



***Anne Frank Inspire Academy
Parent/Student Handbook
K-5***



Mission
***To increase the capacity
for human greatness!***



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An Unwavering Commitment to Greatness!

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An Unwavering Commitment to Greatness!

Dear Parents & Students:

Welcome to the Anne Frank Inspire Academy! Your experience at AFIA will be like no other. You may participate in the academy's Student Leaders Program, produce and perform a musical, start your own business or write the morning news. You will belong, lead, serve and learn to contribute in an academic community that fosters mutual respect.

We look forward to the many exciting opportunities that lie ahead. Learning at the Anne Frank Inspire Academy can be defined as a true 21st century approach that will recognize your unique gifts as a student in combination with a collaborative environment that promotes a partnership between the student, teacher and parent.

Within this booklet you will find the Handbook and Code of Conduct. They are the policies, rules, consequences and procedures that you will be expected to follow. Please read them carefully and familiarize yourself with the information.

Please feel free to call or email us at any time.

Sincerely,

Anne Frank Inspire Academy Administrative Team

ANNE FRANK INSPIRE ACADEMY



2016-2017 INSTRUCTIONAL CALENDAR

August

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	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			

11 - 19 ⇒ Staff Development (15th Convocation)
22 ⇒ First Day of School /
Beginning of 1st Six Weeks

8 DAYS

September

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				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	

5 ⇒ Labor Day
16 ⇒ Early Release Day
30 ⇒ End of 1st Six Weeks

21 DAYS

October

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						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					

3 ⇒ Beginning of 2nd Six Weeks
10 ⇒ Columbus Day (Student Holiday/Staff Work Day)
21 ⇒ Early Release Day

20 DAYS

November

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		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			

11 ⇒ End of 2nd Six Weeks
14 ⇒ Beginning of 3rd Six Weeks
21-22 ⇒ Student Holiday / Staff Work Day
23-25 ⇒ Thanksgiving Break

17 DAYS

December

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				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

19-30 ⇒ Winter Break

12 DAYS

January

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
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				

13 ⇒ End of 3rd Six Weeks
16 ⇒ Martin Luther King, Jr. Day
17 ⇒ Beginning of 4th Six Weeks
27 ⇒ Early Release Day

21 DAYS

February

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			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				

14 ⇒ Admissions Open House 9:00am
20 ⇒ Student Holiday / Staff Work Day /
Bad Weather Make-up Day
24 ⇒ End of 4th Six Weeks
27 ⇒ Beginning of 5th Six Weeks

19 DAYS

March

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			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	

3 ⇒ Early Release Day
13-17 ⇒ Spring Break

18 DAYS

April

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						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						

13 ⇒ End of 5th Six Weeks
14 ⇒ Easter Break
17 ⇒ Beginning of 6th Six Weeks
28 ⇒ Battle of Flowers

18 DAYS

May

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	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			

5 ⇒ Early Release Day
29 ⇒ Memorial Day

22 DAYS

June

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				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	

1 ⇒ End of 6th Six Weeks / Last Day of School
2 ⇒ Staff Work Day / Bad Weather Make-up Day

1 DAY

Legends

	Holiday	* Early Release Day
	Holiday/Bad Weather Make-up Day	
	Student Holiday/Staff Work Day	
	Staff Orientation	
	Begin / End Grading Period	
	Admissions/ Parents' Open House	
1st 6 Wks = 29 days	4th 6 Wks = 28 days	
2nd 6 Wks = 29 days	5th 6 Wks = 29 days	
3rd 6 Wks = 30 days	6th 6 Wks = 32 days	
Total Student Days = 177 days		
Professional Days = 13 days		
Teacher Workdays = 190 days		

About Inspire Academies

Anne Frank Inspire Academies offers students K-5th grade an extraordinary integrated academic program featuring four interlocking areas of growth: problem solving, character development, leadership opportunities and service learning projects.

Graduates of The Inspire Academies will be equipped with a cornucopia of tools that will serve to empower them with an unwavering commitment to greatness!

Mission

To increase your child's capacity for human greatness

Vision

To design, build and operate preeminent 21st century schools that will become a model for learning around the world.

School Colors: Silver, Blue, Burgundy

Mascot: Sea Gull

The 7 Pillars of the Inspire Academies

- Small School Size
- Creative Learning Environment
- World-Class Curriculum
- Personalized Learning Model
- Authentic Assessments
- Teachers as Facilitators
- Connection to the Community

Our Three Imperatives

Belong: Be an active member of your family, your school, your community, and the world.

Be Great: Become an expert learner, a leader, a person of character and principles, and create a life of service to others.

Find Joy: This is the purpose of life-and a choice you can make every day.

Motto- Life is good, make it great!

AFIA

Pillar #1

Small School Size

Admissions

Open Enrollment Charter School

Anne Frank Inspire Academy is an open-enrollment charter school which is a public school of choice. Parents must follow the guidelines for the admission process for a student to be admitted into an open-enrollment charter school.

Lottery and Placement on Waitlist

The John H. Wood, Jr. Charter District has an Open Application period from April 1 – 30. All new applicants for admission to a campus during this time are subject to a lottery to determine their placement on the lottery results/waitlist for the particular grade level.

The lottery, if any, shall be conducted within the next five (5) business days following the Application Closing Date. A lottery will be conducted for each grade level.

The lottery for each grade will be conducted in four stages: (A) children of teachers; (B) siblings of currently accepted students; (C) students who live within the school's geographic boundary (including homeless students); and (D) students who live outside the school's geographic boundary.

Applications received after the Application Closing Date will be placed on the waitlist according to their application classification: child of teacher, sibling of current student, student who lives within the school's geographic boundary (including homeless students), or student who lives outside the school's geographic boundary. Thus, for instance, any sibling who submits an application for admission after the Application Closing Date will be placed at the bottom of the section of the waitlist for siblings (and immediately ahead of the students residing within the school's geographic boundary). Similarly new applicants residing within the school's geographic boundary will always be placed on the waitlist ahead

of students residing outside of the school's geographic boundary.

Enrollment

After the lottery, the school will determine how many seats are available in each grade and begin calling parents of prospective students in the order they appear on the lottery results/waitlist to fill the available seats. The school will call each of the numbers provided by the parent on the application and if a parent is not reached in person will leave a detailed message when possible. The parent will have 48 hours (excluding weekends and federal holidays) from the time of the first phone call to accept enrollment at the school. If the parent does not call the Enrollment Specialist during office hours and verbally accept the offer of enrollment within 48 hours (excluding weekends and federal holidays), the student will be removed from the waitlist.

When a seat becomes available any time after the initial lottery notification, the parents of students on the waitlist will be notified as soon as there is an opening by calling each of the numbers provided by the parent on the application. The parent will have 48 hours (excluding weekends and federal holidays) from the time of the first phone call to accept enrollment at the school. If the parent does not call the Enrollment Specialist during office hours and verbally accept the offer of enrollment within 48 hours (excluding weekends and federal holidays), the student will be removed from the waitlist.

Any student who is administratively removed from the waitlist due to failure to timely accept enrollment as outlined in this policy may have their application re-activated for that school year only. The parent must call the Enrollment Specialist and request that the application be reactivated. Upon receipt of such request, the school will place the student at the bottom of the waitlist as outlined in this policy.

If the number of students enrolled in a grade ever exceeds the cap established by the school, due to

retention or other grade placement modifications, the school will absorb the extra students in that grade as naturally as possible. If any student withdraws or is removed from the school such that the number of students in the grade remains at or above the cap, additional students will not be enrolled at that time. The school will not enroll additional students in any grade unless the number of students falls under the cap for that grade as determined by the school.

No student names will be physically removed from the enrollment database. The enrollment database will be retained as a record of the school's compliance with the Texas Education Code, United States Department of Education Non-Regulatory Guidance, and this policy.

Discrimination

AFIA complies with all non-discrimination rules and regulations and does not permit any form of discrimination on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

School Admissions

A completed application must be submitted to the school or online prior to the application deadline in order to be eligible for admission. Times will be posted on the website for the application to be received with a deadline date that must be met in order for students to qualify for the lottery. AFIA will accept fifty students in each grade level.

Acceptance Procedure

Students that were selected on "lottery day" will be notified in writing one week following the lottery.

- Acceptance notifications will be mailed the day after the lottery. Enrollment packets will be available for pick-up the day of lottery and any time after.
- the completion of the lottery.
- All accepted students will be required to meet with a school facilitator to undergo informal assessments and to design their Personal Learning Plan. This coordination interview will serve as a time for students

to voice their areas of interest and make program choices.

Enrollment Documents

Upon a student's acceptance, the following documents are required to be submitted:

- Birth certificate
- Records from the school most recently attended
- Immunization records

Students will not be denied enrollment because they failed to meet this requirement.

Student Dress

Students attending AFIA are not required to wear a uniform. However, students are asked to follow the guidelines below.

