
17. Engaging in conduct that contains the elements of any offense described in Level III Offenses 1, 2, 3, 4, 5, 6, 7, 8, 9, or 10, against any employee or volunteer in retaliation for or as a result of the person's employment or association with a public school, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.
18. Engaging in conduct that contains the elements of any offense described in Level III Offenses 2, 4, or 7 against another ILTexas student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.
19. Engaging in conduct punishable as a Level III expulsion offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment in the reasonable judgment of ILTexas.

### Disciplinary Consequences for Level III Offenses

- Mandatory Expulsion Recommendation and Hearing (unless waived by parent).

### CONFERENCES, HEARINGS, AND APPEALS

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law, and by school policy.

### PROCESS FOR SUSPENSIONS LASTING UP TO FIVE DAYS

In addition to the above list of Code of Conduct violations the Campus Principal has authority to suspend a student for a period of up to five school days (except that the student may be suspended for up to ten school days, with no more than five consecutive days being out of school, if student will be recommended for expulsion) for any or the following reasons:

1. The need to further investigate an incident or allegation;
2. A recommendation to expel the student; or
3. An emergency constituting endangerment to health or safety.

While suspended, students are not allowed to be on the campus, including at after school activities. The suspended days will be counted as unexcused absences. Students may receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of days the student was absent. Students are expected to make up all assignments missed during the suspension and the student's grade will be based on the academic performance and merit of the students work without regard to the reason of the student's absence due to suspension. Notwithstanding the aforementioned, the Area Superintendent, the Superintendent or the Superintendent's Designee may continue the aforementioned suspension(s) (ISS or OSS) during an expulsion process, if deemed reasonable by the Area Superintendent, the Superintendent or the Superintendent's Designee.

### ***Prerequisites to Suspension***

Prior to suspending a student, the Campus Principal or designee must hold an informal conference with the student to:

1. Notify the student of the accusations against him/her;
2. Allow the student to relate his/her version of the incident; and
3. Determine whether the student's conduct warrants suspension.

### ***Notification to Parents/Guardians***

If the Campus Principal or designee determines the student's conduct warrants suspension, the Campus Principal or designee will notify the student's parents that the student has been suspended before the student is sent home. At this time, the Campus Principal or designee will also notify the student's parents of the period of suspension, the grounds for suspension, and the time and place for a post-suspension conference with the Campus Administration.

### PROCESS FOR OUT-OF-SCHOOL SUSPENSIONS OVER FIVE DAYS AND EXPULSION

When the Campus Principal determines that a student's conduct warrants suspension for more than five days, or expulsion, the Campus Principal (or acting Principal) shall make a recommendation for disciplinary action to the Superintendent.

Prior to taking any long-term disciplinary action, the Campus Principal or designee will provide the student's parent(s) with written notice of:

1. The Principal's recommendation for the long-term disciplinary action, and
2. The reasons for the recommended long-term disciplinary action.

The Area Superintendent or designee will provide the student's parent(s) with written notice of a disciplinary hearing which shall provide the date (within five school days of the recommended disciplinary action), time, and location of the hearing, and shall further state that, at the hearing, the student:

1. may be present;
2. shall have an opportunity to present evidence;
3. shall be apprised and informed of the school's evidence and witnesses;
4. may be accompanied by his or her parent(s) or other adult who can provide guidance to the parent or student and who is not an employee of the ILTexas; and
5. may be represented by an attorney.

### ***Emergency Placement***

If the Campus Principal reasonably believes that a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of ILTexas or a school-sponsored activity, the Campus Principal may order immediate removal of the student. The Campus Principal may impose immediate suspension if he/she reasonable believes such action is necessary to protect persons or property from imminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

### ***Hearing Before Area Superintendent, Superintendent or Superintendent's Designee***

ILTexas shall inform the student and the student's parent(s) of the time and place for the hearing, and ILTexas shall hold the hearing regardless of whether the student, the student's parents or another adult representing the student attends. The Area Superintendent, Superintendent or Superintendent's designee may audio and/or video record the hearing. Within 24 hours of the hearing, the Superintendent, Superintendent or Superintendent's designee will notify the student and the student's parents in writing of his/her decision. The decision shall specify:

1. The length of the suspension or expulsion, if any;
2. When the expulsion is not permanent, the procedures for re-admittance to the school at the end of the expulsion period; and
3. The right to appeal the Superintendent, Superintendent or Superintendent's designee decision to the Board of Directors and the General Counsel within 72 hours of notification of the decision.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

