



**STUDENT HANDBOOK *and*
CODE of CONDUCT**

2018-2019

Upper Campus (Grades 7-12)
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Dallas, TX 75201
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Lower School Campus (Grades K-6)
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This handbook is a reference document produced for educational purposes only. The contents of this handbook are not contractual and do not give rise to a claim of breach of contract against the school. Further, the contents of this handbook apply to all students of Pegasus, as the contents now appear in the handbook or may be amended in the future. Policies and the Code of Conduct apply to all members of the Pegasus community. The previous addition of this document remains in effect until superseded by this edition.

Pegasus Mission and Vision

The school's mission is to educate individuals in the liberal arts and sciences in order to prepare them for productive and meaningful lives in an increasingly complex world. Its vision is to be an interdisciplinary public school located in the heart of Downtown Dallas that is designed to develop and educate serious learners and committed to continuous improvement.

Pegasus Overview

Pegasus blends a liberal arts and sciences curriculum with interdisciplinary studies; project based learning; leadership and community service; instruction that weaves the resources of downtown and the community into the school's learning fabric; technology that helps broaden and enhance learning opportunities; enrichment through extended day activities and dual credit college classes for 11th and 12th graders.

Pegasus Students

Founded in 1997, Pegasus is a tuition free public school serving an ethnically, racially and economically diverse student population in grades K through 12. The school serves students throughout the Dallas County area. Pegasus students are expected to follow the Pegasus Code of Conduct, to demonstrate the behaviors of a serious learner, and to be good neighbors and good citizens. Leadership and community service are important at Pegasus. Students log multiple hours of community service, from 10 hours for Kindergartners to 20 hours for seniors, to help foster the understanding that a productive and meaningful life is one that is not merely successful, but also significant through service to others.

Pegasus Location

The heart of Dallas provides a learning laboratory of rich resources for Pegasus students. The use of the institutions and facilities of the core city adds a unique dimension to the school's design. Additionally, being in downtown provides Pegasus students with an opportunity for collaboration with institutions of higher education such as El Centro Community College. While we are one school, Students in grades 7-12 attend class at the Upper School Campus (on the 2nd floor of the T. Boone Pickens YMCA), located at 601 N. Akard Street, Suite 203, Dallas, TX 75201. Students in grades K-6 attend class at the Lower School Campus located at the Manor House, 1222 Commerce Street, Suite 100, Dallas, TX 75202. The Upper Campus houses central reception and the registrar.

Guiding Principles

- Public education is the cornerstone of our nation, providing a common base of knowledge critical to the fabric of a functioning democracy.
- a regimented, departmentalized system of education will not adequately prepare students to face the task of solving contemporary problems. Such problems have complex, multiple dimensions that demand the integration and application of knowledge and skills in a variety of subject areas.
- Schools should be designed to serve the serious ends of education, moving beyond mere memorization of facts to authentic, active, and real-world learning. If a student fails to see, conceive, and perceive, then that student fails to learn.
- Instruction in the liberal arts and sciences provides a strong foundation for preparing students for productive and meaningful lives.

School-Wide Goals and Objectives

- To provide students from diverse backgrounds with an excellent public education.
- To utilize the heart of Dallas as a learning laboratory for serious learners while contributing to the vitality of the city.
- To promote an educational environment that supports inter-disciplinary and project-based learning, that integrates the learning of school with everyday life, and that requires the active involvement of the student in the learning process.
- To help students learn how to learn; to think critically and logically about that learning; to develop and express well-reasoned thoughts; to accept individual responsibility for work and learning; and to learn to work collaboratively with fellow learners on complex problems.
- To foster intellectual and personal integrity and service to others; helping students understand that a productive and meaningful life is one that is not merely successful, but is also significant because of personal integrity, leadership and service to family, friends, and the community.
- To fulfill that capacity for learning possessed by each student.
- To develop skills that support a life long journey of learning.
- To foster the joy and sense of adventure that is a part of learning.

