



2014 - 2015

**Student Code of Conduct
and
Student Handbook**

* Student Code of Conduct and Student Handbook is subject to change without written notice

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2014 - 2015

Dear Parents and Guardians,

Radiant STEM Academy is committed to providing each student with a quality education. Our goal is to foster a nurturing environment that will allow our students, your child, to develop to their fullest potential. We, the teachers and administrators of Radiant STEM Academy, are fortunate to be in a community of parents who care about their children and their schools. We are committed to excellence in all our activities, and we will strive to create a strong working relationship between students, parents, and teachers.

This goal can only be achieved in a cooperative school climate free from the disruptions that hinder and interfere with the educational process. The rights of students, teachers, parents, and administrators are to be valued and protected under the federal and state laws. The Radiant STEM Academy will strive to achieve a positive school climate. We will do everything in our power to keep students safe by creating a healthy environment.

We look forward to working with you in a partnership to create a nurturing and supportive environment for your child. If you have any questions about the policies within the handbook please contact radiantstem@gmail.com. Best wishes for a successful school year.

Sincerely,
Ghazala Basharat
Chief Executive Officer
Radiant STEM Academy



2014-2015 Academic Calendar *

- Report Card Issued
- School Closing
- Progress Report Issued
- Staff Dev.
- Early Release & Parent Conference
- First/Last Day of School
- STAAR Tests
- Special Events

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

EFFORT

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

PATIENCE

Islamic History Month

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CARING

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

COOPERATION

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

RESPECT

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

INTEGRITY

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Black History Month

FAIRNESS

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

HONESTY

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

RESPONSIBILITY

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PATRIOTISM

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Aug. 11 Back to School Night
- Aug. 18-25 Staff Development
- Aug. 26 First Day of School
- Sept. 1 Labor Day
- Sept. 30 1st 9 Weeks Progress Report
- Oct. 1 Hajj Simulation
- Oct. 3-8 Eid-UI-Adha
- Nov. 4 1st 9 Weeks Report Card
- Nov. 5 1st 9 Weeks Parent Conference
- Nov. 26-28 Thanksgiving Break
- Dec. 11 2nd 9 Weeks Progress Report
- Dec. 22-Jan. 2 Winter Break
- Jan. 2 Staff Development
- Jan. 27 2nd 9 Weeks Report Card
- Jan. 28 2nd 9 Weeks Parent Conference
- Feb. 26 3rd 9 Weeks Progress Report
- Mar. 9-13 Spring Break
- Apr. 3 Bad Weather Day **
- Apr. 7 3rd 9 Weeks Report Card
- Apr. 8 3rd 9 Weeks Parent Conference
- May 8 4th 9 Weeks Progress Report
- May 25 Memorial Day
- May 27 4th 9 Weeks Parent Conference
- June 2 4th 9 Weeks Report Card
- June 2 Last Day of School
- June 3-4 Staff Development

More Events Coming Soon!

Grading Periods

1st 9 Weeks	Aug. 26 – Nov. 3
2nd 9 Weeks	Nov. 4 – Jan. 22
3rd 9 Weeks	Jan. 23 – Apr. 2
4th 9 Weeks	Apr. 6 – June 3

STAAR Schedule

Mar. 30	STAAR- Grade 4 Writing Day 1	Apr. 21	STAAR- Grades 3 & 4 Mathematics
Mar. 30	STAAR- Grade 5 Mathematics	Apr. 22	STAAR- Grades 3 & 4 Reading
Mar. 31	STAAR- Grade 4 Writing Day 2	Apr. 22	STAAR- Grade 5 Science
Mar. 31	STAAR- Grade 5 Reading		

Please Note:

* RSA reserves the right to make any changes (due to unforeseeable circumstances, etc.) necessary to better serve our students.

** The Bad Weather Day may be used as a Make-Up Day if the school has to close due to inclement weather. In the event that the school must close due to inclement weather, the decision to close will be made as soon as possible and will be announced no later than 6:30 a.m.

School Management

Radiant STEM Academy is a private school that serves the communities of North Texas mostly located at Irving, Euless, Arlington, Carrollton, Coppell and Valley Ranch. The school management is the policy-making body and has overall responsibility for curriculum, school taxes, annual budget, and the employment of the professional staff, facilities, and expansions. The school management team has complete and final control over school matters.

All open meetings to the stakeholders will be held each month time and date will be announced. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the school website. At the beginning of each meeting, an open forum item is on the agenda so stakeholders may address to the school management team. The school management will hold closed session meetings from which the stakeholders and others are excluded. A closed session may occur for such things as discussing certain personnel matters including employee complaints, security matters, student discipline, intervention strategies to meets some of the student's needs, etc.

School Management Team:

Ghazala Basharat

Chief Executive Officer

Ghazala Basharat is a skilled educational leader with a strong commitment to the development of students and staff. She is experienced in creating stimulating learning environments according to child developmental needs and implementing effective teaching methodologies for students from diverse background. Ms. Basharat has years of teaching experience at both public and private schools, and has years of administrative experience as well. As a Director of Education she designed curricula aligned with 21st century learning goals and facilitated its implementation in the classroom. Ms. Basharat also administered strategic plans that enhanced teaching quality and designed a school accountability system. She holds principal's certification with Master's in Educational Leadership from Southern Methodist University and teacher's certification with Bachelor's in Interdisciplinary Studies from University of Texas at Dallas.

Phone Number: (214) 245-5125

Email: radiantstem@gmail.com

Nuzhat Hye

Principal/Director of Instruction

Nuzhat Hye is a lifelong educator and has over 30 years of experience in teaching and administration. She started her career in Elementary School and then moved on to Middle School in North Carolina Public Schools. After moving to Dallas Fort-Worth in 1989, she started and ran her own school, High Pointe Academy. She has also been pivotal in founding the Weekend Islamic School of Irving and Islamic School of Irving over 18 years ago. In addition, she has helped found and establish Rising Stars Academy for MAS in Richardson this past year.

Sr.Nuzhat has extensive experience in Islamic Schools. She has worked in Brighter Horizon, Islamic School of Irving, Universal Academy of Florida, and American Youth Academy, both in teaching and administrative positions. In addition, she has developed training programs for teachers in a variety of content areas and has been a presenter at the ISNA Education Forum in Chicago also. She has served as a board member of ISLA (Islamic Schools League of America).

She is proficient in developing workshops for educators, establish Professional Learning Communities, curriculum development and mapping, and mentoring educators, to take all educators and schools to the next level. Her goal is to integrate Islamic values, teachings, and morals, throughout the curriculum as appropriate to inculcate in her students that Islam is a way of life.

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Shahnaz Chowdhury

Director of Operation

Shahnaz Chowdhury received her Bachelor of Science in Computer Science in 2001 and a Master of Science in Educational Technology with Teacher Certification in 2004 from University of North Texas. Since then, she has worked as a full time teacher, Assistant Principal, and Acting Principal at the Islamic School of Irving. In 2008, under her leadership, Islamic School of Irving was accredited by the Southern Association of Colleges and Schools (SACS CASI). Sr. Shahnaz is currently pursuing a post-graduate doctoral degree in Educational Leadership at the University of North Texas. She brings with her 13 years of work experience in both Islamic and public school systems in US.

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Syeda Sanna M Ahmed

Office Manager

Received Bachelors in Electronics and Communication in the year 2007. Worked as an after school tutor during and after her college years. She has also run a successful modest clothing e-commerce website for the past two year. Proud mother of two girls, Saarah and Faiza. Been a troop leader for her daughter's Girl Scout troop and also worked as a secretary on the Sister's committee of the Islamic Center of Irving for the past year.

Phone Number: (214) 245-5125

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Mission Statement

An interactive and innovative learning framework that meets the diverse needs of all students, and equips them to be positive and contributing members of society.

Vision Statement

Provide a stimulating learning environment with a technological orientation across the whole curriculum, which maximizes individual potential and ensures that students of all ability levels are well equipped to meet the challenges of education and life.

