

*Pineywoods Academy*  
*Student Handbook*  
*2008-2009*



Mission Statement: Our mission is to produce superbly educated students who will be on par with the best students in the state, nation, and world.

*Pineywoods Community Academy  
Charter School  
602 S. Raguet  
Lufkin, Texas 75904*

**Board of Directors**

Dr. Sarah Strinden, President  
Joe Douglas, III, Vice President  
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**PCA Administrative Staff**

**Robert L. Welsh, III  
Lynette Cheek  
Jackie Tanguma  
Jeannie Williams  
Shirley Ward  
Karen Hutto  
Renee Gundersen  
Jeff Griggs  
Susan Weber**

**Superintendent/Principal  
Assistant Principal  
Administrative Assistant  
Registrar/Attendance Clerk  
Business Manager  
Food Services Manager  
Director of Special Services  
Technology Director  
Nurse**

[www.pineywoodsacademy.org](http://www.pineywoodsacademy.org)

(936) 634-5515 Phone

(936) 634-5518 Fax

School Hours: 8:00 a.m. – 3:00 p.m.

After-school Care Program: 3:00 p.m. - 6:00 p.m.

# PCA Faculty

<b>Lauren Barton</b>	<b>Intervention K-2</b>
<b>Ireta Barton</b>	<b>Custodian</b>
<b>Lori Bennett</b>	<b>Math Lab/After School Care</b>
<b>Nikki Bowers</b>	<b>Kindergarten Teacher</b>
<b>Rebecca Brown</b>	<b>Jr. High Math</b>
<b>Janie Clark</b>	<b>5<sup>th</sup> grade Teacher</b>
<b>Denise Dunacusky</b>	<b>Spanish</b>
<b>Billy Jack Duncan</b>	<b>Physical Education</b>
<b>Kara Goodson</b>	<b>Receptionist/After School Care</b>
<b>Lana Goodson</b>	<b>Jr. High English</b>
<b>Amanda Hamby</b>	<b>1<sup>st</sup> grade Teacher</b>
<b>Mindy Hamilton</b>	<b>Jr. High Science</b>
<b>Duane Hedberg</b>	<b>Jr. High Social Studies</b>
<b>Martha Huffman</b>	<b>4<sup>th</sup> Grade Teacher</b>
<b>Meagan Jones</b>	<b>2<sup>nd</sup> Grade Teacher</b>
<b>Lisa Lee</b>	<b>Music/ Theater Arts</b>
<b>Whitney Lindsey</b>	<b>Kindergarten Teacher</b>
<b>Tina McCoy</b>	<b>Special Education</b>
<b>Lindsey Meier</b>	<b>1<sup>st</sup> Grade Teacher</b>
<b>Gina Murry</b>	<b>5<sup>th</sup> Grade Teacher</b>
<b>Sylvia Miranda</b>	<b>Cafeteria Assistant Manager</b>
<b>Keri Nettles</b>	<b>1<sup>st</sup> Grade paraprofessional</b>
<b>Wendy Ngo</b>	<b>4<sup>th</sup> grade Teacher</b>
<b>Monica Pantoja</b>	<b>P.E. paraprofessional</b>
<b>DeAnna Prunes</b>	<b>3<sup>rd</sup> Grade Teacher</b>
<b>Ernest Rogers</b>	<b>Custodian/ Maintenance</b>
<b>Sharon Rogers</b>	<b>Cafeteria</b>
<b>Amy Seaman</b>	<b>Kindergarten Teacher</b>
<b>Ruth Shaw</b>	<b>Counselor</b>
<b>Ronald Soma</b>	<b>Athletics</b>
<b>Tiffany Stephens</b>	<b>Kindergarten Paraprofessional</b>
<b>Charene Summers</b>	<b>Reading Lab</b>
<b>Betty Verner</b>	<b>Cafeteria</b>
<b>Casey Watts</b>	<b>2<sup>nd</sup> Grade Teacher</b>
<b>Anna West</b>	<b>Cafeteria</b>
<b>Alana Wright</b>	<b>3<sup>rd</sup> Grade Teacher/After School Care</b>

## **Pineywoods Community Academy School Anthem**

**In our hallowed halls of learning  
Children kind and good  
Strive for excellence in knowledge  
At dear Pineywoods**

**Refrain:**

**Lift our voices ever onward  
Silver and the blue;  
Loyal to our alma mater  
Timberwolves be true.**

## ENROLLMENT, ATTENDANCE, WITHDRAWAL

### ENROLLMENT

PCA is a second generation open-enrollment charter school as provided by the Texas Education Code, Chapter 12, Subchapter D, 12.101 (b). We are not obligated to admit students who have been referred to an alternative school setting for discipline infractions. Students with multiple prior discipline problems will have their applications returned. Enrollment is not complete until all application forms have been received in the school office, along with required supporting documentation. Incomplete or falsified applications will be returned. To verify the identity of the student, parents are required to furnish birth certificates AND one or more documents from this list: passport, social security card, driver's license, military ID, hospital birth record, adoption records, or alien registration card.