Collared professional attire is always encouraged. No shirts with inappropriate, offensive or disruptive graphics will be permitted. Spaghetti straps, tube tops, halter tops, low-cut revealing clothing and bare midriffs, crop tops, muscle shirts, see through clothing and off the shoulder shirts are not acceptable. *The Presentation/Field-Trip Shirts are required with black or khaki pants for presentations and trips.*

Professional looking slacks and jeans are encouraged. Cargo/dress shorts, skirts and dresses are allowed if they are at least knee length. Gym shorts, sweat pants, pajamas and sagging pants are not acceptable. The following are not permitted: Torn jeans, joggings, skinny jeans, tight fitted jeans or shorts. Yoga pants, leggings, pants of spandex or other similar materials. Cut or slit in skirts that are longer than 2 inches, and shirts, shorts, and dresses that are more than one inch above the knee.

Closed toe shoes are required for student safety.

Hair – Hair styles and hair coloring must be natural colors and must not distract from the learning environment.

Head Wear – Students are not permitted to wear hats, caps, visors, sunglasses or other headwear inside during school hours.

Jewelry – Jewelry must be worn in moderation. Facial jewelry including nose and body (except ears) piercings are not acceptable.

Cosmetics – Moderate make-up and nail polish is permitted.

Presentation/Field-Trip Shirt - An AFIA presentation/field-trip shirt will be available for purchase.

PE Attire- Athletic shoes are required for outdoor P.E activities.

AFIA

Pillar #2

Creative Learning Environment

The Anne Frank Inspire Academy is a free, public school open to all students who are going into Kinder-5th grade. Students are not required to take a test to be accepted and there is not a charge for tuition.

Anne Frank Inspire Academies fosters a culture of innovation and assists students in reaching their full potential through learning spaces where design is driven by pedagogy and technology.

Inspire Academies are designed on the premise that the effective implementation of learning spaces can actually facilitate student engagement and enhance teaching and learning. Students and staff are not bound by traditional classrooms or caught in the dilemma of creating student programs to fit present day constraints.

Students enrolled in Inspire Academies will enjoy buildings that feature flexible spaces, collaborative areas; studios built with social-interaction in mind and integrated technology where comfort and ambiance are not forgotten.

School Work

Students will set goals, maintain a calendar, and create a daily "To-do List." Advisors will check student progress weekly. Working on these goals can happen anywhere and/or anytime: home, school, weekends, and etc. If a student is absent from school, the work of one's life continues!

Parents are encouraged to review material that students are covering and provide opportunities for students to continue their project development at home.

Students will follow their daily calendar of assignments as a way to assist with organization and study skills. The calendar is a tool to help student (s)

when absent to obtain the missed assignments and make up assignments.

Late Work Policy

Students that have several excused absences should contact their advisor to determine a reasonable plan to catch up on missed work. If a student consistently turns in work late, the issue will be addressed with the student and their parent(s).

Closed Campus

AFIA operates a closed campus. AFIA is committed to providing a safe campus environment; therefore, students are required to have a parent / guardian check him / her out through the Administrative Assistant/Registrar.

Phone Messages

Parents are encouraged, during regular school hours, to call the main office (638-5910) should an emergency situation occur. The school will notify the student of the emergency.

Student Cell Phones

Students are permitted to bring their cell phone to school; however, cell phones are not permitted to video and audio record other students or staff without their permission. Devices are subject to being confiscated if they are used repeatedly in an inappropriate fashion.

Field Lessons

AFIA will offer a wide variety of opportunities to go on trips. The following guidelines will apply:

- Students must return a Field Trip Permission slip signed by a parent. Phone calls will not be accepted as permission.
- Students will follow the Student Code of Conduct on all off-campus trips.
- Students will be asked to wear their AFIA presentation shirt on field trips.

Student ID Cards

All students will be issued an official student ID card with photograph. These cards are proof of enrollment at off campus venues. The price to replace a lost or missing card is \$5.00.

Student Records

Please contact the main office to change your student's address, phone number, emergency contacts or other information.

AFIA complies with the Family Education Rights and Privacy Act (FERPA) which affords parents certain rights of privacy with respect to the student's education records.

Parents, whether married, separated, or divorced, have a right to access their child's education records, unless a court order specifically restricts that right.

Photographs

AFIA, throughout the year, may have students working on yearbooks. They will also work with webpage designers and media representatives on campus to videotape or photograph student related activities.

By signing the Photo Release Form, parents are giving AFIA permission to *take their child's photograph and to use that photograph.*

Waiver of Student Fees

Requests for a waiver of fees must be made to the Head of School. The individual student's situation will be taken into consideration and a determination based on need will be made.

School Closings / Delay

School cancellations and delays will be communicated to parents via phone call Ident-A-Kid. In addition, TV stations will announce the school's cancellation or delay information.

Disaster and Fire Preparedness

AFIA has a school crisis plan that provides a disaster and fire protection plan. Drills are conducted regularly throughout the school year. Disaster and fire drill will be held regularly.

Students Selling Items at School

School clubs and organizations may sell items if they have received permission from a school administrator. Items may be sold before and after school.

Distributing Flyers

Students who wish to distribute flyers, literature, etc., must receive approval from a school administrator. Students that wish to post advertising materials for school events must receive approval from a school administrator.

School Schedules

Elementary - Monday – Friday

7:45 a.m. to 2:45: Lower / 8:00 a.m. to 3:00: Upper

Middle - Monday - Friday - School Begins

8:00 a.m./8:15 a.m./8:30 a.m.

Middle - Monday – Friday School Dismissal Time

3:00 p.m./3:15 p.m./3.30 p.m.

Monday – Friday - Extended Day

Ends at 5:05:00 p.m.

Specific Early Dismissals - See School Calendar

Doors open for students at 7:30 a.m. Due to safety reasons, students should not arrive before 7:30 a.m. Staff does not report to duty until 7:30 a.m.

Attendance

Texas Compulsory Attendance Law

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

The Texas Education Code 25.085-096 states that a student may not be given credit for a class unless the student is in attendance at least 90% of the time that the class is offered. This means that the maximum a student can be absent is nine days per semester per class including excused and unexcused.

Attendance will be taken throughout the school day. State funding is based on daily attendance figures. Therefore, students should make every effort to be present daily. Should it be unavoidable for a student to be absent then a parent/guardian should call the main office before 8:30 a.m. on the date of the absence with the reason for the student's absence. *Failure to follow the Texas Compulsory Attendance Law is a Class C Misdemeanor and subject to a fine not to exceed \$500. A violation has occurred if a student has the following unexcused absences.*

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

Personal Illness

When a student is absent for personal illness exceeds three consecutive days, then the student will be required to present a statement from a physician or health clinic. Failure to provide a written statement may result in the student being charged with violating the compulsory attendance laws.

Absences

A student absent from school, upon his or her return, must provide a written note to the Head of School. The note must be signed by a parent/guardian. Notes must be received within three days of the absence, or the absence will be unexcused. A note signed by the student, even with the parent's permission will not be accepted.

All anticipated absences must be approved by the Head of School at least one full day before the absence. Assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or the Head of School. Any absence not approved in advance will be unexcused.

Excessive absences are considered truancy under state law; the school reserves the right to take extreme absence cases to court.

Excused Absences

Student's absences, up to eight (8) days of absences per year from school, may be excused with proper documentation or approval from the Head of School for the following reasons:

- Medical appointments (Students are encouraged to return to school on the same day as the appointment.)
- Family emergency or illness
- Quarantine of the home
- Observance of religious holidays
- Juvenile court proceeding documented by a probation officer.
- Naturalization ceremonies
- Military deployment of parent,
- Death or serious illness in immediate family
- Natural disasters, weather or road closures, as declared by the District
- Emergencies recognized and approved by the Head of School
- Attending an authorized school function

Tardiness

Students that are tardy to school (arriving after 8:00 a.m.) must be escorted to the middle school by a parent/guardian to sign through IdentAkid..

Should a student receive more than 4 tardies in a 6 week grading period, the student will be required to follow the recommendations of the attendance committee.

Make-Up Work

AFIA students will be given the opportunity to make up work missed due to an excused absence. It is the responsibility of the student to request and complete assignments or tests missed.

Truancy

Students are required to attend school under the Texas Compulsory Attendance Law. Students absent without excuse for ten or more days or parts of days within a six month period or three or more days or parts of days within a four week period will be treated as truant and action may be brought for failure to comply with the law.

Attendance Committee

In accordance with TEC 29.092, an attendance committee composed of a majority of teachers, an administrator, and other campus staff, will convene to consider student's excessive absences. The attendance committee will alert all students who are in danger of having excessive absences so they will have the opportunity to correct this issue. The Attendance Committee may decide to allow students to make up work due to extenuating circumstances and will determine the timeline. Parents may request to be present for the appeal process.

Student Withdrawal

An AFIA student must be accompanied by a parent/guardian in order to withdraw from school. All fees and fines must be paid and all school-owned materials/computers must be returned in acceptable condition.

Designation for Parent Pick-Up

AFIA will recognize the parent/guardian on the Student Registration Form as the only person (s) having the authority to pick up that particular student. If a parent/guardian or authorized family member claims to have the right to pick up the student, then that person must present a driver license and one of the following:

- A certified court order showing charge of custody rights and proper identification;
- Proof including order from clerks of the court, judges, or attorneys.