### ***Appeal to the Board of Directors***

The student or his/her parent(s) may appeal the long-term suspension or expulsion decision to the Board of Directors and the General Counsel in writing within 72 hours of notification of the decision. If such an appeal is made, a quorum of the Board will consider the appeal at a regular or specially-called meeting in closed session as allowed by the Texas Open Meetings Act. The quorum of the Board will review the record of the expulsion hearing, and may also hear a statement from the student or parent (or representative) and from the school administration. Any additional evidence not previously presented at the expulsion hearing shall be provided to the General Counsel at least forty-eight (48) hours prior to the Board appeal hearing,



in a format accessible and useable by the General Counsel. The Board may listen to the recording of the expulsion hearing to or at the appeal hearing. The Board will notify the student and his or her parent (or representative) of its decision within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

#### READMISSION AFTER WITHDRAWAL OR EXPULSION

A student who has withdrawn pending a recommended expulsion or who has been expelled from ILTexas may re-apply for admission and potentially gain re-enrollment subject to meeting each of the following criteria:

1. The student must have been enrolled in another public school during the term of the expulsion from ILTexas.
2. The student must re-apply for admission to ILTexas and follow the same application process as all other applicants.
3. A vacancy must exist in the requested grade level and campus or, if the requested grade level is oversubscribed such that an admissions lottery is conducted, the student is selected for admission through the lottery process or otherwise on the waitlist.
4. The student must submit a petition for re-admission to the ILTexas Board of Directors. This request must be in writing, and must include copies of the student's complete discipline records from the public school(s) attended during the term of the expulsion from ILTexas.

Upon receipt of the student's petition and the required discipline records, ILTexas will notify the student and the student's parents of the date, time, and location of a Board meeting during which the Board of Directors will consider the petition for re-admission.

During the Board's consideration of the petition, the student and his or her parents may make a statement to support the request for re-admission. The student may also submit documentation consisting of recommendations from his or her current teacher(s), commentary from any counselor or school administrator with whom the student may have consulted having personal knowledge of the student and their education experience and conduct, and any other documentation pertinent to the application. The Board may also consider comments from the Principal, Counselor, Grade Level Administrator for the requested campus of enrollment, or any other ILTexas Administrator.

Upon conclusion of the presentation and after review of all relevant documentation, the Board of Directors will decide on whether the student will be re-admitted at the Board's sole discretion. If the student is re-admitted, he or she will be admitted on a 120-day behavior contract recognizing that any violation of the Student Code of Conduct within that time period may result in expulsion without the possibility of readmission. The Board's decision may be appealed through the ILTexas student and parent complaint process, beginning at Level Four, but all decisions of the Board are final and non-appealable.

#### STUDENTS WITH DISABILITIES

All disciplinary actions regarding students with disabilities (504 or special education under the IDEA) shall be conducted in accordance with current federal and state laws.

#### ***Suspension/Expulsion Requirement***

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services

in the interim and otherwise in accordance with applicable law. Pending appeal to a special education hearing officer, a student with a disability shall remain in the present educational setting, unless ILTexas and the parents agree otherwise.

#### REMOVAL FROM SCHOOL TRANSPORTATION

A student being transported by ILTexas transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating ILTexas' established standards for conduct in a school vehicle.

#### GUN-FREE SCHOOLS ACT

In accordance with the Gun-Free Schools Act, ILTexas shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Superintendent or designee may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this law, "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 from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 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 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

#### GLOSSARY

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Code of Conduct.

**Abuse** is improper or excessive use.

**Abusable Volatile Chemical Offense**, as defined by Health and Safety Code § 485.001 and 485.031. No student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

No student shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032

No student shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No student shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that that person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical. Health and Safety Code § 485.033

**Armor-piercing ammunition** is handgun ammunition used principally in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined by Texas Penal Code § 28.02 and occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

- Any vegetation, fence, or structure on open-space land; or
- Any building, habitation, or vehicle:
  - Knowing that it is within the limits of an incorporated city or town,
  - Knowing that it is insured against damage or destruction,
  - Knowing that it is subject to a mortgage or other security interest,
  - Knowing that it is located on property belonging to another,
  - Knowing that it has located within it property belonging to another, or
  - When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Arson also occurs when a person:

- Recklessly starts a fire or causes an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starts a fire or causes an explosion and in so doing recklessly damages or destroys a building belonging to another, or recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Texas Penal Code § 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another.

**Bullying** is defined as 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 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 the school; or infringes on the rights of the victim at school. Bullying also includes "cyberbullying," which means bullying that is done through the use of any electronic communication device including 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. Bullying conduct includes conduct (1) 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) 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 (i) interferes with a student's educational

opportunities or (ii) substantially disrupts the orderly operation of a classroom, the School, or a school-sponsored or school-related activity.