### ATTENDANCE

The geographic area of residence for students who may attend PCA is Angelina County. Transfer students from other areas, including Nacogdoches County, are accepted if space is available following the open enrollment period in March of every year. Students are required to be in attendance 97 percent of the scheduled class time to receive credit for a course --- this policy allows for only five (5) absences. Students accumulating five (5) tardies in a six week period will have one (1) absence counted against them. Students can be excused for temporary absences based on personal illness or family emergency. Upon return to school, the student is required to provide the office with proper documentation from a physician and/or parent. If parents must schedule medical appointments for students during the school day, those appointments should be scheduled after 11 a.m. Make-up work must be completed within one school day following a one day absence. If a student has been absent two (2) days, or if it is known that a student will be absent at least two (2) days (illness, hospitalization, etc.), a parent may request missed assignments by calling 634-5515. Please allow 24 hours for the assignments to be returned to the secretary in the Registrar's office. The parent must pick up the assignments in the Registrar's office as specified by the secretary. If the student needs books or notebooks from his/her locker, that request should be given to the secretary at the time of the original request for assignments. Failure to pick up requested assignments may result in the loss of the privilege of making such requests in the future. It is the responsibility of the student to complete and turn in the assignments prior to requesting additional assignments from the classroom teacher. Students participating in any school-sponsored event will not be counted absent on the day of the event. Students may not participate in school activities on a day they are counted absent. PCA is registered with Angelina County Justice Court for truancy cases.

## CUMPULSORY SCHOOL ATTENDANCE LAWS

### TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

This letter is to inform you of the Senate Bill 1432 as passed by the Texas Legislature effective September 1, 2001. The law states that if a student is absent from school three (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six month period:

- 1) the student's parent or legal guardian is subject to prosecution under TEC §25.093
- 2) the student is subject to prosecution under TEC §25.094

It is your duty to monitor your student's attendance, require your student to attend school and request a conference with a school official to discuss the absences. You are subject to prosecution under §25.093 (b) for failure to require your child to attend school.

**A student absent without permission from school, or from any class, will be considered truant and subject to disciplinary action, which now includes court actions such as : \$500 fines for each absence, suspension of driver's license a period of one (1) year, twenty (20) hours of community service, and completion of truancy programs. Truancy may also result in assessment of penalties by a court of law against the student and his/her parents.**

### WITHDRAWAL

Parents must inform the school at least 24 hours prior to withdrawing a student from PCA to allow time for proper processing of the request. Textbooks and other school property must be returned, any fees or charges owed must be paid, and all grades must be recorded by teachers before records can be forwarded to the receiving school.

### EXTENDED-DAY SERVICES

#### EARLY BIRDS

PCA provides free early morning supervision for students beginning at 6:30 a.m. in the Timberwolf Café.

#### AFTER-SCHOOL PROGRAM

PCA's after-school program (from 3:30 to 6:00 Monday through Friday) offers a full range of activities—homework help, movies, karaoke, dramatic play, games, etc. Students **MUST** be picked up by 6:00 PM. Applications for this low-cost service are available in the office.

## ANTI-DISCRIMINATION

All persons must recognize and respect the rights of students as established by federal, state, and school policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in education programs which receive federal financial assistance, as do those of the school. The educational program of the school is nonsectarian and does not discriminate against any student on the basis of race, ethnicity, gender, national origin, religion, disability, sexual preference, academic or athletic ability, or need for special education services academic or athletic ability. Sexual harassment of students by employees of PCA may be actionable under federal and state law as well as subject to strict discipline, including termination of employment. All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student must be brought to the immediate attention of the Title IX Coordinator, Mrs. Renee Gundersen.

## RELIGIOUS ACTIVITY

Students may individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. No instructional time shall be devoted to the inculcation of sectarian religious doctrine. PCA may teach classes whose subject is religion and/or sacred religious books when the instruction is undertaken solely for secular purposes, including historical, literary, and sociological perspectives. Students may be excused from attendance for religious observances provided that parents/guardians submit advance written notice to the school. Parents who have a religious objection to a classroom activity may request that their child be removed from the classroom while that activity is conducted.

## CURRICULUM

PCA builds classroom instruction on the Texas Essential Knowledge and Skills (TEKS) as outlined by the Texas Education Agency and on the official Core Knowledge® sequence. Curriculum guides are available in the principal's office.

## STUDENT ASSESSMENT

### HOMEWORK

Homework is valuable independent practice. Homework is included in a student's total grade. Unexcused late homework assignments may or may not be accepted at the discretion of the teacher and are always subject to a grade penalty. The homework lab in the Academic Resource Center (ARC) is open every afternoon between 3:30 and 5:00 for students who would like to complete assignments before leaving campus.

## PROGRESS REPORTS

Academic progress reports will be sent home with students at the end of each three-week period. These reports must be signed by the parent and returned the following day.

## REPORT CARDS

Report cards may be issued to parents in conference with teachers during the week following the end of each nine-weeks grading period. Report cards may be sent home with students. The official end-of-year report cards will be mailed two weeks after school ends.

## GRADES ON PCA'S WEB SITE

At some point during the year, parents may be able to visit a secure site on PCA's web page that contains only their child's grades that have been recorded to that date. More information will be forthcoming.

