

WESTLAKE ACADEMY Board of Trustees Policies Manual



Westlake Academy

Rev. April 2010

Contents

| | |
|---|-----------|
| <i>Admissions</i> | 3 |
| Policy Name: Westlake Academy Admissions Policy _____ | 3 |
| Policy Name: Proof of Residency Policy, Westlake Academy _____ | 5 |
| <i>Faculty Attraction and Retention</i> | 7 |
| Policy Name: Responsibility for Personnel Decisions and Setting Parameters for the CEO Regarding Establishment of Managerial Reporting and Organizational Structure _____ | 7 |
| Policy Name: International Faculty Recruitment and Retention _____ | 9 |
| Policy Name: Westlake Academy Nepotism Policy _____ | 10 |
| <i>Parent – Student Relations and Expectations</i> | 12 |
| Policy Name: Access to Student Records & Directory Information _____ | 12 |
| Policy Name: Attendance _____ | 15 |
| Policy Name: Bullying Policy _____ | 17 |
| Policy Name: Closed Campus _____ | 18 |
| Policy Name: Complaint Policy _____ | 19 |
| Policy Name: Compulsory Attendance, excused absences, and truancy _____ | 21 |
| Policy Name: Parent-Student Handbook _____ | 23 |
| Policy Name: Student Drivers _____ | 24 |
| <i>Financial Stewardship</i> | 26 |
| Policy Name: Surplus Property Disposition _____ | 26 |
| <i>Governance</i> | 32 |
| Policy Name: Code of Conduct _____ | 32 |
| Policy Name: Discipline _____ | 35 |
| Policy Name: Discrimination, Prevention of _____ | 37 |
| Policy Name: Campus Facility Renovation/Modification Projects and Capital Projects Guidelines _____ | 38 |
| Policy Name: Board Parameters for Staff Recommendations to the Board of Trustees _____ | 39 |
| Policy Name: Adherence to the Texas Education Agency, International Baccalaureate and Charter Guidelines _____ | 40 |
| <i>Student Achievement</i> | 43 |
| Policy Name: Grading System, Westlake Academy _____ | 43 |
| Policy Name: Board Parameters for School Sanctioned Trips _____ | 46 |
| Policy Name: Assessment and Grade Reporting Policy _____ | 49 |
| Secondary – Middle Years Program and Diploma Program _____ | 49 |
| Policy Name: Graduation Policy _____ | 52 |

| | | |
|--------------|---|-----------|
| Policy Name: | IB Exam Fees _____ | 57 |
| Policy Name: | Homework Policy _____ | 58 |
| Policy Name: | Student Athletic/Extra Curricular Program Academic Eligibility __ | 60 |
| Policy Name: | Retention and Transfer Course Credit Policy _____ | 62 |
| Policy Name: | Primary (K-G6) Assessment and Grade Reporting _____ | 64 |
| | <i>Student Behavior</i> _____ | 70 |
| Policy Name: | Drugs, Tobacco, Alcohol and Weapons _____ | 70 |
| Policy Name: | Uniform Requirements _____ | 73 |

Admissions

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| TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY |
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Policy No. 09- 10:

Date Board Adopted: May 4, 2009

Date Board Amended: N/A

Effective Date: May 4, 2009; *contingent upon approval by TEA*

Policy Category: Admissions

Policy Name: Westlake Academy Admissions Policy

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

Policy Description:

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

Currently-enrolled students expressing a desire to return are automatically enrolled for the following school year upon timely receipt of the *Notice of Intent to Return* form. A currently-enrolled student who originally obtained admission as the child of a Westlake Academy faculty member beginning with the 2009-2010 school year retains the right to re-enrollment only if the student's parent continues to serve on the Westlake Academy faculty. Vacancies in each class are then determined.

If the number of eligible applicants does not exceed the number of vacancies, then all eligible applicants who timely applied will be offered admission. If there are more eligible applicants than available spaces in a class, then admission shall first be offered to eligible applicants residing within the geographic boundaries of the Town of Westlake.

Admissions policy (cont'd)

Admission for any remaining spaces shall be determined by lottery, except that siblings of returning students, the children of Founders, the children of current Westlake Academy faculty, and the children of current employees of the Town of Westlake are exempt from the lottery and will be given priority in admission. All eligible transfer applicants will be placed in the lottery. A name will be drawn for each vacancy that exists, and each applicant whose name is drawn will be offered admission. The remaining names will be drawn and placed on a waiting list for each grade level in the order they are drawn. If a vacancy arises, the individual on the waiting list with the lowest number assignment will be offered admission.

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

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

Westlake Academy will not enroll any student with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under Texas Education Code Chapter 37, Subchapter A.

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

Policy No. 09- 09:

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

Date Board Amended: N/A

Effective Date: **May 4, 2009**

Policy Category: **Admissions**

Policy Name: **Proof of Residency Policy, Westlake Academy**

Policy Goal: Clear and concise communication for students and parents regarding admission requirements based upon: a.) residency status; b.) assisting in the engagement of all stakeholders by clarification of the residency status, and c.) the inclusion of a process/criteria for admittance of grandchildren of Westlake resident grandparents who submit appropriate and acceptable documentation that they are providing substantial after school care for their grandchild wishing to be admitted as a Westlake Academy student.

Policy Description:

If, during the enrollment period, Westlake Academy receives more applications from eligible applicants than there are spaces available in a class, then admission shall first be offered to eligible applicants residing within the geographic boundaries of the Town of Westlake. In order to receive priority admission consideration as a resident of the Town of Westlake, each applicant's parent, legal guardian, or other person having lawful control must provide the following proof of residency with the enrollment application:

Required Documentation to Establish Residency

A parent, legal guardian, or other person having lawful control, must present a current utility bill or other proof of residence showing an address within the Town of Westlake boundaries and provide a photo identification card that includes the person's photograph, name, and an address that matches the utility bill or other proof of residence.

Acceptable photo identification cards for proof of eligibility shall include a current and valid state-issued driver's license, a Texas identification card, a valid passport, a military or government-issued identification card, or a consular card. Westlake Academy will not accept a credit card, debit card, or any membership card for proof of eligibility, even if such card includes a photograph.

Proof of Residency policy (cont'd)

Nonresident Student in Grandparent's After-School Care:

The parent and grandparent of a nonresident student requesting admission as a Town of Westlake resident due to a grandparent providing substantial after-school care for the student shall provide the required proof of residency based on the grandparent's Westlake residency and provide notarized documentation on a form provided by Westlake Academy confirming the extent of after-school care to be provided by the grandparent.