**Chemical dispensing device** is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

**Controlled substances or dangerous drugs** include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

**Criminal street gang** means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Dating violence** is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Texas Family Code § 71.0021.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

**Discretionary** means that something is left to or regulated by a local decision maker.

**E-Cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm silencer** means any device designed, made, or adapted to muffle the report of a firearm.

**Graffiti** means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** is:

- Conduct that meets the definition established in Board policy and/or the Student Handbook; or
- Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

**Hazing** is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student and endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Indecent Exposure** means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

**Intimate Visual Material** means visual material that depicts a person (a) with the person's intimate parts exposed; or (b) engaged in sexual conduct.

**Knuckles** means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Location-Restricted Knife** means a knife with a blade over five and one-half inches.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Online Impersonation** occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Prohibited Weapon** means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; or a tire deflation device.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade Knife** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force.

The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

**Terroristic threat** is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including ILTexas).

**Title 5 offenses** are those that involve injury to a person and include murder; manslaughter; criminally negligent homicide; trafficking in persons; unlawful transport; kidnapping; assault (on a public servant); aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment of a public servant; improper photography; smuggling persons; and tampering with a consumer product.

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

## **DISTRICT INFORMATION**

### **ACADEMIC PROBATION**

Academic probation may be initiated with a parent conference in which all parties (student, parent/guardian, GLA, teachers) draft a contract whereby the student will be mandated to take certain steps to improve their academic performance, including but not limited to the following:

- Afterschool Homework Academy; academic support
- Daily Planner check-ins
- Nightly homework check-ins
- Mandatory tutorials
- Weekly progress report
- Loss of Extended Day Program activities



# SECTION VI: Special Education Assurances

The charter holder certifies 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 any future amendments to the laws, regulations, and rules will be incorporated and implemented.

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

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Date

Major General James Williams, President

Printed Name of Charter Holder Board Chair

# SECTION VII: Serving Students at Residential Facilities Assurances

If the charter school is not currently approved to serve students at residential facilities, do not provide a signature and 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 by signing the assurance that:

**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, 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 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 home 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), an external auditor, or another entity.

**Residential Facilities Monitoring (RFM) System:** The charter holder assures that it understands that, pursuant to 19 (TAC) §97.1072, there is a specific system for monitoring school districts and charter schools serving students with disabilities who reside in RFs. The charter holder further assures that it understands 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 it may be subject to RFM intervention activities and on-site visits based upon a review of the data reported on a random selection or other means of selection.

**Training:** The charter holder assures that all personnel involved with serving students with disabilities residing in a RF and personnel involved with reporting data in *RF Tracker* will receive training on the RFM system. Please contact your regional Educational Service Center for information regarding the required RFM system training.

# SECTION VII: Serving Students at Residential Facilities Assurances (Continued)

The charter holder assures this 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.

[SECTION VII IS NOT APPLICABLE TO ILTEXAS]

[SECTION VII IS NOT APPLICABLE TO ILTEXAS]

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

Date

[SECTION VII IS NOT APPLICABLE TO ILTEXAS]

Printed Name of Charter Holder Board Chair



# SECTION VIII: Bilingual/ESL, Section 504, and Dyslexia Assurances

*Texas Education Code, Chapter 29, Subchapter B, TEC §12.104(b)(2)(G), and 19 TAC §§89.1201-89.1265* 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 it has policies and procedures in place to ensure it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to limited English proficient students.

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

- Yes
- No

*Texas Education Code §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 it has policies and procedures in place to ensure it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students with dyslexia or related disorders.

- 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)*

---

Date

Major General James Williams, President

Printed Name of Charter Holder Board Chair

# SECTION IX: Fingerprinting and Criminal Record Check Assurance

The charter holder certifies 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*; unless the individual is eligible to be employed in a position in a school district under *TEC §12.120 (a-1)*.

Additionally, the charter holder confirms 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*.

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

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Date

Major General James Williams, President

Printed Name of Charter Holder Board Chair

# SECTION X: Pre-Employment Affidavit Assurance

The charter holder certifies it is in compliance with *TEC §21.009*, and confirms that all applicants for educator positions have provided a pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

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

---

Date

Major General James Williams, President

Printed Name of Charter Holder Board Chair



# SECTION XI: Certificate of Acknowledgment

This section requires at least a majority of the governing body of the charter holder to certify 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:

Typed Name (Type name next to corresponding signature)	Signature (Must sign in blue ink)	Date*
Major General James Williams, President		
Lynne Beach, M.D., Board Vice-President		
Tracy Cox, Board Secretary		
Curtis Donaldson, Board Member		
Stephen Hammerle, Board Member		

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