## GRADING

As students progress toward mastery of skills and concepts required by the Texas Essential Knowledge and Skills (TEKS) and Core Knowledge, teachers will use multiple indicators to monitor and assess student progress. Indicators may include, but not be limited to, a combination of the following, with attention given to students' learning styles:

- \* Teacher observations
- \* Compositions
- \* Oral interviews
- \* Projects
- \* Demonstrations
- \* Daily work
- \* Homework
- \* Book reviews
- \* Textbook tests
- \* Teacher tests
- \* Group participation
- \* Checklists
- \* Portfolios

Evaluation of student work will be reported in numerical grades. Summative exams will be given at the end of each nine grading period.

<u>Quality of Work</u>	<u>Numerical Grade</u>	<u>Letter Grade</u>
Excellent progress	93 to 100	A
Above-average progress	85 to 92	B
Average progress	77 to 84	C
Below-average progress	70 to 76	D
Failure to progress	below 70	F

## END OF COURSE EXAMS

PCA requires all students in Algebra I to take the end-of-course assessments adopted by the Texas Education Agency. Special education students may take a modified exam if the individual student's ARD committee so determines.

## PASSING CRITERIA

To receive credit in a core course, students must have an average of at least 70 for *both the second semester and the entire year*. If a student has an average below 70 for the second semester, he/she is not prepared for the next course or grade level. This is considered failing even if the average for the year is above 70.

Example #1: 1<sup>st</sup> semester average 80  
2<sup>nd</sup> semester average 60  
Yearly average 70

(This student would pass because of the yearly average)

Example #2: 1<sup>st</sup> semester average 60  
2<sup>nd</sup> semester average 70  
Yearly average 65

(This student would fail because of the yearly average.)

If a student fails the first semester (below 70) but passes the second semester with a high enough average to earn a 70 for the year, he/she should be prepared for the next course or grade level. This would be considered passing for the year.

Example #3: 1<sup>st</sup> semester average 60  
2<sup>nd</sup> semester average 80  
Yearly average 70

(This student would pass because the yearly average)

## PROMOTION AND RETENTION

Students will be promoted from one grade level to the next based on academic performance. If a student fails two or more core classes—English, Math, Science, Social Studies, and Spanish, he/she may not be promoted to the next grade level.

### STANDARDIZED TESTS

#### ENTRANCE TESTING:

An entrance exam may be administered to any student enrolling in Pineywoods Community Academy.

## TAKS EXAMS

All students are required by Texas law to pass the Texas Assessment of Knowledge and Skills (TAKS) at grade levels 3 - 8. This series of tests includes reading, writing, math, social studies, and science. PCA implements the TAKS as prescribed by the State Board of Education and set forth in the Texas Education Code, Chapter 39, and Sub-chapter B. A student may take the alternative assessment (TAKS-A, TAKS M, TAKS ALT) as provided by the Texas Education Code Chapter 39.027 if the student is eligible for special education services and the ARD committee deems it necessary

## STANFORD 10

Students in grades K through 8 take the Stanford 10 exams at the beginning and end of each academic year.

## TPRI

The Texas Primary Reading Inventory is administered to students K through 2. Each grade level will be tested at the beginning, middle and end of each academic year.

## ACADEMIC RESOURCE CENTER

The ARC is an after-school academic support program for PCA students who need additional attention to their studies. Students who are referred by their teachers to the ARC receive small-group tutoring by certified teachers. The homework lab is a drop-in program where students can choose to attend and work on assignments under the supervision and guidance of a certified teacher. Participation in the ARC is a privilege and can be lost if students are uncooperative or disruptive. The program operates from 3:30 to 5:00 Monday through Friday. The ARC serves students in grades 3-8.

Any student not meeting standard on the TAKS exam the previous year or prior administration are required to participate in the ARC Monday through Friday from 3:30-5:00. Any student that is required to attend the ARC that fails to attend may be dismissed from the school.

**Students MUST be picked up by 5:00 p.m.** or they will go to after school care and parents will be charged \$5 per day.

## CO-CURRICULAR ACTIVITIES

Activities that are part of the curriculum program that are designed to stimulate, enrich, and extend the academic experience for students; thus, co-curricular activities are not a privilege but an obligation.

## CLOSED CAMPUS

PCA is a closed campus—students may not leave the campus at any time during the instructional day. Only a parent may sign out a student from school.

## EQUAL ACCESS

Non-curriculum related student groups, as defined by the Federal Equal Access Act, will be provided opportunity to hold student-initiated, voluntary meetings on school premises during non-instructional times as further defined by the Act. Permitting such meetings does not limit the authority of PCA to assure that the meetings maintain order and discipline; to protect the well-being of students and faculty; to assure that the attendance of students at such meetings is voluntary, not directed, conducted, controlled or regularly attended by non-school persons, and does not materially and substantially interfere with the orderly conduct of educational activities within the school. Groups wishing to qualify for such meetings must submit a written request to the school principal who will establish reasonable rules for the posting of notice of such meetings and may not deny such request on the basis of the religious, political, philosophical, or other content likely to be associated with the group's meeting.

## DRESS CODE

PCA requires students to wear uniforms as described below. **The clothing described is the only uniform allowed—no other clothing is acceptable.** Students who come to school out of uniform must call parents to furnish a change of clothing. If parents cannot be reached, students will be dressed in uniforms from our clothes closet and be returned to class immediately.