Complete 360° view of student progress by using advance data analysis and predictive strategies.

Belief Statements

School staff, parents/guardians, and community members all play a key role in paving the way for students to have an effective and high quality educational experience.

Curriculum ensures consistency across the grade level, as well as equitable and excellent opportunities for all children. Different formative assessment ensures that we are evaluating the correct type of data to assist us in making the necessary adjustments in classrooms so we continue to empower students to learn.

Weaved throughout this framework is an understanding that creating safe, respectful, and responsible learning environments is essential for learning to take place. Empathy, compassion, positive, open and honest communication and feedback, use of problem-solving techniques, and productive participation are the building blocks for success in our schools.

We rely on the following Belief Statements:

- Each person has intrinsic value and worth and is a unique individual with different needs and abilities.
- Parents are a child's first and most important teacher.
- High expectations promote academic achievement.
- Education is a lifelong learning process involving the individual, family, school, and community acknowledging that people need to acquire skills to participate in global relationships.
- Realize that quality of life is affected by sound emotional, mental and physical health and self-esteem, additionally recognizing that individuals are most productive in a safe, caring, and nurturing environment.
- Families, schools, and communities empower people to become responsible and accountable citizens.
- Creativity and imagination should be recognized, respected and nurtured.

Goals

- Utilize a variety of progressive and differentiated teaching techniques to support the multiple learning styles of students
- Analyze and use relevant data to improve student achievement and school operations
- Modern technology and training that maximizes learning for all
- Integration of technology at all levels of learning
- Online accessibility of student records such as curriculum based assessments, benchmark assessments, diagnostic tests, and standardize tests
- Pro-active and effective communication between staff, students, and parents/guardians that ensures student success
- Cultivate honesty, integrity, responsibility, and ethical behavior within all students
- Develop confidence and courage in students, enabling them to respect and honor the opinions of others
- Honor the traditions that support a strong character foundation and value
- Encourage a love of learning and inspire pride in achievement

Strategic Priorities

For the Next Five Years

Strategies are the broadly stated means of deploying resources to achieve the school mission and objectives.

Curriculum – We will effectively deliver a rigorous and relevant curriculum using technology, assessment data and other effective instructional strategies to engage all learners in meaningful learning experiences.

Character – We will identify RSA character traits to be integrated throughout the school and develop means to assess student demonstration of those traits.

Efficiency & Technology - We will increase efficiency in the district operations and educational delivery system through the use of technology, and further develop business and community partnerships in order to best achieve our mission and objectives.

Personal Success Plan - We will develop a system to ensure that each learner is actively engaged through a personal success plan, which includes academics and emotional/social developmental activities.

Radiant STEM Academy has five strategic areas of focus over the next five academic years (2014- 2019). All of these are centered around student achievement, the key component of our mission.

1. The optimal staffing and facilities to meet the needs of all students
2. Raise the bar to implement latest technology application in the classroom
3. Align school curriculum with the national and global standards
4. Partner with local universities and educational foundation to receive the finest teacher training to prepare our students for global market
5. Get International Baccalaureate World School recognition

General Overview

Radiant STEM Academy is committed to providing each student with a quality educational program. This goal can only be achieved in a cooperative school climate free from disruptions which hinder and interfere with the educational process. The rights of students, teachers, parents, and administrators are to be valued and protected under federal and state laws. Radiant STEM Academy will strive to achieve a working balance between rights and responsibilities which foster a positive school climate where there is mutual respect and an opportunity for students to develop and excel.

The school management adopted this Student Code of Conduct and Student Handbook to promote a safe, secure, and optimal learning environment for all students. The Student Code of Conduct provides information and direction to students and parents regarding:

- A school-wide discipline management plan
- A description of standards of behavior, prohibited conduct and consequences of misconduct
- The disciplinary options and methods for preventing and addressing student misconduct
- The process the school will follow when administering disciplinary consequences

The Student Handbook and Code of Conduct could be revised according to school management discretion.

Visit School website at www.radiantstem.com to view important dates and upcoming events. The upcoming events and calendar information will be updated throughout the school year.

Parent and student must sign and return the Student Code of Conduct and Student Handbook acknowledgement form provided below.

Anti-Discrimination

The School does not discriminate against students on the basis of race, sex, national origin, religion, color, or ethnicity when enforcing the provisions of the Student Code of Conduct.

Admissions Policy

Pre K 3- To qualify to be admitted in Pre K 3 at Radiant STEM Academy, student Must be three (3) years of age on or before December 1

Pre K 4- To qualify to be admitted in Pre K 4 at Radiant STEM Academy, student Must be four (4) years of age on or before December 1

Pre KG- To qualify to be admitted in KG at Radiant STEM Academy, student Must be five (5) years of age on or before December 1

To confirm an admission with RSA parents must submit all required document before student start school:

- ☐ Registration form
- ☐ Paid Registration Fee
- ☐ Request For School Records
- ☐ Admission Form
- ☐ Paid Resource Fee, and Tuition Fee
- ☐ Child Assessment Form 1st - 5th Grade if applicable
- ☐ Child Assessment Form Pre K – KG Grade if applicable
- ☐ Emergency Authorization Contact Form
- ☐ Medical Information
- ☐ Student Information
- ☐ Consents & Acknowledgements
- ☐ Student Dismissal Authorization Form (RSA will provide the form)
- ☐ I have provided the school with a copy of my child's most current immunization record.
- ☐ Vision and Hearing screening records is on file
- ☐ State Certified Birth Certificate (Copy of the Birth Certificate)
- ☐ Immunization Record Due at time of enrollment and cannot be delayed until the student file arrives from the previous school
- ☐ Ethnicity Form (RSA will provide the form)
- ☐ Home Language Survey (RSA will provide the form)
- ☐ Permission/Technology Permission Form for field trips, photograph permission, directory information and internet use agreement (RSA will provide the form)
- ☐ Student Code of Conduct and Student Handbook acknowledgement form (RSA will provide the form)

Radiant Stem Academy Tuition Policy

Registration fees are nonrefundable. Resource fees will be refunded 100% before two weeks of school starting, 50% will be refunded within the first month of the academic year, and no refund will be made after the first month of the academic year.

Radiant STEM Academy Tuition				
Grades	Monthly Tuition Fee	Annual Tuition Fee	One Time Registration Fee Per Student	Resource Fee Per Student
Pre K Full Time	\$400	\$4000	\$50	\$350
Pre K Part Time	\$300	\$3000	\$50	\$350
KG-5 th	\$350	\$3500	\$50	\$350

Radiant STEM Academy Tuition Discount	
Number of Children	Discount on Annual Fee
1 st Child	\$0
2 nd Child	\$750
3 rd Child	\$1,500
4 th Child and More	Tuition Waived

Radiant STEM Academy Tuition Payment Options	
Option A	Two Equal Payments
	1 st Payment due: August 1 st , 2014 2 nd Payment due: January 1 st , 2015
Option B	Three Equal Payments
	1 st Payment due: August 1 st , 2014 2 nd Payment due: November 1 st , 2014 3 rd Payment due: February 1 st , 2015
Option C	10 Equal Payments
	10 Equal payments are due on the first of each month from August 2014 to May 2015 1 st Payment due: August 1 st , 2014

School Hours and Activities

The school hours are from 7:50am-3:05pm. Students should not arrive to school before 7:30am. The morning drop off will begin at 7:40 am. Parents must check in at the front office if students arrive after 7:50am and check out at the office if students leave before dismissal time.

Monday-Thursday- dismissal time is 3:05pm for KG-5th grade students and Pre K full-time students

Friday- dismissal time is 1:00pm for KG-5th grade students and Pre K full-time students

Pre K part-time Monday-Friday- Dismissal time is 12:00pm

Regarding Official Start Time

Students may be dismissed to class before the official starting time upon teacher's request or for tutoring or any extra activities. However, students will not be considered tardy until after the official school start time.