A change of custody will not be allowed on school property during the school day unless authorized by the Head of School.

Change of Address

Written notification of a student's address change or phone number should be given to the main office within five days of the change.

AFIA

Pillar #3

World-Class Curriculum

The curriculum at an Inspire Academy can be defined as a true 21st century approach that recognizes the unique gifts of students in combination with a collaborative partnership between the student, facilitator, and parent.

The Curriculum at AFIA is Common Ground an international school curriculum that guides students in developing expert learning skills, global citizenship, and core content. Common Ground will provide an overall structure to the AFIA curriculum as the source of ongoing themes around which projects, activities, and challenges will be built.

The education program approach can be described as a Personalized Learning Model based on the latest research findings as to how students learn best. Every student is honored as an individual and their skills and passions are acknowledged as a tailored learning program is developed. The extraordinary integrated academic program features four interlocking areas of growth: expert learning, character development, leadership opportunities and service learning projects.

This Personalized Learning model promotes a collaborative partnership between the facilitator, parent, student and school. This student-centered design allows for a tailored learning program to be created jointly for each student. Student needs, interests, skills and passions are the driving force of the AFIA academic framework. Learning is fostered through flexibility and choice as the facilitator and learner exchange roles. The environment of the school looks very different. AFIA's Personalized Learning programs transforms the learning process, and a shift in the school culture takes place.

Curriculum at AFIA consists of a three-tiered curriculum consisting of a core curriculum, a choice curriculum and an exposure curriculum. The AFIA Core Curriculum includes the state required course work and assessments for each grade level including the core subjects in math, science, social studies and English/Language Arts. The exposure curriculum consists of what we believe well rounded students should be exposed to. With parents and students, we will develop a broad range of events, presentations, and experiences for our students (e.g. possibilities might include overnight camping, leadership retreats, trips to museums).

The student program provides AFIA students opportunities to develop leadership skills and the potential to assume responsibility for the operation of their academy. Students will have meaningful involvement and will:

- co-design/design their personal learning plans,
- co-design curriculum,
- co-design the school calendar/school day,
- design learning activities,
- design a fundraising campaign,
- manage a budget for field experiences, materials and school activities.

As a student leader, students will experience the decision-making process of a school, model the process for new students and serve as a leadership encouragers to all students.

AFIA

Pillar #4

Personalized Learning Model

Recognition

Students who demonstrate greatness will be recognized at the end of a grading cycle.

Section 504

AFIA shall identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students. Contact the school office if you have any questions about the identification, evaluation and placement into Section 504 programs.

Special Education / Free Appropriate Public Education (FAPE)

AFIA complies with the IDEA, which guarantees the provision of a free appropriate public education (FAPE) to all children with disabilities.

AFIA ensures that an individualized education program (IEP) is developed, reviewed, and revised for each child with a disability in accordance with its procedures. AFIA ensures that each of its students with disabilities receives all of the special education, related services, and supplementary aids and services identified in the child's IEP.

English Language Learners

AFIA provides support services, including various intervention opportunities, such as tutorial and small group instructional support for English Language Learners (ELL) to be successful.

Dyslexia Services

Students suspected of having symptoms of dyslexia are referred to the Student Support Team. If as part of the intervention process dyslexic tendencies are noted, the student will be referred for a Section 504 evaluation for dyslexia to be administered by trained personnel. If the student is identified as being at-risk for dyslexia, the student will be placed in a dyslexia

program. Student-specific accommodations decided upon by the Section 504 committee will be used during any direct instruction times and during assessments. The Section 504 plan will be reviewed annually and accommodations adjusted as necessary.

Homebound

If a student has a medical or psychological condition that necessitates being absent for a total of at least four weeks, not necessarily consecutively, a homebound referral will be initiated. Students are responsible for meeting the requirements of grade-level curriculum and will be required to take all standardized tests when possible. Students that are referred for homebound services will be considered for qualification under Section 504.

Homeless Students

AFIA will survey students and parents annually to determine if their living situation is transitional as defined by the McKinney-Vento Homeless Assistance Act. Children and youth who lack a fixed, regular and adequate nighttime residence are considered homeless and may be eligible for services.

Arrival to School

School doors will open at 7:30 a.m. For safety reasons, students should not arrive before 7:30 a.m. Staff will not be on duty prior to 7:30 a.m. Notify the Head of School should you need to leave your child earlier.

Dismissal

- Parents picking up their student prior to regular school dismissal must go to the main office at the middle school to check their student out.
- Due to traffic control and safety reasons, students are expected to report to the

designated student pick-up area immediately upon dismissal from school. Students that aren't picked up upon dismissal time will be held fifteen minutes at their pick-up designation. Students will then wait in the office for parent pick-up and a late fee of \$10.00 will be charged.

Health

Dispensing of Prescription Medications at School

Prescriptions **must** be in the **original**, current, pharmacy-labeled bottle with drug name, date, dosage, time of dosage, physician's name and phone number printed on the bottle. A written note signed by the parent stating the purpose and duration the medication is to be given, must accompany the medication and include the parent's emergency daytime phone numbers.

- Parents must deliver the medication to the Head of School.
- All paperwork must be filed and signed by the parent.
- Students must never have any medications in their backpacks, purses, or on themselves.

Dispensing of Non-Prescription/Over-the-Counter Medications at School

AFIA does not dispense over-the counter/non-prescription medications at school. Should a special circumstance arise, you must contact the Head of School.

AFIA does not dispense aspirin to students. The main office does not have any medication to dispense. ***Students that are found taking medication or giving other students medication will be subject to school disciplinary action.***

Asthma Medications

Parent/guardians are required to provide the Head of School a copy of the student's "Asthma Action Plan" signed and dated by the student's physician.

Activity restrictions due to weather or exertion should be provided in writing by the student's physician.

Students at AFIA are allowed to carry their own inhalers at school as long as a note with the physician and parent's signature is on file in the administration office. All inhalers must have the pharmacy prescription label attached directly on the inhaler. It is advised that all asthma medication be administered in the presences of a main office staff member. Spare inhalers will be kept in the Head of School's office.

Students must bring their personal nebulizer if treatment is required.

Severe Allergic Reaction

An "Allergy Action Plan" is advised to be completed for any student with a known history of anaphylactic reaction. Forms are available at the school or on the school website under the forms section. Ensure that the Head of School is aware any student's hypersensitivities to food/environment/insects.

Fever

Students will be considered to have a fever if their temperature is 100.4 degrees (or greater) orally. Students should not be medicated to reduce a fever and sent to school.

AFIA request that students must be fever free for 24 hours after the temperature has returned to normal (98.6) without the use of analgesics before attempting to return to school.

Immunizations

A student is required to present proof of immunizations as required by Texas State law for school attendance. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Students entering 7th grade are required to have:

- Meningococcal Vaccine
- Varicella Vaccine – required two doses
- Tdap Vaccine (Tetanus and diphtheria toxoids and acellular pertussis) – required booster

Exemptions from compliance are allowed for an individual by obtaining an exemption for medical reasons or reasons of conscience, including religious beliefs. To obtain a medical exemption, the student must present a statement signed by a health care provider licensed to practice medicine in the United States that indicates the immunization required would be harmful to the health and well-being of the student or a member of the student's family or household. The exemption is valid for one year from the date signed by the health care provider.

Mandated Screenings

AFIA will conduct vision and hearing screenings as required by the Special Senses and Communication Disorders Act for all 7th graders and for all other students entering AFIA for the first time. Parents will be notified if their student does not pass the screening tests.

AFIA will conduct spinal screenings as required in grade 6th. Seventh grade students will be screened for Texas Risk Assessment for Type 2 Diabetes in Children Program as required.

Requirements for all screenings are met if the parent provides the results of the screening conducted by a state-licensed health care provider to the Administrative Assistant or Head of School.

Student Health Insurance

AFIA by law is not liable for injuries that students suffer while on campus. AFIA does not make available voluntary accident insurance.

Food & Nutrition Services

AFIA does not offer a food program; however, students may bring food. Students may bring food and use the microwaves for warming.

In accordance with the Texas Public School Nutrition Policy: Parents may provide for their own student's lunch and snacks. However, they may not provide these same items to other children at school. This is a policy from the State of Texas, and AFIA abides by such policy.

Free and Reduced Priced Meals

Families are encouraged to complete an application for Free and Reduced Priced Meals. Families that qualify for Free Priced meals, through a completed

application, can ensure that their children will receive breakfast at no charge. Parents can complete meal applications during registration and throughout the school year.

Student Safety

To foster an orderly and distraction-free environment, AFIA has established a Student Code of Conduct. The Code outlines prohibited behaviors and consequences. The school has the responsibility and authority to enforce the AFIA Student Code of Conduct, counsel students and assign discipline when appropriate.

Students Selling Items at School

School clubs and organizations may sell items if they have received permission from a school administrator. Items may be sold before, after, and during school hours.

Distributing Flyers

Students who wish to distribute flyers, literature, etc., must receive approval from a school administrator. Students that wish to post advertising materials for school events must receive approval from a school administrator.