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

Residency Review

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

Faculty Attraction and Retention

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| TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY |
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Policy No. 09-21:

Date Board Adopted: February 9, 2009

Date Board Amended: December 7, 2009

Effective Date: February 9, 2009

Policy Category: Faculty Attraction and Retention

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

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

Policy Description:

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

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

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

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

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

Policy No. 10-01:

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

Date Board Amended:

Effective Date: **January 4, 2010**

Policy Category: **Faculty Attraction and Retention**

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

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

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

- a.) the CEO will be charged with determining the proper mixture of international and national faculty to provide the best educational services for Academy students.
- b.) when determined to be in the best interests of Westlake Academy students, the CEO may promulgate visa cost sharing arrangements by the Academy to recruit or retain international faculty on a case by case basis, subject to funding availability in the Academy budget and/or Fund 100.
- c.) the CEO is authorized, subject to annual Board budget approval, to pay yearly stipends to the Academy's international teachers with said stipends to be paid only for international staff that, when recruited by the Academy, had to move to the United States.
- d.) any consideration for payment of green card expenses by the Academy related to an international faculty member employed at Westlake Academy can only be made after first receiving the recommendation of the CEO followed by the approval by the Board of Trustees. This consideration is also subject to funding availability in the Academy budget and/or Fund 100.

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

Policy No. 10-02:

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

Date Board Amended: **N/A**

Effective Date: **April 5, 2010**

Policy Category: **Faculty Attraction and Retention**

Policy Name: **Westlake Academy Nepotism Policy**

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

Policy Description: No person related within the second degree of affinity or within the third degree by consanguinity to any elected officer of Westlake Academy, or to the CEO, shall be appointed any office, position, or clerkship, or other service of Westlake Academy. Relatives of all other persons employed by Westlake Academy may not be hired if the relative is within the second degree of affinity or within the second degree of consanguinity. This policy applies to all Westlake Academy departments, and may not be circumvented in cases where a relative would not be supervised by the existing employee. Exemptions to this policy may be made by the CEO only for temporary, part-time positions.

In the event that two employees enter into a marital relationship, one employee will be required to resign their employment with Westlake Academy within thirty (30) days.

Present or future employees may not be promoted nor transferred to a position that would be in violation of this policy.

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

First degree affinity – spouse, spouse’s mother, father, brother, sister, son, daughter;

Second degree affinity – spouse’s aunt, uncle, niece, nephew, grandmother, grandfather, granddaughter, grandson, first cousins;

First degree of consanguinity – employee’s mother, father, daughter, son, sister, brother;

Second degree of consanguinity – employee’s aunt, uncle, niece, nephew, grandmother, grandfather, granddaughter, grandson, first cousins;

Third degree of consanguinity – employee’s great aunt, great uncle, great niece, great nephew, great grandmother, great grandfather, great granddaughter, great grandson, second cousins.

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

Parent – Student Relations and Expectations

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| TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY |
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Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Parent – Student Relations and Expectations

Policy Name: Access to Student Records & Directory Information

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

Policy Description:

Definitions

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

The term “education records” does not include:

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

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

Confidentiality, Inspection and Amendment of Education Records

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

Access to student records & Directory information policy (cont'd)

1. To inspect and review the student's educational records who are or have attended Westlake Academy.
2. Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. A court order may specify the deletion of all references to a place of residence in the students records before the release to another party.
3. To review all written records pertaining to the student; including, attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization reports, teacher/counselor evaluations and reports of behavioral issues.

TEC 26.004; C.F.R. 99.3(b), 99.4, 99.31(a)(8); Tex. Fam. Code. 153.012, 153.073

4. To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading, or in violation of student rights, including the right to a formal hearing, if necessary. 34 C.F.R. 99.20, 99.21

Access by Other Persons Requires Consent

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

Exceptions to the Consent Requirement

Consent is not required when the requested information is provided:

1. In compliance with a court order or subpoena - Staff must make a reasonable effort to notify the parent/student in advance of the school's compliance;
2. To other school officials, including teachers, who have been determined to have "legitimate educational interests";
3. To other schools/school systems in which the student seeks or intends to enroll;

Access to student records & Directory information policy (cont'd)

In connection with a student's application or receipt of financial aid;

4. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, student aid programs, and improving education;
5. To accrediting organizations;
6. In connection with a health and safety emergency 34 C.F.R. 99.31

Directory Information

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

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

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

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

Policy No. 09- 14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Parent – Student Relations and Expectations

Policy Name: Attendance

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

Policy Description:

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

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

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

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

Attendance policy (cont'd)

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

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

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

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

Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Parent – Student Relations and Expectations

Policy Name: Bullying Policy

Policy Goal: Creation of a supportive and safe learning environment

Policy Description:

Bullying of any kind is totally unacceptable and will not be tolerated.

Bullying can take many forms, but is primarily physical, verbal or emotional. Bullying is behavior which makes other people feel uncomfortable or threatened, whether this outcome is intended or not. Bullying can take place on or off the campus, and may include, but is not limited to, name calling, teasing, physical abuse (e.g., hitting, pushing, pinching, or kicking), threats, taking of personal possessions, sending abusive text messages, instant messages, Internet e-mails, and phone messages, forcing others to hand over money, forcing others to do things against one's will, ignoring or leaving others out, attacking others in any way, hiding personal property, insulting, spreading rumors and isolating others. Bullying includes harassment of a racist or sexual nature.

The Board strives to develop and maintain an effective learning and friendly social environment. This should be characterized by tolerance across and within year groups and with a positive involvement from adults. Independence of thought and action should be respected, allowing individuals to flourish without fear.

Westlake Academy staff will develop a bullying policy designed to discourage this type of behavior and promote a safe and productive learning environment. The policy and other steps necessary to reduce the instances of inappropriate behavior will be published in the Parent/Student Handbook on an annual basis.

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

Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Parent – Student Relations and Expectations

Policy Name: Closed Campus

Policy Goal: Student Safety

Policy Description:

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

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

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

Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Parent – Student Relations and Expectations

Policy Name: Complaint Policy

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

Policy Description:

Except as addressed by specific complaints below, this Policy applies to all complaints or grievances from students or parents.

- Expulsion (See the Code of Conduct)
- Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504.
- Identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act, and the parents' rights handbook provided to parents of all students referred to special education.

Formal Complaint General Provisions

- "Complaints" and "Grievances" have the same meaning.
- Complaints arising out of an event or a series of related events must be addressed in one complaint. A student or parent may not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a prior complaint.
- All time limits must be strictly followed unless modified by mutual written consent and, if a complaint or the appeal of a decision about a complaint is untimely, the complaint may be dismissed.

Complaint policy (cont'd)

For the purpose of this policy, “days” means school business days.

Formal Complaint Process

1. Within 20 days of the date a student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance, an original complaint, in writing and dated, describing the matter complained of and the date of the occurrence(s), must be presented to the lowest level administrator whom the student or parent perceives to have the authority to remedy the concern.
2. If that administrator is unable to resolve the complaint, the administrator shall direct the complainant, in writing, to the next level administrator who shall either resolve the complaint or direct the complainant in writing to the next level, continuing until the complaint reaches the CEO.
3. A complaint reaching the CEO’s level must be in writing, setting out all prior attempts to resolve the complaint and the remedy requested. The CEO, or designee, may schedule a conference with the complainant and within ten business days of receipt of the written complaint, shall issue a written decision.
4. If the decision is unsatisfactory to the complainant, or if the CEO, or designee fails to respond timely, the complainant may, within 15 days of submission of the written complaint to the CEO, submit a written request to the CEO to have the complaint considered by the Board of Trustees.
5. If Board review is requested, the CEO shall submit the entire written record of the complaint and any further response to the President of the Board of Trustees who shall create an Agenda item for consideration of the complaint at the next available regular meeting, or the next appropriate meeting thereafter. At that meeting the Board shall, at a minimum, consider the written complaint, and any response thereto and may, or may not, issue a decision.
6. Failure of the Board to issue a decision at or before the next regular Board meeting following the meeting at which the complaint was presented to the Board will uphold the decision of the administration.

