

The Clowvazar Academy Student & Parent Handbook

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1. Notices:

This handbook is subject to change at any time and is incorporated as part of all agreements of services at The Clowvazar Academy. Please make sure you read all updated versions available at www.clowvazar.com or campus.clowvazar.com .

1. Attendance Policy

Students are expected attend all designated school days on which class will be held. Students who miss more than seven consecutive days of school will be considered withdrawn from the program. Students who miss more than four days in aggregate, with out being excused, may be disqualified from receiving credit for the class which they are have taken.

Excused Absences:

Parents are expected to notify The Clowvazar Academy of any planned absences. Notification of absence does not automatically grant an excused status for that absence. Absences will be excused if they are one of the following:

1. Caused by illness (doctors note or records will be required for authentication of event).
2. Caused by hazardous weather.
3. Granted as part of a 'Variable Vacation,' (see Variable Vacations).

All other absences will be excused on a case-by-case basis at the will of the Headmaster.

Variable Vacations:

Students who are enrolled in the Year-Round program qualify for Variable Vacations which are not considered absences. These Variable Vacations must be pre-planned and approved at least one (1) month in advance. Once a student has reached their maximum Variable Vacation time, a student can no longer request or be approved for further Variable Vacations. Students must attend 90 days per semester (Six months).

2. Student Dress Code And Body Decorations:

Clothing covering must conform to State and Federal decency laws as well as the rules listed below.

1. Students must wear *clean* clothes which cover their body in such a way that does not expose any 'private parts', or genitalia as defined by common conventions.
2. Students may only wear solid or plaid clothes which are green, purple, blue, yellow, pink, or medium grey. Students may wear black bottoms, but no black tops (shirts, blouses, (except when specifically requested by Clowvazar Staff). Red should never be worn unless specifically requested by Clowvazar Staff.
3. Students are forbidden to wear any clothing which advertises alcohol, tobacco, drug, controlled substance, gangs or clothing which depicts 'dark imagery'
4. Students must keep all tattoos covered. Exposure of a tattoo is prohibited.
5. Students may have a maximum of one earring on each ear. All other earring are prohibited.
6. Students may wear makeup, but are not allowed to reapply makeup during school with the exception of lip-balm and eyeliner, both of which should be applied only during recess, break or lunch. All other makeup should be left at home or risk confiscation.

3. Academic Honesty Policy

Students who engage in the following activities are considered to be engaging in Academic Dishonesty which is strictly prohibited at The Clowvazar Academy.

Cheating: using any unauthorized material or unauthorized access to information. This includes unauthorized access to examinations, assessments, quizzes, *et cetera*.

Plagiarism: representing someone else's work as your own. Be safe and site information.

Fabrication: falsifying (creating fake) information, data, or research.

Denying Others's Access To Information Or Material.

Falsifying Records And Official Documents. This includes forging signatures, or creating documents which appear to be official.

Facilitating Academic Dishonesty: helping someone else engage in Academic Dishonesty.

4. Acceptable Use Of Resources And Technology

Students, and other non staff persons, must seek permission to use any technology owned by The Clowvazar Academy.

Persons are prohibited from using any resources in such a manner that causes harm to others, causes harm to The Clowvazar Academy, or is in violation of the rules presented in this Handbook.

Damage to Clowvazar property will result in assessed charges of equal, greater, or less value to the damage.

Guidelines

- Do not cause any damage to any resources or technology.
- Do not access any pornographic information.
- Do not use Clowvazar property to engage in Cyber-bullying.
- Do not use Clowvazar property to harm the image, reputation of The Clowvazar Academy.
- Do not use Clowvazar property to buy or sell any illegal product or substance.
- Do not use Clowvazar property to gain access to websites or material which contain profanity.
- Do not use Clowvazar property to gain access to spread racism, ethnic supremacy, hate against homosexuals or other persons or groups of people, *et cetera*.