AFIA

Pillar #5

Authentic Assessments

Grading Policies

Mastery Approach – Students will collaborate on grades and lead student-led conferences with parents 6 times per year (once per six weeks).

AFIA is organized into semesters subdivided into six weeks. Core academic classes are two semesters, while electives may be one semester long. Grades for each semester are determined by averaging the grades from three six-weeks. Refer to the AFIA yearly calendar for report card distribution dates.

Grading Scale

AFIA grades on a number system.

Transfer Students

- AFIA does accept grades earned from other public schools. Students from other public schools must present a report card indicating the grades earned. Records from the school most recently attended will be requested.
- Students entering from a non-accredited school or home schooling will be able evaluated on an individual basis.

Grade Conversion for Transcripts

A = 90 - 100

B = 80 – 89

C = 70 - 79

Students will take part in the annual assessment required by the State of Texas. For Elementary School students, these assessments take place in grades 3, (reading, math), grade 4 (reading, math, writing) and grade 5 (reading, math, science).

Retention

AFIA students will be required to repeat a grade level due to insufficient academic performance and / or poor attendance. Retained students may be required to repeat specific classes or an entire grade level, depending on the individual student's performance. Grade-level retention meetings are held during the second semester of the school year.

Promotion Standards

- In order to be promoted to the next grade level students must pass **all** core classes (English, math, social studies and science).
- Students must attend 90 percent of the academic year. If a student is not in attendance 90 percent of the academic year then they are at risk of loss of credit and that could affect promotion to the next grade level.
- If a student fails one core class then they must go to the Promotion Committee. The committee will review their data and determine if retention or promotion has been earned.

AFIA

Pillar #6

Teachers as Facilitators

Student Support Team Students Experiencing Academic or Behavioral Difficulties

AFIA offers specialized support services to students that fail to make progress during a six week grading period as well as for students that do not meet the standard on state required tests. When a student fails to make progress, the student will be referred to the *Student Support Team*. The SST may convene at any time to discuss any student that fails to make progress; design interventions tailored to meet the student's needs and a case manager will be assigned. A follow-up meeting every two weeks will be held until the student is successfully participating in the educational process.

- After a referral has been made to the Student Support Team, the team will meet every two weeks until the student is successfully participating in the educational process. Progress will be documented.
- Students may be recommended by the Student Support Team for the following interventions;
 - Contact the student's parent (The parent will be informed of their child's progress).
 - Administer screenings for support services in order to determine the type of academic support needed.
 - Administer a formal evaluation to determine the possible need for 504 or special education services, if further intervention is needed.
 - Place student in intervention groups based on their level of need.
 - Place student in peer tutoring groups.

The Student Support Team's chair will serve as the contact regarding options for a child experiencing difficulties and in need of academic support.

Advisory

Students will be assigned an advisory and an advisor. The role of the advisor is to support students to do their best work. This includes logistical support, mentoring support, and networking support. The advisors work closely with students to establish a Personalized Education Plan, and in all aspects of executing that plan, including daily "to do" lists and student-led conferences. As a mentor, the advisor hears out issues the student may be struggling with, helps them to resolve conflicts, and helps to develop their collaborative skills. Networking support is provided identifying contacts and connection the student needs to make to make in order to participate in service learning, exposure curriculum and other activities.

Villages

Villages will meet to bring students together, hold celebrations, make announcements, and work together. As mixed-age level groups, Villages will allow students to experience a variety of the school population and to build relationships with all their school mates. Student government structures will originate within Villages as well.

AFIA

Pillar #7

Connection to the Community

School Volunteers

AFIA encourages school volunteers. Individuals are needed in all support areas. If an individual or organization has a desire to become involved, AFIA would love to hear from you.

Training will be provided to ensure a rewarding experience for volunteers, students, and staff. Options are available during school hours as well as during the extended day program.

Student safety is of paramount concern; therefore, all volunteers will receive an appropriate screening. Volunteer forms are available in the administrative office. Let your life experiences serve as a source of inspiration for our students.

Service Learning

All AFIA students are required to engage in six hours of service learning per school year.

Eighth grade students, in addition to the six hours of service, are required to engage in a service project that includes a research paper, a presentation to their peers and school staff.

Students will need to document that their hours have been completed, therefore; their success coordinator will need to coordinate this requirement. Should a student not meet the required Service Hours then they may lose eligibility for school – sponsored activities.

Parent/Community Involvement

Volunteer opportunities are available through the AFIA Community Partners Program.

There are always a way to get involved at AFIA. If you are looking for a specific way to help, you may

find it below. Or contact us to see if we can accommodate your specific ideas!

- Student Science Fair
- Student History Fair
- Academic Tutoring
- Team Mentoring Program
- Corporate Initiatives (Working in the Schools Program)

All volunteers will be asked to consent to a background check.

Child Find Notice

AFIA shall identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disable students.

APPENDIX A: CODE OF CONDUCT

Student Code of Conduct

AFIA's rules and the authority to administer discipline applies whenever the interests of the school are involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

Code of Conduct Violations

Students who engage in any of the following behaviors are subjected to disciplinary consequences, up to and including suspension or expulsion.

- Commission of a felony;
- Extortion, intimidation, or disrespect of another student or staff member;
- Engaging in inappropriate physical or sexual conduct;
- Engaging in conduct that constitutes sexual harassment, including but not limited to verbal or Physical conduct of a sexual nature;
- Assault of, or threats to, another person, including any physical, verbal, emotional and written forms;
- Possession or sale of stolen property;
- Starting or building a fire on school grounds;
- Possessing, distributing, selling, using, or smoking tobacco products;
- Possessing, distributing, selling, or using medications that are available with or without a prescription;
- Possessing drug paraphernalia;
- Possessing, distributing, or printing pornographic material;
- Possession, distribution, or use of knives, firearms, ammunition, explosives, bladed instruments, air guns, chemical-dispensing devices, fireworks, replica firearms or bombs, electronic stunning devices, and other dangerous items;
- Discharging a fire extinguisher, except in an emergency;
- Cheating or copying the work of another;
- Throwing objects that can cause bodily injury or property damage;

- Using profanity, vulgar language or obscene gestures;
- Fighting;
- Violating the inappropriate conduct or harassment policy, including, but not limited to repeated teasing, taunting, threatening, hitting, stealing, intentional exclusion, and rumors that create an ongoing pattern of harassment and abuse;
- Engaging in bullying;
- Stealing, theft, or robbery;
- Damaging or vandalizing school property or property belonging to others;
- Name calling, ethnic or racial slurs, or derogatory statements;
- Inappropriate or illegal use of the school's electronic communication systems, including the Internet, or abuse of the technology use policy;
- Violating local, state or federal laws;
- Continuous or repeated behavior that disrupts the school environment or educational process;
- Inappropriate public display of affection,
- Engaging in sexual acts;
- Making a terroristic threat;
- Possessing, selling, delivering, distributing, using, or being under the influence of an alcoholic beverage or illegal drugs glue or aerosol paint;
- Indecent exposure as defined by the Texas Penal Code;
- Public lewdness as defined by the Texas Penal Code;
- Retaliating against a school employee or other person;
- Being involved in any gang activity;
- Using or exhibiting an illegal knife, as defined by the Texas Penal Code;
- Engaging in arson;
- Verifiable evidence of crimes charged for conduct committed on-campus or off-campus.

The above list of prohibited behaviors is offered to provide examples. Disciplinary action, up to and including suspension or expulsion, may result for other types of school-related misconduct that violates the intent of the AFIA Code of Conduct.

Students with Disabilities

The discipline of students who have been identified with a disability will be conducted in accordance with the current federal and state laws.

Discipline Management – Consequences

Discipline at AFIA is designed to encourage students to take responsibility for their personal behaviors as well as for members of the school community. The seriousness of the offense will dictate the discipline administered. Facilitators/Administrators will handle discipline issues within the school and administer consequences. The following are examples of discipline management techniques:

- Verbal Redirection;
- Responsibility notes to parents
- Timeout;
- Phone calls to parents / guardians;
- Seating changes
- Counseling by facilitators or administrators;
- Parent-teacher-administrator conferences;
- Behavioral contracts;
- Grade reductions considered for violations such as cheating, copying, allowing others to copy work, or plagiarism;
- Behavior Referral.

Teachers are required to contact the parent and solicit the parent's assistance before referring a student to the school administration. However, issues such as fighting, tobacco/drug use, abusive language and other major problems should be referred to the campus administration directly. Enrollment at AFIA confirms a student's knowledge and willingness to comply with the school's rules and code of conduct. The campus administration oversees the student's compliance to the code of conduct.

When a student violates the Code of Conduct, as outlined in this handbook, they are subject to disciplinary consequences, up to and including suspension or expulsion, if the behavior is persistent or deemed serious by the Head of School.

Drug-free School

AFIA is a drug-free environment. All students are prohibited from the possession, use, sale, distribution, transmittal; or attempt to possess, use, sell, distribute, transmit; or being under the influence of a controlled substance, or any intoxicant or behavior-altering drug on school premises or off school premises at a school-related activity, function, or event.

