

CSA Parent Handbook 2021-22 School Year

Capitol School of Austin
2011 W. Koenig Lane
Austin, TX 78756

Important Contact Information:

Phone: 512-467-7006 FAX: 512-467-7025

Jeannette Young, Director: jyoung@capitolschool.com
Heidi Gjerset, Administrative Manager: heidig@capitolschool.com
Amy Cunningham, Executive Director: amyc@capitolschool.com
Connie Warkentin, Admin (PM): conniew@capitolschool.com

CSA Parent Handbook

Table of Contents

ABOUT CAPITOL SCHOOL OF AUSTIN.....	3
CONTINUOUS IMPROVEMENT.....	4
VISION AND MISSION	4
STUDENT PERFORMANCE.....	5
PLAN FOR INSTRUCTIONAL REFORM.....	6
BOARD OF DIRECTORS.....	6
DIRECTOR	6
ADMINISTRATIVE MANAGER.....	7
CLASSROOM STAFF	7
TEACHING ASSISTANT STAFF.....	7
OCCUPATIONAL THERAPY STAFF	7
PARENTS	7
CURRICULUM.....	8
PARENT/TEACHER PHONE CONFERENCES	8
DAILY/WEEKLY WRITTEN COMMUNICATION	8
CLASSROOM OBSERVATION	9
ADMISSION/DISMISSAL REVIEW COMMITTEE (ADRC).....	9
INDIVIDUAL TREATMENT	9
TUITION DEPOSITS AND INSURANCE.....	10
TUITION	10
RETURNED CHECKS.....	11
THERAPY RECEIPTS.....	11
ENDOWMENT FUND.....	11
DONATIONS	12
FUNDRAISING	12
LIBRARY.....	12
MOTOR ROOM.....	12
PLAYGROUND.....	13
NOTICE OF ASBESTOS CONTAINING MATERIALS	13
PARKING	13
THE “MONDAY LETTER”	13
EMAIL	13

ATTENDANCE.....	14
SCHOOL HOURS.....	15
ARRIVAL/DISMISSAL PROCEDURES	15
LATE PICK UP	17
CLOSING OF SCHOOL.....	17
CLOTHING	17
LUNCHES	18
SNACKS.....	18
MEDICATION.....	18
VISION AND HEARING SCREENING	19
ILLNESS.....	19
IMMUNIZATION EXCLUSIONS	21
FIELD TRIPS.....	21
BOOSTER CLUB.....	21
NEWSLETTER.....	22
BIRTHDAY CELEBRATIONS	22
PETS ON CAMPUS.....	22
HOLIDAY POLICY	23
PHOTOGRAPHS/VIDEOTAPES	23
NOTICE OF CONFIDENTIALITY OF RECORDS.....	23
REQUEST FOR RECORDS.....	24
STUDENT CODE OF CONDUCT OVERVIEW	1
PURPOSE OF THE STUDENT CODE OF CONDUCT	1
EXPECTATIONS FOR STUDENT BEHAVIOR.....	1
THE DISCIPLINARY AUTHORITY OF CAPITOL SCHOOL OF AUSTIN	2
DISCIPLINARY CONSEQUENCES.....	2
STUDENT CODE OF CONDUCT VIOLATIONS THAT WILL RESULT IN AN IN-SCHOOL CONSEQUENCE OR AN AT-HOME SUSPENSION	3
EMERGENCY EXPULSION	3
PERSONAL DEVELOPMENT PROGRESS REPORT	3
INFORMATION TECHNOLOGY RESOURCES AT CAPITOL SCHOOL OF AUSTIN.....	5
ACCEPTABLE USE POLICY	5
TEXAS LANGUAGE LEARNING ALTERNATIVES, INC. 2016-17 PERSONAL DEVELOPMENT PROGRESS REPORT.....	7

ABOUT CAPITOL SCHOOL OF AUSTIN

Capitol School of Austin (CSA) began in 1990 as Austin's first private, non-profit organization for young children with language and learning differences. With determination and a dream, founder and speech-language pathologist Amy Cunningham built the language-based program that began with only 3 students. Since its inception, CSA classes have filled an educational gap for hundreds of Austin-area children, pre-school through the 4th grade, with average to above average learning potential and diagnosed speech, language or learning difficulties.

At present, there are students in 8 (2 years – 5th grade) at CSA. Students are assigned to classes based on their cognitive ability, social need, language level, and past academic performance. We have children with identified receptive/ expressive language disorders, apraxia, attention-deficit disorder, auditory processing disorder, pervasive developmental disorder (PDD), high- functioning autism spectrum disorders, and dyslexia. Capitol School is organized around early intervention models suggested by research on young children with delayed development.

Additionally, CSA provides weekly group occupational therapy to preschool students and weekly speech pathologist-led library time to all our students. All students receive weekly Sportball, which is a ball skills-based curriculum. School-age classes additionally receive art and drama.

Teaching Staff at CSA is comprised of state-licensed speech language pathologists or special educators, most of whom hold master's degrees. All of our teaching assistants hold bachelor's degrees. A registered occupational therapist, music therapist, and licensed speech-language librarian/drama teacher round out the staff.

Capitol School is overseen by a highly involved, all-volunteer Board of Directors with diverse professional backgrounds. Board members include the school's founder, previous CSA parents and other professionals.

The administration team manages the day-to-day operations of the school programs. The team consists of the school director, school founder and an administrative manager. Together, the administration team is responsible for every aspect of the CSA program and the campus, including managing human resources, parent and community relations, and the facilities. The director oversees the Campus Leadership Team, and reports at all Board of Directors meetings.

CONTINUOUS IMPROVEMENT

In an effort to continuously improve and better communicate school policy with parents, the following changes were made for the coming school year:

- Updated school calendar/dates.
- Addition of Remind.com as a communication platform (pg. 13)
- Updated drop-off and pick up procedures (pg. 15)
- Changes related to COVID precautions, highlighted in red. (late pick up fees, use of playground before school, field trips, tuition deposits, individually wrapped snacks/treats for events, etc.)

If there is any material that is not clear to you or if you have suggestions for improving this handbook, please contact Jeannette Young at Jyoung@capitolschool.com.

VISION AND MISSION

Input from the staff, administrators, parents, and community representatives provided the basis for a shared vision for student learning at Capitol School. The shared vision is stated in the vision statement and in terms of desired results for student learning and performance indicators.

VISION STATEMENT

Capitol School of Austin expects to continue to:

- Provide a quality program for children with speech, language, and learning differences without regard to social and economic boundaries;
- Hire exceptional, qualified staff;
- Improve and refine instructional design and delivery to ensure that all students can reach their full potential;
- Support and serve as a resource for families with children who have language-based learning differences.