5. Student Code Of Conduct.

The Clowvazar Academy Student Code of Conduct describes the procedures for processing violations and the roles as well as the responsibilities of the teaching and administrative staff of The Clowvazar Academy, students, and parents or guardians.

It is the belief of The Clowvazar Academy that students are responsible for their actions, and that students can be taught expectations for certain behaviors.

The purpose for these procedures is to ensure continuity, stability, and efficient use of the time spent within any and all programs offered by The Clowvazar Academy.

This handbook is intended to give students and teachers assistance in developing attitudes and proper skills in handling conflict with the hopes of maximizing the quality of services offered by The Clowvazar Academy.

All parties involved in any program at The Clowvazar Academy are expected to treat each-other with dignity and in a manner that does not harm or impede a client from the services they are receiving from The Clowvazar Academy or prevent a Clowvazar Staff member from producing a quality product for the clients.

Students who violate any of the rules of conduct contained with this handbook will be subject to disciplinary actions including but not limited to the following: monetary fines, temporary removal from participation, temporary dismissal, or permanent explosion from any or all services offered by The Clowvazar Academy. Some violations --including those which are in violation of local or state law-- are subject to legal action.

In deciding disciplinary action, a student's *intent* will be considered along with all other relevant factors; however, *intent* as it is deemed by the student as '*self-defense*' will not be the only factor in the disciplinary process. When there is no clear *intent* on the part of the student, the student will be disciplined based on their actions alone. It needs to be understood that *self-defense* alone is not grounds for any violations to be dismissed. The administration alone has the authority to determine the validity of *self-defense* and how *self-defense* should be weighted against all other relevant factors.

Individuals with disabilities which impede or impairs the students ability to comprehend the wrongfulness of their actions will be given considerations in the disciplinary process; however, under certain circumstances, such individuals may

need to be removed or disqualified from participation in any or all programs or activities offered by The Clowvazar Academy due to the severity of the violation even when intent to violate can not be demonstrated.

Repeated violations may be subject to increasing consequences.

At the discretion of school administrators, parents or guardians will be made aware of all available information regarding a violation by their student or child. There may be times when an administrator will feel it best not to inform the parents of a violation when incomplete information is available or the severity of the violation is considered too minuscule to warrant unnecessary anxiety on the part of the parents or guardians.

Expectations Of Conduct

All students --at all times-- shall conduct their-selves in manner which is positive, constructive, and respectful. Students shall work to maintain harmony.

Harassment:

Actions by students that are based on race, color, national origin, ethnicity, gender, sexual preference, or religious beliefs will not be tolerated. Students participating in any form of harassment or intimidation, including, but not limited to, verbal, non verbal, graphic, written, or physical contact that denigrates or shows hostility or aversion towards a member(s) of the above groups will be subject to disciplinary action.

Students should report any harassment they have received.

Prohibitions:

Students are prohibited from engaging in all of the following:

- Cheating, copying, or representing someone's work as one's own (aka Plagiarism).
- Throwing any object that can cause bodily injury or property damage which is not included as part of a teacher approved curriculum or school sponsored activity.
- Leaving school grounds or a school-sponsored activity or event without permission of a school official with the authority to grant permission to leave the campus.

- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward students, school personnel or visitors to the District.
- Insubordination - failing to comply with lawful directives from school personnel or School/District policies, rules, and regulations.
- Possessing matches or lighter(s).
- Engaging in robbery or theft.
- Damaging or vandalizing property owned by the District, other students, District employees, volunteers or visitors.
- Engaging in misconduct on school buses or other school vehicles.
- Fighting, committing physical abuse, or threatening physical abuse.
- Bullying.
- Harassment.
- Committing extortion, coercion, or blackmail defined as obtaining money or other object of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Engaging in verbal abuse, including but not limited to, name-calling, ethnic or racial slurs, or derogatory statements addressed publicly or privately to others that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
- Engaging in rude and disrespectful behavior.
- Engaging in tardiness, truancy, or otherwise skipping classes or other scheduled activities.
- Causing or participating in a disturbance on school grounds, at a school function or school activity.
- Possessing or using fireworks, "poppers", or explosives of any kind.
- Engaging in inappropriate physical or sexual contact (or conduct) that may be disruptive to other students or to the educational environment.
- Engaging in any offensive conduct of a sexual nature, whether verbal or physical. This may include requests for sexual favors or other intimidating sexual conduct.
- Using or misusing an electronic or wireless communication device (pager, cell phone/camera phone, etc.) during an unauthorized time or in an unauthorized location. Misuse includes, but is not limited to, text messaging inappropriate comments, using the device to share educational information in violation of the Academic Honesty Policy, sexting, cyberbullying, having or sharing inappropriate pictures or using the phone as a camera during the instructional day.
- Possessing, creating, or displaying graffiti of any kind.
- Disobeying the District's guidelines for the District's Acceptable Use of Technology Resources.
- Creating a "hit list" or any other list that targets specific individuals to be physically or psychologically harmed.

- Violating the dress code.
- Loitering.
- Engaging in tobacco violations.
- Engaging in any other conduct that disrupts the school environment or educational process.

DISCIPLINE OPTIONS

Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Duration and severity of consequences will depend on, but is not limited to, the offense, the nature of the violation, the students' age, disciplinary history, intent, disability, and the overall effect upon student welfare and the learning environment. While these factors are considered, the severity of an incident remains the primary factor in determining what specific disciplinary action will be taken. Records of students receiving special services will be reviewed. Discipline shall be administered so that penalties generally increase proportionately to the severity and/or persistence of the misbehavior.

Disciplinary consequences may include, but are not limited to, the following, which are not necessarily listed in order of progressive severity:

- Verbal reprimands and warnings
- Special assignments or duties
- Behavioral contracts
- Counseling by staff, student peers, community leaders, outside agencies of the federal, state, or local governments
- Withdrawal of privileges
- Partial or complete denial of attendance and/or participation in extracurricular activities
- Probation
- Time-out
- Strict supervised study
- Demerits
- Duty assignments
- Detention
- Mediation
- Modified day
- Individualized behavior modification
- Referral to the school administrator
- Referral to outside agency
- Overnight suspension

- In-school alternative assignment
- Reassignment of classes
- Temporary removal from class
- Police Involvement
- Parent conferences
- Disciplinary Alternative Educational Programs
- Suspension
- Expulsion
- Filing a criminal complaint or civil action
- Emergency Suspension
- Restitution of damages
- Other reasonable actions created by unforeseeable special circumstances.

Violations Which Require Mandatory Expulsion:

The violations described in this section may be reported to the police or other legal authority. These violations do not necessarily need to be committed on Clowvazar property or during a Clowvazar event. No individual found guilty of these violation will be admitted to The Clowvazar Academy.

- 1) Using, exhibiting, or possessing any of the following:
 - a) Any weapon, (including a starter gun), and/or device designed, made, or adapted to expel a projectile by the action of an explosive.
 - b) The frame or receiver of any such weapon.
 - c) Any firearm or silencer.
 - d) Any destructive device.
 - e) A firearm.
 - f) An illegal knife as defined by Section 46.01(6) or by local policy. An illegal knife means a knife with a blade over 5 1/2 inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword, or spear, or by local policy.
 - g) A club.
 - h) A prohibited weapon listed under section 46.05, Penal Code, such as an explosive weapon; a machine gun; a short barrel

firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun.

2) Behavior containing the elements of the following:

- a) Aggravated assault, sexual assault, or aggravated sexual assault
- b) Arson
- c) Murder, capital murder, or criminal attempt to commit murder or capital murder
- d) Indecency with a child
- e) Aggravated kidnapping
- f) Aggravated robbery
- g) Manslaughter
- h) Criminally negligent homicide
- i) Behavior related to an alcohol or drug offense that could be punishable as a felony
- j) Retaliation against a school employee combined with one of the above listed offenses on or off school property or at a school-sponsored or school-related activity.