Goals for Pegasus Students

GOAL 1: To provide students with a well-rounded education encompassing:

- A study of the fine arts, music, science, humanities, math, and inquiry dimension
- Community service, academic and athletic competition
- Experiential learning opportunities through use of the rich resources of downtown Dallas, the rich resources of the State of Texas and the greater outdoors as the school's learning laboratory

GOAL 2: To advance critical thinking skills, including:

- Intellectual objectivity, flexibility, and decisiveness

- Intellectual skepticism, honesty and perseverance
- Wonderment, inquisitiveness, intellectual curiosity, and the enjoyment of problem solving.
- A passionate drive for clarity and accuracy
- Open mindedness and careful listening
- An intense aversion to contradiction, sloppy thinking, and inconsistent application of standards

GOAL 3: To promote a “fine arts” acumen including:

- Knowledge of, involvement in, appreciation for, and support of the fine arts
- The ability to analyze, interprets, create, perform, and demonstrate the arts

GOAL 4: To foster development of a personal value system, emphasizing the concepts of:

- Integrity (trustworthiness, honesty and uprightness of character)
- Respect (honoring the worth and dignity of all people; treating others with fairness and courtesy)
- Loyalty (a commitment and faithfulness to family, friends, organizations and country or cause)
- Responsibility (being reliable, dependable and willing to be accountable for who she or he is and what he or she does; having a sense of moral obligation to help others and to make a contribution to the society she or he lives in)
- Ethical decision making (even when no one is looking; even under “peer” pressure)
- Living a life that matters

GOAL 5: To champion the importance of being a good citizen, including having an understanding of and commitment to:

- Social justice
- The common good, working to make community, state and country a better place to live (including volunteering where needed and protecting the environment)
- Patriotism; staying informed and participating in the democratic process (voting; fulfilling jury duty; serving in public office, both elected and appointed)
- The Rule of Law
- Utilizing the democratic process to effectuate change respectfully and in a civil manner.

GOAL 6: To cultivate leadership skills, encompassing the ability to:

- Analyze a problem and recognize a need for action that promotes the common good
- Establish goals to address the problem or need for action
- Organize a group of people and activities to achieve the established goals
- Utilize respect, diplomacy, integrity, and civil discourse to accomplish the goals

GOAL 7: To nurture a sense of self-confidence by having:

- Belief in oneself and one's knowledge and abilities
 - But, not arrogant self-conceit
- The ability to successfully perform an activity built on past experience and knowledge
- Confidence that the strategies and skills developed will lead to better decisions and solutions.

GOAL 8: To develop appropriate social and safety skills for interacting and communicating with others, including:

- Good manners
- Appropriate behavior and speech in diverse situations
- Communicating in ways that are engaging, that demonstrates one’s ability to listen, interpret, and respond in a knowledgeable and considerate manner, even when expressing disagreement

A

Arrival and Dismissal of Students

Arrival and Dismissal Procedures are established by the CEO and/or designee. For a copy of the current arrival and dismissal procedures, please contact the school at 214-740-9991.

Asbestos Management Plan

An asbestos management plan has been developed for the Pegasus School. This management plan is kept in the central business office of the school at 3800 Main Street, Ste. E, Dallas, TX 75226 and can be made available for inspection, during normal business hours, by parents, school personnel, and the public within fifteen working days after a written request is received.

Attendance

Good attendance is critical to ensure that your child receives the full benefit of attending Pegasus. Being on time and in school every day is critical to your student's learning process. **Perfect Attendance for every Pegasus student is our goal!**

TEXAS COMPULSORY ATTENDANCE LAW

A student between the ages of six and 19 shall attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. Once a student is enrolled in prekindergarten or kindergarten, the compulsory attendance laws apply to that student.

PARENTAL CONSENT FOR ABSENCE

A student absent from school for any portion of a school day shall provide a note to the campus office upon return, signed by the parent or medical provider that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Pegasus may also request additional information to verify the reason for a student's absence.

FAILURE TO PROVIDE NOTE AND OTHER REQUESTED DOCUMENTATION

Upon return to school, a student who has been absent and who fails within three days of the student's absence to bring a statement from a parent or medical provider verifying the illness or condition that caused the student's absence, along with other requested documentation, the absence will be unexcused.

NOTICES

Truancy Notice to Parents --Pegasus is required by law to notify you that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Education Code 25.093; and the student is subject to referral to a truancy court for truant conduct under Family Code 65.003(a). This notice, posted in the Student Handbook, fulfills this notice requirement.