Our vision drives the school's direction and purpose as defined in our mission and beliefs. Annual surveys are used to review our success at accomplishing our vision, address gaps between the vision and service levels, or to refine the vision to reflect changes in the profile of our program.

MISSION

The mission of Capitol School of Austin is to provide an enriched therapy-based, learning environment where children with speech, language, and learning differences can reach their full potential.

BELIEFS

We believe that:

- Language is the foundation for learning;
- Children with speech, language, and learning difficulties can have average to above average learning potential;
- Early identification and intervention are fundamental to successfully helping children with language-based disorders;
- Students with speech and language delays learn most effectively through multi-sensory instruction;
- Small student-teacher ratios enable individual student needs to be met more effectively; and
- Many children with learning difficulties go undiagnosed and experience self-esteem, social, and academic challenges.

STUDENT PERFORMANCE

CSA relies primarily on curriculum-based methods for monitoring progress. The centerpiece of our system is the Individual Treatment Plan (ITP), developed by CSA staff and administrators. Skills are sequenced according to instructional necessity (for school-aged students) and/or typical developmental expectations (generally for our pre-school students). Every student at CSA has an ITP that indicates the skills he or she has mastered and the skills that are still developing. Each student's ITP is developed at the beginning of the school year and updated at two points during the school year. To complete and to update the ITP, CSA teachers conduct informal and formal assessments of individual students. Mastery is indicated by spontaneous generalized performance of the stated goal. Data regarding mastered skills are indicated on the student's ITP and communicated to parents during the October and May parent conferences. A parent conference in February will be held to discuss mid-year academic assessment (for school-age students), personal development and future school placement. Skills that are still developing are carried over to the next reporting period.

We also use standardized tests to evaluate student progress. Each student is given at least one standardized language test yearly. Tests are selected based on individual student abilities. We also request that parents disclose other relevant test results, such as achievement test data, neuropsychological findings, results from neurological exams, and other data that may assist us in planning for the child's experience at CSA. CSA includes standardized test results as part of student's ITPs when applicable. Finally, students in K- 5th grade (Levels 3-7) will be assessed using Measures of Academic Progress (MAP), a computer generated norm-based test that reveals how much growth has occurred between testing

events and, when combined with national norms, shows projected proficiency. Results will be shared with parents to discuss projected growth while a student is at Capitol School and to be used in future educational settings, unless otherwise asked to be exempt by a parent or strongly recommended against by a classroom teacher.

PLAN FOR INSTRUCTIONAL REFORM

CSA has developed our ITP curriculum over a period of 30 years and has adapted as new information/research becomes available. Our Plan for Instructional Reform aims to increase the quality of instruction using research-based methods and strategies:

1. Curriculum and ITPs are reviewed and updated annually to reflect changes in research.
2. Staff attend annual conferences and continuing education workshops in order to stay up-to-date on instructional strategies being used with students with speech, language and learning differences.
3. As a fundamental part of lesson planning and instruction, teaching staff adapt published curriculum materials and lesson plans to use a multi-sensory approach to instruction. Qualitative assessment and observation are used regularly to make modifications to instructional strategies.
4. Administrative staff observe weekly in classrooms and give both written and verbal feedback to teachers regarding strategies used.
5. CSA's annual staff evaluation system allows for improvement goals and a professional development plan to be established.

BOARD OF DIRECTORS

The Board of Directors establishes and reviews the policies and procedures implemented at Capitol School of Austin. In addition, the members approve the hiring of the Director and review all budget matters.

If you have concerns, we would expect that you have first addressed them with your classroom teacher. The Director is an additional resource with whom you may address your concerns. If your concerns have not been fully addressed, members of the Board of Directors are available to answer questions or address any concerns a student's family may have. Contact any member of the Board by mail at 2011 W. Koenig Lane, Austin TX 78756, or call the office at 467-7006 and a Board Member will contact you. Visit www.capitolschool.com and click About Us for a list of current board members.

DIRECTOR

The Director reports directly to the CSA Board of Directors and is responsible for carrying out policies established by the Board, developing procedures, and maintaining school accreditation. Responsibilities also include supervising, directing, and providing in-service training of staff, parent counseling and communication, and participation in fund raising

efforts for the school. The Director will work closely with the CSA Booster Club.

ADMINISTRATIVE MANAGER

The Administrative Manager is the first point of contact for the school. Responsibilities include answering the phone, processing mail, collection of tuition and fees, sending home communications to parents and staff, coordinating parent volunteers and conducting intakes for prospective families. The Administrative Manager assists with all marketing and fund raising activities.

CLASSROOM STAFF

The classroom therapist (“teacher”) is your child’s “learning facilitator.” Certified bachelors and masters level speech language pathologists and special educators are utilized in classrooms as lead teachers. Responsibilities include making the learning experience exciting and rewarding for each child. Each teacher prepares and implements an individual treatment plan for each student. In addition, the classroom teacher is responsible for working with other professionals associated with your child (physicians, occupational therapists, psychologists, etc.). The teachers also participate in all fund raising efforts of Capitol School of Austin.

TEACHING ASSISTANT STAFF

The teaching assistant is responsible for carrying out teacher-directed activities during the school day and will participate in all fund raising efforts for the school. The teaching assistant reports directly to the teacher she or he assists.

OCCUPATIONAL THERAPY STAFF

The Occupational Therapy staff will provide group OT services or classroom consultation on a weekly basis for the preschool classes. They are available to consult as needed for the school age classes. The group OT service offered through Capitol School is not meant to take the place of your child’s individual OT services.

PARENTS

Parents are an integral part of the school program. Your child’s self-image, behavior, and motivation to succeed depend on everyone working together. You are encouraged to participate in all school activities, from writing in your child’s notebook to attending parent/teacher conferences and parent education meetings.

Capitol School of Austin is a non-profit, tax-exempt 501(c)3 organization whose annual expenditures exceed income from tuition. Each family who enrolls a child in Capitol School is responsible for participating in all fund raising activities.

CURRICULUM

Capitol School of Austin's language program is designed to encourage learning through experience. The curriculum is based on developmental and academic skills. Speech and language, cognitive, pragmatic, and motor skills, as well as positive self-esteem are stressed on a daily basis. Each child's strengths and weaknesses are evaluated, and an Individual Treatment Plan (ITP) is developed based on each child's learning needs. The Texas Essential Knowledge & Skills guidelines are used when planning Upper Level classroom curriculum.

