



CLEAR LEADERSHIP
— A C A D E M Y —

STUDENT/PARENT HANDBOOK

CLEAR Leadership Academy
www.learn2leadtx.org

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This handbook is intended to familiarize families with current CLEAR Leadership Academy policy, practices, and standards. Electronic copies (PDF) of the handbook are available on our website at www.learn2leadtx.org. Print copies are available upon request. CLEAR Leadership Academy reserves the right to revise its policies, practices, and standards as considered appropriate by the director. Families will be notified of updates to the handbook.

History

CLEAR Leadership Academy opened in 2021 to serve 3K – 12th grade students. At CLEAR Leadership Academy, we believe in personalized learning for every student and value the uniqueness of each student we serve. Our educational experience is designed to promote each student’s individual social, emotional, physical, and cognitive development.

Our goal is to provide a safe and developmentally appropriate learning environment, which fosters a student’s desire to explore, discover, create, and become a lifelong learner.

Mission Statement

Our mission is to develop leaders through personalized learning and achievement that inspires a positive social impact.

Philosophy

CLEAR’s philosophy is that all students learn in a variety of ways, at various paces, and deserve a personalized educational experience. Our program is intended to encourage developmentally appropriate, physical, social, emotional, and intellectual growth. We strive to create a learning environment that is safe, stimulating and encouraging.

CLEAR’s personalized learning model which includes ‘Fostering Communities of Learners’ (FCL), social and emotional learning, restorative practices, and mastery-based progression provide a sustained, systematic, and personalized approach to teaching and learning.

General Information

ADMINISTRATION:

Head of School & Executive

Director: Ginny Janak

gjanak@learn2leadtx.org

Executive Director: Jason Harris

jharris@learn2leadtx.org

HOURS OF OPERATION

CLEAR Leadership Academy is open Monday through Thursday from 7:30am to 4:00

Friday 7:30am to 3:30pm. The Academy is closed for the following holidays:

New Year’s Day

MLK Day

President’s Day

Spring Break

Memorial Day

Independence Day

Labor Day

Thanksgiving Break

Christmas Break

PROGRAMS

Programs offered at CLEAR LEADERSHIP ACADEMY include:

- **3K** 3-year-olds
- **4K** 4-year-olds
- **Kindergarten**
- **1st – 8th Grade**

In addition, CLEAR Leadership Academy provides some optional care during breaks and summer programs for an added fee.

PLEDGE OF ALLEGIANCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the director to excuse their child from reciting a pledge. A moment of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

WEATHER-RELATED CLOSINGS

CLEAR Leadership Academy will remain open during most severe weather. However, the safety of our students and families is of utmost importance. The director will monitor the weather, local news stations, and nearby school closures to decide when it is appropriate to close the academy early or cancel school for the following day.

If CLEAR Leadership Academy closes early or cancels school for the following day, parents will be contacted and informed of the situation. Students should be picked up in a reasonable amount of time to ensure all parents, students, and staff can travel safely home. Families will still be charged during weather closings.

UPDATING ENROLLMENT RECORDS

Each fall, CLEAR Leadership Academy completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your student's physician for a yearly "well-student" appointment, please request a copy of your student's physical and most recent immunization record. You may bring these items in yourself or have your physician mail them to the academy.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

CONFIDENTIALITY

Confidentiality is a top priority for CLEAR Leadership Academy. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. In situations regarding behavior problems and/or Incident/Accident Reports, names of students involved will never be given to families.

Curriculum

Curriculum at CLEAR Leadership Academy includes student centered and inquiry-based learning experiences offered to students that support and enrich their development physically, emotionally, socially, and intellectually. CLEAR Leadership Academy uses a comprehensive research-based program that is integrated across all learning disciplines. We provide personalized learning with emphasis on developmentally appropriate instruction, balanced literacy, and exploration and learning through STEAM and project-based learning.

DAILY SCHEDULE AND ACTIVITIES

The classroom teachers work cooperatively to create a daily schedule and plan activities that meet each student's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; extended indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the students and classroom environment. Students **thrive** on consistency! Routines will be kept whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like restrooms and hand washing; and transitions.