Notice of Absences--If a student has been absent from school, without excuse under Education Code 25.087, on three days or parts of days within a four-week period, Pegasus will notify you of the following:

- It is the parent's duty to monitor the student's school attendance and require the student to attend school,
- The student is subject to truancy prevention measures under Education Code 25.0915; and
- Request a conference between school officials and the parent to discuss the absences.

Ultimately, it is the responsibility of the student and parent to comply with compulsory attendance laws. The fact that a parent did not receive a notice described above does not create a defense under Texas compulsory attendance laws.

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE

Pegasus employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

If a student fails to attend school without excuse on ten or more days or parts of days within a six-month period in the same school year, Pegasus shall, within ten school days of the student's tenth absence, refer the student to a truancy court for truant conduct under Family Code 65.003(a). Pegasus may also file a complaint against the student's parent in a county, justice, or municipal court for an offense under Education Code 25.093 if Pegasus provides evidence of the parent's criminal negligence.

Pegasus may delay a referral of a student for truant conduct, or may choose to not refer a student for truant conduct, if Pegasus is applying truancy prevention measures to the student under Education Code 25.0915 and determines that the truancy prevention measures are succeeding and it is in the best interest of the student that a referral be delayed or not be made.

Pegasus will initiate truancy prevention measures under Education Code 25.0915, if the student fails to attend school without excuse on three or more days or parts of days within a four-week period, but does not fail to attend school for the time specified above.

TRUANCY PREVENTION MEASURES

In an effort to prevent truancy and to reduce the need for referrals to truancy court, Pegasus will, at its discretion, take one or more of the following truancy prevention measures applicable to students identified as potential truants, designed to address student conduct related to truancy in the school setting before the student engages in truancy:

- Impose a behavior improvement plan on the student signed by a Pegasus employee, that Pegasus has made a good faith effort to have signed by the student and the student's parent or guardian, and that includes:

- Specific description of the behavior that is required or prohibited for the student;
- The period for which the plan will be effective, not to exceed 45 school days after the date the contract; or
- The penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court; or
- Impose school-based community service; or
- Refer the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at addressing the student’s truancy.

ATTENDANCE FOR CREDIT

Except as provided below, a student will not be given credit for a class unless the student is in attendance 90 percent of the days the class is offered.

ABSENCES EXCUSED BY TEXAS STATE LAW

For purposes of compulsory attendance, with sufficient documentation, a student shall be excused from attending school for the following purposes:

- Observing Religious Holy Days--A student who is observing holy days is allowed up to one day of excused travel for travelling to the site where the student will observe the holy days and up to one day of excused travel for traveling from that site.
- Court Appearances--A student who is attending a required court appearance is allowed up to one day of excused travel for traveling to the site where the student will attend the required court appearance and up to one day of excused travel for traveling from that site.
- Citizenship Paperwork--A student who is appearing at a governmental office to complete paperwork required in connection with the student’s application for United States citizenship is allowed up to one day of excused travel for travelling to the site where the student will complete the paperwork and up to one day of excused travel for traveling from that site.
- Citizenship Proceeding--A student who is taking part in a United States naturalization oath ceremony is allowed up to one day of excused travel for traveling to the site where the student will take part in the ceremony and up to one day of excused travel for traveling from that site.
- Election Clerks--A student who is serving as an election clerk is allowed up to one day of excused travel for traveling to the site where the student will serve as an election clerk and up to one day of excused travel for traveling from that site.
- Children in Conservatorship of DFPS--A student who is in the conservatorship of the Department of Family and Protective Services and misses school:
To participate in an activity ordered by a court under Family Code Chapter 262 or 263, provided that it is not practicable to schedule the participation outside of school hours; or
To attend a mental health or therapy appointment or family visitation as ordered by a court under Family Code Chapter 262 or 263.
- Health Care Appointments--Temporary absence resulting from an appointment with a health-care professional if the student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health-care professional. “Temporary absence” includes the temporary absence of a student diagnosed with autism spectrum disorder on the day of the student’s appointment with a health-care practitioner to receive a generally recognized service for persons with autism spectrum disorder, including applied behavior analysis, speech therapy, and occupational therapy.
- Military Dependents—Pegasus will excuse a student whose parent, stepparent, or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides, to visit with the student’s parent, stepparent, or guardian. Pegasus will not excuse a student under this provision more than five days in a school year. An excused absence for this reason must be taken not earlier than the 60th day before the date of deployment or not later than the 30th day after the date of return from deployment.
- Military Enlistment--Pegasus will excuse a student who is 17 years of age or older from attending school to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard. Pegasus will not excuse a student for this purpose more than four days of school during the period the student is enrolled in high school.