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

Policy No. 09- 14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Parent – Student Relations and Expectations

Policy Name: Compulsory Attendance, excused absences, and truancy

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

Policy Description:

Compulsory Attendance

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

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

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

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

Truancy

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

Pursuant to TEC 25.095 – Warning Notices, when a student reaches ten (10) full or partial day absences within a six month period, or 3 full or partial days within a

Compulsory attendance, excused absences and truancy policy (cont'd)

four-week period, a notice will be sent home notifying them that continued absences will put them at risk for the following:

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

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

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

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

Excused Absences

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

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

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

Policy No. 09-04:

Date Board Adopted: February 9, 2009

Date Board Amended: N/A

Effective Date: February 9, 2009

Policy Category: Parent- Student Relations and Expectations

Policy Name: Parent-Student Handbook

Policy Goal: Effective Communication of Parent-Student Expectations/Standards

Policy Description:

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

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

Policies now in the Handbook related specifically to expulsion and parent grievances are reserved for Board approval and amendment. These will be placed in an appendix to the Handbook. Additionally, other future Board policies determined to be relevant information for Academy students and their parents may be included in this appendix.

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

Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Parent – Student Relations and Expectations

Policy Name: Student Drivers

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

Policy Description:

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

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

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

Student drivers policy (cont'd)

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

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

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

Financial Stewardship

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| TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY |
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Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Financial Stewardship

Policy Name: Surplus Property Disposition

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

Policy Description:

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

Surplus property disposition policy (cont'd)

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

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

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

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

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

Once items have reached their "end-of-useful-life" (as determined by the CEO or designee), the items will be classified as disposed property.

Procedures for disposal are:

- a. Whenever an item of equipment is deemed to be obsolete or unfit for use, such equipment may be disposed of on a competitive basis, either by trade-in or outright sale to the highest prospective buyer.
- b. Items that cannot be sold in their original form, or lose their identity while in the possession of the Westlake Academy, may be sold as scrap, if deemed advisable, at the highest obtainable offer.

Surplus property disposition policy (cont'd)

- c. The determination of the highest prospective buyer shall be made with the approval of the CEO or designee, or an authorized representative.

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

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

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

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

The advertisement guidelines are as follows:

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

Surplus property disposition policy (cont'd)

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

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

Surplus property disposition policy (cont'd)

- b. Electronic Auction.** An auction Web page will be secured by CEO or designee to facilitate an online auction and the items for sale will be listed. A starting bid price and a reserve price, if applicable, will be assigned to each item on the lists created through a coordinated effort by the CEO or designee, and the sending department. Any items not sold on the online auction may be listed at the on-site auction. Procedures for the on-site auction will apply to the electronic auction.
- c. Donation, sale, or lease to Public Entities.** Property may be donated, sold, or leased to certain government or educational institutions. Prior to transfer, the Board of Trustees must declare no value or nominal value and that the Westlake Academy does not need the real property or improvements. The entity to whom the transfer is made has shown, to the satisfaction of the Board of Trustees, that the entity intends to continue to use the real property and improvements for public purposes.

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

- i. Recite the resolution of the Board of Trustees authorizing the donation; and
 - ii. Provide that ownership of the real property and improvements revert to Westlake Academy if the municipality, county, state agency, or nonprofit organization discontinues use of the real property and improvements for public purposes; or
 - iii. Executes a document that purports to convey the property.
- d. Other Means of Disposal.** Property may be directly disposed of under the following circumstances:
- i. If the item is broken, unusable, and/or hazardous. Documentation and pictures must be provided for an item to be disposed of.
 - ii. Offer the property as a trade-in for new property of the same general type if the CEO or designee considers that action to be in the best interest of the Academy.
 - iii. Order any of the property to be destroyed or otherwise disposed of as worthless, if the Academy undertakes to sell that property and is unable to do so because no bids are received.
 - iv. Competitive sealed bids following the guidelines of Chapter 252 of the Texas Local Government Code for competitive bidding.

Surplus property disposition policy (cont'd)

- 8. Transfer of Assets Purchased with Federal Funds:** When items purchased wholly, or in part, with federal funds are no longer serviceable or required by Westlake Academy, the CEO or designee ensures that all federal and state regulations are met before disposition of assets at public auction or through the competitive bid process.

- 9. Texas Education Agency Approval to Dispose of Equipment:** The CEO or designee will ensure that any items requiring TEA approval prior to disposal shall be done in accordance with applicable TEA regulations and in accordance with the procedures outlined in this policy.

Governance

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| TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY |
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Policy No. 09- 14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Governance

Policy Name: Code of Conduct

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

Policy Description:

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

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

Westlake Academy Code of Conduct

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

Code of conduct policy (cont'd)

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

Roles and Responsibility

School Board

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

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

Chief Executive Officer (CEO)

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

Head(s) of Section

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

Code of conduct policy (cont'd)

Teachers and School Staff

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

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

Students

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

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

Parents

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

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

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

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| <p style="text-align: center;">TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</p> |
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Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Governance

Policy Name: Discipline

Policy Goal: Description of the discipline policy

Policy Description:

Our primary belief is that no student or member of the Westlake Academy community has the right to impede the education of another student. Any behavior, which is disruptive to the learning environment, will not be tolerated and the steps described in the disciplinary process will be followed. It is important that parents strive to work with their children and the school personnel in establishing clear expectations for student behavior.

Staff and students will use the IB learner profile attributes as a basis for the development of a constructive behavior environment. Every effort will be made to develop positive consequences, which can be applied to individual students as well as classrooms. Consistency is important. This will establish firm and consistent limits for students. The program also establishes a positive educational environment for both the student and teacher. Generally, the following levels will be used to determine consequences for disregarding school and classroom rules:

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

Discipline policy (cont'd):

Severe infractions of the Code of Conduct or disruption considered serious by school personnel will warrant immediate teacher or Head of Section intervention. Parents will be notified of serious behavior problems immediately.

Due Process for Serious Offenses

All of Westlake Academy's students are entitled to due process. This means that all students:

1. Must be informed of accusations against them.
2. Must have explained to them the factual basis for the accusations.
3. Must have a chance to present an alternative factual position if the accusations are denied.