OUTDOOR PLAY

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the students. Outdoor play is an opportunity for students to run, jump, climb, and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when students play outdoors. Because they are engaged in fewer teacher-directed activities and more student-directed play, students are able to interact with others as they choose.

Students will go outside year-round, including winter. Only during extreme weather conditions will the students remain indoors. It is important for parents to send their students in appropriate clothing and outerwear for the weather conditions. **Please clearly label all articles of clothing with your student's name.** If a student is not dressed appropriately for the weather, he or she may have to remain inside.

NAP/REST TIME

Pre-Kindergarten and Kindergarten students will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a student should have to remain resting varies by age. Students should be provided alternative quiet activities if unable to rest. Students will need to bring a towel for rest time and will be asked to take it home at the end of the week to be washed. These items will be stored in your student's cubby/area. All belongings should be clearly labeled with your student's name.

MULTIMEDIA/TECHNOLOGY

The use of multimedia/technology is an extension of the teaching and learning that takes place in our classrooms. Teachers may select software, apps, computer programs, and videos based on weekly learning. All multimedia will be age appropriate and have a related educational theme.

WEAPONS/VIOLENTPLAY

There is a strict policy of allowing no weapon play at CLEAR Leadership Academy. Students are not allowed to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a student is engaging in weapon or violent play. If a student brings a weapon to CLEAR Leadership Academy, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Bullying is not considered acceptable behavior; all efforts will be made to guide students in finding appropriate ways to interact with others.

Assessments

CLEAR Leadership Academy will use mastery-based progression, IXL, F&P and other local assessments to evaluate and track each student's individual development during their time at CLEAR Leadership Academy. It is an on-going assessment program, meaning that teachers are continually watching, observing, and documenting each student's development. By tracking a student's development, our teachers are able to plan learning experiences that are appropriate for each student's developmental abilities.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will typically be held at least once per year and or as needed. The goal of the parent-teacher conference is to gain insight into your student's development both in the academy setting as well as the home setting. During conferences, your student's development, and any goals you may have for your student will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

Field Trips

CLEAR Leadership Academy offers a variety of experiences both at and away from the academy. Field trips away from the academy will require a field trip permission form. Parents will be notified at least three days in advance. If you do not wish for your student to attend a particular field trip, please find alternative student care arrangements for that day.

As a participant in our learning academy, your student may participate in short, unannounced field trips including but not limited to walks as a class around the perimeter of the building and/or nearby neighborhoods, nature walks, etc. Teacher-student ratios are maintained at all times. A "Parent/Guardian Permissions" form must be completed at the time of enrollment for this type of field trip.

Participation in school sponsored activities (field trips, field day, school organizations) is an excellent way for students to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Meals and Snacks

At CLEAR Leadership Academy, students are provided an AM snack. Students are asked to bring a lunch each day.

FOOD ALLERGIES

Based on the needs of the students at the academy, the facility may be peanut free. Please contact the academy for further information. In the case the academy is peanut free, no food containing, or processed in a facility with peanuts, are allowed in the academy. Students are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging.

If your student has a food allergy, please complete a Food Allergy form, available in the office. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy form as well.

Clothing and Items from Home

DRESS/ATTIRE

CLEAR Leadership Academy is preparing young students to excel in all aspects of their lives while providing developmentally appropriate learning experiences. CLEAR Leadership Academy provides opportunities for students to become leaders and build self-confidence for a full and successful life.

The following is a list of attire that should be worn daily at CLEAR Leadership Academy.

- ❖ Tops: Solid white, grey, or black dress shirts (buttoned and collared), Henley (collared less polo shirt), or polo shirts. No hoodies or sweatshirts are allowed during a normal school day.

Note: An embroidered shirt is required on Monday or the first day of the week following a Monday holiday.

- ❖ Bottoms: Solid colors of navy, black, grey, or khaki dress pants, shorts, skirts, dresses, chinos, or capri pants.

- ❖ Footwear: Comfortable shoes, tennis shoes, athletic shoes, casual walking shoes, flats, or sandals.

Note: No crocs, flip flops, or slides.