Regarding Official Dismissal Time

Students must be picked up promptly at the end of the school day. Campus personnel remain on duty following official dismissal for twenty minutes (until 3:30 pm). After this time, parents must come to the main office to retrieve students. After 3:40 late pick up will be charged \$5 per 30 minutes per students. If you have any questions, please feel free to contact your child's teacher or the school office. We thank you for making every effort to ensure your child gets the most from his/her education by being in school all day every day.

- Pre K part time and full time students will dismissed with designated teachers from the front entrance (Foyer)
- KG – 5th Grade students will dismissed with designated teachers from the front entrance (Foyer)
- Parents with children in multiple grades should pick up both elder and younger children from the youngest child's pick up area. All siblings should also be dropped off at the youngest child's drop off area.
- Staff will supervise dismissals
- For the safety of our students and employees, parents are required to follow instructions from the staff managing traffic flow
- Students must be picked up by 3:30 pm
- Students not picked up by 3:40 pm will be sent to the main office
- Parents will be charged a fee of \$5.00 per 30 minutes per child starting at 3:40 pm
- Students will not be allowed to walk home without an adult
- A proper form must be filled and a hard copy note must be sent to the office if there is a change in the person allowed to pick up student
- Student will not be released to anyone without the proper authorization from the parents
- The adult picking up the student must be listed on the School Admission Form
- Government issued identification cards may be checked if required for safe dismissal process

RSA is not able to supervise students after 4:30 pm. If a student remains at school after this hour, parents will receive a letter stating that if the situation reoccurs, the local authority will be notified that the child has been neglected and abandoned.

Friday Dismissal Time

- Friday dismissal will be from 1:00pm -1:25pm.
- Students not picked up by 1:30 pm will be sent to the main office
- Parents will be charged a fee of \$5.00 per 30 minutes per child after 1:30 pm

Regarding Drop off Procedure

- Pre-K students should be dropped off with designated teachers at the front entrance (Foyer) or parents can drop them to their assigned classroom.
- KG – 5th grade students should be dropped off with designated teachers at the front entrance (Foyer)
- Staff will supervise morning arrivals and dismissals

In the morning, KG – 5th grade students must be in the foyer (Assembly area) and teachers will take them to their respective classes after morning assembly.

In the morning, Pre K students should be in their respective classes with their teacher. They will have morning Dua in their classroom. Teachers for these grades will bring their students for morning assembly during special occasions and upon student readiness.

Traffic and Safety

- RSA does not provide a bus service; therefore, we will have heavy traffic flow during arrival and dismissal times. For the safety of all children, please allow yourself ample time for drop off and pick up. Please be aware of students walking across the parking lot.
- Never leave your car unattended in the fire lane and with the child/children inside the vehicle.
- Children should use the sidewalk and cross at the crosswalks.
- Parents, designated guardians, and students must abide by the school traffic and safety policies.

Assembly

Every morning, school will start with Quran recitation and brief Khatira. The assembly will be from 7:55am–8:15am. Students are required to attend the assembly as it is part of the full day of instruction.

Prayer

Monday –Thursday all students will pray Salat-ul-Duhr in congregation. On Friday students will be dismissed at 1:00 pm and there will be no prayer offered at school for students.

School Cancellation

For the closing of the school due to weather, information will be communicated through e-mail, school website, computerized phone tree, and/or the radio/television. List of the radio and television station will be provided later and parents will receive notification.

Attendance, Absences, and Tardies

Parents are required by Texas Compulsory Attendance Law to ensure their child(ren) are in school the full day of instruction every day of the school year. Absenteeism unavoidably affects the quality of a student's work, interferes with normal instructional procedures in the classroom, and places additional demands on the teacher to provide remedial assistance. It also negatively impacts the child who is absent as well as other students in the class. It is the parents' duty to monitor and require their child to attend school (TEC 25.095).

A student must be in attendance at least 90% of the days school is in session in order to be promoted to the next grade. The law further states that a student absent ten or more days or parts of days within a six-month period in the same year or on three or more days or parts of days within a four week period may be considered excessive. "Parts of days" is defined as a continual pattern of arriving late and leaving early. An attendance committee may approve promotion for a student in violation of the required days of attendance based on guidelines for extenuating circumstances.

In order to prevent any misunderstandings pertaining to attendance, please call your child's school when they must be absent, and provide written documentation pertaining to the absence. Daily absences will be unexcused unless a parent's or doctor's note is submitted to the school office. The note to the school explaining the reason for the absence upon the child's return to school must include:

- The date of the note
- The name of the child
- The date of the absence or tardy
- The specific reason for the absence or tardy
- The parent's signature

Emails ARE NOT an acceptable form of documentation. An absence may be excused when there is acceptable cause such as personal illness, death in the family, family emergency or religious holidays. Vacations are not an acceptable cause for an excused absence from school. When a student's absence for personal illness exceeds five consecutive days, a statement from a physician or health clinic verifying the illness or other condition should be provided. Failure to provide any note within 5 days will result in an unexcused absence.

All planned absences must follow these guidelines:

- I. Inform principal in writing of any advance plans to have a child absent from school. The parent should include specific dates and the reason for the absence.
- II. Principal will communicate with the teacher regarding absence and the provision for make-up assignments. It is our desire to work with families to address any attendance concerns at the campus level.

A Campus Attendance Committee will review student attendance concerns. A violation has occurred if a student has the following unexcused absences:

- 3 full or partial (late arrivals/early pick-ups) day absences in a four-week period, or
- 10 full or partial (late arrivals/early pick-ups) day absences in a six-month period

If it is found that a student failed to attend school without excuse then it may effect grade promotion. The committee shall review the student's entire attendance record and the reasons for absences, and shall determine whether to promote student. The attendance committee may require before or after school attendance to provide

a student with an opportunity to make up instructional time missed. This will be arranged and organized by the campus committee.

Make-up assignments or tests shall be made available to students after any absence. The parent shall be responsible for obtaining and completing the makeup assignments in a satisfactory manner within the allotted amount of time. Requests for make-up work for unplanned absences should be made as early as possible in the school day and assignments will be provided as soon as is reasonable.

If students are to be exempted from PE for more than three (3) days, a doctor's note is required. If a student needs to leave during school hours, parents should send a note or call in advance to notify the administration. Repeated tardies to school are considered a violation of the Student Code of Conduct. Possible consequences, include such things as: exclusion from extra-curricular activities, in-school suspension parent/administrator conference, and withdrawal of privileges.

Textbook Policy

Students must take proper care of all books. If the book is lost or damaged, \$50 will be charged to replace each book.

Student Assistance

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

If a child is experiencing learning difficulties, the parent may contact the principal to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial and other support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If an evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. If the school determines that the evaluation is not needed, the school will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the school.

Student Records

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school until the student withdraws or graduates. The record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is the custodian of all records for currently enrolled students. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. "School officials with legitimate educational interest" include any employees, agents, trustees of the school, and cooperatives of which the school is a member. Certain other officials from various governmental agencies may have limited access to the records. The school forwards a student's records on request to a school in which a student seeks or intends to enroll.

FERPA Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a Parent – Teacher Organization (PTO) bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Lost and Found

RSA will maintain a lost and found in the cafeteria. Items will be donated in fall, spring and at the end of the school year if not claimed.

Communication

Every Friday RSA Newsletter will send weekly as a soft copy through email. The newsletter will contain important announcements regarding the school. Parents will also receive newsletter from the prospective teachers for the particular grade level and content areas. PTO will also send their newsletter and announcement.

Grievance Procedure

To better serve our parents and school, grievances must be file in writing. The grievances should follow the proper procedures. Parents should first address their concern with the appropriate teacher in a respectful manner. If the parent is not satisfied then they may proceed with their grievance to the Director of Instruction. If the Director of Instruction is unable to resolve the issue then the matter will be reported to the Chief Executive Officer.