- Khaki slacks, trousers, shorts, skirts (shorts and skirts must be no more than 1 inches above the top of the knee cap); slacks and trousers can be pleated or unpleated, cuffed or uncuffed, no labels showing); belts (requested but not required) must be black, brown or navy
- Jackets that are worn in the classroom must be navy blue or khaki.
- Sweat shirts that are worn as part of the uniform must be navy blue or khaki with no labels showing.
- Only solid navy pull-over polo type shirts with collars and buttons may be worn.
- All students must have at least one Official PCA shirt to wear on field trips. The official shirt must be purchased from the school.
- Shoes may be leather or athletic type and without distracting decorations. Sandals must have safe back straps.
- No hats, scarves, or headgear of any kind are to be worn inside.

- Only small inconspicuous jewelry is allowed.
- No body piercing jewelry may be worn.
- Hooded style pull-overs are not allowed to be worn as part of the uniform during the school day with the exception of PCA logo sweatshirts.

#### PERSONAL BELONGINGS

Students may not bring to school personal items that may distract from our focus on learning—electronic devices (including but not limited to beepers, laser pointers, electronic games, etc.), trading cards, and toys. These items will be confiscated and held in the principal’s office for parents to pick up or will be retained for the remainder of the school year. Cell phones may be brought to school, but must be kept off during the school day. All cell phones must be kept where the teacher or other school personnel cannot see it. If the student is caught with the cell phone, the phone may be confiscated.

#### MEDICAL POLICIES

##### ABNORMAL SPINAL CURVATURE SCREENING

PCA, in compliance with the Texas Department of Health, conducts mandatory spinal screenings for abnormal spinal curvature for students in grades 5 and 8. The school may engage a non-health practitioner to conduct the screenings, but the school shall ensure that any individual conducting the screenings shall be properly trained and certified. Report forms prescribed by the Texas Department of Health will be mailed to parents and kept in the student’s health file. Spinal screenings are mandatory for all students unless the parent or guardian substitutes a professional examination and provides PCA proof that such an examination has been performed or the screening conflicts with the tenets and practices of a recognized religion and the parent signs an affidavit stating the objection to the screening.

##### VISION AND HEARING

PCA, in cooperation with the State Board of Health, provides screening to detect vision and hearing disorders and any other special senses or communication disorders specified by the State Board of Health. A parent or guardian may substitute one or more evaluations performed by an outside professional for the required screenings. PCA will not reimburse parents for private or outside evaluations obtained in these areas. A student may be exempt from the screenings if the screening procedure conflicts with the tenets and practices of a recognized religion of which the student is a member. The school nurse must receive an affidavit signed by the student’s parent or guardian on or before the day of admission stating the objection to the screening. The school nurse shall maintain records of the screenings on forms provided by the State Board of Health. Such records shall be available for inspection by the state and/or local health departments.

**IMMUNIZATION** In compliance with state law, each student shall be fully immunized against the following diseases: diphtheria, rubeola, rubella, mumps, tetanus, and poliomyelitis. Proof of immunization is required upon enrollment, with the following exceptions:

1. Student's parent has submitted to PCA a signed affidavit stating that the immunizations conflict with the tenets and practices of a recognized religion of which the student is a member, except that this exception does not apply in time of epidemic or emergency as declared by the Commissioner of Public Health; and,
2. Student's parent submits an affidavit signed by a licensed physician stating that, in the physician's opinion, the immunizations would be injurious to the health of the student or the student's family or household.

Students may be provisionally admitted to PCA if the student has begun the required immunizations and continues to receive the necessary immunizations as soon as is medically possible. PCA will keep on file immunization records for each student during the term of attendance at the school, in compliance with all laws and regulations governing inspection of such records. These records may be transferred to other schools with or without parental or student consent as required by law.

**MEDICATION POLICY** It is our desire to accommodate parents and students in every possible way, but it is our primary responsibility to provide the safest and most healthful atmosphere for our students.

1. The nurse will give only those medications which cannot be given at home:
  - a. Medications that are to be given daily, twice daily, or three times, must be given at home unless prescribed by a physician to be given at lunch.
  - b. Medications that are to be given four times a day may be given once at school.
2. Medications sent to school by parents are the only medications that will be given at school.
3. Medications sent to school will be given only under the following instances:
  - a. Medication is in the original, properly labeled container (no foil packets).
  - b. Medication must be accompanied by a note from the parent giving permission and directions for administration. The note and the medication label must coincide exactly in name, dosage, and frequency.
  - c. Over-the-counter drugs will be given for five days only, unless a new note is sent to school. These records will be kept on file in the nurse's office.

We appreciate your cooperation in giving your child's medications at home. This will provide the best possible situation for their prompt return to good health. If you have any concerns or questions, please contact our school nurse.

**ADMINISTRATION OF MEDICATION** PCA allows administration of prescription medication obtained only in the United States. In order for the school to administer any medication, the medication must be in its original container, properly labeled, and accompanied by a permission form signed by the parent. Students are not permitted to carry any prescription or over-the-counter medications unless permission is first obtained from the school nurse. The school will not administer vitamins, herbal remedies, or other home remedies to any student. The school will not administer aspirin or other over-the-counter medicines without a written prescription by the student's physician.

**ACCESS TO MEDICAL RECORDS** All school personnel are entitled to access a student's medical records maintained at the school on a "need to know" basis, which exists when such personnel are:

- handling a medical emergency or student injury that occurs at school or a school-related event
- working directly with a student in the classroom
- considering disciplinary or academic actions
- reviewing or developing an IEP for a student with disabilities
- compiling statistical data
- investigating a school-related matter
- evaluating a school program
- acting as an after-school care provider.