An Individual Treatment Plan is a set of goals that a child is working to achieve during each semester. Advancement to the next level in CSA's curriculum is determined by several factors, including a student's completion of a level's goals across three ITP segments (including at least two of the following areas: Receptive Language, Expressive Language, Pragmatic Language) at a rating of "3" (Occasional prompts), a student's chronological age and their peer relationships. Parent conferences are scheduled each semester to discuss progress. Parents should plan to attend conferences on **scheduled** conference days. See school calendar for dates.

PARENT/TEACHER PHONE CONFERENCES

If you have questions, concerns, or ideas, please do not hesitate to **contact your child's teacher by calling the school office and requesting that the teacher contact you**. The teacher will return your call within 24 hours. If you have an emergency, the teacher will contact you the same day. Please do not call the teacher at home or at the private practices at which some of our teachers work in the afternoons, **unless your child's teacher has given you the number and permission to do so**. **Also, please refrain from calling or texting your child's teacher during school hours as all staff are instructed to keep their cell phones silenced during classroom instruction.**

DAILY/WEEKLY WRITTEN COMMUNICATION

You can expect to hear from your child's classroom teacher as outlined below:

Pre-school:	Daily Note or Talk Tag
Kindergarten:	Notes 1x/week
School Age:	As Needed

CLASSROOM OBSERVATION:

DUE TO THE PRESENCE OF COVID, VISITORS WILL BE LIMITED TO ESSENTIAL VISITORS ONLY. ALL VISITORS MUST BE SCHEDULED IN ADVANCE AND A HEALTH CHECK WILL BE PERFORMED BEFORE BEING ADMITTED TO THE CAMPUS.

Family members and outside professionals are encouraged to observe in the classroom. Visits during instructional time are permitted with the director's and teacher's prior approvals, and such visits shall be limited in frequency and duration so as not to interfere with the delivery of instruction nor disrupt the normal classroom environment. Parents and professionals can make an appointment through the school office a minimum of two days before coming for a visit. This courtesy allows the visit to benefit everyone. Please limit visits to 30 minutes and leave younger children at home. Parents are asked to schedule a meeting with the teacher if you would like to discuss your visit.

ADMISSION/DISMISSAL REVIEW COMMITTEE (ADRC)

Capitol School of Austin's Admission/Dismissal Review Committee (ADRC) meets to admit children to the program, to recommend dismissal from the program, to formulate a behavior plan if needed, and to recommend additional testing or therapies in order to best address the student's needs.

Recommendations for additional therapies or testing may be requested at any time during the student's enrollment. All children enrolled in Levels IV-VIII must have a complete educational evaluation unless otherwise recommended by the ADRC team.

All children enrolled in the program of Capitol School of Austin are subject to review as the need arises. Any change in the ITP made by the committee will be discussed in a conference with the parents, teacher, and if, appropriate, the Director. Teachers may request the formation of an ADRC committee if a child is not progressing at a satisfactory rate, or if the child is unable to demonstrate behaviors appropriate for the classroom.

INDIVIDUAL TREATMENT

It may be necessary for your child to receive individual occupational therapy, physical therapy, behavioral therapy, play therapy or speech therapy sessions. The teacher will discuss these recommendations with you. Capitol School offers individual occupational, speech, and reading tutoring on site for an additional fee through the Children's Clinic. Parents and Capitol School therapists can determine the best time of day for therapy sessions – before, during, or after the school day.

We are also happy to provide a list of other Austin-area specialists not affiliated with Capitol School. However, CSA Board policy does not permit outside therapists to provide treatment on campus unless the therapist has contracted with Capitol School to use CSA facilities through a fee-based Facility Use Agreement. Keep in mind that the cost for this fee is often passed on to the parent from their individual therapy provider. Treatment *during instructional time* may be permitted with the director's and teacher's prior approvals and a Facility Use Agreement in place before the requested visit. Classroom treatment visits shall be limited to a maximum of 60 minutes per day and up to 5 days per week so as not to interfere with the delivery of instruction nor disrupt the normal classroom environment. Only one outside therapist can be scheduled in a given classroom at a time.

The ADRC may determine that a student may benefit from having an **individual aide** to assist him or her during the school day. These individual aides are hired by Capitol School and funded entirely by the student's parents. There is a limit of one individual aide per classroom, although it is possible that this aide is shared between two students.

TUITION DEPOSITS & INSURANCE

Capitol School requires a contractual commitment from families for the entire school year and are obligated to pay the annual tuition and fees in full. No portion of tuition/fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from the school. In view of this obligation, a Tuition Refund Plan is mandatory to protect your yearly financial obligation to CSA. Participation in the Tuition Refund Plan is required unless the full annual charges are paid at the time of registration, in which case the Plan is elective.

A one month deposit is required upon registration in the program. This deposit represents your commitment to Capitol School for the upcoming school year and again, this tuition deposit is **non-refundable**.

The one month deposit is applied to May of the coming school year. Once the deposit is paid, parents make monthly tuition payments.

TUITION

Tuition is due on the first day of each month. Invoices for tuition are not issued. Tuition will be processed by Automatic Draft on the first day of each month. If paying by check, please drop in the office or place check in an envelope marked "Office". You are welcome to send the envelope in your child's backpack and the teacher will bring it to the office. The office will provide a monthly receipt for days attended at the end of each month of service to be filed with your insurance company for reimbursement. Capitol School does not file insurance claims.

Late Tuition Payments: Tuition payments will be considered late if received after the 7th calendar day of the month. An initial late fee of \$15 will be assessed to any account with a payment received after 3:30 p.m. on the 7th calendar day of the month. An additional late fee of \$3 per day will be assessed until payment is received in the office.

If the tuition payment is not received by the 15th day of the month, you will be notified that your child is unable to return to CSA until payment has been received in full (late fees are to be included). If payment is not received, you will forfeit your child's spot to children on the waiting list and your account will be turned over for collection from an outside collection agency.

RETURNED CHECKS

The office will notify you in writing immediately upon receipt of any check returned for insufficient funds and an initial fee of \$25.00 for the first returned check and \$50.00 for the second returned check will be assessed. Payment for the amount of the returned check and the returned check fee will be due the following day. An additional fee of \$5.00 per day will be applied for each day payment has not been received following notification. If more than two checks are returned due to insufficient funds, checks will no longer be accepted for payment. Thereafter, all payments will have to be made in cash or money order.