Withdrawal Procedure

Parents withdrawing student from RSA are requested to take an exit interview so we can obtain a better information. To complete a withdrawal process a withdrawal form should be completed which is provided at the front office. RSA will not release student records or report cards until all the required items are completed:

- Any outstanding fees or tuition are paid
- All school property is returned

Curriculum and Instructional Philosophy

STEM Integration

We use Science, Technology, Engineering, and Mathematic base to teach all content areas. Through STEM students and teachers work together to create a program and environment that will prepare students to be successful, not only in high school, but in college as well. STEM help prepare students for careers in engineering, technology, computer science, or any number of math and science related fields, as well as any other professional careers. We work as a cohesive unit with a singular goal in mind... to provide an excellent education for those who choose to take it. Our goal is to create an environment which helps students to clarify options for their future studies in engineering, science, and technology fields. Additionally, we foster the skills and background necessary for success in college and beyond.

Project Based Learning

Engineering and science are hands-on professions; therefore, the STEM Academy curriculum is aligned with Project Based Learning. As a student won't just hear about these professions they will be engaged in robotics, rockets, bridges, cars, apps development, etc. project creation.

Pre K-Kindergarten Offer

Radiant STEM Academy offers both full time and part time pre-kindergarten programs. Parents interested should consult school administration for more details.

- Researched based early literacy education by trained and qualified educators
- On-going assessment throughout the school year to monitor each student's literacy development,
- Deliver intensive and focused literacy instruction
- Ongoing professional development for teachers to keep current on best classroom practices, differentiate and provide quality literacy instruction

Teachers use daily observational assessments with classroom practices to monitor students' progress in literacy learning areas such as beginning reading skills, concepts about print, vocabulary development, listening and reading comprehension, phonemic awareness and phonics, and reading fluency.

Islam

We will be using the International Curricular Organization curriculum for Islamic Studies. Our goal is to teach our students that Islam is a way of life and not compartmentalized into a class period. Our Quran and Arabic teachers will be integrating all the objectives of the Islamic Studies curriculum into their daily lesson plans, as well as there will be integration into all content areas. The curriculum will cover Aqeedah (Islamic Doctrine), the Glorious Quran and its sciences, the Sunnah, Seerah (Biography of the Prophet sallallahu Alaihi was sallam and History, acts of worship and dealings, and morals and manners at each grade level. The overall objectives of this curricula is to:

- Provide a framework for instruction in Arabic and Islamic Studies

- Assist young Muslims in learning the issues and practices of the religion of Islam thus imparting to them beliefs, values, norms and ways of understanding based on Islamic teachings
- Instruct young Muslims in Arabic - the language of the Glorious Quran
- Provide a knowledge base that could prevent young Muslims living in non - Muslim country from assimilating non-Muslim practices that are contradictory to Islamic values

Quran / Arabic

The Arabic goal is mainly to connect and relate the Arabic language with our Holy Quran. We will use different methodologies to help our students understand and learn Arabic terms and vocabulary. Different themes will be used to teach wide range of information. Through words analysis and daily practice, integration of Quran and Arabic, students will learn to read and write in Arabic. Students will be able to read the Quran with understanding. Students will also immerse in a learning environment that will provide them the opportunities to learn new words that will lead to improved communication skills. To develop the Arabic communication skills with confidence students will be encouraged to speaking in Arabic for the Arabic PBL presentation (speeches and khutba).

Mathematics

Mathematics program promotes the learning of important and meaningful mathematics through a coherent and comprehensive curriculum. The program provides opportunities for students to value mathematics, to become confident in their ability to do mathematics, and stresses the importance of experiences that relate mathematics to the real world. The curriculum is based on the Texas Essential Knowledge and Skills (TEKS) and is designed to build basic understandings in number, operations, and quantitative reasoning; patterns, relationships, and algebraic thinking; geometry and spatial reasoning; measurement; and probability and statistics. Problem solving, language and communication, connections within and outside mathematics and formal and informal reasoning underlie all content areas. Students use these processes together with technology and other mathematical tools to develop conceptual understanding and to solve problems.

English Language Arts and Reading

RSA use Balanced Literacy approach to the teach reading and writing. In this approach reading and writing are not compartmentalized but are combined to support student learning comprehensively. Literature is the mainstay of the reading program. Students read fiction and nonfiction materials that encompass all content areas. Instruction occurs in whole class, small group and individual settings. Reading instruction is based on assessment information. RSA uses Texas Primary Reading Inventory for early elementary grades and Informal Reading Assessment for selected students from KG-5th grade as its primary assessment. The information these diagnostic assessments helps the student and teacher to identify the level of reading material that is appropriate for the student and the skills and strategies that the student needs to work on.

While differences may exist from class to class and grade to grade in the reading materials that are used, the primary elements of the reading program remain the same in all classes and include: Read Aloud, Shared Reading, Guided Reading, Literature Study, Independent Reading, and Word Study.

RSA uses the approach that allows students to write about topics assigned by the teachers, to experiment with their writing style, and to practice their revision and editing skills. Like the reading program, differences may exist from

grade to grade and class to class, but the primary elements of the writing program remain the same in all classes and include: Shared Writing, Interactive Writing, Guided Writing, Independent Writing, and Word Study.

Science

Science program is designed to encourage inquiry by providing an instructional setting in which students can ask questions and find answers to their own questions. Children observe, manipulate and measure objects, gather and graph data about events, and discuss and draw conclusions. They learn problem-solving strategies that are similar to those of real-world scientists. Science is based on "hands-on" and the process skills of observing, inferring, hypothesizing, and analyzing data are used through all the grades. Instruction is balanced among the life, physical, and earth sciences and is organized into units of study.

Social Studies

In social studies RSA use the natural curiosity of children and provide them with in-depth learning experiences. It is a hands-on and minds-on program. The students ask questions, making inferences and connecting social studies to their lives. Social studies units explore a theme through the concepts of history, culture, economics, civics and geography. The students gather information from a mixture of sources and use that information to learn, reflect, and connect times past with the present. Students use a variety of resources including fiction, non-fiction and poetry as well as primary sources including interviews, maps, documents, photographs, and artifacts. Students develop inquiry questions, research topics, and demonstrate their understanding through art, music, drama and by writing in different genres such as reports, diaries, poems, songs and newspaper articles. Students also create artifacts related to the concepts being taught.

Technology

Technology will be integrated in all content areas. Students learn to create multimedia presentations and how to use the Internet as a tool for basic research. They engage in a variety of interesting computer projects, including databases, computer animation, movies, audio and music compositions, and other technology topics according to their grade level.

The following chart presents computer expectations for each of the elementary grades. The expectations are based on National Educational Technology Standards:

- Creativity and Innovation: Students think creatively, construct knowledge, and develop innovative products using technology
- Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others
- Research and Information Retrieval: Students access, retrieve, manage, and evaluate information using digital tools.
- Critical Thinking, Problem-Solving and Decision-Making: Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate technology tools.

- Digital Citizenship: Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems, and operations.

Physical education

Physical education program includes a variety of activities that provide the student with skills and abilities which will have a lasting effect. The program is designed to motivate students by providing activities, at all levels in which students can experience success. PE will bring awareness in student the ability to be physically fit. PE will help develop motor skills, gain knowledge and understanding, develop appropriate social awareness and behavior, and achieve life-time physical well-being.

Fine Arts

RSA will empower learners to develop their creativity in all aspects of their lives and to become lifelong contributors to their community through the arts. Through fine arts we teach students:

- That problems can have more than one solution
- To make sound judgments about qualitative relationships
- That there are many ways to see and interpret the world
- Complex forms of problem solving
- That the limits of our language do not define the limits of our cognition how to “speak” without words.
- To connect on a global level to other academic and world disciplines.

Assessments and Grading

Assessments

STAAR— The State of Texas Assessments of Academic Readiness is given in the spring semester on different dates according to grade and subject as outlined by the state of Texas. These tests indicate whether a student has mastered the grade level concepts.

MAP—The Measure of Academic Progress, is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth. Testing will take place for all students from Kindergarten through 5th grade.