6. Parent Information & Code of Conduct

Your child needs to learn to be self sufficient. In order for us to help them accomplish this, there are a few guidelines we would like for you to follow.

Responsibilities:

- 1) Support your child in all academic endeavors.
- 2) Never do your child's homework for them. Use desecration when helping them with homework, but do help them with homework.
- 3) Drop your children off in time for them to start class at 9:00AM. We recommend dropping them off by 8:50AM.
- 4) Never excuse them from their homework unless they are truly unable to complete it due to illness, poor scheduling, or if doing the homework would cause unnecessary harm.
- 5) Pick up your child on time.
- 6) Never disrupt class unless it is an emergency, and please call ahead of time. Please send a note with them to school if you plan on picking them up early and include a reason.

Homework Policy:

Students are responsible for completing homework, we will never accept the excuse "my mother/father told me I did not have to do it." unless the parents have told us this in person and explained the reasoning for their not completing the assigned homework.

Every day, your child should have their homework folder. It is your child's responsibility to make sure the homework folder is in their bag. We will be lenient the first few weeks as they get accustomed to this procedure.

Drop-off Procedures:

Overview: Drop kids off by 8:50AM, walk them to the door, but do not enter the building.

- 1) Children should be dropped off by **8:50AM** every day, so classes can start on time.
- 2) Park in the parking lot, and walk your child to the door if necessary. In the morning, parents should not have to enter the building unless their child is in a particular emotional state that would require this.
- 3) Once the child enters the classroom, the responsibility now falls on them to complete the following tasks. Until the child is capable of completing this routine, they will be assisted by Clowvazar staff.

- i) go to their desk.
- ii) place their bag under the desk.
- iii) sit quietly until instructions have been given by the teacher.

End of Day Procedures:

Overview: Parents should park before picking up their children. Students will be brought to the front room to wait for their parents after 2:00PM. Check that students have their homework folders.

- 1) Please park in the parking lot and wait for your child outside of Clowvazar's suite. We will not release any students early unless you have called ahead of time. Children are not allowed to exit the building until we have visual confirmation that the guardian is waiting for them.
- 2) Students should have placed their homework folder in their backpack. This is their responsibility before they exit the classroom. We ask that the parents ask remind their children to get their homework folder and/or ensure that it is in their bag.

Day Schedule (Proposed):

This is the proposed schedule for each subject. Some days will vary when we have our fun-days, field trips, et cetera. The official school day is from 9:00AM to 2:00PM.

	8:00AM	ELECTIVE (non core)
	9:00 - 9:55	Subject 1
	10:00 - 10:55	Subject 2
	11:00 - 11:55	Subject 3
	12:00 - 12:55	Lunch
	1:00- 2:00	Subject 4
	2:00 - 3:00	Subject 5 (elective, non core)
	3:00-4:00PM	Subject 5 (elective, non core)

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Sex-Education Policies:

The Clowvazar Academy has a set practice for students regarding sex education. Where your personal beliefs differ, please inform your kids immediately. We encourage parents to be realistic regarding sexual behavior in humans.

- 1) The Clowvazar Academy takes a **safety first, abstinence best** position on sex.
- 2) It is our policy to never deny information regarding human reproduction and sexual behavior unless we strongly believe that the student is not ready for such answers; teachers are encouraged to never lie or use simplicities in conveying this information.
- 3) **Sexual orientations** will be taught as an existing life style. We take no position on its 'naturalness', 'holiness', or 'choice vs innate' nature. We encourage parents to talk to their children about their belief; however, we will not tolerate any negative comments towards children or people of any particular sexual orientation by parents or children.
- 4) Children who indicate their sexual orientation to a teacher or any staff member at The Clowvazar Academy will not be reported to the parents.
- 5) Sex education will be taught to kids who are 10 years old or older who have shown the mental capacity to understand the information. The Clowvazar Academy may choose to exclude students from sex-education courses at the discretion of the staff or administration.
- 6) At the request of the parents, students may be withheld from these lessons at the request of the parents only after a written statement testifying that this information will be taught in some capacity.