THERAPY RECEIPTS

Capitol School's program is based on daily group speech language therapy (insurance code: CPT-92508) and therapy is integrated into each day. The office provides original, signed therapy receipts via email the first week of every month after service has been provided. This receipt is provided for families to submit a claim to their insurance company for coverage. Contact your insurance provider for specific filing instructions. Please keep these together in one place at your home in preparation for annual tax preparation in order to limit the need to request replacement receipts. If your account is not up to date, no receipt will be issued. Students who attend CSA but do not have a speech or language diagnosis, will not be issued a receipt for insurance reimbursement.

ENDOWMENT FUND

The Board of Directors has established a separate endowment fund to provide scholarship money to assist families who are not able to meet Capitol School of Austin's tuition and fees. In addition to scholarships, the endowment fund will be used to maintain the OT program offered at Capitol School. Donations to this fund are tax deductible.

Veselka Scholarship Fund: Another way to support our tuition assistance program is to make a donation to the Veselka Scholarship Fund. When CSA parent, Shelly Veselka, passed away in the spring of 2015, a fund was established in his memory by his wife Brenda. Shelly and Brenda's daughter Victoria attended Capitol School for several years. Your donation (\$50 suggested) will be added to the scholarship fund to help families with low incomes send their child to Capitol School.

DONATIONS

Capitol School will gratefully accept any items from home for craft projects, children's books, and play and language activities. Supplies are also gladly accepted. Please make sure all donated items are complete and in good condition. Donors will be provided a CSA contribution form which can be used as a donation receipt for tax purposes.

FUNDRAISING

Because Capitol School's tuition and fees do not meet the expenses of the program, various fundraisers are conducted each year. It is expected that every family enrolled at the school will participate fully, as the fundraising events directly benefits students enrolled at Capitol School.

For the 2021-22 school year, there are several events planned throughout the year, however, **due to the presence of COVID locally, these events may be held virtually.** The first is a Fall Family Festival which is scheduled for **Saturday, October 23, 2021 and a second is Grandparent's Day, scheduled for Friday, November 19.** Another event is our "End of Year" Giving Campaign and finally there is our annual fundraiser.

The best way you can help the school is to attend all CSA fundraising events and invite other family members and friends to join you. For additional information about any of the events, please feel free to contact the office.

LIBRARY

The Capitol School of Austin library is for use by students and staff ONLY. Once each week, all students will visit the library with their class. Books will be checked out during that time and may be taken home to enjoy or may be kept at school to read during free time. Books must be returned to the library on or before the next visit in order to check out another book.

If a book is lost or damaged, parents will be fined \$10.00 in order for the library staff to replace the book.

MOTOR ROOM

For safety purposes, the Motor Room and equipment are to be used by CSA staff only. Parents and children are asked not to use the Motor Room or equipment unless accompanied by a CSA staff member or approved by the Director.

PLAYGROUND

DUE TO COVID, THE PLAYGROUND WILL NOT BE AVAILABLE FOR BEFORE SCHOOL USE AT THIS TIME.

CSA families are welcome to use the playground before school begins at 8:15 a.m. Please notify the office when you arrive. Children must be supervised by a parent at all times. Please put away any toys or equipment, leaving the playground as you found it.

NOTICE OF ASBESTOS CONTAINING MATERIALS

Because of the age of CSA's main building, you need to be informed that some ACM (Asbestos Containing Material) is still located within the building (please see attached letter at the end of this document). The materials identified as ACM are located in various areas of the building with the majority being in the old floor tiles. These materials must not be intentionally disturbed and are harmless if left undisturbed. Most of the areas have been encapsulated (covered by new tiles) or are covered by carpet and padding. All known areas with ACM are inspected periodically and additional measures will be taken if needed to protect the health of staff and building occupants. If you have any questions or notice accidental disturbance of these areas, please notify the office immediately.

PARKING

Staff members will have assigned parking spaces. When visiting the school, parents are asked to park in spaces 2 - 6 located along the North end of the property facing Koenig Lane. When picking up or dropping off your child, please do not park in the spaces used for car pool or in designated handicapped spaces unless you have the proper identification.

MONDAY LETTER

Every Monday throughout the entire school year, you will receive a letter from the office via email. A hardcopy, if requested, can be sent home with your child in the backpack. Please make a habit of reading this letter each Monday so you will be informed of any important events, happenings around the school, etc. Each Monday Letter will have a calendar of dates for your convenience. Please check your child's backpack daily for other information from the office.

Another way you can receive information from the school is by joining Remind.com when invited. Remind is a communication platform that allows the school to send messages via text in real time.

EMAIL

For your convenience, all Capitol School teachers and staff have a school email account. Please note that teaching staff do not access email during instruction time and are not required to access email after scheduled work hours; school policy is to reply to email **within 24 hours**. Because of this, important information should be shared with your teacher via a handwritten note sent in your child's backpack or by calling the office to leave a message for the teacher.

ATTENDANCE

A child's success depends upon regular and consistent attendance at school. Children late to class or frequently absent will have difficulty adapting to Capitol School's structure. If your child is going to be late or absent, please call the office and leave a message. Capitol School follows requirements established in the Texas Education Code with regards to absences and tardiness. Students will be considered tardy if they arrive 15 minutes late to class. Late arrivals can be disruptive and distracting to other students as well as teachers. *Please be considerate of all students and arrive on time.* State law requires that "a student between the ages of 6 and 18, as well as students enrolled in prekindergarten and kindergarten attend class 90% of scheduled school days to receive credit. Absences are tallied by day." Capitol School will maintain accurate records of all student absences and tardies in our Levels 3 and above.

Five (5) unexcused absences in one month are considered excessive and may jeopardize the student's progress; a conference with the Director will be required. Parents will be notified in writing when their student has five or more absences in one month. This notice will become part of the student's permanent file. If the situation is not corrected, then a corrective action plan will be implemented. Students will be counted absent if arriving after 10:30 a.m. for insurance purposes unless related to an outside medical therapy or medical appointment.

Ten (10) tardies are equal to one absence. Parents will be notified in writing when their student has 8 or more tardies in one reporting period and a conference with the Director will be required. Students receiving over ten tardies will be considered unacceptable. If the situation is not resolved, then a corrective action plan will be implemented to help the family improve. Some privileges at Capitol School are associated with promptness as positive reinforcements.