Pre-Tests— These are teacher-designed tests given at the beginning of the year. These tests show the teacher what students already know.

Benchmarks— These are given periodically to assess which grade level objectives have been mastered by a student and a class.

Texas Primary Reading Inventory— (TPRI) identify students at risk for reading difficulties in kindergarten, first grade, second grade, and third grade. TPRI will be administered three times in a school year. This diagnostic test will be administered in the beginning of the year, fall, and spring.

Informal Reading Inventory— Elementary students may be assessed on all components of reading. This is done two or three times per year depending on the grade level and academic student needs.

Classroom tests— RSA teachers assess students over topics and units throughout each nine weeks.

Observational assessments—These are useful to assess abilities and skills that the above methods could not.

RSA will also use other appropriate assessments to monitor student progress

Homework

Our homework policy is research based. Homework will be meaningful and will satisfy one of the following purposes:

- Practice of skills and processes to increase accuracy and fluency.
- Preparation for new learning of information and ideas.

Homework schedule

All grade levels follow a Team designated homework schedule in order to maintain equal distribution of assignments to students. In general, the following outlines the school homework policy:

- * Homework may not be assigned on the weekends. Students may, however, have make-up or remedial work and be up-to-date.
- * Teachers drop 2 lowest grades per subject per student per quarter (nine weeks).
- * In the case of unusual circumstances at home, parents should send in a note to request that homework be turned in late.
- * Parents need to supervise homework and initial student planners Monday – Thursday.

- * No more than two (2) tests and three (3) homework per day
- * Missing/Incomplete home work will follow a staggered grading policy set by the teacher.
- * Projects will only be given as homework if the student is behind and needs extra time to complete it. For all projects, students will follow the rubrics and required guidelines.

Grading Scale

Pre-Kindergarten -- Kindergarten Grade

Pre- K -KG assessments are standards and competencies-based; therefore they do not fit within the scope of a numerical grading policy.

Students will be assessed based upon the Texas Essential Knowledge and Skills (TEKS) standards for each content area as follows:

- M- Mastered the expectations for the standard.
- D - Developed the expectations for the standard
- SD- Still developing the expectations for the standard
- NI- Needs Improvement for the standard
- NE- Not Evaluated

1st –5th Grade

90 – 100	A
80 – 89	B
70 – 79	C
69 and below	Not Passing

Grading Policy for 1st -5th

All subjects grades 1-5	
Homework	10%
Classwork	30%
Projects	20%
Tests/Quizzes	40%

Update Parents

Parents will be informed if a student receives a grade of 75% or below in any work and get the work signed by the parents. Students will get make up work but the revised grade cannot be more than 80%.

Minimum Grade

The removal of the minimum number of graded assignments for each category is to encourage teachers to produce and assess assignments at a higher level of thinking.

Reviewing Graded Assessments

Students have the opportunity to examine graded assessments for review purposes. This can be accomplished by returning the actual test. Teachers may choose to collect tests after student review and keep in student file.

Bonus Points

Bonus points may only be given for academic purposes. Bonus points may not be awarded for such things as returning signed documents, bringing Kleenex boxes to class, etc. If offered, bonus points must be available to the entire class and to all like courses.

- Teachers may award bonus points for enrichment on an assessment within any category.
- Bonus points are not to exceed 5 points on any given assessment.

Recording Zeroes/Failing Grades

Parent will be notified of allotted time to complete assignment prior to recording a zero.

Citizenship / Adaab

This citizenship grade reflects the student's behavior in class. It will be recorded by classroom teachers and special teachers. The citizenship grades are:

- E - Excellent
- S - Satisfactory
- N- Needs Improvement
- U - Unsatisfactory

Students begin each grading period with a "Satisfactory" conduct grade. Truly exemplary behavior may merit a conduct grade of Excellent.

Report Card

Progress Report

Hard copy progress report will be sent home for students receiving grade 75% or below in any content area and parent's signature is required. Teachers are supposed to deliver the progress report by maintaining confidentiality.

Report Card

Teachers may ask the parents to return the signed report card. But any student who have received 75% or below grade in any content area is required to return the signed report card.

Notification to Parents of Teacher Qualifications

As a parent of a student in Radiant STEM Academy, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.

Criminal History Background Checks

Volunteering: Volunteers may be subject to a review of their criminal history record information at any time during volunteering. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted with employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the school with access to the current national criminal history and updates to the volunteer's subsequent criminal history.

Dress and Grooming

School Uniform

The school uniform is a mandatory part of a student's code of conduct. The student must be at all times, except during special events, be in school uniform and well groomed. Please see appendix A for uniform pictures.

Dress Code

The school's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Student grooming and appearance must be acceptable and appropriate for the school setting and is an important part of the high expectations we have for our students.

Any form of dress or hairstyle which draws undue attention to the student or significantly interferes with the purpose or conduct of the school will not be permitted. School administration is responsible for making this determination.

The following guidelines are provided to help parents in selecting appropriate clothing for their children. Good grooming is a cooperative effort, and parental support will help your child succeed in school.

- Shorts should be the walking-type, with fingertips meeting the bottom of the hem.
- Sweat suits are allowed only if they are neat and in good condition.
- Pants must be cinched at the waist and hemmed.
- Straps must be two fingers wide.

Non-permitted clothing includes but is not limited to: cutoffs, short shorts, bicycle pants, tube tops, halter tops, or half-shirts. Also prohibited are any pieces of clothing with symbols, signs, items or emblems depicting: anything considered satanic or demonic, anything regarding death, anything including gang-related activities or colors, anything lewd, offensive, vulgar or obscene, and anything advertising or depicting tobacco, alcohol, drugs or other prohibited substances. Students are not permitted to wear hats inside the building other than on special days designated as appropriate by school administration (i.e. "crazy hat" day.)

Student Health

Administering Medicine at School

In order for a child to receive prescription or non-prescription medication at school, the medication must be in its original container, clearly labeled, and accompanied by a note from the parent and/or guardian stating dosage, time, and dates to be administered.

Most pharmacists cooperate in giving duplicate bottles. The medication will be kept in the school office. No child should be in possession of medication while at school, except for the new provision under House Bill 1688. This bill allows a student to self-administer asthma prescription medication under certain guidelines. Please check the administrative staff further information. Students may bring cough drops to school if accompanied with a note from the parent/guardian giving permission and directions to dispense. The child's teacher may keep the cough drops in the classroom.

School Health Policy

A student may be removed from the classroom for the following conditions: his/her temperature is 100.4 degrees or above, vomiting, diarrhea, rash with fever, suspected ringworm/impetigo/conjunctivitis, head lice, or other possibly contagious diseases or conditions.

A student must be free from fever, vomiting and diarrhea for 24 hours before returning to school. Some communicable diseases such as strep throat and conjunctivitis, require antibiotic therapy for 24 hours before readmission to school. Following chicken pox or head lice, students must see clinic personnel and meet established readmission criteria in order to be readmitted to the classroom.

Nutrition Policy

The Texas Department of Agriculture (TDA) has a specific policy limiting the types of foods and drinks available to public school students to promote a healthier environment in schools. The entire policy may be accessed through the Internet at the TDA website. School may not serve or provide access for students to Foods of Minimal Nutritional Value (FMNV) and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class. FMNV includes foods and drinks in these four categories: soda water (any carbonated beverage), water ices (any frozen sweetened water or flavored ice, except those products containing fruit or fruit juice), chewing gum, and candies (hard, jellies, marshmallow, candy corn, soft mints, licorice, cotton candy, candy coated popcorn.)