OTHER DISCRETIONARY EXCUSED ABSENCES.

With sufficient documentation, Pegasus may also excuse absences for the following:

- TAPS at Military Funeral—Pegasus may excuse a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran. Pegasus will only approve one absence per school year for this absence. The student must obtain approval from the Principal to visit an institution of higher education, follow campus procedures to verify such a visit, and make up any work missed.
- Higher Education Visits--Pegasus may excuse a student from attending school to visit an institution of higher education accredited by a generally recognized accrediting organization during the student’s junior and senior year for the purposes of

determining the student's interest in attending the institution of higher learning. Pegasus will not excuse for this purpose more than two days during the student's junior year and two days during the student's senior year. The student must obtain approval from the Principal to visit an institution of higher education, follow campus procedures to verify such a visit, and make up any work missed.

- Personal illness. A doctor's note may be required if the student is absent for more than two days for the same illness.
- Death of an immediate family member.
- Medical treatment
- Any cause acceptable to the CEO (Superintendent) or designee.

ATTENDANCE REVIEW COMMITTEE

The Pegasus attendance review committee will review petitions for class credit by students who have not met the 90 percent rule to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. The petition must be in writing and submitted to the School Academic Director or Campus Facilitator.

Extenuating Circumstances

In determining whether there were extenuating circumstances for the absences, the attendance review committee will consider certain guidelines such as:

- All absences will be considered in determining whether a student has attended the required percentage of days.
- If makeup work is completed, state approved will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in Pegasus. After enrollment, the 90 % rule will be calculated based on days remaining in Pegasus school year.
- For a student transferring into Pegasus after school begins, only those absences after enrollment will be considered. After enrollment, the 90 % rule will be calculated based on days remaining in Pegasus school year.
- In reaching a decision about the student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

APPEAL

The student or parent may appeal the committee's decision to the Board by filing a written request with the Superintendent in accordance with Board Policy. The Board is the final decision maker.

B

Bad/Inclement Weather

In case of bad weather Pegasus will follow the actions of the Dallas Independent School District (DISD). If DISD is open, Pegasus will be open. If DISD closes, Pegasus will close. If DISD starts late, Pegasus will start late at the same time as DISD. Parents should tune to a radio or television station for announcements relating to DISD's decision to close or remain open on a bad weather day. Pegasus schedules two bad weather days each school year. If either day is not needed for instruction, it will be used as a student holiday.

Breakfast and Lunch Program

At no charge, Pegasus offers a universal breakfast and lunch to all students who have fully completed the required paperwork. Breakfast is served from 7:05 until 10 minutes before the start of the students' school day. Students who want to eat breakfast should arrive at school in time to be through with breakfast by 10 minutes prior to his or her class start time. Similarly, a snack will be provided to students who participate in the after school program as well.

Birthday Celebrations at School

At Pegasus we believe that recognizing students' birthdays are important. Although it is certainly not required, we know that some parents will want to recognize birthdays at school.

Food

Parents may only provide cupcakes, cookies, 100% fruit juice, or water for their child's birthday. These items must be purchased rather than homemade to ensure they are prepared in an environment with a certified food handler. Please make

sure the treats are nut free and peanut butter free and the nutritional values and ingredients are listed. Please make sure that the treats are individual, easy to serve portions. Parents must provide serving utensils, napkins, and or plates if needed.

Non-Food Items

In lieu of, or in addition to food, we also invite you to send any inexpensive non-food items from the following list to share with your student's entire class.

