

ENROLLMENT

ACA offers open enrollment until such time as the maximum enrollment is attained. After such time and as prescribed by state law, if more students submit applications than there are spaces at ACA, a lottery draw will be held to determine the students selected for any available spaces. ACA open enrollment period begins the first Monday in March and ends the first Monday in April.

The lottery draw will include students who have completed the application process during the open enrollment period and exclude currently enrolled students. Siblings of currently enrolled students and children of current ACA employees have first priority to all available openings and have their own, separate lottery to see who will be placed into those openings. Multiples (twins, triplets, etc.) will each receive a lottery number. Should one be enrolled and the other(s) not, the remaining siblings will move to the top of the grade level waiting list. This allows for the least opportunity for multiples to be split. Students who apply for enrollment following the lottery draw will receive the next available positions on the waiting list developed from those students who were not selected in the lottery draw.

Enrollment procedures include presentation of records including your child's birth certificate, social security card, immunization records, previous school records, proof of residence, enrollment form, home language survey, and free/reduced lunch form. Students with a documented history of discipline problems from their previous campus or from a juvenile justice system under Texas Education Code, Chapter 37, Subchapter A, Section 37.005 or Section 37.007 will be excluded from enrolling or reenrolling in Aristoi Classical Academy.

ACA does not enroll students who have been expelled from other schools.

ATTENDANCE

Failure to attend the first day of school will likely result in loss of enrollment status.

ATTENDANCE/ABSENCE

School attendance is requisite to ensure achievement of our School mission. A parent/guardian of a school-age child has the responsibility to require that his/her child(ren) attend school regularly. We discourage vacations/trips taken during the school year. We encourage scheduling doctors' and other appointments during student holidays and summer unless unavoidable. When sickness or another reason necessitates an absence, **an email or note signed by the parent, guardian, or doctor explaining the reason for the absence is required when the student returns to School.**

Please include the following:

- Child's full name
- Date of Absence
- Reason
- Parent/Doctor's Signature

If a student fails to submit a note to the Registrar from the parent within 3 days the absence will be considered unexcused.

If a student is absent for 4 or more consecutive days, a doctor's note is required to excuse the absence.

Students must attend 90% of school days to qualify to pass to the next grade level or maintain enrollment in ACA for the following school year. The Headmaster will address any deviation from this policy in accordance with policies adopted by the ACA School Board ("Board"). Parents may make a written appeal to the Board on behalf of their child. The Board makes the final decision on attendance-based appeals as determined by state laws.

A student may not attend extracurricular activities on a day he/she is absent.

EXCUSED ABSENCES

The following will be considered as excused:

- Apply for passport/VISA/INS (documentation requiring appearance and proof of attendance)
- Absences for medical reasons (with a parent or doctor's note)
- Sent home from school by Student Care personnel
- Citizen application and/or participation in US Naturalization Oath Ceremony
- Absences for mental or emotional disabilities (with physician/therapist note)
- Death in immediate family or of person living in student's home
- Participation in an activity that is approved by the School board as a school-sponsored event and is under the direction of a member of the professional staff of the School
- Lice (1 day excused)
- Juniors and seniors are allowed two (2) excused days of absence for college visits during their junior year and two (2) excused days of absence for college visits during their senior year. The absence must be properly requested and approved through a note or email from the parent to the Assistant Headmaster. Only after a stamped receipt of proof from the college is turned in to the attendance office will the absence be excused

Absence from school to observe holy days so long as a written request is provided to the Headmaster 24 hours prior to the absence and is approved.

UNEXCUSED ABSENCES

An unexcused absence is defined as an absence for a reason other than the described excused absences. Examples of unexcused absences are, but not limited to:

- Death of someone other than immediate family
- Doctor's appointment for someone other than the child
- Family business (sibling graduation, award ceremonies, accompany parent on business trip, etc.)
- Family vacation, reunion, wedding, etc.
- Non-school sponsored activities (for example, boy scouts, most gymnastic events, dance competitions, etc.)
- Transportation issues (car trouble or no one available to drive)
- Truancy (skipping school/class, leaving campus/class without permission)
- Any absence for which no reason is provided by parent

Each unexcused absence will be entered on the student's record. Absences remain unexcused until a valid written excuse is received. If a parental or doctor's note is not received within three (3) days of the absence, the absence is automatically considered unexcused. Students will receive a zero in each subject for all unexcused absences, excluding major projects and tests.

