

SECTION I: GENERAL INFORMATION

STUDENT RIGHTS

The school pledges to allow all students to:

- Feel safe in the school environment.
- Take full advantage of learning opportunities.
- Work in an environment free from disruptions and chaos.
- Express opinions, ideas, thoughts and concerns.
- Have a healthy environment that is smoke, alcohol and drug free.
- Use school resources and facilities for self-improvement.
- Expect courtesy, fairness and respect from all members of the community.
- Be informed of all expectations and responsibilities.
- Take part in a variety of school activities.

EQUAL EDUCATION OPPORTUNITY

SST Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

ADMISSION POLICIES AND PROCEDURES FOR SST

PUBLIC CHARTER SCHOOLS

SST Public Schools require applicants to submit a complete application form in order to be considered for admission. For the first year of operation of a new campus which has the commissioner approval on the first day of that school year, application period will start on November 1st (beginning date) and end on March 15th (ending date). For the first year of operation for a new campus that have not yet been approved by TEA on the first day of that school year, the application period will start on January 10th (beginning date) and end on March 15th (ending date). For the following years, the beginning and ending dates of the application period shall be November 1st and February 10th of each year, respectively.

Lottery Procedures and Date when a grade or class is oversubscribed

A lottery is to be conducted if the number of applicants exceeds the maximum enrollment. The lottery shall take place within fifteen days after the closing date of the application period. The lottery will be conducted via lottery selection software. The principal or designee of each campus will conduct the computerized lottery, with supervision by at least one member of the sponsoring entity

or his/her designee and a representative from the Office of the Area Superintendent. This ensures that the winner list and the waiting list are selected randomly. Results of the lottery shall be certified by a notary public.

Development of a Waiting List

The lottery will be paused momentarily after the computerized lottery fills all available seats allowed by the enrollment cap. The drawing will then continue, and the randomly-selected numbers will be used to create a waiting list. As space become available, applicants will be called from the waiting list beginning with applicants with the lowest number assignment.

Admission Process of Returning Students

Returning students (students who currently attended the school and intend to return the next school year) are given priority in admission, if they notify the school of their intent to return for the next school year by the second Friday of January. Parent will be required to submit a Proof of Residency with each year re-enrollment.

Siblings Policy and Children of the School's Founders and Employees

Siblings of returning students currently enrolled at a SST Public School campus and who timely notify the school of their intent to return for the next school year are exempt from the lottery and, space permitting, are automatically enrolled. For this policy "sibling" shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

Children of the school's founders, teachers, and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program.

Note: For an applicant to qualify for the Sibling Policy, the applicant's sibling must be a SST student prior to the end date of the re-enrollment period.

Applications that are submitted outside of the designated application period

If a student applies to the school outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.

Students with documented histories of a criminal offense and/or misconduct

Students who have a documented history of a criminal offense, juvenile court adjudication, listed in TEC, §12.111(6), or other serious discipline problems listed under TEC, Chapter 37, Subchapter A will be excluded from enrollment as TEC, §12.111(6) authorizes a charter school to do so.

Documents and Information Applicants are Required to Provide

Applicants must submit a completed application form in order to be considered for admission. The application form must be signed and dated by the parent(s). The application form must include the following items:

- Applicant's name (first, last, and middle names)
- Applicant's birth date
- Applicant's current grade level and grade applied for
- Applicant's residential address
- Phone numbers
- Applicant's current school and district names
- Applicant's parents' name and signature
- Whether the applicant has a sibling already admitted to attending the school
- Whether the applicant has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Chapter 37 of the Education Code.

Applicants are not required to provide transcript or other academic records until after they are offered admission.

Non-discrimination Statement as Part of the School's Admission Policy

It is the policy of SST Schools to comply with all state and federal regulations regarding admission and not to discriminate during the admission and the lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend.

STUDENT INFORMATION

Any student admitted to SST Public Schools must provide records, such as report cards from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling at SST Public Schools for the first time must present documentation of immunizations as required by the Texas Department of State Health Services. See "Immunizations" on page 24.

No later than 30 days after enrolling in SST Public Schools, the parent and school district in which the student was previously enrolled shall furnish records which verify the identity of the

student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school.

SST Public Schools will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's consent.

RESIDENCY VERIFICATION

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in SST Public Schools, each student's parent must show proof of residency at the time of enrollment.

Residency may be verified through observation, documentation and other means, to include but not limited to:

- P.O. Box cannot be listed as an address.
- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Mailing address of the residence occupiers.
- Visual inspection of the residence.
- Interviews with persons with relevant information.
- Building permits issued to a parent on or before September 1 of the school year in which admission is sought as evidence of residency for the school year in which admission is sought only.

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

PRE-KINDERGARTEN AGE REQUIREMENT

To be eligible for Pre-Kindergarten your child must be at least four or three years of age by September 1st of the any given school year and meet at least one of the following criteria listed below. The child must also reside within the District's Geographic Boundary.

- Be unable to speak and comprehend the English language and are Limited English Proficiency (LEP) students,
- Be educationally disadvantaged,
- Be homeless, as defined by 42 United States Code (U. S. C.) Section 1143a,
- Military Member's Child,
- Meet eligibility criteria for Head Start,
- Foster Care Child.

KINDERGARTEN AGE REQUIREMENT

To qualify for first grade the child must be six years old on or before September 1st of the school year they are applying for.

FIRST GRADE AGE REQUIREMENT

to qualify for first grade the child must be six years old on or before September 1st of the school year they are applying for.

Exception: Students who have been enrolled in the first grade or have completed kindergarten at an accredited public school in another state may be eligible to attend first grade or successfully completed SST Kindergarten Acceleration process.

ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, students and parents should make every effort to avoid unnecessary absences. Two state laws – one dealing with compulsory attendance, the other with attendance for course credit – are of special interest to students and parents. These laws are discussed below.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 19 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission – including absence from any class, required special programs, such as SAT/PSAT classes, or required tutorials – will be considered truant and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 years of age or older has more than five unexcused absences in a semester, the school may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Notice to Parents

Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year or is absent for three or more days or parts of days within a four-week period, the parent is subject to prosecution under Texas Education Code § 25.093 and the student is subject to prosecution under Texas Education Code § 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

Attendance for Credit

To receive credit in a class, a student must attend at least 90% of the days the class is offered. These include both excused and unexcused absences. A student who attends for at least 75 percent, but fewer than 90% of the days the class may be referred to a

campus Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there are extenuating circumstances for an absence, the Attendance Review Committee will use the following guidelines:

- All absences will be reviewed, with consideration given to special circumstances discussed in the Texas Education Code. ▪

For a student transferring into SST Public Schools after school begins, including a migrant student, only those absences after enrollment will be considered.

- In reaching a consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained, the student and/or parent may appeal the decision by filing a written request with the Campus Principal within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Campus Principal or designee shall inform the student or parent of the date, time, and place of the meeting.

DRIVER'S LICENSE ATTENDANCE VERIFICATION

To obtain or renew a driver's license, a student under 18 years of age must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the requirements set forth by state regulation. Eligible students may obtain the required Verification of Enrollment form from the main office.