- Festive party napkins
- Party straws
- Birthday stickers
- Bookmarks
- Erasers
- Mini notepads
- Mini coloring books
- Crayons
- Birthday pencils

Food and non-food items for birthdays may be dropped off in the office either before school or during the day. Teachers will be notified by the receptionist. Approved snacks and or non-food items will be given to students during the last ten minutes of the school day. To avoid hurt feelings please make sure to send enough food or non-food items for every student in the class.

Limitations

- Please do not bring or send floral arrangements, gifts, balloons, cookie grams, stuffed animals, etc. to your child. These will not be delivered to the school during the school day.
- We ask that you not send party invitations for distribution at school unless everyone in the class will receive one.
- Additionally, we do not permit the pinning on of any item to an article of clothing such as money, sashes, mums, or other items that can be distracting to the learning process. Thank you for your cooperation!

Building Hours and Late Fees

Both buildings are open from 7:00 to 6:00 and our after school program will begin when the school day ends for each grade and run until 5:15. Parents must arrive with sufficient time to exit the Campus by closing time of 6:00 PM. A late fee of \$20 per fifteen minutes per child will be charged for any late pick-ups. For example, if late 1 to 15 minutes, a fee of \$1 to \$20 will be charged. If students are picked up 16 to 30 minutes late, an additional \$20 will be charged. The fine is charged regardless of reason for lateness or prior notification from the parent that they will be delayed. The fee must be paid no later than the next school day. A late fee can only be waived at the discretion of the Deputy Superintendent. Excessive late pick-ups will warrant a meeting with the Deputy Superintendent and may result in loss of after school participation privilege.

Bullying, Cyberbullying

Section 37.0832, Texas Education Code defines bullying and cyberbullying as follows:

Bullying means a single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by subsection (a-1) and that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing the student in reasonable fear of harm to the student's person or of damage to the student's property; is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or infringes on the rights of the victim at school and includes cyberbullying. Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website or any other internet based communication tool.

This applies to bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property; bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or school-sponsored or a school-related activity; and cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities; or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

If a student or parent believes that the student has experienced bullying or cyberbullying as defined by the Texas Education Code 37.0832 or has witnessed bullying or cyberbullying of another student, it is important for the student or parent to notify a teacher, counselor, Campus Facilitator, or another district employee as soon as possible. The student may also report the incident anonymously to the school. The administration will investigate allegations of bullying and cyberbullying and will take appropriate disciplinary

action, as defined by the school, if an investigation indicates that such an activity has occurred, as defined above. Bullying and cyberbullying and any retaliation against a student who reports an incident of bullying or cyberbullying is prohibited.

C

Cell Phones, Pagers, Beepers, MP3 players, IPODS, DVD Players, Game boys, Tape Recorders, and other Electronic Devices

Pegasus prohibits the use of Cell Phones, Tablets, Pagers, Beepers, MP3 players, IPODS, DVD Players, Game boys, tape recorders and other Electronic Devices at school while on school property or at a school activity. These items are considered “contraband” when used in violation of this rule. This prohibition includes, but is not limited to, lunch, after school activities, and other school activities. If a student brings a cell phone to school it must be placed in the cell phone locker assigned to the student at the beginning of the day, the student can retrieve the cell phone when dismissed for the day. If a student brings any other electronic devices to school, school activity, or school event, it should remain off and out of sight, unless requested by a staff member to use the device. Where a locker is available, all such devices will be placed in a locker at the beginning of the day and retrieved only when the student is on his or her way home. If the device does not fit in the school cell phone locker, it must be given to the front desk at the beginning of the day and retrieved only when the student is on the way home.

CELL PHONES MUST GO INTO A CELL PHONE LOCKER AT THE BEGINNING OF EVERY DAY, AND LEFT IN THE LOCKER THE ENTIRE DAY. CELL PHONES MAY BE RETRIEVED ON THE WAY HOME.