FMNV may not be sold nor given to students at school during the school day by any person or entity. No food items may be sold on campus by any person or entity except for the school approved personnel. Classrooms will allow students to bring nutritious snack. The snack may not include any FMNV, candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.) For nutritious snack ideas, see TDA's listing of "Suggestions for Nutritious Snacks," available on request and at www.squaremeals.org

Exceptions from the policy include:

- Class party may be celebrated during the school day at a time determined by the classroom teacher. Foods otherwise prohibited by this policy are permitted at this celebrations; however, FMNV are still prohibited from being served during lunch periods. Pizza is not considered FMNV and may be served for a celebration.
- FMNV may be used for students with special needs, health care requirements, cultural heritage events and field trips.
- Teachers may use food for instructional purposes in the classroom on occasion as long as the food items are not considered FMNV or candy. This policy does not restrict what parents may provide for their own child's lunch or snacks.
- Parents may continue to bring lunch of any type to their child at school during the school day, but may not share or give any restricted food items to other students.

Violations and Response

Bullying

Bullying is NOT tolerated. All incidents of bullying should be reported to the child's teacher.

Bullying is defined as CRISIS PROCEDURES. Schools are some of the safest places that students may be during most crisis situations. Discipline committee and Crisis Management team are in place to take care of any incident or complain. Please contact the principal if you wish to review procedures.

Racial/Sexual/Verbal Harassment or Assault

The Radiant STEM Academy does not tolerate discriminatory behavior by its employees or students. This includes any type of racial slur, racial or sexual harassment, or any type of verbal harassment and/or assault which may arise in any program or activity operated by the school. Any employee or student who violates this policy will be subject to a full range of possible disciplinary actions, based on the severity of the violation and its overall effect on the welfare of other employees or students.

Additional Rules

Students may be subject to campus, classroom, extracurricular, and/or organization rules in addition to those found in the Student Code of Conduct. Students may face consequences under these additional rules as well as possible disciplinary action under the Student Code of Conduct. Further, to the extent a student engages in misconduct that is not specifically addressed or listed in the Student Code of Conduct, the student may still be disciplined if the misconduct disrupts or interferes with the educational process, learning environment, or school safety.

Notice of Disciplinary Action:

Teachers and administrators strive to notify parents/guardians of student conduct concerns as they occur. The campus administrator will contact the parent/guardian by phone or in writing within three school days of becoming aware of misconduct that may result in out-of-school suspension, or expulsion from school. Failure to send any notice within this time period or as noted elsewhere in the Student Code of Conduct does not preclude imposing a discipline consequence.

Discipline Appeals:

Appeals of disciplinary measures should be directed to the student's teacher or campus administrator. Depending on the disciplinary consequence assigned, different complaint procedures may apply. Timelines for filing appeals stated in the policy will be enforced. Disciplinary consequences will not be delayed or deferred pending the outcome of an appeal.

Effect of Student Withdrawal

Withdrawal from school after a student has been accused of a violation of the Student Code of Conduct will not prevent the School from investigating the alleged violation, and if it is determined that a violation did occur, assessing the appropriate disciplinary consequence and enforcing that consequence should the student re-enroll in the school.

Discipline Management Plan

The mission of Radiant STEM Academy, is a community working together to provide a positive and respectful environment in which children have the opportunity to achieve their greatest potential, while accepting responsibility for their learning and actions. This is done by incorporating three basic rules:

- Respect Yourself
- Respect Others
- Respect School Property

Positive behavior will be reinforced by implementing the following:

- Stars of the Week
- Classroom Compliment System
- Citizens of the Month

As we encourage a positive and a respectful environment, the Radiant STEM Academy Creed will be posted in every classroom and hallway:

I am proud to be a Radiant STEM Academy Student.

I am respectful and kind to others.

I walk and I am quiet in the halls.

I obey all school rules.

Today, I will strive to be the best me I can be!

Classroom Expectations/Management Plan:

- Conflict Resolution Chart
- Peer Mediation Lessons
- Guidance Classes
- Monthly Character Traits
- Class Meetings

Throughout the year, staff development opportunities are provided which focus on the needs and development of Radiant STEM Academy students. Our goal is to provide a rich learning environment and successful students.

Parents are also a major part of this process, so therefore parent communication is vital. Methods of communication include:

- Parent conference (designated fall, spring or as needed)
- Weekly Newsletter
- Phone Calls
- Emails (if approved by the parent)
- Notes to parents
- Parent suggestion box (located outside the front office)
- Contact school administration

Together, by implementing all components of the Discipline Management Plan our children will have an opportunity to achieve to their greatest potential.

Scope of the School's Disciplinary Authority

General Authority:

In addition to the disciplinary authority established for certain types of offenses as described within the Student Code of Conduct and Chapter 37 of the Texas Education Code, the School has general disciplinary authority and jurisdiction over a student at the following times:

- At any time during the school day
- While traveling to and from school or school activities on School transportation
- While attending any school-sponsored or school-related activity, regardless of time or location
- During lunch periods, including those in which a student leaves the campus
- While on school property

Discipline Considerations & Techniques

Using their professional judgment, school employees will consider a variety of factors when administering disciplinary consequences and determining the duration of the consequence, including but not limited to:

- The degree of severity
- The potential effect of the misconduct on the school environment
- The age and grade level of the student
- The student's attitude
- Self-defense. Depending upon all of the relevant circumstances, a student who acts in self-defense may still be subjected to an appropriate disciplinary consequence.
- The student's disciplinary history
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct to the extent required by the state and federal law
- Intent or lack of intent at the time the student engaged in the conduct
- The frequency of the misconduct
- Bullying
- Fighting, hitting, pushing, scuffling or other physical contact that disrupts the orderly environment
- Running in the halls, or classrooms
- Stealing from others, including school property or in possession of stolen property
- Throwing objects that can cause bodily injury or property damage (rocks, sticks, etc.)
- Classroom disruptions
- Littering

Discipline Management Techniques

Discipline is designed to correct student behavior and encourage students to comply with school rules. The School may use any one or a combination of the following strategies or techniques to manage student behavior, prevent or intervene in discipline problems, or address violations of the Student Code of Conduct or school or classroom rules:

- Verbal or written correction
- Seating changes
- Confiscation of disruptive or prohibited items
- Calming-down time or "time out"
- In-class disciplinary action
- Letter and/or call to parents
- Parent Conferences with teacher or administrators
- Removal from the classroom
- Contracts to modify student behavior
- Sending the student to the office
- Demerits or withdrawal of rewards or privileges
- Loss, exclusion, or restriction of privileges, and including field trip privileges
- Counseling by school personnel
- Other methods and consequences as permitted by policy

Ordinary Teacher Removal:

A teacher may send a student to the administrator's office to maintain discipline in the classroom or when the student engages in behavior that violates the Student Code of Conduct. The administrator may use one or more discipline management techniques to address the behavior.

Formal Teacher Removal:

A teacher may remove a student from class when:

The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach or with learning of other students; or

The behavior is so unruly, or disruptive that it seriously interferes with the teacher's ability to teach or with the learning of other students.

Procedures for Teacher Removal:

No later than three school days after a teacher has formally removed a student from class, an administrator will schedule a conference with the parent/guardian and the teacher. At the conference, the student will be provided with an explanation of the basis for removal and be given an opportunity to respond. After the conference, the administrator will render a discipline decision and inform the student and parent/guardian of the consequences.

Field Trip/Bus Ride Discipline

The school bus is an extension of the classroom, and discipline will be administered by the principal with assistance from the teacher. All student conduct and other student related activities apply to the school bus. The disciplinary

steps set out here may be taken in addition to, or in lieu of, the disciplinary actions set forth elsewhere in this Code of Conduct.

Steps and consequences for improper conduct on the school bus include the following:

- Eating or drinking
- Out of seat
- Placing arm out of window
- Screaming/loud talking
- Spitting
- Destruction of property on bus
- Disrespect to driver/insubordination
- Fighting
- Throwing objects inside bus
- Throwing objects out of windows
- Physical attack on driver
- Other serious offenses as listed in the Student Code of Conduct

Disciplinary Action –

May include, but are not limited to, the following:

- Verbal warning: written documentation
- Principal conference
- Conference with parents
- In school suspension

Violations not specifically listed in the categories above will be handled according to the level of seriousness of comparable offenses, as determined by school officials. A parent conference may be called at any time by an administrator.