- ❖ CLA Jacket: The approved CLA jacket is an embroidered black zippered jacket.

- ❖ CLA water bottle is required as part of the school uniform.

Please send your student to CLEAR Leadership Academy in comfortable clothes and shoes. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all students to be dressed appropriately for both indoor and outdoor activities. Athletic wear can only be worn during athletic periods.

*Please ask the director for information on school logo monogramming.

Pre-Kindergarten (3K and 4K)

All students occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the student into an extra set of clothing provided by the family. Your student's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Due to health reasons, if a student soils their underwear, it may be thrown away. Please be sure to clearly label all items of clothing. Let the teacher know whenever your student's clothing or other items cannot be located.

Arrival and Departure

ARRIVAL

Students being dropped off at school in the morning must enter from the front of the building. Parents picking up students after school will do so at the same location as the drop-off.

**If a student arrives after 7:55 am they are to report to the front office to be signed in and receive a pass to enter the classroom.

DEPARTURE

School closes at 4:00 pm Monday through Thursday and 3:30 on Friday. Our after-school program closes at 5:30pm Monday through Friday. If you will be late picking up your student, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 5:30pm. If someone we are unfamiliar with is to pick up your student, it is essential that you inform your student's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they will be asked for identification such as a driver's license to ensure your student's safety. Even if the individual has picked up before, he or she may still need identification.

Be sure to say good-bye to your student's teachers so they know you are leaving. Once you have reunited with your student

and are departing, CLEAR Leadership Academy is no longer responsible for your student.

If parents do not arrive to pick up their student from the academy, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons.

Attendance

Regular attendance is strongly encouraged for the benefit of the student as well as the classroom. If your student will be absent, please **call the academy by 7:50 am** so your student's teacher may make accommodations for the day.

If your student will be absent for an extended time (more than 3 days), the academy must be notified in writing of the date the absence begins and the expected date your student will return. Enrollment will be terminated if a student is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family. When a student must be absent from school, the student must bring a note signed by the parent or doctor that describes the reason for absence.

Parent's Note after an Absence

When a student must be absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A parent note will only be accepted for five absences per semester. A phone call from the parent may be accepted, but the academy reserves the right to require a written note.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 2 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused. Should the student develop a questionable pattern of absences, the director may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

Unexcused Absences

If a student accumulates 5 unexcused absences, a parent meeting will be required. This could require a credit recover plan. Enrollment will be terminated after 9 unexcused absences.

Health and Safety Policies

ILLNESS

Our priority at CLEAR Leadership Academy is providing a healthy, safe learning environment for all students. A student will be sent home as soon as possible if any of the following is experienced: an illness prevents the student from participating comfortably in activities (as determined by the staff); an illness results in a greater need than the staff can reasonably provide without compromising the health or safety of other students in the classroom; or a student is experiencing any of the following conditions:

- **Fever** of 101 or greater, until 24 hours symptom free without fever reducing medication
- Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Diarrhea** (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- **Vomiting** (One instance) the student can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the student is not in danger of dehydration
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours
- **Scabies**, until after treatment has been completed
- **Impetigo**, until 24 hours after treatment has been initiated
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever

A student who becomes ill while at CLEAR Leadership Academy must be removed from the classroom in order to limit exposure of other students to communicable disease. An ill student will be sent to the office to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick student as soon as possible.

CLEAR Leadership Academy reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the student is not contagious.

Please contact CLEAR Leadership Academy by 7:50AM whenever your student is ill.

NOTICE OF EXPOSURE & REPORTING DISEASE

If your student is exposed to a communicable disease, a notice will be posted in the entry way or in the entry to your student's classroom. Additionally, families who have provided an email address will receive email notification of the illness. If your student or anyone in your household becomes ill with a communicable disease, please notify the director immediately.

HAND WASHING

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses such as the flu, diarrhea, and pink eye. Times your student (and staff members) will be expected to wash their hands:

- After using the toilet
- Before and after mealtimes
- Before and after administering medication
- After handling bodily fluids (mucus, blood, vomit)
- After coming indoors from the playground
- After handling pets and other animals
- After cleaning or handling garbage

MEDICATIONS

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the student's full name and birth date. CLEAR Leadership Academy staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your student's teacher or from the director.