Serious offenses include:

- Defiance of authority
- Verbal or physical threat or action against another person i.e. bullying
- Fighting
- Drugs - using, possessing, giving or selling any dangerous, illegal or look-alike drugs or drug paraphernalia,
- Students can not use, without permission, or misuse any prescription drugs or over-the-counter medications.
- Alcohol – using, possessing, giving or selling any alcoholic or look-alike alcoholic beverages
- Tobacco – using, possessing, giving or selling any tobacco or tobacco products
- Gambling - wagering or betting money or other stakes on the outcome of any activity
- Theft - stealing property of another person or of the school
- Weapons dangerous items - bringing items to school that are considered dangerous as decided by the Head of Section
- Willfully damaging or destroying school property
- Possession and or distribution of printed, audio or video material deemed inappropriate by school authorities
- Downloading offensive or inappropriate material from the internet
- Visiting offensive or inappropriate sites on the internet
- Cheating and/or plagiarism; which includes the dishonest use of electronic media.
- Three detentions

The consequences for a violation of the serious offenses policy may result in expulsion on the first offense for any of the above.

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

Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Governance

Policy Name: Discrimination, Prevention of

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

Policy Description:

Westlake Academy affirms its intent to comply with all Federal and State laws relating to the prevention of discrimination based upon race, color, creed, national origin, age, sex, or handicap. This compliance is to include, but not be limited to, the regulations of the Title IX Act, which prohibits discrimination on the basis of sex in educational programs or activities which receive Federal funds, extending to employment in and admission to such programs and activities; and will comply with the Education of all Handicapped Children Act, Public Law 94-142, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

This compliance also includes, but is not limited to the regulations of the Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, creed, national origin, age, sex, or handicap.

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

Policy No. 09-20:

Date Board Adopted: December 7, 2009

Date Board Amended: N/A

Effective Date: December 7, 2009

Policy Category: Governance

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

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

Policy Description:

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

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

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

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

Policy No. 09-20:

Date Board Adopted: December 7, 2009

Date Board Amended: N/A

Effective Date: December 7, 2009

Policy Category: Governance

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

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

Policy Description:

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

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

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

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

Policy No. 09-20:

Date Board Adopted: December 7, 2009

Date Board Amended: N/A

Effective Date: December 7, 2009

Policy Category: Governance

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

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

Policy Description:

As Westlake Academy is an open-enrollment public charter school, which provides education to students utilizing the International Baccalaureate (IB) curriculum, the school is required to adhere to criteria and regulations promulgated by various authorizing agencies.

In an effort to provide the CEO and Staff of Westlake Academy with clear guidance from the Board of Trustees, as it relates to these multiple authorizing agencies, the following policy statement regarding operational guidelines is established:

Any action in the activities or education of the students at Westlake Academy, which materially deviates from the International Baccalaureate curriculum, Texas Education Agency (TEA) guidelines for Charter schools and/or the Academy's Charter passed and approved by the TEA (and as may be amended and approved by TEA) will be considered imprudent by the Board of Trustees.

The statement is issued to indicate the importance the Board places in the mission/vision of Westlake Academy to educate students utilizing the IB methods and organizational goals specified in the Charter as approved by our authorizing entity, the Texas Education Agency.

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

Policy No. 10-04:

Date Board Adopted: April 5, 2010

Date Board Amended: N/A

Effective Date: April 5, 2010

Policy Name: [Use of Academy Facilities by Non-school Related Groups](#)

Policy Category: [Governance](#)

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

Policy Description:

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

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

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

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

Student Achievement

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| TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY |
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Policy No. 09-03:

Date Board Adopted: January 12, 2009

Date Board Amended: N/A

Effective Date: January 12, 2009, *contingent upon approval by TEA*

Policy Category: Student Achievement

Policy Name: Grading System, Westlake Academy

Policy Goal: Effective and Understandable Student Achievement Measurement

Policy Description:

This grading policy applies on to the Secondary School - Grades 7 and above.

Westlake Academy, as an IB MYP and DP school, gives grades out of 7 (7 being the highest grade, 1 the lowest, with 4 being considered a 'pass' by IB standards). Thus, there are three steps to this process:

1. How we record the semester grades
2. How to convert those grades from 7-1 to a percentage
3. How to convert this percentage to a GPA

1. Semester grades. There are two semesters, and each is marked in the same way. Each semester has three marks recorded - 40% of the total mark is the work from the first half of the semester, 40% from the second, and 20% from the end of semester exam.

Where the average is .5, we will take standard mathematical practice and round this up – e.g. 3.5. becomes 4.0. This is because all submitted grades need to be whole numbers.

A mid-term progress report is issued to parents at the end of the first half term, and a full report card at the end of the semester.

Grading system policy (cont'd):

2. Grades to percentages. These semester grades can be converted to percentages.

| | |
|-----|--------------|
| 7 = | 96 – 100 |
| 6 = | 90 – 95 |
| 5 = | 83 – 89 |
| 4 = | 76 – 82 |
| 3 = | 70 – 75 |
| 2 = | 60 – 69 |
| 1 = | 59 and below |

3. Percentages to GPA. All courses, with the exception of physical education courses, will be included in the GPA. Pre-IB and Pre-AP courses, in addition to IB and AP courses, will be weighted. College courses taken for high school and college credit (dual credit) will be weighted.

IB/AP/DUAL CREDIT

| | |
|--------------------|--------------------|
| 90—100 = 4.0 | 90—100 = 5.0 |
| 89 = 3.9 | 89 = 4.9 |
| 88 = 3.8 | 88 = 4.8 |
| 87 = 3.7 | 87 = 4.7 |
| 86 = 3.6 | 86 = 4.6 |
| 85 = 3.5 | 85 = 4.5 |
| 84 = 3.4 | 84 = 4.4 |
| 83 = 3.3 | 83 = 4.3 |
| 82 = 3.2 | 82 = 4.2 |
| 81 = 3.1 | 81 = 4.1 |
| 80 = 3.0 | 80 = 4.0 |
| 79 = 2.9 | 79 = 3.9 |
| 78 = 2.8 | 78 = 3.8 |
| 77 = 2.7 | 77 = 3.7 |
| 76 = 2.6 | 76 = 3.6 |
| 75 = 2.5 | 75 = 3.5 |
| 74 = 2.4 | 74 = 3.4 |
| 73 = 2.3 | 73 = 3.3 |
| 72 = 2.2 | 72 = 3.2 |
| 71 = 2.1 | 71 = 3.1 |
| 70 = 2.0 | 70 = 3.0 |
| 69 and below = 0.0 | 69 and below = 0.0 |

The selection of Valedictorian and Salutatorian: During the second semester of the 12th grade year, percentage grades will be averaged to determine the top 2 students in the class. All grades for courses receiving high school credit, with the exception of P.E. grades, will be used in the computation. The Head of Secondary and Head of School will verify the computations and the results before they are announced.