Fighting/Assault/ Inciting Violence/Disruptive Behavior

Fighting/Assault/ Inciting Violence/Disruptive Behavior are strictly prohibited. Consequences will be determined by the Head of School and may include emergency removal, parent conferences and possible expulsion.

Gang – Related Attire/Signs/Graffiti

Gang – Related Attire/Signs/Graffiti is prohibited and may result in emergency removal, parent conferences and possible expulsion.

Drugs and Alcohol

Using, being under the influence and/or possession of drugs and alcohol on campus or at school - related events will result in emergency removal, parent conference, possible expulsion, and/or referral to the local Police Department for criminal charges.

Felony Convictions

A student convicted of a felony that occurred on or off campus is subject to expulsion.

Tobacco

Tobacco is prohibited. Students in violation of the tobacco/smoking regulation will be subject to disciplinary action.

Gum Chewing

Gum Chewing is prohibited.

School Property

Willful destruction or defacement of school property at any time is just cause for disciplinary action and may result in expulsion.

At the end of the school year, students are required to return all school-issued materials (computers,

calculators, novels, etc.) in good condition. Failure to do so will result in the student being required to reimburse the school the replacement cost for these items. School records will be held until the reimbursement has been paid.

AFIA assumes no responsibility for any loss to students' personal property or for items such as (but not limited to) cellular phones, cameras, iPads, iPods, computers, and radios.

Bullying / Harassment

AFIA does not tolerate bullying / harassment of any kind.

Bullying is aggressive behavior that involves unwanted, negative actions. Bullying occurs when a person is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

Sexual Misconduct

Public display of affection is prohibited.

Consequences may include in – school suspension, out – of – school suspension, parent conference and expulsion.

Sexual Harassment

Students should not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or school employee. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

Interrogation and Searches

School administration may search a student or student's property (e.g., purse, backpack, etc.) with reasonable or probable cause. School administrators have the right to question students regarding their conduct or the conduct of others.

AFIA may seize any contraband, substance, material, objects, or items that pose a hazard to the school's safety.

Students refusing to submit to a reasonable search by a school administrator will be subject to disciplinary action. AFIA administrators may detain a student pending the notification and arrival of the student parent/guardian/or law officials.

Locker/Desk/Storage Area Inspections

Storage areas and lockers provided for students are subject to inspection. AFIA will provide a lock for security reasons for assigned lockers.

Physical Restraint

Selected AFIA employees will complete CPI training, and may restrain a student for the following reasons as a last resort:

- Protect a staff member or student from injury
- Protect property from serious damage
- Restrain an irrational student
- Obtain a dangerous object

AFIA has two types of suspension: In school suspension and out of school suspension.

In School Suspension

- Students are required to report to detention at 8:30 a.m. In school suspension will run from 8:30 a.m. until 3:45.
- Students are responsible for meeting with their advisor and for notifying and obtaining assignments from each of their facilitators.
- Students are required to sign in sign- out during the suspension period. Students may not leave the detention room without permission. Physical contact between students is not permitted.
- Materials must be brought with the student to detention, and they will be encouraged to not go to their lockers. Students may take food and drink into the detention room.
- Sleeping is prohibited.
- Disruptive behavior is not permitted.
- Parent and other students will be permitted in the detention room / area.
- Students that miss a schedule time in in school suspension will be required to reschedule.

Students that do not follow the guidelines above will be reported to the Head of School for further action (may include three days of out of school suspension)

Out of School Suspension

- Students will be informed of the reason for the suspension after a Discipline Committee meeting.
- Out of school suspended students will be permitted to make up work missed.
- The suspended period will not last longer than five days.

Disciplinary Process

The Head of School has the authority to suspend a student for a period of up to three school days for any of the following reasons:

- Persistence violation of the Student Code of Conduct;
- Investigation of an incident/allegation;
- A recommendation to expel a student has been considered.

Prior to suspending a student

- The Head of School must notify and consult with the Executive Director of Inspire Academies.
- The Head of School must hold an informal conference with the student to:
 - Notify the student of the accusations against him/her;
 - Give the student opportunity to relate his/her version of the incident;
 - Determine whether the student's conduct warrants suspension.
 - Provide notification to parents/legal guardians

If a suspension is warranted:

- The Head of School will notify the student's parents that the student has been suspended before the student is sent home.
- The Head of School will provide the parents/legal guardian the following information:
 - Notify parents / legal guardian that the student has been suspended;
 - Discuss the period of suspension, the grounds for suspension and the time and place for a conference with the Head of School.

Emergency Action

The Head of School after consulting with the Executive Director of Inspire Academies, may order the immediate suspension of a student for up to three (5) days if the Head of School believes that the student's presence threatens the health, safety or welfare of himself / herself, another student or staff member.

Should a student be suspended in an "emergency" situation without the opportunity for notice of the allegations against him / her, the Head of School must notify the student of the allegations and provide the student with an opportunity to present his/her version of the incident within a reasonable period of time, not to exceed three (3) days from the date of the suspension.

During the Suspension

During the suspension, students are not allowed to be on campus, including afterschool activities. All suspended days will be counted as unexcused absences; however, students may receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension. Students make – up worked missed during the suspension will reflect the grade (s) earned.

Expulsion – Due Process

If the Head of School believes a student has committed an expellable offense, he / she may make the recommendation to the superintendent. Prior to taking any expulsion action, the Head of School will schedule a hearing before the Executive Director of Inspire Academies and provide written notice to the student and his / her parents.

Hearing Written Notice:

- The notice will state the reason for the recommended expulsion;
- The notice will state the date, time, and location of the hearing;
- The hearing will be held within three days
- after the date of the notice; (unless the parents and Executive Director of IA agree in writing to an alternate time)
- The notice shall also state that the student is entitled to:
 - be present at the hearing

- have an opportunity to present evidence;
- have an opportunity to examine / question the school's evidence and witness;
- be accompanied by his / her parents or another adult who can provide guidance to the student and who is not an employee of the district; and
- be represented by an attorney.

The notice shall state that failure to request such a hearing constitutes a waiver of further rights in the matter.

Hearing before Superintendent is final

- Provide written notice to the student and his / her parents;
- The hearing will be held regardless of whether the student, parents or another adult attends;
- The Superintendent shall audio record the hearing.

Hearing Procedures

- The school administration will be allowed to present its evidence of the alleged violation.
- The student, parents or his attorney may present evidence and cross examine the administration witnesses in defense of the allegations.

Within 24 hours of the hearing, the superintendent will notify the student and the student's parents in writing of his / her decision. The decision will specify the following:

- The length of the expulsion (if any);
- The procedures for re-admittance to the school at the end of the expulsion period; and
- The right to appeal the superintendent's decision to the school board.

Readmission after the Withdrawal or Expulsion

If a student has been expelled or has withdrawn prior to a final expulsion or disciplinary hearing, the student is not eligible for readmission to Anne Frank Inspire Academy, unless the following terms are met:

- The student has a clean discipline record at their current school for at least one full semester; and

If the student wants to return to AFIA he/she must reapply and follow the same process for admissions as a new applicant.

Firearm Violations

In accordance with the Gun – Free Schools Act, the school shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school – sponsored or school – related activities during the period of expulsion.

Students Under Expulsion Order

Any student who is subject to an expulsion order from another district or an open – enrollment charter school is not eligible for enrollment at AFIA.

APPENDIX B: Instructional Internet Policy

Internet Policy

Anne Frank Inspire Academies has created an engaging learning environment for all students, staff and teachers.

AFIA seeks to bridge skills needed to be successful in the 21st century with the student's experiences into a seamless process. Electronic media serves as one component used to create rigorous curriculum opportunities utilizing resources and experiences with which students are familiar.

We ask that students attending AFIA are aware of the following:

- Students are responsible for any loss, damage or theft of their personal/school property.
- AFIA staff will not investigate or be responsible for any lost or stolen electronics.
- When student's electronic device(s) cause a disruption to the learning environment, or is used in an inappropriate manner, they will be subject to confiscation or loss of privileges.

The Anne Frank Inspire Academy offers a 21st Century instructional technology environment. Consequently, students at AFIA will need regular access to a computer with Internet capability. While the school does not have a "one-to-one" laptop or tablet program, we do offer a combination of on-campus devices, the ability to BYOD (Bring Your Own Device) to school, and several out of school options.

There are a variety of ways for students to access the Internet:

AT SCHOOL:

1. The school will have about 50 laptops and virtual desktop computers available at school for student use.
2. Students may bring a computer, laptop, or tablet for school for use.

AWAY FROM SCHOOL:

1. If the Internet is available at home, students and parents will be able to access all student programs (including SkyDrives,

Microsoft 365, A+ Learning System, and our learning platform for grades and assignments, itsLearning).

2. The school will have a limited number of laptops available for student check out each evening, as needed.
3. Students may also use public sources for Internet access like the public library system.