Corrective Plan for Excessive Absences/Truancy

Under the Texas Education Code, a public school is required to file a complaint after 10 unexcused absences within a 6-month period or 4 absences within a 4-week period, granted they have tried other preventative measures before filing. Capitol School will follow the public school's responsibility for reporting truancy. After the first efforts are made through parent conferences and written notification, a corrective plan will be implemented. A corrective plan, specifying the consequences of continued truancy, will

1. be prepared by the Director and signed by both the parent/guardian and the student. The plan will become part of the student's permanent file.
2. The parent/guardian will be contacted by phone or text message each time the student is absent. If no response is received, CSA will call 911 to request that the police department investigate.
3. A doctor's note will be required for each absence when the student returns to class. Failure to provide the school office with a doctor's note will result in written notification to the parent/guardian and student informing them

- of the next steps if the truancy continues.
4. CSA may utilize home visits with the parent/guardian, and contact with additional family members (such as grandparents) to aid in the resolution of the truancy.
 5. CSA will file a legal complaint with the appropriate court.
 6. The family may be denied continued enrollment at Capitol School and/or may be required to enroll their child in another school setting.

SCHOOL HOURS

Children should be in their classroom no later than five minutes after drop-off time. Please note that Friday is early release (1:00 p.m.) for Kindergarten and Upper Level classes.

Early Birds – Did not make for fall	7:30 a.m. – 8:30 a.m. (Mon-Fri)
Language Development Class (LDC)	9:30 a.m. – 12:00 p.m. (Tues/Wed/Thurs)
Language Stim Preschool	8:30 a.m. – 12:30 p.m. (Mon-Fri)
Level 1 Preschool	8:30 a.m. – 12:30 p.m. (Mon-Fri)
Level 2 Preschool	8:30 a.m. – 12:30 p.m. (Mon-Fri)
Extended Day Preschool Program	12:30 p.m. – 3:15 p.m. (Mon.-Fri)
Levels 3 - 8	8:15 a.m. - 3:15 p.m. (Mon-Thurs) 8:15 a.m. - 1:00 p.m. (Friday)
Friday after School Program Offered through Joshua’s Stage	1:00 p.m. – 5:30 p.m. (Friday) Fridays Only
Joshua’s Stage Program (L3-8 only)	3:15 p.m. - 5:30 p.m. (Mon-Thursday)

ARRIVAL/DISMISSAL PROCEDURES - PLEASE SEE COVID PROCEDURES REGARDING DROP OFF/PICK UP AND LATE FEES

To address the limited amount of parking spaces, CSA uses a drop-off and pick up system called “Carpool.” Each class has a designated carpool area and time slot. Carpool drop-off and pick-up times are staggered so that a limited number of parents are arriving at the same time. Please adhere to your class’s scheduled time to prevent a backup in the carpool area. A CSA staff member will meet you at your car to escort your child to and from the class each day in order for the carpool lane to operate safely and efficiently. Please remain in your car. Do not, for any reason, park and leave your car unattended in carpool lanes. As a courtesy to other parents, do not engage your child’s teacher in a conversation about your child’s day or performance in the carpool line.

You are encouraged to turn right out of the parking lots and proceed through the neighborhood to insure a smooth, safe flow of traffic. In keeping with the state “no cell phone law” and our continued commitment to student safety, we are requesting that you refrain from using your cell phone during drop off and pickup times with the following exception:

A true medical emergency call to 911

Please note that you will be asked to stop your conversation by either the teacher or school administration.

If you arrive after the allotted time, please bring your child to the school office in order to keep classroom disruption to a minimum. A staff member will escort your child to class.

Class	Drop Off	Pick Up
Early Bird –	7:30- 8:30 Park and walk your student into the classroom	Student will be walked to class by their teacher
LDC (TWTh)	9:25-9:35 - Back Lot	12:00 – 12:10 Back Lot
L1 & L2	8:25-8:35 - Back Lot	M-F 12:25 – 12:35 Back Lot
Extended Day Preschool Program	Student will be walked to the Extended Day classroom by their teacher	12:30-3:15 (M-F) Circle drive
Level 3	8:15 – 8:25 Circle Drive	M-Th 3:10 – 3:20 Circle Drive Fri. 1:00 – 1:10
Level 4 & 5	8:10-8:20 North Lot	M – Thurs. 3:10-3:20 – North Lot Fri. 1:00 – 1:10
Level 6 & 7/8	8:05-8:15 Circle Drive	M – Thurs. 3:15-3:25 Back Lot Fri. 1:00 – 1:10 Back Lot
Friday after School Program Levels 3-8 only	Student will be walked to the Joshua’s Stage classroom by their teacher	M-Th 3:15 – 5:30 – Back Lot 1:00 p.m. – 3:25 (Fri. Only)

If you need to pick your child up early from school, please write a note indicating the time your child will be leaving. The last 15 minutes of the day is a time for the children to clean their rooms and gather their belongings. If your child needs to leave early, please pick him/her up in the office prior to this time period.

Please Note: Children will not be allowed to leave with anyone other than those people listed on the Authorized Pick-up List unless a note is presented to the teacher. For your child's safety, this note must include the person's name; driver's license number; make, model, and color of vehicle. In the event that someone other than the parent will pick up your child once the school day has begun, please call the school office and speak directly to a staff member. Otherwise, we will not release your child.

LATE PICK UP -

There is a ten minute pick-up time slot beginning at the specified times. **If you arrive after the pick-up time slot**, you must pick up your child at their designated pick up place. **A charge of \$1.00 per minute will be assessed for each minute after the scheduled pick-up time for the first 10 minutes. After that, fees will be assessed at \$5 per minute. It is imperative you are on time for pick up.** Late charges will be sent via email invoice and should be paid upon receipt.

CLOSING OF SCHOOL

In the event of inclement weather, Capitol School will follow the Austin Independent School District's (AISD) decision on closing schools or starting on a delayed schedule. Listen for school closings or delayed start times on the television and radio. Please refer to the school calendar for bad weather make-up dates. If needed, a first bad weather day has already been built into the school calendar and will not be made up. A second bad weather day will be made up as scheduled. Any further bad weather days will be made up at the discretion of CSA's Board of Directors.

CLOTHING

There is no school uniform. Please dress your child in weather-appropriate clothing. All children must wear socks, tennis shoes or rubber-soled shoes, and be comfortable enough to play inside and out. Because of the size of the pebbles on the playground, sandals are not recommended. At Capitol School, children learn by doing. Your child will probably get mud, dirt, markers, paint, sand, etc. on their clothing. Keep this in mind when selecting your child's clothing. Always assume your child will be outside. In cooler weather, send a jacket, gloves, hat, etc. **Please apply sunscreen before bringing your child to school during the warmer months.** It is also suggested that girls wear some type of shorts under dresses.

Please send an extra pair of clothing (labeled with your child's name) to be kept at school in case of accidents.