Technology Resources

Parental Restriction on use of Technology Resources

Parents who have objections to the Internet or other network-delivered services may assume responsibility for imposing restrictions only on their child (ren). Any parent wishing to restrict his/her child's access to such services must provide the school with this restriction in writing.

Acceptable use for technology resources

The Radiant STEM Academy provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence within Radiant STEM Academy by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to many different technology resources and people from all over the world, there comes the potential availability of material that may not be considered to be of educational value in the context of the School setting. Radiant STEM Academy firmly believes that the value of information, interaction, and research capabilities available (including, but not limited to, email, the Internet, and social media) outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of Radiant STEM Academy activities. All users are expected to use all technology resources in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to technology resource usage and is consistent with school policy.

Acceptable Use:

The School's Acceptable Use for Technology Resources Policy is to prevent unauthorized access and other unlawful or improper activities by users online, prevent unauthorized disclosure or access to sensitive or confidential information, ensure appropriate use of its technology resources, and to comply with the Child's Internet Protection Act. As used in this policy, "user" includes anyone using the School's technology resources, including computers, Internet, e-mail, chat rooms, wireless network, and other forms of direct electronic communications or equipment provided by the school. Only current students, employees, and authorized person of the school are permitted to use the school's technology resources and network.

The use of any technology resource (including, but not limited to, desktop computers, personal devices, network-delivered services, the Internet, audio-visual equipment, digital content and social media) must support the educational goals of Radiant STEM Academy. Use must be authorized by principal and must be within the bounds of Radiant STEM Academy curriculum and educational purpose.

Radiant STEM Academy computers, personal devices, the Internet, and all other technology resources should not be used for personal, commercial or financial gain or to otherwise conduct business that is unauthorized.

When placing, removing, or restricting access to specific databases, the Internet and/or any other technology resource, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources.

Individual(s) involved in any of the following will be subject to disciplinary or corrective action in accordance with applicable School policy:

- Possessing, accessing, transmitting, copying, or creating material that violates the Student Code of Conduct, School policy, student or employee handbooks, or school rules and regulations, including but not limited to content that is inappropriate, illegal, copyrighted, pornographic or obscene, stolen, threatening, discriminatory, harassing, or offensive.
- Attempts to bypass or disable the school's Internet filter, security systems or software.
- Attempts to access, alter, interfere with, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from the principal.
- Any unauthorized attempts to circumvent passwords or obtain access to passwords or other security-related information.
- Disclosing any other user's password to others or allowing another individual to use another's system account.
- Attempts to upload, create, or transmit computer viruses.
- Attempts to access or install unlicensed, inappropriate, or unapproved software or technology.
- Attempts to alter, destroy, hack, or disable School computer equipment, personal/ISI devices, School data, the data of others, or other networks connected to the School's system, including while off school property.
- Plagiarism or use of school technology resources to engage in academic dishonesty.
- Use of school technology resources to create, send or post electronic messages or communications that are abusive, profane, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Unauthorized use of any school technology resource or personal/RSA device for non- educational purposes or outside the bounds of RSA curriculum.
- Use of e-mail, the Internet, or social media resources at school to encourage illegal behavior, engage in conduct that violates the Student Code of Conduct, or threaten school safety.
- Use of school technology resources, including e-mail, the Internet or social media resources to threaten, harass, bully, retaliate, discriminate against, or otherwise engage in illegal or prohibited conduct against other students, employees, or volunteers.
- Use of personal e-mail, the Internet, or social media resources, without regard to whether it occurs on school property, to engage in conduct that involves a school and contains the elements of the offense

of terroristic threat or false alarm, or otherwise causes a substantial disruption to the educational environment.

- Violating or infringing upon the intellectual property, copyrighted or trademarked rights of another.
- Possessing, accessing or transmitting any material which is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

These are examples of inappropriate conduct that would violate this policy. The school reserves the right to take immediate disciplinary or corrective action against a user that engages in conduct that creates security or safety issues for the school, students, employees, schools, networks, or technology resources, or is determined to be inappropriate or inconsistent with school policy or law.

Individual User Responsibilities:

All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not restricted to the following:

- **BE POLITE AND USE APPROPRIATE LANGUAGE:** Remember that you are a representative of your school. You may be alone using a technology resource or personal/RSA device, but what you say and do on your computer can be viewed globally. You should not submit, publish or display any defamatory, inaccurate, racially offensive, discriminatory, abusive, obscene, profane, sexually oriented, harassing or threatening materials or messages either public or private.
- **PRIVACY:** Do not reveal any personal information about yourself or other persons (including, but not limited to, home address, personal phone numbers, photographs, or last name).

Users should have no expectation of privacy regarding their use of school property and technology resources. In general, communications or transmissions made through technology resources should never be considered private or confidential. The School reserves the right to monitor the use of its network and all technology resources as it deems necessary to ensure the safety and integrity of its network, diagnose problems, investigate reports of illegal or impermissible activity and ensure user compliance with state and federal laws and the School's policies. In addition, users should be aware that the School will comply with lawful orders of courts, such as subpoenas and search warrants. The school is also subject to the Texas Public Information Act which may require disclosure of information transmitted through its technology resources, including e-mail communications.

Electronic Mail

All users of any electronic mail either provided by the school or transmitted through the school's technology resources are required to comply with this Acceptable Use Policy.

System users are asked to purge email or outdated files on a regular basis.

Employees and volunteers should ensure that any official school records that are maintained in an electronic medium that are subject to state or federal retention requirements are either retained in hard copy or archived prior to being deleted or purged.

Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the school will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

Be brief and professional: Few people will bother to read a long message or one that is not narrowly tailored to the underlying purpose of the communication. Electronic communications by school employees, volunteers and staff should be consistent with the school's professional standards of conduct.

Include your signature (name, position, affiliation, and Internet address) at the bottom of e-mail messages.

Send only to individuals and/or groups you know.

DISRUPTIONS: Do not use the network in any way that would disrupt use of the network by others.

OWNERSHIP: Any data or communication placed on school equipment will become the property of school. Intellectual property created solely for the purpose of satisfying a course requirement and/or contributing to their student learning is owned by the creator.

VANDALISM: Any attempt to alter or destroy data of another user will be subject to disciplinary or corrective action in accordance with school policy.

ACCOUNTABILITY: Users are responsible for the proper use of their system accounts, passwords and school-issued technology resources. Users must control unauthorized use of their accounts, passwords and school-issued technology resources. Users should not provide their password to any person, unless authorized or directed by the school. If you permit someone else access to your account, password, or school-issued technology resources, you may be held responsible for any improper, illegal or destructive activity done by that person. Do not give others access to school technology resources unless they are authorized and authenticated to do so. Users may not extend access to school technology resources to others without permission from the school.

If you believe that your account, password or school-issued technology resource may have been stolen, hacked, or compromised, you must immediately report it to the school's official.

Internet Safety:

The School makes the Internet accessible in accordance with our mission to provide information resources and services to ensure that all users have free and open access to ideas and information. In this role, the School provides access to information resources available on the Internet. The school has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. It may contain materials which some find offensive or inappropriate. All staff, students and other users access the Internet at their own discretion.

School Policy also prohibits harassment, bullying, retaliation, discrimination, and other conduct that creates a hostile working or educational environment for an individual. This prohibition extends to the use of the school's technology resources. If you ever feel that you are being harassed, bullied, retaliated or discriminated against, or otherwise being subjected to illegal or inappropriate conduct through the school's technology resources, you should immediately report it to the school.

As with any other technology resource, restriction of a child's use of the Internet is ultimately the responsibility of the parent/legal guardian, within the confines of the law.

Users should be aware that the Internet is not a secure medium. It is possible for third parties to obtain information regarding an individual user's search activities. Users should be very cautious about providing personal information over the Internet.