All medical record information is confidential. PCA cannot require any student to be tested to determine a medical condition or status.

**COMMUNICABLE DISEASE** State law prohibits all public schools from allowing children with certain communicable diseases (those which may be passed directly or indirectly from one person to another) to attend school. The Texas Department of Health publishes a complete list of communicable diseases which may require a student to be excluded from attending school. A copy of the list may be obtained by contacting the school nurse. A student may return to school when one of the following occurs:

- the school receives a written medical clearance from the student's physician;
- the school receives a readmission permit from the local health district; or,
- The guidelines published by the Texas Commissioner of Health show that the communicable disease in question is no longer considered contagious.

Common communicable diseases include, but are not limited to: common cold with fever; ringworm of the scalp; pink eye; scabies; hepatitis; impetigo; measles (initial outbreak); chickenpox (initial outbreak); and whooping cough.

**BACTERIAL MENINGITIS** Meningitis is an inflammation of the covering of the brain and spinal cord. Bacterial meningitis is dangerous and has potential for serious, long term complications. It is an uncommon disease but, if acquired it requires urgent treatment with antibiotics to prevent damage or death.

Children (over 1 year old) and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright light, neck stiffness, joint pains, drowsiness and/or confusion. In both children and adults, there may be a rash of tiny red-purple spots which can occur anywhere on the body.

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not airborne or spread by casual contact. The bacteria live naturally in the back of our noses or throats, but they do not live outside the body for long. They are spread when people exchange saliva (such as kissing, biting, or sharing drinking containers, utensils, or cigarettes.)

While there are vaccines for some other strains of bacterial meningitis, they are used only in certain circumstances. These include when there is a disease outbreak in a community or when people traveling to a country where there is a high risk of getting the disease. When diagnosed early and treated promptly, the majority make a complete recovery.

**LICE** Students with an active case of lice shall be sent home. PCA requires that the condition be treated with medicated shampoo or lotion prior to returning to school.

Children with an extreme case of head lice that are resistant to over-the-counter products should contact the school nurse for further advice and assistance.

**SUICIDE PREVENTION** All suicide threats are taken seriously by all school staff. Students making such threats will be required to call parents for a meeting with the school counselor and principal to address the student's safety. All suicide attempts are treated as medical emergencies and appropriate authorities will be notified.

## EMERGENCY PROCEDURES

### **EMERGENCY DRILLS**

Pineywoods Academy students, teachers, and employees will participate in drills of emergency procedures according to state requirements. When the alarm is sounded, students should quickly follow the direction of teachers or others in charge in a quiet and orderly manner.

## EMERGENCY SCHOOL CLOSING INFORMATION

The Principal shall have the authority to dismiss school for a part of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such actions require the alteration of the annual school calendar, the Principal shall prepare recommendations to the Board for approval of a revised calendar as soon as practicable. Emergency closures for the school will be announced over the radio on KAFX 95.5, KICKS 105.1 and KSWP 90.9. The school will also announce school closing through KTRE (channel 9) and KETK Region 56 television stations.

## NUTRITION

### CAFETERIA SERVICES

- 1.) Pineywoods Academy participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced priced meals are available based on financial need. Information on this program can be obtained from Karen Hutto, director of Student Nutrition Services.
- 2.) Due to new State school food service regulations parents will not be able to bring in food for classroom parties, except for the designated dates throughout the year. Please contact the cafeteria director if you have any questions.
- 3.) Please refer to the Texas Public School Nutrition Policy insert.

### **DEPARTMENT OF CHILD NUTRITION**

The Pineywoods Community Academy Child Nutrition Department is operated under the direction of the Texas Department of Agriculture and the National School Lunch & Breakfast Program. The State and Federal Government set guidelines that dictate meal pattern and nutritional requirements.

#### **Texas Public School Nutrition Policy—Adopted August 1, 2004**

Foods of Minimal Nutritional Value (FMNV) - Foods with little or no contribution to daily nutritional requirements. Items that are included but not limited to are carbonated beverages, water ices, chewing gum, certain candies such as hard candy, jellies and gummies, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn.

Competitive Foods—Any food and beverage sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program, and/or After School Snack Program. This definition includes but is not limited to, food and beverages sold or provided in vending machines, in school stores, or as fundraisers. School fundraisers include food sold by school administrators or staff, students or student groups, parents or parent groups, or any other person, company or organization.

### **How this affects our School**

1. Competitive foods may not be offered or given to students anywhere on the school premises throughout the school day until the end of the last scheduled class.
2. French fries or fried potato products may not exceed 3 oz. and may only be served once a week.
3. Classrooms may allow one nutritious snack per day under the teacher's supervision. The snack may be in the morning or afternoon but may not be at the same time as the regular meal period for that class. The snack must comply with fat and sugar limits of the Public School Nutrition Policy and may not contain FMNV's or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts).