A student who violates this policy will be subject to the Code of Conduct and will have the device confiscated. It will be returned to a parent or guardian in person only after the parent pays an administrative fee of \$15.00 per incident. Repetitive violation of this policy may result in expulsion. Any device not claimed by the last day of school will be discarded. School administration shall have the discretion to determine the appropriate use of these devices for student participants in extra-curricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the education environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, owed, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Child Abuse /Neglect/Maltreatment and Domestic Violence Prevention

A student’s learning and educational environment is of ultimate importance and can be easily affected by external situations that can occur. When an employee has cause to believe that a student has been or may be abused, neglected, or subject to maltreatment, that person is required to immediately make an oral report to Child Protective Services or the Dallas Police Department. If a parent has cause to believe that a child has been or may be abused, neglected, or subject to maltreatment, the parent shall immediately make an oral report to Child Protective Services at 1-800-252-5400 or the Dallas Police Department at 911. The parent is also asked to notify the Campus Facilitator. For more information, visit www.cdc.gov/violenceprevention. Pegasus will utilize appropriate methods and resources to increase staff, student, and parent awareness of issues regarding sexual abuse and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or other maltreatment.

Child Find

The school shall affirmatively seek out, identify, locate, and evaluate children with disabilities enrolled in Pegasus or who contact the School regarding enrollment in grades served by the school, and determine which children with disabilities are currently receiving needed special education and related services. The school shall have a method for determining which students are receiving Special Education and related services and which students are not receiving these services. For each eligible student, the school shall offer an Individual Education Plan (IEP) appropriate to the needs of the student.

Clubs and Organizations

A variety of school sponsored clubs, activities, and performing groups are available as part of the Pegasus extended day program. However, membership in a club composed of students who take in other members on the basis of the decision of the members, rather than upon the free choice of any pupil in the school who is qualified under the rules of the school, is an infraction of the Code of Conduct.

Code of Conduct

The Pegasus Code of Conduct, which is included in this handbook, applies to all extended day, after school activities, evening, and weekend activities.. In certain instances the Code of Conduct applies to behavior at non-school activities that interfere with a student’s

educational opportunities or substantially disrupts the orderly operation of a classroom, or school sponsored, or school related activities

College Preparation and Dual Credit Courses

Pegasus places a strong emphasis on college preparation. Eligible students may take dual credit classes at El Centro Community College in the 10th, 11th, and 12th; pursuant to all school rules and procedures. The College Counselor works closely with high school students to promote awareness and readiness.

With the advice and approval of the CEO or designee(s), qualified 11th and 12th graders can take dual credit courses at El Centro. Students who successfully complete dual credit classes will earn both high school graduation credits and college credits. **Dual credit courses taken in the 10th, 11th, and 12th grades will be averaged into a high school student's grade point average on a higher weighted basis than non-dual credit classes.**

Contagious Diseases/Conditions

To protect others from the spread of contagious illnesses, students with confirmed illnesses are not allowed to attend school while contagious or until released to return to school by their medical provider. If a parent suspects that his or her child has a contagious illness, the parent should notify the campus facilitator or other campus administrator.

Bacterial Meningitis-- What is it?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. Viruses, parasites, fungi, and bacteria can cause it. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness;
- *Neisseria meningitidis*—meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ **does not** cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacterium rarely overcomes the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as

redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of State Health Service: www.dshs.state.tx.us.

Pediculosis (Head Lice)

Head lice are passed from person to person by direct contact or on shared objects (combs, towels, headphones, etc.) Persons of any age can get lice. Head lice have nothing to do with cleanliness and do not reflect poorly on the individual with head lice. A student with head lice will not be allowed to remain at school and must receive appropriate treatment before being allowed to return to school.

Pink Eye

All types of infectious conjunctivitis (pink eye) are contagious and can spread from one eye to the other by touching the eyes. A child can first become infected from direct contact with someone who has the infection or something that person has touched, such as a used tissue. The infectious organisms can also spread through coughing and sneezing. A student with infectious conjunctivitis will not be allowed to remain at school. That student must receive appropriate treatment before being allowed to return to school.

Community Service Requirements

Community service is an important aspect of the student experience at Pegasus. Community service activities foster an understanding that a productive and meaningful life is one that is not merely successful, but also significant through service to others. Moreover, community service promotes personal growth and self-esteem while providing students with learning opportunities beyond the classroom. At Pegasus, we define community service as contributions made by a student to the school or community, done without compensation. Students are required to engage in a certain number of community service hours each year as a part of their promotion requirements from one grade to the next. Students in kindergarten through grade 6 are required to perform 10 hours of community service each school year. Students in grades 7-12 are required to perform 20 hours of community service each school year. Students may receive community service credit up to half of their total hours as a result of their parent or guardian volunteering on campus. We aim to encourage parents to volunteer with their student on campus for community service credit. It is expected that these hours of service will occur outside of the normal school day and will be beyond the scope of normal household chores.