All medications will be stored in the office and only administered by directors or teachers. Prescription medications will only be given if a doctor's note is provided with a beginning and end date. A medical authorization form must also be filled out and signed by a parent or guardian. Prescription medication will only be given at the academy if they are not able to be given at home. (ex. Twice daily can be administered at home. Three times per day requires a middle of the day dose and can be given at the academy.)

Over the counter medications will only be given for special circumstances, with a doctor's note that has a beginning and end date.

IMMUNIZATION RECORDS

Each student must have a current immunization record on file at CLEAR Leadership Academy. Records must be updated at least annually or whenever a new immunization is received. Updated immunization records and physicals may be uploaded in TADS or mailed to CLEAR Leadership Academy directly from your healthcare provider.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

Staff members will document accidents and incidents that occur at CLEAR Leadership Academy using an Accident/Incident Report. All students involved in the incident will receive an incident report. If the injury is serious, a parent will be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent.

DOCUMENTATION OF ALLERGIES

A student with allergies must have an Allergy Action Plan in the classroom. All staff working in the classroom of student with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the student have an allergic reaction. All allergic reactions must be documented with an Incident Form.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any student with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a student's specific health care needs.

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the student in the event of illness or emergency. In addition, the form allows CLEAR Leadership Academy staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- If a student becomes ill or injured after arriving at the academy, the teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact & Parental Consent form will be called.
- Students who are ill or seriously injured will be sent to the office and remain under the supervision of the director and/or assistant director until a parent arrives.

TRANSPORTATION

School-Sponsored Trips:

Students who participate in school-sponsored trips may be required to use transportation provided by the school to and from the event. The director, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. This approval is required prior to the day of the trip.

TOBACCO USE

Cigarettes and smokeless tobacco products are prohibited on CLEAR Leadership Academy premises, including parking lots and outdoor play areas.

STUDENTS TAKEN INTO CUSTODY

State law requires the academy to permit a student to be taken into legal custody. The director will follow the law in regard to a student being in legal custody and notifying the parents.

RESPONDING TO MISBEHAVIOR

Below are strategies CLEAR Leadership Academy staff will use to respond to student misbehavior.

- **Redirection**
- **Logical consequences**
- **Participate in the solution**
- **Natural consequences**
- **Discipline Management Techniques**
- **Restorative Practice Program**

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the director and/or assistant director(s).
2. The director and/or assistant director will observe the student and meet with the teacher to develop a

- behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
 4. The director and/or assistant director, teacher and assistant teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.
- ** If a student's behavior becomes threatening to themselves, other students, staff or teachers, the student will be removed from the classroom and possibly the program for a period of time.*

Social Events and Extracurricular Activities

School rules apply to all school social events and extracurricular activities. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event.

Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a student learning environment. Students bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on students, their parents or their teachers.

It is important to explore the reasons for biting when it occurs. Teachers will work with parents to gather information about the student's behavior and begin observations to determine the reasons for biting. Examples of triggers would be communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

All information is confidential, and names of the students involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent.

Home and School Partnership

PARENT PARTICIPATION

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your student's CLEAR Leadership Academy experience:

- Field trip supervision
- Leading or assisting special projects (STEAM, Leadership, Literacy, Field Trips, etc.)
- Construction or collection of raw materials for art projects, STEAM, dramatic play props, etc.
- Eating lunch or snack with your student – please inform the teachers one day in advance.
- Volunteering in your student's classroom

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs offered.
- Discussing with the teacher and/or director any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed.

Parents are strongly encouraged to visit our campus. Parents are welcome to eat lunch with their children, attend field trips and special events and visit the classroom. Please check with the front office for visitor access to the school. We ask that you give 24 hours' notice if you wish to sit in on a class with your child. These visits are at the director's discretion. Information will be sent home throughout the school year. Parents are encouraged to check the school's website for updated information on special events.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will typically be held at least once per year. The goal of the parent-teacher conference is to gain insight into your student's development both in the academy setting as well as the home setting. During conferences, your student's development, and any goals you may have for your student will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

QUESTIONS/CONCERNS

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the director, can be reached at 979-484-7223 or email at info@learn2leadtx.org. The director is available to assist parents and staff in resolving concerns.