LUNCHES

Pizza lunches are available on Fridays only for purchase as a fundraiser for the Booster Club and through the Club's PayPal account; otherwise you will need to send a lunch and a drink with your child each day. Because the staff does not have time or the facilities to prepare meals for students, it is requested that you send lunches which are prepared, mixed and ready to eat. Please do not send carbonated beverages or candy for dessert.

If you send foods which need to be heated in the microwave, it is requested that you send items which can be heated in two minutes or less. Due to potential fire hazards, classrooms are not equipped with microwaves, however, one is available in the cafeteria for brief warming.

Be sure to include spoons, forks, plates, or bowls if the student needs them for lunch.

SNACKS - DUE TO COVID, ALL FOOD PROVIDED FOR SPECIAL EVENTS/CELEBRATIONS MUST BE SENT INDIVIDUALLY WRAPPED.

Snack time for preschool classes is an ideal time to practice fine motor skills as well as to build language skills. School age classes also have a daily snack time in their schedule.

All CSA students bring individual snacks due to significant dietary needs in most classrooms. Parents are encouraged to send healthy snacks (yogurt, fresh fruit, fresh vegetables, crackers cheese). Please send your child's snack(s) in an individually labeled bag to help the snack process run smoothly and maximize language opportunities. You will be notified if there are specific food restrictions in your child's class due to allergies. Please check with your child's teacher before sending any cookies, candy, or cupcakes for special events.

If your child is allergic to particular foods, please let the office know immediately.

MEDICATION

Capitol School of Austin does not have a registered nurse on staff. However, the school will be happy to work with parents and physicians in administering prescription medication to your child if it is necessary for your child to take medicine during school hours. We will abide by the parent's **written instructions** for administering over-the-counter medications; forms must be on file in the office before your child can receive medication from the staff. All necessary forms are available in the office. All medication must be provided in the original container with the child's name printed on the container.

Due to the specific population of children Capitol School is designed for, many children are on medication for attention problems. We will follow the

written instructions of the attending physician, and we may need to be in contact with the physician regarding the on-going details for the attention problem. Parents will need to sign a release form to allow the staff to contact the physician.

VISION AND HEARING SCREENING

Texas state law requires vision and hearing screenings for: 4 year olds and first time entrants into a Texas child care facility or school, and children in grade K, 1, 3, 5, 7 and 9.

As part of Capitol School of Austin’s admissions and enrollment process, we ask for updated vision and hearing screenings for those entering the school for the first time, and thereafter in K, 1 and 3. We recognize a parent’s right to have this screening done in their child’s physician’s office and ask that parents provide the results to the school for their child’s permanent record. We contract with both The University of Texas Communication Disorders department and OCVT (The Optometry Center for Vision Therapy) to provide screenings at school for those opting to participate. In the month leading up to the scheduled screenings, parents will be notified of the date of the screenings. We ask all parents to communicate their intentions of having the screenings done at school and if they opt out, to provide current year screenings by uploading them to their child’s School Forms.

ILLNESS - REFER TO COVID Guidelines and FAQs posted on the school’s homepage.

Children must not be brought to school if they are ill. Parents, or an authorized person, will be notified immediately when a child has any signs or symptoms of illness. Prompt pick up is required. Parents will be contacted first. Authorized persons will be contacted only if the school is unable to reach the parents. A sick child should not be brought to school, or will be sent home, for the following symptoms:

1. **Fever:** A Thermoscan (TM) temperature of 100.0 degrees or greater, or an arm temperature of 99.4 degrees or greater. Your child may return to school 24 hours after the temperature has returned to normal without the aid of a fever reducer (Tylenol). Parents may be notified of a 99 to 99.9 degree fever when accompanied by behavior changes or other symptoms or signs of illness.

2. **Vomiting:** If vomiting begins at school, you will be contacted immediately.
3. **Diarrhea:** If your child has two or more loose bowel movements at school, you will be asked to take your child home. Your child should remain at home 24 hours after diarrhea has stopped without the aid of anti-diarrhea medication. If diarrhea occurs as a side effect of medication, written confirmation must be presented from your physician.
4. **Contagious Conditions:** If a child has head lice, scabies, pink eye, impetigo, or mouth sores, parents will be contacted to pick up their child. Children may return to class 24 hours after treatment has begun, or as appropriate for the condition. Notification of a contagious condition in your child's classroom will be sent home as determined appropriate by the Office.
5. **Influenza (flu):** All flu viruses are spread through coughing or sneezing by someone who has influenza. As such, **anyone with flu-like symptoms should stay home from school** and see a physician for diagnosis, treatment, and instructions about when to return. The symptoms of flu include: fever, chills, cough, sore throat, stuffy/runny nose, body aches, headache, and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. Students must remain at home at least 24 hours after they no longer have a fever or signs of a fever *without the use of fever-reducing medicine*. In addition, we request that parents alert the school office if a student is diagnosed with the flu so that we can monitor the number of cases we experience.
6. **Non-clear runny nose or signs of a fresh cold:** Yellow or greenish discharge is usually a sign of infection and children will be sent home unless a physician has determined that the condition is not contagious. When the runny nose is accompanied by significant behavior changes or fever, the parents will be notified.
7. **Strep Throat:** Child may return 24 hours after antibiotic medication has been administered and temperature has returned to normal.
8. **Chicken Pox:** Child should remain at home until 7 days after onset of rash or all sores have dried and crusted.
9. **Poison Ivy:** Child should remain at home until after the rash has dried and crusted. All clothing, backpacks, soft-sided lunch boxes, and nap mats, if applicable, must be washed before returning to school; the Urushiol oil in poison ivy can remain on these items and spread to surroundings and other students through simple contact.

Because allergies sometimes cause symptoms similar to an illness, it is requested that you present a written statement from your physician alerting the school of your child's allergies.

In the event that illness/symptoms are exhibited which prevent your child from participating comfortably in activities, or if the symptoms/illness require greater care than the staff can provide without compromising the health and safety of other children or interfering with the educational program, you will be contacted to pick up your child.

If a child has any illness diagnosed by the doctor as a contagious disease, please notify the school immediately so other parents can be alerted to the fact that their child may have been exposed.

IMMUNIZATION EXCLUSION

Capitol School of Austin respects a parent or guardian's right to make healthcare decisions for their children. However, if a student does not have an immunization record on file that includes the MMR vaccine, they will be excluded from care at Capitol School of Austin during a measles outbreak in the state of Texas. This policy is the same for all required vaccines in the event of an outbreak of an illness that is declared an emergency or epidemic by the Public Health Commissioner according to the State of Texas Education (Title 2 Chapter 38) which states:

“The child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.”