Please note:

- Students do not need to buy a computer to attend AFIA.
- The school generally uses PCs (like the Dell Latitude 3330) but any wireless computer/device should be able to get on the school Internet.
- While at school, students will be required to use our monitored and filtered wireless service available only to students and parents while on campus. This service will require a student or parent password that the school will assign.
- All school computer programs are Internet based (not server based) so they can be accessed from almost anywhere the Internet is available.
- A Smart Phone is not considered an acceptable device for completing daily work.

Availability of Access

Access to the Internet shall be made available to students, and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Personal use of the system shall not be permitted.

Access to AFIA's internet system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the internet and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with John Wood Charter District's policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the John H. Wood Charter District.

Acceptable Use of Information Technology

The Board supports use of the Internet for use in the AFIA's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. It is the intent of Anne Frank Inspire Academy to promote responsible, ethical, and appropriate use of information technology and resources.

Internet and e-mail access makes material available to students that may not be considered appropriate in a school setting. AFIA cannot regulate and monitor all the information received or sent by persons who use the Internet or e-mail; and AFIA cannot ensure that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. AFIA believes, however, that the availability and value of the Internet and e-mail far outweigh the possibility that users may procure inappropriate or offensive materials. Access to AFIA's information technology and resources is a privilege, not a right. Staff and students will be held accountable for noncompliance with this policy.

Access to AFIA's information technology and network resources is a privilege, not a right. Staff and students will be held accountable for noncompliance with this policy.

General Guidelines

1. AFIA reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district computer or the district network, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network resources. Users should expect that files stored on AFIA servers or computers will not be private. An e-mail archiving system is utilized.
2. The district employs the use of an Internet filter as a technology protection measure

pursuant to the Children's Internet Protection Act. The filter may not be disabled or bypassed by students or other minors for any reason.

All students, administrators, and staff members who use the Internet, e-mail, and other network facilities must agree to and abide by all conditions of the policy. AFIA makes no warranties of any kind, whether express or implied, for the service it is providing.

3. AFIA is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption.
4. Use of any information obtained through the use of the district network is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.
5. The district assumes no responsibility or liability for any changes incurred by a user.
6. A user may not install any software onto local and/or network drives or disks, unless she/he has the specific, prior written permission from the Head of School.
7. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
8. All users have the responsibility to respect and protect the rights of every other user in the school and on the Internet.

The administration reserves the right to determine what is inappropriate use.

Delegation of Responsibility

The Technology Director or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials.

The procedure shall include but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the administration.
- Maintaining and securing a usage log.
- Monitoring online activities.
- Providing training to minors in appropriate online behavior. This includes behavior when interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response.

Procedures

Network accounts or access to the Internet will be used only by the authorized user for its authorized purpose. Network users shall respect the privacy of other users on the system.

Account/Access will be granted to only those individuals who meet the following requirements:

1. Students must have read the Internet Access Agreement Form and indicate their agreement with its provisions by signing the signature page and returning it to the Head of School. Students must have their parent/guardian sign the signature page indicating the parent's/guardian's acceptance of the policy and agreement of the terms of the policy and their consent to allow the student to access and use the network.
2. Students and employees must have received instruction on network access, use, acceptable versus unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities.

General Prohibitions

The use of the network for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. The administration reserves the right to determine if any activity constitutes an acceptable or unacceptable use of the network.

The following are expressly prohibited:

1. Use in an illegal manner or to facilitate illegal activity.
2. Use for commercial, private advertisement, or for-profit purposes.
3. Use for lobbying or political purposes.
4. Use to infiltrate or interfere with a computer system and/or damage to data, files, operations, software or hardware components of a computer or system.
5. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use to access, view or obtain material that is obscene, pornographic, including child pornography, or harmful to minors.
8. Transmission of material likely to be offensive or objectionable to recipients as determined by district administration.
9. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
10. Impersonation of another user, anonymity, and pseudonyms.
11. Loading or using of unauthorized software or media.
12. Disruption or distraction of the work of other users.
13. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
14. Quoting personal communications in a public forum without the original author's prior consent.
15. Use of the name of the school district and use of written logos or web content provided by the district through its web site without the written permission of the Head of School.
16. Allowing an unauthorized person to use an assigned account.

17. Creation and introduction of computer viruses, trojans, worms, and other malicious programs.
18. Use of software or hardware to compromise or bypass network security.
19. Bullying/Cyber bullying.
20. Use while access privileges are suspended or revoked.
21. Any attempt to circumvent or disable the filter or any security measure.
22. Use inconsistent with network etiquette and other generally accepted etiquette.
23. Disclose, use or disseminate any personal identification information of themselves or other students.
24. Engage in or access chat rooms or instant messaging without the permission and supervision of a teacher or administrator.

Network Etiquette

Users are expected to abide by the rules of network etiquette.

These include but are not limited to the following:

1. Be polite.
2. Use appropriate language.
3. Do not reveal personal information such as addresses or telephone numbers of others.
4. Recognize that e-mail is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
6. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files.

Each user is required to report any security problems to the Head of School.

To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.

2. Users are not to use a computer or network resource that has been logged in under another User's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Inappropriate Use Consequences

- The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate, willful or negligent acts.
- Illegal use of the network: intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

The use of the Internet and network resources is a privilege, not a right. School administrative staff, along with the Superintendent, will deem what is appropriate and inappropriate use and their decision is final.

Consequences for inappropriate use violations may include:

1. Suspension of information network access.
2. Revocation of information network access.
3. Suspension of network privileges.
4. Revocation of network privileges.
5. Suspension of computer access.
6. Revocation of computer access.
7. School suspension.
8. School expulsion.
9. Report of violation of local, state or federal laws to appropriate legal authorities.
10. Dismissal from employment.
11. Legal action and prosecution by the authorities.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to:

1. Creating or spreading computer viruses, worms, trojans, and other malicious programs.
2. Compromising network security.

Vandalism will result in cancellation of access privileges

Copyright

The illegal use of copyrighted software by students and staff is prohibited.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc. All district computers/servers utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access to inappropriate matter on the Internet and World Wide Web.
2. Safety and security when using electronic communications.
3. Prevention of unauthorized online access including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information.
5. Restriction of minors' access to materials harmful to them.

AFIA BYOD Guidelines

How to Connect

- Connect to the wireless network settings on their device.
- Students may add a new network, and use the information provided to complete the network name and password.
- This network should be set to "public" on the student's device, and should be set to automatically log in, so that the student will automatically be on the BYOD network when they arrive at school.
- Students who cannot access the AFIA network or who have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of AFIA.
- AFIA staff will assist students with issues as much as possible but these are not AFIA

devices and staff may not be able to troubleshoot all issues.

- Students having problems connecting their device should schedule a time immediately with the Head of School for help in connecting their devices.
- It is the responsibility of the student to charge their devices. AFIA staff will assist student in charging their devices when they are not being used. There are outlets available at the school, and AFIA staff will assist students in charging devices, but a student may not always be able to access an outlet and should plan accordingly.
- Printing documents at AFIA from a student's device is not possible. Students may access their document using the cloud storage (made available to you through your school accounts) you can save documents to the cloud, and then print through the school's internal network. You will do this by logging into one of the school's laptops or virtual desktops and accessing your cloud-based document there for printing. Students are asked to be responsible and environmentally friendly when printing.

Acceptable Devices

Just about any laptop or netbook will work on our network and is acceptable. The device will need a working web browser. Windows based, Apple, or Chromebook operating system should work without issue.

Mobile devices, such as iPads, Android Tablets, smart phones, iPods, and other devices will work on the network.

Which should I bring?

Mobile devices are great because they are small, easy to carry, and have access to many of the online application you will be using. They are great for researching, planning, and collaborating. They are not great for creating new products.

Laptops and netbooks are heavier to carry around, but they do allow you to be more productive in situations where you will be creating documents, movies, or other digital media.

Required Software

AFIA students can access practically everything needed through any web browser. There is no required software to take part in the Bring Your Own Device Program at AFIA.

We recommend that you have two updated web browsers on your device.

APPENDIX C: School Forms



Anne Frank Inspire Academy - ASTHMA ACTION PLAN

HB 1688 allows students to self-administer asthma medications while at school or school functions with permission from parents and physicians.

(This form is to be completed at the beginning of each school year and kept on file in the Head of School's office)

Student: _____ DOB: _____ Grade: _____ School Year: _____

Advisor: _____

Parent/Guardian _____ Address: _____

Phone Numbers: Home: _____ Work: _____

Emergency Contact Name: _____

Relationship: _____ Phone: _____

Physician student sees for asthma treatment: _____ Phone: _____

List any other Physician(s) that treat your child: _____

Please list all Current Medications

Medication Name	Dosage	Time

Medications to be Given at School

Medication	Purpose	Dosage	When to use	Can be repeated for severe breathing difficulty
				Times: _____
				Minutes apart: _____
				Times: _____
				Minutes apart: _____

If any of the signs below are noted, then follow the emergency plan:

- Struggling to breathe, chest retracting, hunched over while breathing, trouble walking or talking, stops playing and cannot start activity again, or lips or fingernails turn gray or blue.