Tablet Use Policy:

Students will exercise all due and reasonable care in handling the use of tablet. RSA accepts and acknowledges reasonable and normal wear and tear of the tablet over the course of its useful life. Every student is required to comply at all times with the Radiant STEM Academy Handbook, Acceptable Use for Technology Resources, and Student Code of Conduct.

Repair/Replacement Costs of Tablet

The following costs are associated with the replacement or repair of the tablet

- Tablet Replacement -\$575.00
- Power adapter (brick only) - \$18.00
- Lightning to USB cable (needed with power adapter) - \$18.00

General Tablet Rules

- Inappropriate media may not be used as wallpaper
- Do not delete any folders or files that you did not create or that you do not recognize
- Deletion of certain files will result in a tablet failure and will interfere with your ability to complete class work and may affect your grades
- Music and games may not be downloaded or streamed over the Internet
- All software loaded on the system must be school approved

Complaint/Grievance Procedure

Level I

A student/parent who has a complaint must submit a written complaint and shall request a conference with the principal within fifteen (15) days of the time the student/parent knows, or should have known, of the event causing the complaint. The student/parent shall submit the complaint in writing on a form provided by the School. The principal shall schedule and hold a conference with the student/parent within ten (10) days of the request. The principal shall have ten (10) days following the conference within which to provide a written response.

Level II

If the outcome of the conference with the principal is not to the student's/parent's satisfaction or the time for a response has expired, the student/parent may appeal to Level II, requesting a conference with the Managing Director.

Any appeal to Level II must be submitted in writing on a form provided by the School and must be filed within ten (10) days following receipt of a Level I response or, if no response received, within ten (10) days of the response deadline.

The Managing Director shall hold the conference within ten (10) days after receiving the request.

Prior to or at the time of the conference, the student/parent shall submit a written complaint that includes the student's/parent's signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the principal. At the Level II conference only the issues and documents presented at Level I and identified in the Level I appeal shall be considered. The Level II conference can be audio taped.

Visitors

Parents and other visitors are welcome to visit Radiant STEM Academy. All visitors must sign in at the main office. You must have your driver's license or state ID to sign in. Visits to your child's classroom during instructional time shall be permitted only with prior approval of the administrators, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Classroom visits/observations are not appropriate times for parent conferences. If parents have concern, an appointment should be scheduled with the teacher at a time other than class time. Radiant STEM Academy students are not permitted to have school-aged friends or visitors attend classes with them during the school day. A visit to a classroom other than your child's classroom to gather information regarding the classroom or special program, shall be permitted only with prior approval of the administrator, and such a visit shall not be permitted during instructional time.


The purpose of the classroom visit needs to be clearly stated and again approved by the school principal. Classroom observations may be denied in order to protect confidential information for all students. This is in compliance with the Family Educational Rights and Privacy Act and laws governing confidentiality of all students and 34 C.F.R. §300.622 governing confidentiality of personally identifiable information of students with disabilities.

Radiant STEM Academy integrates STEM content through all curricular areas, inbuilt with a Project Based Learning approach, to foster 21st century learning skills. We continuously monitor student growth in educational, social, and emotional skills to prepare them for being responsible and productive citizens.





Uniform Policy

All students must adhere to the Radiant STEM Academy uniform policy.







BOYS: Monday-Thursday

Top – Short Sleeve	Top – Full Sleeve	Bottoms	Shoes	Outerwear
				
Boys must wear either short-sleeved or long-sleeved Green Polo shirts.		Boys must wear Khaki pants. Only PreK-KG students may also wear Khaki shorts.	Students must wear black dress shoes, atheletic shoes, tennis shoes, or sneakers. Black tennis shoes are preferred. White socks must be worn with shoes.	During winter or cold weather, students may wear dark green sweaters, sweater vests, or cardigans. Jackets and coats may be of any color.
OPTIONAL : Boys may wear a black belt.				







BOYS: School Spirit Day (Friday)

Top – Short Sleeve	Top – Full Sleeve	Bottoms	Shoes	Outerwear
				
<p>Boys must wear either short-sleeved or long-sleeved RSA logo shirts available for purchase at school.</p>		<p>Boys must wear dark pants. Only PreK-KG students may also wear dark shorts.</p>	<p>Students must wear black dress shoes, atheletic shoes, tennis shoes, or sneakers. Black tennis shoes are preferred. White socks must be worn with shoes.</p>	<p>During winter or cold weather, students may wear dark green sweaters, sweater vests, or cardigans. Jackets and coats may be of any color.</p>
<p>OPTIONAL :</p> <p>Boys may wear a black belt.</p>				

GIRLS: Monday-Thursday

Top	Jumper	Pants	Shoes	Outerwear	OPTIONAL
					
Girls must wear either short-sleeved or long-sleeved Green Polo shirts.	Girls must wear either a Khaki jumper or Khaki pants. The jumper must be worn with white tights or white leggings. White socks must be worn with pants or leggings.		Students must wear black dress shoes, atheletic shoes, tennis shoes, or sneakers. Black dress shoes are preferred.	During winter or cold weather, students may wear dark green sweaters, sweater vests, or cardigans. Jackets and coats may be of any color.	3 rd -5 th grade girls may wear 1-piece white hijabs.

GIRLS: School Spirit Day (Friday)

Top	Jumper	Pants	Shoes	Outerwear	OPTIONAL
					
Girls must wear either short-sleeved or long-sleeved RSA logo shirts available for purchase at school.	Girls must wear either a dark jumper or dark pants. The jumper must be worn with white tights or white leggings. White socks must be worn with pants or leggings.		Students must wear black dress shoes, atheletic shoes, tennis shoes, or sneakers. Black dress shoes are preferred.	During winter or cold weather, students may wear dark green sweaters, sweater vests, or cardigans. Jackets and coats may be of any color.	3 rd -5 th grade girls may wear 1-piece white hijabs.

The uniforms can be purchased at many retail stores and can also be ordered online at the following sites:

- www.walmart.com
- www.frenchtoast.com/home.do
- www.jcpenney.com

The administration will notify parents of special days when the school uniform does not have to be worn. Even then, the following items are **unacceptable**:

- Shirts with logos
- Sweatpants
- Wind pants
- T-shirts
- Shoes with skates

The administration will notify parents if their child is not in compliance with the uniform policy.

Parent/Learner Tablet User Acknowledgement Form

Student Name : _____ Student Grade: _____

Student Printed Name: _____

I, _____ (RSA Learner), have read and understand the

RSA Tablet program implementation and its requirements as described in the Handbook.

Parent Printed Name: _____

I, _____ (Parent/Guardian), have read and understand

the RSA Tablet program implementation and its requirements as described in the Handbook.

Date: _____

Student Code of Conduct & Student Handbook Acknowledgement Form

As required by the state law, the RSA administration officially adopts the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

Please indicate your choice by which you would like to receive this document by checking the appropriate box.

- ☐ I choose to receive RSA Student Code of Conduct and RSA Handbook in electronic format for the 2014-2015 school year from the RSA website.
- ☐ I choose to receive a soft copy of Student Code of Conduct and RSA Handbook through an email.

I _____ (Print Parent Name) acknowledge that

- a) I will review the Student Code of Conduct and RSA Handbook with my child.
- b) Student will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in SCOC. A lack of knowledge of the policies listed in the SCOC will not be an acceptable defense in the event of a policy violation.

The student and parent should each sign this form and in the space provided below, and then return the form to the homeroom teacher.

Student Signature	Parent Signature
Printed Student Name	Printed Parent Name
Address	Grade
Home/Cell Phone Number	Date

Textbook Policy Acknowledgement Form

Students must take proper care of all books. If the book is lost or damaged, \$50 will be charged to replace each book.

I _____ (Print Parent Name) acknowledge that I read the textbook policy and I agree to comply with it.

The student and parent should each sign this form and in the space provided below, and then return the form to the homeroom teacher.

Student Signature	Parent Signature
Printed Student Name	Printed Parent Name
Grade	Date