Grading system policy (cont'd):

Grade Conversion Chart as referenced in Grading System Policy:

| | | | |
|----------|-----|----------|----|
| 7 | 100 | 3.9 | 80 |
| 6.9 | 100 | 3.8 | 79 |
| 6.8 | 99 | 3.7 | 78 |
| 6.7 | 98 | 3.6 | 77 |
| 6.6 | 97 | 3.5 | 76 |
| 6.5 | 96 | 3.4 | 75 |
| 6.4 | 95 | 3.3 | 75 |
| 6.3 | 95 | 3.2 | 74 |
| 6.2 | 94 | 3.1 | 74 |
| 6.1 | 94 | 3 | 73 |
| 6 | 93 | 2.9 | 73 |
| 5.9 | 93 | 2.8 | 72 |
| 5.8 | 92 | 2.7 | 72 |
| 5.7 | 92 | 2.6 | 71 |
| 5.6 | 91 | 2.5 | 70 |
| 5.5 | 90 | 2.4 | 69 |
| 5.4 | 89 | 2.3 | 68 |
| 5.3 | 89 | 2.2 | 67 |
| 5.2 | 88 | 2.1 | 66 |
| 5.1 | 88 | 2 | 65 |
| 5 | 87 | 1.9 | 64 |
| 4.9 | 87 | 1.8 | 63 |
| 4.8 | 86 | 1.7 | 62 |
| 4.7 | 85 | 1.6 | 61 |
| 4.6 | 84 | 1.5 | 60 |
| 4.5 | 83 | 1.4 | 59 |
| 4.4 | 82 | 1.3 | 59 |
| 4.3 | 82 | 1.2 | 59 |
| 4.2 | 81 | 1.1 | 59 |
| 4.1 | 81 | 1 | 59 |
| 4 | 80 | | |

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

Policy No. 09-08:

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

Date Board Amended: N/A

Effective Date: **March 9, 2009**

Policy Category: **Student Achievement**

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

Policy Goal: Students Who Become Well Balanced, Life Long Learners

Policy Description: The Board of Trustees supports Academy sanctioned trips as a means to pursue, promote, and enhance IB learning goals for Academy students as set out in the IB Learner Profile. As such, all school sanctioned trips should fit and promote this IB Learner Profile, the IB curriculum, as well as be of direct educational value for the student participants of these trips.

To that end, student trips should be planned to coordinate as much as practical with the Academy's school calendar. A school planned trip that occurs during the time the Academy is in session should also adequately address the academic needs of the students that cannot attend the trip. The Head of School or his designate is responsible for establishing chaperone ratios that address safety needs. All trips must be planned in accordance with requirements established in the Parent-Student Handbook or other administrative procedures and requirements approved and set out by the Head of School.

In an effort to provide the safest possible environment for the students of Westlake Academy, this policy for student trips will be enforced on any and all trips that require students to be away from the property located at 2600 Ottinger Road, Westlake, Texas, 76262.

Any trip taken away from the school is a privilege, not a right, and as such, students are required to represent our school in a responsible manner. This privilege could be revoked as a disciplinary measure if deemed necessary by the school administration.

The following are the Westlake Academy Residential Trips Policy Rationale and Learning Outcomes:

Board parameters for school sanctioned trips policy (cont'd):

Rationale:

At Westlake Academy, we believe that residential trips give the students greater opportunities for experiential learning within an appropriate, relevant and authentic context, as well as the chance to develop their independence and self-management skills.

Time away from home helps cement and forge friendships, as well as strengthening the bonds that they have with their teachers.

In addition to the aforementioned, residential trips afford students with the opportunity of experiencing different perspectives and cultures, thus promoting and developing greater understanding and international-mindedness.

Learning Outcomes:

DEVELOPING KEY SKILLS

- Using and applying knowledge, skills and understanding in different, realistic and exciting contexts
- Developing the ability to work co-operatively
- Developing the ability to communicate successfully
- Showing initiative and a positive attitude
- Showing greater independence, moving towards self-reliance
- Becoming increasingly risk aware and increasing understanding and independent action

RAISING ACHIEVEMENT BY BOOSTING SELF-ESTEEM AND MOTIVATION

- Raising self-esteem through successful participation and enjoyment
- Developing a positive attitude to learning
- Helping demonstrate strengths and understanding of limitations
- Encouraging responsibility
- Improving behavior
- Addressing disaffection

DEVELOPING SOCIAL EDUCATION AND CITIZENSHIP

- The ability to work with others, accept and support them, building relationships
- Learning to tolerate others and respect their views – understanding equal opportunities
- Learning to accept the consequences of their own actions
- Learning to defend their own point of view
- Encouraging a commitment to voluntary service
- Exploring attitudes and values they will carry into adult life

Board parameters for school sanctioned trips policy (cont'd):

PROMOTING EDUCATION FOR SUSTAINABLE DEVELOPMENT

- An appreciation of the natural world as a source of interest and challenge
- A concern for living things
- An understanding of the need for interdependence between people and the environment
- Recognition of the effect of present actions on the future
- An increasing ability to access evidence and make personal decisions

PROMOTING HEALTH AND FITNESS AND A POSITIVE USE OF LEISURE (where applicable)

- Developing a positive attitude to physical activities and a health lifestyle
- Developing and experiencing physical fitness and well-being
- Achieving success in physical activities
- Developing self-respect and self-discipline and the ability to cope with adversity

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

Policy No. 09-18:

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

Date Board Amended: N/A

Effective Date: **November 3, 2009**

Policy Category: **Student Achievement**

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

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

Policy Description:

Uniform assessments and grade reporting standards are a significant component of the success of the Secondary (MYP and DP) student's at Westlake Academy. As such, the following purposes of these standards are necessary to accurately reflect the academic achievement of the student:

- Ability of the assessment / grading system to report actual classroom performance on exams, homework assignments, projects, etc.
- Allow the parent to easily identify and gauge their child's performance
- Consistency across grade level(s) of assessment application and grade reporting
- Assist colleges in determining the achievements of the students
- Demonstration of college readiness
- Identification of any subject area where a student may need additional assistance to reach educational goals

Assessment and grading for MYP & DP policy (cont'd):

In consideration of the need to establish comprehensive grade reporting and assessment policies for the student body of Westlake Academy, the following numerical grades will be utilized by the Staff to indicate academic performance on report cards.

- A = 100 - 90 points
- B = 89 - 80 points
- C = 79 - 70 points
- F = 69 points and below
- I = Incomplete for extenuating circumstances (to be determined by the Head(s) of Section)

Staff will administer a variety of assessments to measure student knowledge and progress throughout the year. The frequency and type of assessment utilized will be program specific, - i.e. Primary, Middle or Diploma Program.

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

In addition, SENIORS in the Diploma Program sitting for the IB exams, may be eligible for final exam exemption based on absence criteria

Report Cards - Westlake Academy will send home four (4) report cards and two (2) interval progress reports each year. The report cards will be sent home at the end of each quarter. The interval progress reports will be issued within the quarter grading period.

Parent Teacher Meetings – Staff will conduct two (2) parent/teacher conferences per year – one (1) each semester. This will allow parents to meet with teachers to briefly discuss their child’s progress. Additional concerns will be addressed at individually scheduled conferences available at any time during the school year.