MAKE-UP WORK

- It is the responsibility of the student to obtain and complete all make-up assignments.
- Students are allowed one day for each day absent to make up the work missed.
- Teachers will assign zeroes to missed assignments not made up.

TRUANCY

Truancy Prevention Measures (TPM) must be developed when a student has three unexcused absences during a day or parts of days in a four-week period, and 10 or more unexcused absences during a day or parts of days during a six-month period (TEC 25.0915)

Aristoi Classical Academy may refer a student to truancy court after receiving 10 or more unexcused absences. Prior to sending a student to court an Attendance Intervention Plan (AIP) must be developed.

If the AIP is not successfully fulfilled and unexcused absences persist:

- Students ages 12-18 will be referred to truancy court; and or
- Parents will have misdemeanor charges of Parents Contributing to Nonattendance filed against them.

MINIMUM ATTENDANCE FOR CLASS CREDIT

Except as provided by TEC Section 25.092,

(a) A student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

(a1) A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. A student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade under this subsection without the consent of the judge presiding over the student's case.

(b) The Board shall appoint one or more attendance committees to hear petitions for class credit by students who are in attendance for fewer than 90% of the days the class is offered and have not earned class credit under

the plan for receiving School credit outlined in Section (a) above for students who attended at least 75% of the days the class is offered. Classroom teachers shall comprise a majority of the membership of the committee. A committee may give class credit to a student because of extenuating circumstances. The Board shall establish guidelines to determine what constitutes extenuating circumstances and shall adopt policies establishing alternative ways for students to make up work or regain credit lost because of absences. The alternative ways must include at least one option that does not require a student to pay a fee authorized under TEC Section 11.158(a)(15). A certified public School employee may not be assigned additional instructional duties as a result of serving on the committee outside of the regular workday unless the employee is compensated for the duties at a reasonable rate of pay.

(c) A member of an attendance committee is not personally liable for any act or omission arising out of duties as a member of an attendance committee.

(d) If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the Board. The decision of the Board may be appealed by trial de novo to the district court of county in which the School's administration office is located.

(e) The provisions regarding class credit do not affect TEC Section 25.087(b) regarding a student's excused absence from School to observe religious holy days.

(f) The availability of the option developed under TEC Section 25.092(b) (credit under a plan for students with at least 75% attendance) will be in accordance with Board adopted policies and guidelines.

LOSS OF CREDIT/GRADE PROMOTION

A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered. The student is in jeopardy of not receiving credits if the student acquires nine or more absences in a semester. A student is allowed 18 absences for an entire school year OR 9

absences per semester. It does not matter if the absences are excused or unexcused. *A student who exceeds this limit is subject to repeating the grade and possible withdrawal from the School.*

If a parental or doctor's note is not received within three (3) days of the absence, the absence is automatically considered unexcused. Continued unexcused absences will result in either disciplinary action for the student and/or truancy charges against the parent.

Students exceeding the 10% allowable unexcused absentee rate during the first semester are subject to review as to whether they are eligible for continued enrollment at ACA. It is the family's responsibility to have a child at School on time each day to maximize the learning opportunities for a child.

Special requests for absences due to extenuating family circumstances must be made in writing to the Headmaster. Factors considered in granting the special request will include student's academic standing and number of absences.

TARDIES/EARLY RELEASE

Tardiness is a form of absence and interferes with student learning. Elementary school Students arriving after 7:45 a.m. are tardy. Upper School students arriving after 8:00 a.m. are tardy. Five morning tardies in any one semester will result in detention, and ten tardies in one semester will result in a one-day in-school suspension. Fifteen plus tardies in a semester may jeopardize future enrollment. Parents will receive a letter after the third tardy.