FIELD TRIPS - ALL FIELD TRIPS ARE TEMPORARILY SUSPENDED FOR THE FALL SEMESTER DUE TO COVID PRECAUTIONS.

Field trips, coordinated with the curriculum, are planned during the school year. Parents driving on field trips will need to provide a copy of a current insurance identification card and a copy of a valid driver's license. This information must be on file in the school office before driving on a field trip. The coverage needed is listed below:

Bodily Injury	-	\$100,000/\$300,000
Property	-	\$25,000
Personal Injury	-	\$5,000

BOOSTER CLUB

Goals of the Booster Club include supporting students and faculty with fund raising and providing volunteer assistance through coordinated efforts with CSA administration. As a member, you will have a vote in how Booster Club funds are

allocated. The Booster Club also exists to promote support and community amongst CSA families. The group meets monthly (daytime & evening meetings times are offered) and all CSA families are encouraged to take advantage of this support system. The CSA Booster Club sells poinsettias as their fall fundraiser. You will receive information in your child's backpack and in the Monday Letter.

Membership to the Booster Club is open to all parents and guardians of students enrolled at Capitol School of Austin. Annual membership is \$25.00 per family. Memberships can be purchased at any time during the year. See the Monday letters for scheduled meeting dates. Minutes from the meetings will be sent to all members via email.

NEWSLETTER

Capitol School of Austin publishes a newsletter two times each year. The mailing list is continually updated. Please advise the office of any friends, family members, or professionals you would like to receive a copy of the newsletter. Volunteers are needed if you would like to assist with the newsletter.

BIRTHDAY CELEBRATIONS -DUE TO COVID, ANY BIRTHDAY SNACKS MUST BE INDIVIDUALLY WRAPPED IF SHARED WITH THE CLASS.

A birthday is an exciting time for children. If you wish to send a birthday snack for your child's class, please check with your child's teacher for suggestions. A good alternative to birthday favors is for the birthday child to present the school library with a favorite book. The teacher will provide time for the child to open the package and "surprise" the class with the book. A commemorative bookplate with the child's name and birth date will be placed in the book. Please do not send birthday party invitations for distribution at school unless all children in the class are invited.

The Geoffrey Bennett Book Collection: Another way to commemorate your son or daughter's birthday is to make a donation to the Geoffrey Bennett Book Collection. When CSA parent, Geoffrey Bennett, passed away unexpectedly in the spring of 2008, a fund was established in his memory. Geoffrey and his young preschool-aged daughter, Ruth Bennett, had a mutual love for books and spent many hours at Book People; thus a collection of books by his favorite authors has been added to Capitol School's library. You are invited to stop by the library with your child to view the collection and choose one of the books to remain in the library as a permanent celebration of your own child's birthday. A commemorative bookplate will then be placed in the book and your child will have the opportunity to be the first one to check out the book from the library. Your donation (\$15 suggested) will be added to the memorial fund to buy additional book titles, make upgrades to the library or use for special area curriculum needs.

PETS ON CAMPUS

For the health and safety of all children, pets may not be brought onto CSA property unless pre-approved for show and tell purposes and accompanied by a parent.

HOLIDAY POLICY

Capitol School does not focus on religious holidays as part of its curriculum. Children will be allowed and encouraged to share their various traditions/cultures with the class throughout the year; however, there will be no teacher directed activities regarding religious holidays. Emphasis will be placed instead on common moral values (giving, kindness, friendship, etc.)

PHOTOGRAPHS/VIDEOTAPES

Photographs and videos taken during class for testing or instructional purposes will not be released to the public. In the event that photographs or videotapes are to be used for purposes other than directly related to education (i.e. presentation during the fundraising event, website, etc.), a separate release requiring a parent signature will be sent home.

NOTICE OF CONFIDENTIALITY OF RECORDS

Rights to Inspect: A parent may, upon request, inspect the records of their child. Capitol School of Austin assumes either parent of the child has the right to inspect their child's records unless legal evidence to the contrary is supplied to the school office.

A parent has the right to request an amendment of the student's records if the parent believes that the record is inaccurate, misleading, or in violation of the student's rights.

Such a request shall be made in writing to the Director. If the school refuses to amend the records, the parent will be informed in writing. In the case of such a refusal, the parent has a right to request a hearing on this matter before the CSA Board of Directors.

After the hearing, the school will either amend the record or inform the parent in writing of its refusal. Such written notice shall also inform the parent of his/her right to place in the records a written statement commenting on the records. This written comment shall be disclosed to other persons whenever the records themselves are disclosed.

Generally speaking, the school will not disclose therapy/education records to persons other than the parent. Auditors of the Comptroller General of the United States, the Department of Education, the Southern Association of Colleges and Private Schools, and the Texas Education Agency will be allowed to review records.

The school will disclose records when required to do so by a court order or subpoena. The school will document in such cases that the parent or eligible student was notified of such action or that such effort to notify was made.

In case of a true medical or safety emergency, records will be disclosed to protect the health or safety of the student or others.

Officials Who Have Access to Records: The following persons are considered to have legitimate educational interest in special students: teachers of the student, CSA Administration, members of the Admission Dismissal Review Committee, and the student's attorney.

REQUEST FOR RECORDS

When there is a request for records from CSA, the school will provide copies of the records to the parent to forward to the requesting party. In the event that the school is asked to provide information regarding a child, the original will be given directly to the parent to forward to the requesting agency, and the school will send the agency a letter indicating that the requesting information has been given directly to the parents.

Records will be forwarded to requesting institutions and to parents only when a parent's financial account is current.

Student Code of Conduct

Capitol School of Austin
2011 West Koenig Lane
Austin, Texas 78756
(512) 467-7006
(512) 467-7025 (Fax)

Student Code of Conduct Overview

Purpose of a Student Code of Conduct

All Capitol School of Austin students are entitled to basic rights of citizenship recognized and protected by law for persons of their age and maturity. Students are expected to demonstrate respect for the rights, privileges, and property of others.

Students who violate the rights of others and/or who violate classroom or campus rules will be subject to appropriate disciplinary measures. These actions are designed to correct misconduct and to promote adherence by all students to their responsibilities as citizens in the school community. The Student Code of Conduct establishes standards of student conduct and identifies circumstances under which a student may/will be removed from a classroom or campus. The Student Code of Conduct provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline. It is not a contract and can be amended by the Capitol School of Austin Administration at any time. The Student Code of Conduct will be available in the Director's office.