### **TEXAS PUBLIC SCHOOL NUTRITION POLICY EXEMPTIONS**

1. Schools are allowed three exempt days throughout the year. They must be determined by the campus administration and posted on the school's calendar. During exempt days, FMNV, candy and other restricted items are allowable. However, they are not allowed during the mealtime in areas where schools meals are being served or consumed AND regular meal service must be available to students on these days
2. Students may be provided with one additional snack per day during TAKS testing. The snack must comply with the fat and sugar limits of the Policy and may not contain FMNV or consist of any chips, candy or dessert type items.
3. The policy does not restrict what parents may provide for **their** own child's lunch or snack but does not allow parents to provide restricted items to other students at school.

### **PINEYWOODS COMMUNITY ACADEMY POLICY ON CHARGING MEALS**

#### **Elementary and Primary Students**

No charging allowed. Students will be served one regular lunch if he/she is out of money. Any following day where the student is out of money the student will be offered peanut butter & jelly and milk only if they fail to comply with the charge policy. Notices will be sent home (by the teacher) with students when accounts reach a \$5.00 or less balance. Do not wait until notices are sent, payments need to be made on a daily or weekly basis.

#### **Middle School Students**

No charging allowed. Students will be served one regular lunch if he/she is out of money. Any following day where the student is out of money the student will be offered peanut butter & jelly and milk only if they fail to comply with the

charge policy. These students will receive verbal notification when their accounts reach a balance of \$5.00 or less.

### **FREE AND REDUCED LUNCH & BREAKFAST MEAL PROGRAM**

Application for the free & reduced meal program will be sent home with you child at orientation, first day of school, or upon request. Applications must be renewed each year. Only one application is required per family. You may apply for benefits at any time throughout the school year. The program is based on family size and income levels set by USDA. Students are required to pay full price for all meals until applications are processed and approved. All Charging polices apply to students that are applying for free meals until the time of approval. Eligibility notification will be sent by mail or by teacher to all households within 10 days of application.

### **PAYMENT FOR MEALS AND SNACKS**

In 1999 when the Timberwolf Café opened we set prices of Breakfast \$1.00 and Lunch \$1.75 for full paid students. Reduced prices have to be breakfast .30 and lunch .40. We have not had a price increase in 9 years.

This year due to the increase in cost of fuel and now due to weather the cost of food we are forced to increase lunch and breakfast prices.

Since October 2007, fuel costs have increased 64% and food costs have increased by 30% to 35%. We really do not have a choice. The prices for the 2008-2009 school year are as follows.

Student Breakfast Full Pay	\$1.25	Visitor Breakfast	\$2.25
Student Reduced	\$ .30	Staff Breakfast	\$2.00
Student Lunch Full Pay	\$2.00	Visitor Lunch	\$3.25
Student Reduced	\$ .40	Staff Lunch	\$3.00
Extra Student Breakfast	\$2.00	Extra Student Lunch	\$2.75
Juice 4oz.	.35		
Milk 8 oz.	.50		

Snack bar prices: \$.50 - \$1.25

### **Payment by Check for Meals**

All students paying for meals by check will be required to put the full amount of the check in their account. WE WILL NOT CASH CHECKS FOR STUDENTS. **AFTER SCHOOL CARE REQUIRES A SEPARATE CHECK.** Payment by check is highly encouraged. Payment check is your receipt for payment of meals.

If you have any questions regarding these policies, you may contact the Director of Child Nutrition at 634-5515.

In accordance with the federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. (800) 795-3272 or call (202) 720-6382 (Voice and TDD). USDA is an equal opportunity provider and employer.

### **Pineywoods Community Academy Check Acceptance and Recovery Policy**

Please be advised of the policy for accepting checks and collecting returned checks.

To be an acceptable form of payment, a check must include your accurate name, address, telephone number, and driver's license number.

In the event that your bank returns a check written to Pineywoods Community Academy in an unpaid status, resulting from Non-Sufficient Funds or Account Closed, Pineywoods Community Academy or its agent will charge a returned check fee of \$35 and payment of check amount in cash. The use of a check for payment is your ACKNOWLEDGMENT and ACCEPTANCE of this policy and its' terms.

Furthermore, if a trend is established by an individual or particular vendor with regard to returned checks for any reason, your checks will not longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment (cash, money order) may be accepted instead of a check. Pineywoods Community Academy reserves the right to determine acceptable method of payment based on the payment history of the individual or vendor.

For special or unique circumstances, please contact our office to negotiate an acceptable resolution as quickly as possible. You can contact the Business Office at 936-634-5515 for any further matters pertaining to resolution of payment or acceptable method of payment.

### **SPECIAL EDUCATION SERVICES**

PCA offers a full continuum of Special Education services, instructional arrangements, and related services as required by the Individuals with Disabilities Education Act (IDEA) to those enrolled students who qualify. A student must have one or more of the disabilities listed in federal regulations or in state law or both in order to qualify for Special Education and related services. PCA evaluates each student who is suspected to have a disability. Testing is conducted in accordance with federal and state regulations.

For each enrolled student who is determined to be eligible for services, an Admission, Review, and Dismissal (ARD) Committee shall develop an Individual Education Plan

(IEP) for the student. The IEP may be modified at any time, but in no event shall the IEP remain the same for longer than 12 months.

For a student who is new to the school, an ARD Committee meeting shall be convened when the student enrolls and the parent informs the school that the student was receiving Special Education or related services in the previous school. Special Education services and/or related services shall be set up temporarily and will be contingent upon:

1. Receipt of valid assessment data from the previous school; or,
2. Collection of new assessment data.

A second ARD meeting will be convened within 30 days from the date of the first ARD meeting held to finalize or develop a new IEP based on the assessment data.