EMERGENCY PLAN

- Give rescue medication (bronchodilator) and repeat _____ times _____ minutes apart.
- If no improvement is noted within 15 minutes after the first treatment **call 911**.

☐ I have instructed _____ (student's name) in the proper way to use his/her medications, and it is my professional opinion that _____ (student's name) should be allowed to carry and self-administer the following medications while on school property or at school-related events: _____

☐ It is my professional opinion that _____ (student's name) should **NOT** be allowed to carry and self-administer any of his/her asthma medications while on school property or school related events.

Physician's Signature: _____ Date: _____

I agree with the recommendations of my child's physician and have informed my child that he/she may carry his/her asthma medications while on school property or at school-related events.

Parent or Guardian's Signature: _____ Date: _____



Anne Frank Inspire Academy - Seizure ACTION PLAN

Effective Date: _____

_____ (student's name) is being treated for a seizure disorder. The information below is to help you if a seizure occurs during school hours.

Student: _____ DOB: _____ School Year: _____

Grade: _____ Advisory: _____

Parent/Guardian: _____ Home Phone: _____ Cell: _____

Treating Physician: _____ Phone: _____

Significant medical history: _____

SEIZURE INFORMATION

Seizure Type	Average Length	Description

Average frequency: _____

Seizure triggers or warning signs: _____

Describe basic first aid procedures: _____

Does the student need to leave the classroom after a seizure? ____ Yes ____ No

EMERGENCY RESPONSE

A "seizure emergency" for this student is defined as: _____

Emergency Protocol

Call 911	
Notify parent or emergency contact	
Notify doctor	
Administer emergency medications	Medications are:
Other	

TREATMENT PROTOCOL DURING SCHOOL HOURS:

Daily Medication	Dosage & Time of Day Give	Common Side Effects & Special Instructions

EMERGENCY/RESCUE MEDICATION

Does this student have a Vagus Nerve Stimulator (VNS)? ____Yes ____No

If YES, Describe magnet use: _____

Special Considerations & Safety Precautions: (sports, trips, activities, etc.)

Physician's Signature: _____ **Date:** _____

Parent or Guardian's Signature: _____ **Date:** _____

Basic Seizure First Aid:

- Stay calm & track time
- Keep child safe
- Do not restrain
- Do not put anything in mouth
- Turn child on side
- Stay with child until fully conscious
- Record seizure in log
- Expect to see pale/bluish discoloration of skin or lips

For tonic-clonic (grand mal) seizure:

- Protect head
- Keep airway open/watch breathing

A Seizure is generally considered an Emergency, and you should CALL 911 when:

- A seizure lasts longer than 5 minutes
- Student has repeated seizures without regaining consciousness
- Student has a first time seizure
- Student is injured or has diabetes
- Student has breathing difficulties



Anne Frank Inspire Academy Severe Allergy Emergency Care Plan

Student: _____ **DOB:** _____ **School Year:** _____

Grade: _____ **Advisory:** _____

Parent/Guardian: _____ **Phone number(s):** _____

ALLERGY TO: _____

() Other: _____

Type of Reaction: () Anaphylaxis

*Asthmatic () Yes () No

*Higher risk for severe reaction

SYMPTOM	ACTION
<p>ANY SEVERE SYMPTOMS after suspected or known ingestion:</p> <p>One or more of the following:</p> <p>LUNG: Short of breath, wheeze, repetitive cough</p> <p>HEART: Pale, blue, faint, weak pulse, dizzy, confused</p> <p>Throat: Tight, hoarse, trouble breathing/swallowing</p> <p>MOUTH: Obstructive swelling (tongue and/or lips)</p> <p>SKIN: Many hives over body</p> <p>Or combination of symptoms from different body areas:</p> <p>SKIN: Hives, itchy rashes, swelling of eyes, lips face or extremities</p> <p>GUT: Vomiting, diarrhea, crampy pain</p>	<ol style="list-style-type: none"> 1. INJECT EPINEPHRINE IMMEDIATELY 2. Call 911 3. Begin Monitoring (see below) 4. Give additional medications: * <ul style="list-style-type: none"> -Antihistamine -Inhaler (bronchodilator) if asthma <p>*Antihistamines & inhalers/bronchodilators are not to be depended upon to treat a severe reaction (anaphylaxis). USE EPINEPHRINE.</p>
<p>MILD SYMPTOMS ONLY: If child has been exposed to allergen, but no symptoms (symptoms can become more serious very quickly or over the next few hours)</p> <p>MOUTH: Itchy mouth</p> <p>SKIN: A few hives around mouth/face, mild itch</p> <p>GUT Mild nausea/discomfort</p>	<ol style="list-style-type: none"> 1. Give Antihistamine 2. Stay with student; alert healthcare professionals and/or parent 3. If symptoms progress (see above), USE EPINEPHRINE 4. Begin monitoring (see below)

Medications/Dosage

Epinephrine - inject intramuscularly (brand and dose): _____

Antihistamine: (brand and dose): _____

_____ Other (e.g., inhaler-bronchodilator if asthmatic): _____

Monitoring

1. Stay with student. Contact health care professionals and parent.
2. Administer appropriate medication as outlined above and note time.
3. If epinephrine is administered, **call 911**. State that an allergic reaction has been treated and additional epinephrine may be needed.
4. Keep student lying on back with legs raised.
5. **EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO THE NEAREST MEDICAL FACILITY!**

Parent/Guardian's Signature

Date

Physician/Healthcare Provider's Signature

Date

Anne Frank Inspire Academy – Special Dietary Needs

Medical Statement for Children with Special Dietary Needs

Special dietary request must be supported by a statement that explains the food substitution that is requested. It must be signed by a recognized medical authority. In these cases, recognized medical authorities may include physicians, physician assistants or advanced nurse practitioners.

The Medical Statement MUST Include:

- Identification of the medical or other special dietary condition that restricts the child's diet
- The food or foods to be omitted from the child's diet
- The food or choice of food to be substituted

In Case of Food Allergies

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA. Child Nutrition may, but is not required to, make food substitutions for them. In the physician's assessment food allergies may result in several, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of disability, and the substitution prescribed by the licensed physician will be provided.

To Request a Special Diet

- The Administrative Assistant will have the Special Dietary Needs Application.
- The form must be completed.
- A licensed physician or medical authority must complete the form and sign it.
- The information from the form must be shared with all staff members, and a discussion take place to implement the request.

Anne Frank Inspire Academy – Special Dietary Needs Application

Part A (to be completed by parent)

Student's Name: _____

SS# or Student ID#: _____ Grade: _____ Advisor: _____

Does the child have a disability? () Yes () No If yes, describe the major life activities affected by the disability: _____

Does the child have a special nutritional or feeding needs? () Yes () No If yes, complete Part B of this form and have it signed by a licensed physician.

Parent's Printed Name: _____ Phone: _____ Cell: _____

Parent's Signature: _____ Date: _____

Part B (to be completed by Medical Authority)

List any dietary restrictions or special diet: _____

List any allergies or food intolerances to avoid: _____

List foods to be substituted: _____

List foods to be substituted _____

List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "all".

- Cut up or chopped into bite size pieces: _____
- Finely ground: _____
- Pureed: _____

List any special equipment or utensils that are needed. _____

Indicate any other comments about the child's eating or feeding patterns. _____

Physician or Medical Authority's Signature

Date

Telephone #

Fax #

Educational Resource Center, AFIA, 2016-2017 Multi-Child Application for Free and Reduced-Price School Meals

Complete one application per household. Please use a pen (not a pencil).

This Box for School Use Only.

Date Withdrawn:

Step 1 Definition of Household Member: <i>Anyone who is living with you and shares income and expenses, even if not related.</i> Children in Foster care; children who meet the definition of Homeless, Migrant, or Runaway or who participate in Head Start are eligible for free meals. Please read the directions for more information.	<p>List ALL Household Members Who Are Infants, Children, and Students up to and Including Grade 12. <i>If more spaces are needed, use the Additional Household Member Sheet on the back.</i></p> <p>List each child's name.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">First Name</th> <th rowspan="2">MI</th> <th rowspan="2">Last Name</th> <th colspan="2">Student Attends School in District?</th> <th rowspan="2">Grade</th> <th rowspan="2">Optional: Student ID Number</th> <th colspan="5">Check all that apply.</th> </tr> <tr> <th>Yes</th> <th>No</th> <th>Foster</th> <th>Head Start</th> <th>Homeless</th> <th>Migrant</th> <th>Runaway</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>2.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>3.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>4.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>5.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>6.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table> <p>Participation in a Categorical Program</p> <ul style="list-style-type: none"> If every child listed in Step 1 is a participant any one of the following programs—Foster, Head Start, Homeless, Migrant, or Runaway, skip Step 2 and complete Step 3. SNAP, TANF, or FDIPIR: Do any Household Members (including you) currently participate in SNAP, TANF, and/or FDIPIR? <p>If No, complete Steps 2 and 3. If Yes to SNAP/TANF > Write the Eligibility Determination Group (EDG) number in this space _____, skip Step 2, and complete Step 3. If Yes to FDIPIR, check this box <input type="checkbox"/>, skip Step 2, and complete Step 3.</p>	First Name	MI	Last Name	Student Attends School in District?		Grade	Optional: Student ID Number	Check all that apply.					Yes	No	Foster	Head Start	Homeless	Migrant	Runaway	1.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Step 2 Please read the directions for more information.	<p>Report Income for ALL Household Members (Skip this step if you entered an EDG number or checked the box to indicate participation in FDIPIR in Step 1).</p> <p>A. Total Household Members (Children & Adults) _____ B. Last Four Digits of Social Security Number (SSN) of an Adult Household Member: XX XX - XX - ____</p> <p><input type="checkbox"/> Check if no SSN</p> <p>C. Income for Adult Household Members (Including Yourself, But Not Children)</p> <p>List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income (without deductions) for each source in whole dollars only. Indicate the frequency of income: W=Weekly, E=Every 2 Weeks, T=Twice per Month, M=Monthly, A=Annually. If they do not receive income from any source, write '0.' If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Adult's First/Last Name</th> <th rowspan="2">Work Earnings (Enter Amount)</th> <th rowspan="2">Frequency (Circle One)</th> <th rowspan="2">Public Assistance/ Child Support/Alimony (Enter Amount)</th> <th rowspan="2">Frequency (Circle One)</th> <th rowspan="2">Pensions/Retirement/ Social Security/Supplemental Security Income (Enter Amount)</th> <th rowspan="2">Frequency (Circle One)</th> <th rowspan="2">All Other (Enter Amount)</th> <th rowspan="2">Frequency (Circle One)</th> </tr> <tr> </tr> </thead> <tbody> <tr><td>1.</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td></tr> <tr><td>2.</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td></tr> <tr><td>3.</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td></tr> <tr><td>4.</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td></tr> <tr><td>5.</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td><td>\$</td><td>W-E-T-M-A</td></tr> </tbody> </table> <p>D. Combined Income for Children in the Household</p> <p>Record combined total income by frequency for all children listed in Step 1.</p> <table style="width:100%;"> <tr> <td style="text-align: center;">Weekly</td> <td style="text-align: center;">Every 2 Weeks</td> <td style="text-align: center;">Twice per Month</td> <td style="text-align: center;">Monthly</td> <td style="text-align: center;">Annually</td> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </table>	Adult's First/Last Name	Work Earnings (Enter Amount)	Frequency (Circle One)	Public Assistance/ Child Support/Alimony (Enter Amount)	Frequency (Circle One)	Pensions/Retirement/ Social Security/Supplemental Security Income (Enter Amount)	Frequency (Circle One)	All Other (Enter Amount)	Frequency (Circle One)	1.	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	2.	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	3.	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	4.	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	5.	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	Weekly	Every 2 Weeks	Twice per Month	Monthly	Annually	\$	\$	\$	\$	\$
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Step 3 Please read the directions for more information.	<p>Provide Contact Information and Adult Signature.</p> <p><i>I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.</i></p> <p>Street Address/Apt # _____ City _____ State _____ Zip _____ Daytime Phone and Email (Optional) _____</p> <p>Printed Name of Adult Completing the Form _____ Signature of Adult Completing the Form _____ Today's Date _____</p>
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Additional Household Member Space—2016-2017 Multi-Child Application for Free and Reduced-Price School Meals

Step 1, Additional	<p>List ALL Household Members Who Are Infants, Children, and Students up to and Including Grade 12.</p> <p>List each child's name.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">First Name</th> <th rowspan="2">MI</th> <th rowspan="2">Last Name</th> <th colspan="2">Student Attends School in District?</th> <th rowspan="2">Grade</th> <th rowspan="2">Optional: Student ID Number</th> <th colspan="5">Check all that apply.</th> </tr> <tr> <th>Yes</th> <th>No</th> <th>Foster</th> <th>Head Start</th> <th>Homeless</th> <th>Migrant</th> <th>Runaway</th> </tr> </thead> <tbody> <tr><td>7.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>8.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>9.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>10.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>11.</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>	First Name	MI	Last Name	Student Attends School in District?		Grade	Optional: Student ID Number	Check all that apply.					Yes	No	Foster	Head Start	Homeless	Migrant	Runaway	7.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP). Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDIPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form**, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Do Not Fill Out This Part. This Is For School Use Only.																													
<p>Income Determination: Multiple income frequencies must be converted to annual amounts and combined to determine household income. Do not convert if only one income frequency is provided by the household. If converting income to annual, round only the final number—Annual Income Conversion: Weekly x 52 Every 2 Weeks x 26 Twice a Month x 24 Monthly x 12</p> <p>Household Size: _____ Total Income: _____</p> <table style="width:100%;"> <tr> <td style="text-align: center;">Weekly</td> <td style="text-align: center;">Every 2 Weeks</td> <td style="text-align: center;">Twice a Month</td> <td style="text-align: center;">Monthly</td> <td style="text-align: center;">Annually</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>							Weekly	Every 2 Weeks	Twice a Month	Monthly	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Date Received:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Categorical Determination</th> <th>Eligibility:</th> <th>Free</th> <th>Reduced</th> <th>Denied</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>			Categorical Determination	Eligibility:	Free	Reduced	Denied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewing/Determining Official's Signature/Date					Confirming Official's Signature/Date																								



Photo Release Form 2014-2015

Permission to Use Student's Photograph

During the course of the academic year, Anne Frank Inspire Academy may wish to use photographs/video of AFIA students on school bulletin boards, and in educational publications, school videos, yearbook photographs, individual classroom website pictures or in general media releases on a controlled basis. Any such photographs would highlight the student(s) either demonstrating learning techniques or participating in approved school activities.

In accordance with school policy, names of individual students will not be released with any photographs.

Student's Name: _____

_____ I/We consent to the use of my child's image; such use may include all AFIA Publications (print, online, video, etc.). Such photographs would highlight the students either demonstrating learning techniques or participating in approved school activities.

_____ I/We DO NOT consent to the use of my child's image ever; this use includes all AFIA Publications (print, online, video, etc.).

Parent/Guardian's signature _____

Parent/Guardian's signature _____

Email address _____

Phone number _____



AFIA Volunteer Form

Name: _____ Phone: _____

Email: _____

In order to create the best AFIA experience possible for everyone, **volunteer help is essential**. Please mark all areas for which you are willing to serve:

_____ Network with people and businesses to support the AFIA program (wall of honor, naming rights, etc.).

_____ Promote and facilitate membership in AFIA Booster Clubs.

_____ Help prepare for school events and field trips, organize paperwork, input information in the computer, make phone calls, chaperone trips or assist in the AFIA office on occasion.

_____ Coordinate meals on occasion for special presenters throughout the year, give school tours, assist with community thank-you events, etc.

_____ Seek out opportunities to promote the AFIA student leaders.

_____ Help to increase membership for the booster clubs, and coordinate necessary forms for membership.

_____ Organize fundraisers throughout the school year.

_____ Coordinate t-shirt orders for our spirit shirts. Organize and fill the orders throughout the school year.

_____ Assist with promoting AFIA. Use social media to promote AFIA.

_____ Other

AFIA volunteers provide support to the school program and activities. The AFIA volunteer activities include fundraising, publicity, and communication with the school and community.

We look forward to hearing from you!



FIELD TRIP PERMISSION

I, _____ (parent/guardian), agree to allow my son or daughter, _____ (student's name), to attend all field trips or out of school activities for the 2014-2015 school year.

This is to certify that I authorize the Head of School or a designated representative to secure any and all emergency medical care and treatment for my child for acute illnesses suffered or injury sustained while participating on these trips or activities. I understand that, while student safety is a high priority for The Anne Frank Inspire academy, under state law, the school is not responsible for medical costs associated with student injury.

In consideration for my child's participation in field trips or activities, I expressly hold harmless from and waive against The Anne Frank Inspire Academy, its administration, faculty and staff any and all claims for medical expenses, loss of services, injury to person or property, death, or other claims, actions or liabilities made against it or them on behalf of my child, regardless of the cause of such claims, actions or liabilities, or any concurrent or contributing fault or negligence of it or them as such may result from my child's participation in these trips or activities.

In further consideration for my child's participation in the above described field trip or activity, I also agree to indemnify and hold harmless The Anne Frank Inspire Academy, damages, claims, or liabilities of any character, type or description, including attorney's fees and court costs, made by third parties against it or them which may result from my child's participation in these trips or activities.

I understand that The Anne Frank Inspire Academy, its administration, faculty and staff are not waiving any sovereign or governmental immunity which it or they have under Texas law.

I have read and understand this release and sign it voluntarily and with full knowledge of its significance.

Signature of Parent/Guardian: _____ Date: _____

Daytime Phone: _____

Emergency Contact: _____

Home Phone: _____



Anne Frank Inspire Academies Student Handbook

We have read the Anne Frank Student Handbook, and we accept the procedures and policies contained within it.

We have read and understand that failure to comply with the policies and procedures may result in disciplinary action, up to and including expulsion.

Student Signature: _____ Date: _____

Parent / Guardian Name: _____ Date: _____

Parent Signature: _____ Date: _____