Letter Grades for Citizenship - Staff will assign a letter grade for student citizenship using the following criteria:

- | | |
|-----------------------|--|
| E = Excellent | Observes the rules all of the time |
| S = Satisfactory | Observes the rules most of the time |
| N = Needs Improvement | Observes rules infrequently/inconsistently |
| U = Unsatisfactory | Almost never observes the rules |

Assessment and grading for MYP & DP policy (cont'd):

Elements of the IB Learner Profile will be to be used to assess citizenship grades.

- Practices respect
- Uses self-control
- Talks at appropriate times
- Obeys school rules
- Works well with others
- Uses acceptable language
- Follows Uniform Code
- Follows Honor Code

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

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

Policy No. 09- 18:

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

Date Board Amended: N/A

Effective Date: **November 3, 2009; *contingent upon approval by TEA***

Policy Category: **Student Achievement**

Policy Name: **Graduation Policy**

Policy Goal: Defining the commencement participation requirements; establishing Valedictorian, Salutatorian and Honor Graduate policy;

Policy Description:

Eligibility for Commencement – Westlake Academy seniors who have satisfied all Academy requirements for graduation are eligible for participation in the graduation ceremonies.

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

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

- Completion of a minimum of 29 credit hours according to the Westlake Academy Program of Studies
- Not assigned to a Disciplinary Alternative Education Placement (DEAP) setting during his/her senior year at the Academy or any other educational facility

Graduation policy (cont'd):

As reflective of the Academy's rigorous and enriching IB curriculum and desire to foster college readiness, students who graduate from Westlake Academy will complete a program of study, which includes higher academic standards and additional credit hours than those established through the guidelines of the State of Texas.

Students who receive a Westlake Academy high school diploma will have completed a minimum of 29 hours of course work, which reflects those higher levels of academic achievement. The graduation requirements detailing the necessary courses are incorporated into the policy by addendum A.

The provision for the Westlake Academy Diploma will become effective for the students in the graduating class of 2011.

Approved Courses Included in Formal Grade Point Average (GPA) - All courses taken at the secondary level at Westlake Academy which contain specific objectives, determined by the Texas Education Agency (TEA) and are not modified in content will be included when calculating grade point average.

The following general criteria govern the calculation of the grade point average:

- GPA will be calculated by the Counselor and rounded up to the nearest whole number
- GPA will be determined using semester grades earned in state approved courses
- Grades earned in courses completed at other fully accredited school(s) and transferred to the Academy will be included in determining grade point average

Course criteria must be consistent with the standards established at Westlake Academy. Correspondence courses, Credit-by-Exam, Dual Credit courses, courses modified in content, Pass/Fail courses, Local Credit courses not required for graduation, Advanced Placement Exams, International Baccalaureate Exams and grades earned in credit-bearing courses taken prior to Grade 9 will not be included in the calculation of the formal GPA, but will be reflected on the student's Academic Achievement Record/Transcript.

Graduation policy (cont'd):

Quality Points for IB Courses - Beginning in Grade 9, Westlake Academy will award ten (10) points to the final grade for any IB Diploma Program or Advanced Placement course and no less than five (5) points for any honors (pre-IB/AP) course, as determined by the school administration. Raw grades in the course must be a passing grade of 70% or better to receive quality points. Raw semester grades are shown on a student's report card and Academic Achievement Record (AAR)/Transcript.

Indicators for quality points will be included on the Report Card and the AAR/Transcript. Quality points will be included in GPA calculation and this weighted GPA will appear on the student's transcript.

Grades earned in honors (pre-IB/AP) courses and IB/AP courses taken at other accredited districts will receive quality points if the following conditions are met:

- Quality points awarded from other schools will not exceed or be less than the numerical weight of quality points awarded at Westlake Academy
- The previous school provides official documentation of advanced courses

Academic Recognition - Westlake Academy will encourage and recognize academic achievement through the establishment of a class Valedictorian, Salutatorian and Honor Graduates. Only grades earned at Westlake Academy and those earned at schools approved by Westlake Academy will determine the student's academic recognition.

Calculating and Reporting GPA - A counselor will determine a student's GPA calculation at regular intervals as determined necessary by the Head of Secondary. The intervals will be communicated through the use of the Parent/Student Handbook.

Rank in Class - Rank in class will only be reported for the purposes of:

- Automatic admission of the top 10% of the class into a Texas public college or university
- Consideration for scholarships

Valedictorian and Salutatorian - Graduating seniors with the top two cumulative grade point averages (CGPA), as determined by the Head of Secondary or his/her designee, will be eligible to serve as the Valedictorian and Salutatorian, respectively. In the event of a tie for Valedictorian, the students will share the honor and no Salutatorian will be designated.

Graduation policy (cont'd):

All courses and corresponding numerical grades used to determine GPA must not be modified in content and must be identified by the state as regular, honors, and AP or IB courses in order to qualify for Valedictorian and Salutatorian.

Valedictorian and Salutatorian eligibility requires attendance at Westlake Academy for six (6) consecutive semesters preceding graduation. Further, a student who is in violation of the Academy codes and requirements, Town code, or State codes, may be deemed ineligible by the Chief Executive Officer or his/her designee to represent Westlake Academy as the Valedictorian or Salutatorian.

Honor Graduates - A graduating senior's weighted cumulative grade point average (CGPA) rounded to 90% or above will be determined to be an Honor Graduate and will be duly recognized at commencement.

All courses and corresponding numerical grades earned to determine GPA must not be modified in content and must be identified by the state as regular, honors, and AP or IB courses in order to qualify for Honor Graduate status.

The Head of Secondary and his/her designee are granted the authority to include students whose CGPA is 90% or above at the end of the final semester.

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

Graduation policy (cont'd):

**Graduation Requirements
Side-by-Side Comparison**

| | WA Actual | WA Required | NHP | TEA Distinguished* |
|--------------------|---------------------|-----------------------|------------|------------------------------|
| English | 4 | 4 | 4 | 4 |
| Mathematics | 5 | 4 | 4 | 4 |
| Science | 4 | 4 | 4 | 4 |
| Social Studies | 4 | 4 | 4 | 3.0 |
| Gov't | 0.5 | 0.5 | 0.5 | 0.5 |
| Economics | 0.5 | 0.5 | 0.5 | 0.5 |
| Foreign Language | 5 | 3 | 3 | 3 |
| Physical Education | 1.5 | 1.5 | 1.5 | 1.5 |
| Health | 0.5 | 0.5 | 0.5 | 0.5 |
| Speech | 0.5 | 0.5 | 0.5 | 0.5 |
| Technology | 2.0 | 2.0 | 1.0 | 1.0 |
| Fine Arts | 2.0 | 1.0 | 2.0 | 1.0 |
| Tok | 2.0 | 2.0 | 1.0 | n/a |
| Electives | 1.0 | 1.0 | 2.5 | 2.5 |
| CAS/Extended Essay | 1.0 | 0.5 | n/a | n/a |
| | (32.5) | (29.0) | (29.0) | (26.0) |