Parents are encouraged to contact the Special Education Director if at any time during the school year they suspect that their child has a disability that would make him/her eligible to receive Special Education and/or related services. Staff members who suspect a child may be eligible for Special Education or related services at any time during the school year should notify the Special Education Director as soon as the suspicion arises.

Parents interested in having the school assess their child to determine eligibility, or who wish to receive more information about the Special Education services at PCA, or parents of children experiencing difficulty with academic success, should contact the school's Special Education Director for more information and a copy of the Procedural Rights Handbook published by the Texas Education Agency.

### ESL SERVICES

PCA offers services in English-as-a-Second Language based on the home language surveys that are part of every student enrollment packet. If the home language survey indicates a language other than English is used at home, the student will be tested for eligibility.

Details of the program and available services are available through the Special Programs Director.

### DYSLEXIA SERVICES

PCA evaluates and provides treatment for students with dyslexia and related disorders in accordance with a program developed by the State Board of Education. Parents who suspect that their child may have dyslexia or a related disorder should contact the child's teacher and the Special Programs Director for more information on available services.

## COUNSELING

PCA will not refer any student to an outside counselor for care for any reason unless the school contacts the student's parents and obtains prior written consent, discloses any relationship between the school and the counselor, and informs the student and parents of any alternate public or private source of care or treatment reasonably available in the area. Before a student can be referred for treatment or care and before a referral is suggested as being warranted, the approval of the school counselor and the school principal is required. Disclosure of student records is prohibited in any of the above situations if such disclosure would violate state or federal law.

### Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the Person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person:

Mrs. Renee Gundersen

Phone Number: 936 - 634-5515 or 936 - 633-7335

## STANDARDS FOR STUDENT CONDUCT

PCA is an academically rigorous Core Knowledge® School. Our students must concentrate on their studies to be successful.

Each student is expected to:

- Demonstrate courtesy and respect others
- Behave in a responsible manner
- Attend all classes, regularly and on time
- Prepare for each class: take appropriate materials and assignments to class
- Be well-groomed and dress appropriately
- Obey all campus and classroom rules
- Respect the rights and privileges of fellow students, teachers and other District staff
- Respect the property of others, including District property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of the Student Code of Conduct

## DISCIPLINE PROCEDURE

Each Teacher shall design an effective discipline policy for the classroom that will ensure the success of each student. The teacher may assign teacher detention (which can be before or after school), call the parent, or temporarily remove the student from the classroom. Each teacher shall attempt to handle discipline problems in the classroom before referring any student to the principal.

## SCHOOL DISTRICT AUTHORITY/JURISDICTION

A student whose behavior shows disrespect for others, including interferences with learning and a safe environment, will be subject to disciplinary action.

School rules and authority of the District to administer discipline apply whenever the interest of the District is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

- 1) While the student is participating in any activity during the school day on school grounds;
- 2) Within 300 feet of school property;

- 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) When retaliation against a school employee occurs or is threatened, regardless of time or location;
- 6) When the student commits a felony, as provided by East Texas Education Code 37.006; and
- 7) When criminal mischief is committed on or off school property or at a school-related event.

**DISCIPLINE OF STUDENTS WITH DISABILITIES** Students with disabilities shall be disciplined in accordance with their Individual Education Plans (IEP) and with state and federal law.

**SUBSTANCES PROHIBITED** PCA is a tobacco-free, alcohol-free, drug-free and gun-free school. School officials have the right to search a student's outer clothing, pockets, or personal belongings (backpacks, book bags, supply boxes, etc.) if they have a reasonable suspicion that the search will reveal that the student is in possession of contraband or has otherwise violated a school rule. A student's desk and locker are considered property of the school and are subject to the same search procedures.

**DAMAGE TO SCHOOL PROPERTY** If a student damages school property, the student will pay for the repair or replacement of that property. The school will determine which action will be taken. Also, disciplinary measures as deemed appropriate may be assigned.

### EXPULSIONS

**CAUSES** No student otherwise eligible for attendance at PCA will be excluded from school unless that student has materially and substantially interfered with the maintenance of good order or unless it is necessary to protect the students' physical or emotional safety and well-being. Causes for suspension or expulsion are listed in Chapter 37 of the Texas Education Code.

Any student who commits an assault upon a teacher, administrator, board member, or other employee of PCA, acting in performance of his/her duties and in a situation where his/her authority to act is apparent, or as a result of the victim's relationship to an institution of public education of the state, shall be immediately suspended from PCA consistent with the procedural due process pending expulsion proceedings before the PCA Board of Directors. These proceedings shall take place no more than twenty-one (21) calendar days following the day on which the student is suspended.

PROCEDURE No student shall be deprived of the right to an education at PCA without notice of the charges and an opportunity to be heard in his/her own behalf before the person or body with the authority to reinstate him/her. Each student will be afforded an *informal* hearing before the start of a short-term suspension or, if circumstances prohibit, as soon as possible after the suspension begins. All parents/guardians of suspended students will be notified immediately by telephone.