Elementary early morning detention begins at 6:45 and Secondary early morning detention begins at 7:00--Latecomers will need to reschedule the detention with the attendance clerk.

Perfect attendance awards will not be awarded

to students who have five tardies during any one grading period.

Please be aware that any subjects missed due to unexcused tardies or unexcused early sign-out of a student (other than a School-sponsored early release) may result in a teacher's inability to help students make up missed work. In such cases, parents will be responsible for helping their children complete their assignments. Unexcused tardies or early sign-out of students will be considered an unexcused absence for that subject.

BAD WEATHER DAYS

If it becomes necessary to delay or close the School because of bad weather, ACA attempts to follow the same schedule as Katy ISD. Announcement of closings will be made on Channel 13 (TV station) and the ACA website. An email will be sent thru parent communications to parents with an email address on file at ACA.

ILLNESS

ACA will notify the parent or the person listed by the parent as the emergency contact person if a child is judged to be unable to participate in a normal day's activities or to be suffering from a contagious condition. The child will be isolated from the other children until he/she can be picked up. It is the parent's responsibility to pick the child up within one hour of the School's notification.

Children suffering from fever, vomiting, diarrhea, or any contagious illness must stay home from School 24 hours from the last episode and without the use of medication to control the problem. A child suspected of having Pink-eye/Conjunctivitis will need written clearance from a doctor upon returning to school.

If a student needs crutches, a wheelchair, special shoes, or clothing while at school, a note will be required from a doctor.

LICE

The school policy is NO LICE – NO NITS. We cannot make exceptions. A no nit policy is necessary since up to one third of nits hatch despite the use of (lice) pediculicide shampoos. The most crucial step in ridding a child of lice is the removal of the eggs (nits) by using a fine-toothed comb or tweezers. There are no known products available over-the-counter that kill head lice eggs one hundred percent of the time, according to the CDC.

In order to maintain control of this issue, classes will be checked periodically and randomly. If it is confirmed that a child has head lice, then every child in that class will be thoroughly checked, as well as any siblings in the school. Students will be treated with the utmost respect at all times. If a sibling attends a different school and/or daycare, it will be the responsibility of the parent to notify those facilities. In addition, teachers in grades Kindergarten through 5th grade will be trained to inspect for lice periodically based on alerts from parents or a physical indication (scratching, visible bugs).

When students are identified with lice or nits, parents are contacted by phone and a letter sent home with the other students in the class and grade. Affected students will be given an excused absence for one day for the treatment of lice. A parent **MUST** accompany their child upon returning to school to the front office with proof of treatment (box or store receipt). At that time, the student will be checked by office staff and may remain at school only if they are clear of lice, nits, and egg cases. If nits or egg cases are found, the parent will assist the Student Care Employee with removal of the nit or casing. These procedures will help to diminish infestations.

SUMMARY OF ACTIONS

School

1. Notify parents of child who has lice.
2. Check all students in that class for lice.
3. Notify classmates' parents that lice has been found.
4. Remove children with head lice.
5. Clean classrooms thoroughly.
6. Recheck chronic cases every 2 weeks until the child stays clear for two consecutive checks. (This helps to identify new nits.)

Parents

1. Treat child's infected head and personal belongings and check all occupants of that home.
2. Remove all nits.
3. Accompany child back to school.
4. Provide proof of treatment.

SCHOOL POLICIES

MEDICATION

NO MEDICATION OR DRUGS OF ANY TYPE ARE TO BE IN THE POSSESSION OF A STUDENT AT ANY TIME. (THIS WOULD INCLUDE INHALERS, COUGH DROPS, WITAMINS, AND MOUTHWASH). Any exception to this rule must be approved, documented in writing and on file in Student Care with a note necessary for the child to carry and self-administer medication for asthma, anaphylaxis, or diabetes and that the child is capable of self-medication.

All medications that are to be administered to a student at school must:

1. Be given to Student Care by a **Parent**.
2. Be in the **original container**.
3. Be properly labeled with the **child's name on the container**.
4. Include **specific instructions for administering** the medication.
5. Be accompanied by an **Authorization**