Teachers may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in the classrooms or given to the parents. Parents will not necessarily be informed of classroom infractions. Violations of the Student Code of Conduct will be documented by teachers and other professional employees.

Expectations for Student Behavior

Schools are places of learning. For individual students and schools as a whole to succeed, courtesy, respect, and diligence are essential and are required. In general, each student is expected to:

1. demonstrate courtesy and respect for others.
2. behave in a responsible manner.
3. be honest.
4. attend all classes, regularly and on time.
5. be prepared for class; take appropriate materials and assignments to class.
6. be appropriately dressed and groomed.
7. obey all campus and classroom rules.
8. demonstrate respect for the rights, privileges, and property of others.
9. cooperate with school staff in maintaining safety, order and discipline.

The Disciplinary Authority of Capitol School of Austin

The Disciplinary authority applies:

- during the regular school day
- while the student is participating in any activity during the school day on school grounds
- while the student is in attendance at any school-related activity, regardless of time or location

Disciplinary Consequences

When administering discipline, school personnel will treat students fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case, reviewing factors such as:

1. seriousness of the offense
2. student's age
3. frequency of the misconduct
4. student's attitude
5. potential effect of the misconduct on the school environment

Parents who have questions and/or concerns regarding disciplinary techniques or applications should address their concerns to the teacher or administrator, as appropriate.

The following examples of discipline management techniques represent a range of consequences that may be used, alone, or in combination for misbehavior that violates the Student Code of Conduct.

- Oral Correction
- Cooling-off time or "time-out"
- Seating changes within the classroom
- Counseling by the teachers or administrative personnel
- Parent-teacher conferences, telephone calls, emails, and/or letters
- Behavioral contracts
- Sending the student to the office or other assigned area
- Excluding student from school for the remainder of the day
- Expulsion from school
- Emergency removal
- Referral to outside agency and/or legal authority

Student Code of Conduct Violations That Will Result In an In-School Consequence or an At-Home Suspension

The following Student Code of Conduct violations will result in an in-school consequence or an at-home suspension if the student commits any of the following offenses on school property.

1. Engaging in conduct that can cause injury or damage to person(s) or property.
2. Engaging in conduct that contains the elements of intimidation or “bullying” behavior.
3. Leaving class, school grounds or school-sponsored events without permission
4. Using profanity, lewd or vulgar language, obscene gestures, or possessing materials that are pornographic or obscene.
5. Scuffling or fighting.
6. Stealing or possession of stolen property.
7. Engaging in ethnic, racial, or religious slurs or other derogatory or offensive remarks addressed to others.
8. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program.
9. Possessing or using matches or a lighter.
10. Possessing or using a pocket knife.
11. Possessing, using, or exhibiting school supplies or any other item in a manner that threatens to inflict or actually inflicts bodily harm to another person.
12. Violating safety rules.
13. Disrupting the school environment or educational process.

Emergency Expulsion

A campus administrator may order immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect people or property from imminent harm.

Personal Development Progress Report

The Personal Development Progress Report is one more tool to help us communicate and monitor your child’s overall needs. The Personal Development Progress Report is provided to parents along with ITPs each reporting period (three times per year) on an as needed basis. The primary goal of this report is consistency in how we communicate concerns about a child’s behavior to parents, as well as, how and when staff members implement specific interventions. A third component of the process is to determine at what level certain behaviors become too difficult to accommodate in our group setting. A copy of this report follows.

Capitol School curriculum goals already address many behavioral issues, and this report serves to provide an overall picture of your child’s behavior on a 1 to 4 scale, with 4

being a child who exhibits age-appropriate behavior and a score of 1 indicating a child who exhibits continued or increased difficulty in negative behaviors despite individual instruction.

Good teaching practices used across all CSA classrooms, such as verbal prompting and redirection, make-up the universal support indicated at the left-hand side of the diagram at the top of the report. The far right side of the diagram indicates behaviors in need of ongoing 1:1 instruction. We would like to see the majority of our students receiving scores of 3 and 4, however we anticipate some students receiving a score of 2, particularly those students who are newly enrolled in our program.

If your child receives a score of 2 on their Personal Development Progress Report, you can be assured that many interventions have already been tried in the classroom. Further steps that may occur at this time include: an Admission, Dismissal, Review Committee (ADRC) being formed and classroom observations begun by team members with recommendations to follow; a request for outside intervention such as a behavior specialist; a consult with an occupational therapist; and/or a parent teacher conference scheduled. If your child receives a score of 1 on their report, the student will most likely be asked to leave Capitol School.

We are fortunate to have many resources available to us, including consulting behavioral specialists (available at parent expense), as well as our team of gifted teachers. We also consider you, as the parent, a vital member of the team.

Information Technology Resources at Capitol School of Austin Acceptable Use Policy

The school's information technology resources, including internet access and email, are provided for educational purposes. Adherence to the following policies is necessary for continued access to the school's technological resources.

Students must:

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices.
 - Report security risks or violations to a teacher or administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of images, music, games, or movies).
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may not:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging, Facebook, Instagram, Twitter, or similar services.
3. Connect to Capitol School networks from their own personal device(s) including, but not limited to: phones, tablets, music players, computers, or smart watches.

4. Install or download software.
5. Use the resources for non-educational purposes.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School administrators and teaching staff monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Note to Parents: Please discuss these rules with your student to ensure he or she understands them. These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere. For more information, see www.cybercrime.gov.



Capitol School of Austin

2011 W Koenig Ln, Austin, TX 78756

August 31, 2021

To: Parents and Faculty

RE: Asbestos Management Plan 2020

This is a notice to verify that Capitol School of Austin 2011 W Koenig Ln, Austin, TX 78756 is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) and the Federal Asbestos containing Materials in Schools regulation. An Asbestos Plan is available in the Administration Office for your review, if needed.

This notice certifies as the school's annual written notification to parents, teachers and employee organizations of the availability of the management plan(s)/exclusion statements. §763.93(g)(4)

The Texas Asbestos Health Protection Act (TAHPA) and the Texas Asbestos Health Protection Rules (TAHPR), codified in 25 TAC §295.31 et. seq. The federal Asbestos-Containing Materials in Schools regulation, promulgated under AHERA, is adopted by reference under §295.31 of the TAPHR. The Asbestos-Containing Materials in Schools regulation is codified in 40 CFR Part 763, Subpart E. Copies of these laws and regulation may be obtained through any office of the department.

Amy Cunningham
Capitol School of Austin
2011 W Koenig Ln
Austin, TX 78756