A student may be suspended by the principal or the principal's designee and the principal will report such action to the board at its next regular meeting. The suspended student may be reinstated by the principal or the principal's designee prior to the next meeting of the PCA Board of Directors after the start of the suspension or by the board at such meeting.

## Student Code of Conduct at Pineywoods Academy

### Level 1 Offenses:

Any language/Disruptive misconduct	Uniform violation
Violation of Classroom Rules	Littering/Loitering
Cell Phones, Pagers, Lasers	Uncovered Book
CD/DVD Players	Chains
Inappropriate Public Display of Affection	Insubordination/Disrespect
Inappropriate Physical Contact	Sleeping in Class
Computer Use Violation	Throwing Objects
Failure to Attend Class/School	Verbal Abuse/Teasing
Eating/Drinking/Gum/Candy in class	Tardiness
General Rules and Conduct List	

### Disciplinary Options

Verbal Correction/Reprimand	Parent Contact
Teacher/Student Conference	Corporal Punishment
Teacher/Parent Conference	Confiscation
Principal/Teacher/Student/Parent Conference	Detention
Counseling with PCA Counselor	Citation
Withdrawal of Classroom Privileges	Suspension
Revocation of computer Privileges	

### Level 2 Offenses:

Repeated Level 1 Offenses	Language/Profanity
Unexcused Absences	Absenteeism/Truancy
Threats/Harassment	Forgery
Disturbance /Misconduct in auditorium, café, etc.	Obscene Gestures
Inappropriate Physical Contact	Insubordination/Disrespect
Use/Possession of Tobacco Products	Knife (Possession/use)
Leaving School/ Class Without Permission	Verbal Abuse/ Retaliation
Gambling/Theft	Assault
Failure to attend Class/School	Uniform Violation
Minor Vandalism/Graffiti	Pornography
Vulgar Language/Gestures/Drawing	Computer Use Violation
Horseplay/Scuffling/Fighting	Bullying
Posting/Distributing Unauthorized Materials	Discrimination
Criminal Mischief/Vandalism, Destruction of Property	
Failure to Follow Medication Policy	

### Disciplinary Options

Verbal Correction/Reprimand	Parent Contact
Teacher/Student Conference	Corporal Punishment
Teacher/Parent Conference	Suspension
Principal/Teacher/Student/Parent Conference	Detention
Counseling by PCA Counselor	Expulsion

Restitution, Restoration and/or Fine  
Withdrawal of Classroom Privileges  
Revocation of Computer Privileges  
Removal from Co-Curricular or Extra-curricular Activities  
Contact Law Enforcement

Citation

*Level 3 Offenses*

Repeated Level 2 Offenses  
Gang or Secret Society Affiliation (TEC 37.121)  
Fraternity or Sorority Affiliation (TEC 37.121)  
Weapons on School Premises (TEC 22.07)  
Burglary/Robbery  
Repeated Routine Offenses  
Explosives on School Premises  
Illegal/Illicit Drug or substance  
Assault of Staff Member or Volunteer  
Misdemeanor Drug Charges  
Delinquent Conduct conviction (Family Code 53.03)  
Vandalism (TEC 28.03)  
Deferred Prosecution (Family Code 53.03)  
Inhalants

Assault of student(s)  
Reckless Endangerment  
Safety Threat to Others  
Property Damage  
Sexual Harassment  
Alcohol  
Arson  
Vehicular Assault  
Indecent Exposure  
Assault of a Student(s)  
Bomb Threats  
Deferred Adjudication  
False Alarms

*Disciplinary Options*

Confiscation of Prohibited Items  
Restitution, Restoration and/or Fine  
Withdrawal of Classroom Privileges  
Revocation of Computer Privileges  
Contact Law Enforcement  
Removal from Co-Curricular or Extra-Curricular Activities

Parent Conference  
Suspension  
Expulsion  
Citation  
Expulsion

*Level 4 Offenses*

Offenses involving glue, paint, or volatile chemicals  
Felony Conduct On/Off Campus  
Retaliation against school employees (TEC 37.007)  
Terroristic Threat (PC 22.07)  
Public Lewdness or indecent exposure (PC 21.07-08)  
Firearms

*Disciplinary Options*

Expulsion  
Parent Contact

Contact Law Enforcement  
Citation

**\* These discipline options may be used but do not exclude other options which may be deemed appropriate by the Administrator. The disciplinary options do not necessarily have to be used in order given.**

- At the teacher's discretion a student may receive an office referral. In most cases the student will be seen by an administrator and sent back to class.**
- At the teacher's discretion a student may be temporarily removed from the classroom, meaning that the student may not return to class during the temporary removal and may result in the student being sent home for the remainder of the day.**

**\*Corporal punishment will be given as an option in some cases. The principal or principal's designee will contact the parent and offer it as an alternative to certain forms of discipline. It will be administered by the principal or principal's designee and witnessed by a professional employee.**

**\*\* When electronic devices are confiscated- It is the parent's responsibility to pick up the confiscated device. Any student having electronic equipment confiscated will be assessed a \$15 penalty for each offense. After the second offense of violating the electronic device rule, the school will keep the device until the end of the school year. A \$15.00 penalty will be assessed for each offense.**

**\*\*\*Consideration of Incident Factors: Self-Defense; Intent/ Lack of Intent; Disciplinary History; and/ or Disability that Impairs Capacity to Appreciate Wrongfulness of Conduct.**