*Source: TEA Website

<http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074f.html>

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

Policy No. 09-20:

Date Board Adopted: December 7, 2009

Date Board Amended: N/A

Effective Date: December 7, 2009

Policy Category: Student Achievement

Policy Name: IB Exam Fees

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

Policy Description:

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

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

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

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

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

Policy No. 09-18:

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

Date Board Amended: N/A

Effective Date: **November 3, 2009**

Policy Category: **Student Achievement**

Policy Name: **Homework Policy**

Policy Goal: Creation of an effective and supportive learning environment

Policy Description:

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

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

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

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

Homework policy (cont'd):

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

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

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

Policy No. 09-20:

Date Board Adopted: December 7, 2009

Date Board Amended: N/A

Effective Date: December 7, 2009

Policy Category: Student Achievement

Policy Name: Student Athletic/Extra Curricular Program
Academic Eligibility

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

Policy Description:

This policy establishes requirements for student athletic/extra curricular program participation eligibility as it relates to Westlake Academy's advanced IB course work requirements.

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

Students will maintain an average grade of 70% or above in order to remain eligible for participation in team sports or extra-curricular programs. However, due to the advanced content of the IB curriculum, students will be allowed to exempt a maximum of one (1) course from consideration during each nine (9) week grading period. No grade below 60 can be exempted from this eligibility consideration. Once the student is determined to be eligible with this course grade exemption, the student has three (3) weeks to bring their grade to 70%. The student must attend mandatory tutorials and complete all supplemental coursework (i.e. extra credit) as may be required by the instructor for this three (3) week period. At the end of this three (30 week period, students that have not improved their grade in the exempted class to at least 70%, will not be eligible to participate for the next three (3) week period, at which time another grade review will be made under these requirements.

Student Athletic/Extra Curricular Program Academic Eligibility (cont'd):

Westlake Academy staff will develop a corresponding tutorial and supplemental coursework program to assist students who need additional assistance in reaching the minimum 70% passing eligibility criteria. Eligibility and tutorial/supplemental coursework programs are to be published in the Parent/Student Handbook on an annual basis.

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

Policy No. 09-18:

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

Date Board Amended: N/A

Effective Date: **November 3, 2009**

Policy Category: **Student Achievement**

Policy Name: **Retention and Transfer Course Credit Policy**

Policy Goal: Describe criteria/circumstances for student retention based on unsatisfactory academic achievement and develop guidelines for acceptance of transfer course credits

Policy Description:

In order to ensure academic achievement and the mastery of the necessary skills to advance to each subsequent grade level, the Staff of Westlake Academy will develop specific *Retention Guidelines* for the students, which will be published in the Parent/Student Handbook on an annual basis.

Legally mandated and internally required assessments will be administered to assist the teachers in determining if a student has attained the necessary educational understanding to advance to the next grade level. The assessments may include, *but are not limited to*, grade/subject specific examinations, essays, homework assignments, group and individual projects, and state mandated assessment tests.

Summer School/Alternative Educational Programs - Students, who do not meet the necessary requirements for advancement, must complete a comparable course in summer school or through an alternative education program. **A student who fails three (3) or more core classes may not advance to the next grade level.**

Retention and transfer course credit policy (cont'd)

Students who do not satisfactorily complete a state required course for high school graduation must complete the course through a summer or alternative educational program approved in advance by the Head of Secondary or his/her designee prior to being considered for graduation from Westlake Academy. Students who fail a core course must retake the class during the summer session immediately following the academic year in which the class was failed.

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

Prior to attending summer school or any alternative educational program, parents and students should obtain written approval from the Head of Secondary or his/her designee to ensure that the credit has been approved and is acceptable by the Academy.

Evaluation of Credits for Transfer Students – The Academy accepts credits from other schools accredited by the State of Texas. Courses will be evaluated by a counselor to determine if the course meets the requirements for graduation from a Texas high school, as well as from Westlake Academy. All transfer grades earned in accredited schools will be converted to Westlake Academy grading scale and course designation consistent with the Academy's standards.

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

Texas Assessment of Knowledge and Skills Testing and Remediation – The Board of Trustees and the Staff of Westlake Academy are committed to student success on the Texas Assessment of Knowledge and Skills (TAKS) and takes seriously its obligation to provide students the support and assistance they need to succeed.

All students at TAKS-testing grade levels, (Grades 3-11) will be administered regular benchmark testing to ensure they are making appropriate progress through the required TAKS curriculum. Students who are not making adequate progress will receive remedial assistance. In addition, students who have failed a TAKS test in the previous year will be required to attend remedial classes/tutorials. The schedule(s) will be developed by Staff and communicated to the parent/guardian of the students needing additional assistance.

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

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

Policy No. 10-05:

Date Board Adopted: April 5, 2010

Date Board Amended: N/A

Effective Date: April 5, 2010

Policy Name: Primary (K-G6) Assessment and Grade Reporting

Policy Category: Student Achievement

Policy Goal: Definition and Transparency in the Primary (K-G6) Student Assessment and Grading Policy

Policy Description:

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

1) Our Purposes for Using Assessment

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

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

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

- i) Provides formative and summative data about student learning
- ii) Provides diagnostic data to improve learning
- iii) Assists instructional planning by providing informed feedback
- iv) Helps to determine teaching effectiveness - what approaches and methods work

- v) Helps to determine whether the program is achieving desired goals (program accountability)
 - vi) Is a tool for communicating to others
- c) For administrators, assessment does the following:
- i) Assists in determining the effectiveness of programs
 - ii) Assists in determining school and grade-level learning goals
 - iii) Assists in allocation of resources, including professional development
 - iv) Monitors student achievement and supports student learning
- d) *For parents, assessment does the following:*
- i) Provides formative and summative data about student learning and attainment.
 - ii) Provides information about the child’s learning experience in school.
 - iii) Provides information about future educational opportunities.
 - iv) Helps provide information of the strengths and weaknesses of both the instructional program and the individual learner.

In consideration of the need to establish relevant and comprehensive grade reporting and assessment policies for the student body of Westlake Academy, the following numerical grades will be utilized by the Staff to indicate academic performance with regard to critical concepts, content and skills on primary report cards.

| | |
|----------------|---|
| Grade 4 | Meets with Excellence |
| Grade 3 | Meets with Proficiency |
| Grade 2 | Developing Proficiency Independently |
| Grade 1 | Requires Support to Meet Proficiency |

In addition to the abovementioned, the following descriptors and rubric will be utilized by the Staff to indicate academic performance with regard to higher order, conceptual understanding. These descriptors and rubric will be used to indicate the level of understanding for each of the six grade level units of inquiry that are implemented each academic year.