Fees and Billing Policies

AUTOMATIC PAYMENTS

All tuition payments will be made through the TADS system.
tads-support@communitybrands.com
800.477.8237

LATE PICK-UP FEE

CLEAR Leadership Academy after school program closes at 5:30 PM, Monday through Friday. Parents will be charged **\$5.00 for every 15 minutes** a student is present after 5:30 PM. Teachers will record late fees for processing. If there is a late pick-up fee, parents will receive a written notice from the director stating the amount of the late pick-up fee. The fee will be added to your payment the following week.

Emergency Procedures

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the student in the event of illness or emergency. In addition, the form allows CLEAR Leadership Academy staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- If a student becomes ill or injured after arriving at the academy, the teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact & Parental Consent form will be called.
- Students who are ill or seriously injured will be sent to the office and remain under the supervision of the director and/or assistant director until a parent arrives.

If the student requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured student and instruct someone else to call 911. If no one is available, first ensure the student is stable and if possible, bring the student with you to call 911.

- A staff member who witnessed the emergency situation will accompany the student to the hospital, bringing the student's physical exam, immunization records, and Emergency Contact & Parental Consent Form.

FIRE, WEATHER OR OTHER EMERGENCY SITUATIONS

Fire regulations and emergency warning procedures are posted near the exits in each classroom. Fire and emergency drills are conducted regularly; all classrooms are required to participate.

In the event of a fire or other evacuation emergencies, the students and teachers will immediately leave the building and meet at designated location. In case of a severe weather, each classroom has a designated area to seek shelter until the emergency is over. Parents will be notified as soon as safely possible following an emergency situation.

For the safety of students, parents, and staff, we ask that parents do not attempt to pick up their student during an emergency situation.

WEAPONS

CLEAR Leadership Academy will not permit or tolerate the possession, display, or use of weapons by any person on school premises or vehicles, while the person is participating in or attending CLEAR Leadership Academy events and activities, or while the person is away from school grounds if such conduct directly affects the good order and management of the academy. Students who violate this policy may be subject to expulsion and/or other disciplinary action. Weapons shall be taken from students and others who bring them onto school premises, vehicles or to school activities. Violations of this section will be reported to law enforcement agencies in accordance with law.

Definition.

Any object which could be used to injure another person, and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose, but which is used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, fireworks, explosives or other chemicals, and simulated (including toy) weapons.

Sanctions.

Students may be subject to expulsion for violating this policy. The administration may impose a lesser sanction if in their judgment all of the circumstances surrounding the incident warrant a less severe sanction. The following serve as guidelines for the administration when weapons which are not firearms are involved.

Acknowledgement of Receipt

This online document at www.learn2leadtx.org contains the Parent/Student Handbook and Student Code of Conduct for CLEAR Leadership Academy. It is intended to serve as a resource to students, parents, and staff. The information in this publication is reviewed and revised annually to conform to CLEAR Leadership Academy practice and state and federal legislation. The Parent/Student Handbook provides general information regarding the policies, practices, and procedures. The Student Code of Conduct specifies the expectations for student behavior, the discipline management techniques that are utilized by teachers and directors, and the consequences for student misconduct.

It is very important that you and your child review this information. With your support and encouragement, we are confident your child will adhere to the behavioral expectations in the classroom and on campus.

-----SIGN AND RETURN-----

I have reviewed the CLEAR Leadership Academy Parent/Student Handbook and Student Code of Conduct online at www.learn2leadtx.org. I know that I may request a paper copy of these documents by contacting my child's teacher or academy director. I understand that my child will be responsible for adhering to the rules and procedures as outlined in these documents. If I have questions, I can contact the office at 979-484-7223.

Name of student: _____ Grade level _____
Homeroom Teacher _____
Name of parent(s): _____
Email of parent: _____
Student signature _____ Date: _____
Parent signature: _____ Date: _____