Primary Report Unit of Inquiry Descriptors for Understanding K-3

Accomplished:

- Interprets information (data, ideas, or concepts) accurately, appropriately, and in-depth in a variety of contexts
- Applies formulas, procedures, principles, or themes accurately, appropriately, and/or creatively in a variety of contexts
- Explains—accurately and thoroughly—possibly using multiple solutions, positions, or perspectives that balance opposing points of view

- Creates a detailed conclusion or complete solution that is well-supported, logically consistent, and often unique
- Integrates ideas or develops solutions that are clear, coherent, and cohesive
- Reflects independently and thoughtfully by using supporting details and examples. Uses the reflective process to set goals and targets.
- Perceives and approaches problems in a number of different ways, often exhibiting clever, unique or unusual ideas.

Competent/Consolidating:

- Presents information (data, ideas, or concepts) accurately and appropriately in familiar contexts
- Applies formulas, procedures, principles, or themes accurately and appropriately in familiar contexts
- Describes a solution, position, or perspective accurately
- Organizes a conclusion or solution that is complete, logical, and consistent with evidence presented
- Connects ideas or develops solutions in a clear and coherent order
- Reflects thoughtfully by using some supporting details and examples. Uses the reflective process to set general goals.

Developing:

- Reports information (data, ideas, or concepts) in familiar contexts with minor inaccuracies, irrelevancies, or omissions
- Uses appropriate formulas, procedures, principles, or themes in familiar contexts with only minor inaccuracies
- Identifies a simple solution or a perspective with only minor inaccuracies
- Offers an abbreviated conclusion or simple solution that is mostly consistent with the evidence presented, with minor inconsistencies or omissions
- Arranges ideas or solutions into a simple pattern
- Reflects thoughtfully with some assistance.

Beginning/Novice:

- Copies information (data, ideas, or concepts)
- Labels formulas, procedures, principles, or themes
- Names a single solution, position, or perspective
- Attempts a conclusion or solution that is consistent with evidence presented
- Lists ideas or expresses solutions in a fragmentary/random manner
- Reflects with support and assistance

Primary Report Unit of Inquiry Descriptors for Understanding Grades 4-6

Accomplished:

- Interprets information (data, ideas, or concepts) accurately, appropriately, and in-depth in a variety of contexts

- Applies formulas, procedures, principles, or themes accurately, appropriately, and/or creatively in a variety of contexts
- Explains—accurately and thoroughly—multiple solutions, positions, or perspectives that balance opposing points of view
- Creates a detailed conclusion or complex solution that is complete, well-supported, logically consistent, and often unique
- Integrates ideas or develops solutions that are exceptionally clear, coherent, and cohesive
- Reflects independently and thoughtfully by using supporting details and examples. Uses the reflective process to set goals and targets.
- Perceives and approaches problems in a number of different ways, often exhibiting clever, unique or unusual ideas.

Competent/Consolidating:

- Presents information (data, ideas, or concepts) accurately and appropriately in familiar contexts
- Applies formulas, procedures, principles, or themes accurately and appropriately in familiar contexts
- Describes two or more solutions, positions, or perspectives accurately
- Organizes a conclusion or solution that is complete, logical, and consistent with evidence presented
- Connects ideas or develops solutions in a clear and coherent order
- Reflects thoughtfully by using some supporting details and examples. Uses the reflective process to set general goal

Developing:

- Reports information (data, ideas, or concepts) in familiar contexts with minor inaccuracies, irrelevancies, or omissions
- Uses appropriate formulas, procedures, principles, or themes in familiar contexts with only minor inaccuracies
- Identifies simple solutions, over-simplified positions, or perspectives with only minor inaccuracies
- Offers an abbreviated conclusion or simple solution that is mostly consistent with the evidence presented, with minor inconsistencies or omissions
- Arranges ideas or solutions into a simple pattern
- Reflects thoughtfully with some assistance

Beginning/Novice:

- Copies information (data, ideas, or concepts)
- Labels formulas, procedures, principles, or themes
- Names a single solution, position, or perspective
- Attempts a conclusion or solution that is consistent with evidence presented
- Lists ideas or expresses solutions in a fragmentary/random manner
- Reflects with support and assistance

Staff will administer a variety of authentic assessments to measure student understanding and progress throughout the year

IBPYP Attitudes – Students, in collaboration with teachers, will assign a letter indicator to at least six (6) IBPYP Attitudes per quarter to communicate the following:

C = I practice consistently the following attitudes

W = I am working on the following attitudes

The IBPYP Attitudes are as follows:

- **Appreciation:** appreciating the wonder and beauty of the world and its people
- **Commitment:** being committed to their learning, preserving and showing self-discipline and responsibility
- **Confidence:** feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions
- **Cooperation:** cooperating, collaborating and leading or following as the situation demands
- **Creativity:** being creative and imaginative in their thinking and in their approach to problems and dilemmas
- **Curiosity:** being curious about the nature of learning and the world, its people and cultures
- **Empathy:** imaginatively projecting themselves into another's situation, in order to understand his/her thoughts, reasoning and emotions
- **Enthusiasm:** enjoying learning
- **Independence:** thinking and acting independently, making their own judgments based on reasoned principles and being able to defend their judgments
- **Integrity:** having integrity and a firm sense of fairness and honesty
- **Respect:** respecting themselves, others and the world around them
- **Tolerance:** feeling sensitivity towards differences and diversity in the world and being responsive to the needs of others

Specialist Grades – Specialist Teachers (Art, Strings, P.E., Music, and Spanish) will grade according to discipline specific criteria.

Each of the aforementioned categories will be graded utilizing the following indicators:

| | |
|----------------|---|
| Grade 4 | Meets with Excellence |
| Grade 3 | Meets with Proficiency |
| Grade 2 | Developing Proficiency Independently |
| Grade 1 | Requires Support to Meet Proficiency |

Report Cards - Westlake Academy will send home four (4) primary report cards each year. The report cards will be sent home at the end of each nine (9) week grading period.

Parent Teacher Meetings – Staff will conduct two (2) parent/teacher conferences per year– one (1) each semester, and one (1) student -led conference - in semester two (2). This will allow parents to meet with teachers to briefly discuss their child's progress, and, in the case of student-led conferences, witness the demonstration of understanding firsthand. Additional concerns will be addressed at individually scheduled conferences available at any time during the school year.

Student Behavior

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| TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY |
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Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Student Behavior

Policy Name: Drugs, Tobacco, Alcohol and Weapons

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

Policy Description:

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

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

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

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

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

Drugs, tobacco, alcohol and weapons policy (cont'd)

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

Gun-Free Schools Act

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

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

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

For purposes of this policy, "firearm" means:

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

Drugs, tobacco, alcohol and weapons policy (cont'd)

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

18 U.S.C. § 921.

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

Policy No. 09-14:

Date Board Adopted: August 3, 2009

Date Board Amended: N/A

Effective Date: August 3, 2009

Policy Category: Student Behavior

Policy Name: Uniform Requirements

Policy Goal: Creation of an effective learning environment

Policy Description:

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

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

Dress Uniform

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

Casual Uniform

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

P.E. Uniform

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

Uniform requirements policy (cont'd):

Free Dress Day

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

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

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