Community Service hours may be accomplished in a variety of ways, such as:

- Volunteering at a Great Day of Service organized by Pegasus;
- Volunteering for any non-profit organization of your choice;
- Volunteering at local community activities.

Concerns by Parents and Students--Steps for Resolution

It is the school's goal to resolve all school concerns satisfactorily for all parties involved.

Steps for Resolution
If a parent has a classroom concern, the teacher is the first person to whom you go to resolve a concern. Please schedule an appointment with the teacher during his or her planning time.
If you do not receive a satisfactory resolution regarding an <u>instructional matter</u> , the next person to discuss your concern with is the School Academic Director .
If a parent has a concern that involves a <u>discipline issue</u> that has not been satisfactorily resolved at the teacher level <u>or if you have a concern relating to non-instructional staff or to the school in general</u> , the next person to discuss your concern with is the Campus Facilitator .
If your concern is still not resolved please contact the School Director . The School Director may be reached at 214-740-9991.
If your concern is still not resolved please contact the Deputy Superintendent of the school. The Deputy Superintendent may be reached at 214-828-9347.
If the Deputy Superintendent is not able to resolve your concerns, please ask in writing for an opportunity to make your concerns known to the CEO, then in writing to a representative of the Pegasus Board of

Directors, and then in writing to the full Board at its next regular meeting. The Board is the final arbiter relating to concerns.

Conflict Resolution and Emails or Contacts through Living Tree

While emails and contacts through Living Tree can be a satisfactory means for conveying basic information, they are not an effective tool for resolving concerns. If you have a concern or problem, please do not attempt to resolve it by email. Please call the school to set up an appointment with a teacher or staff member during his or her planning time, following the procedures outlined above.

Computers and the Internet

The use of computers and the internet by students at Pegasus is governed in general by the Pegasus Code of Conduct and specifically in the “Acceptable Use Policy.” Both documents are contained within this document. If a student damages a computer, he or she will be responsible for the repair or replacement of the computer. In addition to and/or as noted in the acceptable use policy, students may not use school computers for personal use, including checking or sending personal emails or downloading music, games or other such items or activities or visiting any sites that are not related to school work, such as Facebook or Twitter.

Conduct

Academic and social conduct is governed by the Student Code of Conduct, this handbook, the Student Expectations policy, the Acceptable Use Policy, and other policies that may now exist or be adopted in the future.

Curriculum Overview at the Pegasus School of Liberal Arts and Sciences

Our curriculum is focused on preparing each and every student to look forward to college. At Pegasus we believe the success of a child is built on the knowledge each grade provides, taking them one step closer to their goals. All students receive a well-rounded curriculum that focuses on five kinds of learning. Each grade level curriculum utilizes the right brain, left brain, physical learning, hand working and community and environment involvement, as a building block for learning.

D

Detention, Saturday School for Discipline, and Mandatory Completion of Work (“MCW”)

A student may be assigned after school detention or Saturday School for Discipline (“SSD”) for any violation of the Student Code of Conduct, this handbook, the Student Expectations policy, the Acceptable Use Policy, and other policies that may now exist or be adopted in the future. A student is expected to serve a detention on the date and for the time prescribed.

Students who fail to complete or turn in class work or homework or who turn in unsatisfactory work may be required to remain after school to complete or redo class work. MCW is scheduled by individual teachers during their tutoring time. MCW takes precedence over other after school programs, clubs or detention and can be required whether or not a parent chooses the Extended Day Option.

Dismissal

Dismissal times vary based on the grade of each student. All students not picked up within 15 minutes of dismissal will return to the building after school. All students are expected to comply with this requirement. Occasionally a student tells a teacher he or she is going home on the bus or walking to a parent’s place of work, but in reality makes the unwise choice of sneaking off to wander around downtown while his or her parent thinks he or she is in an after school activity. This is a violation of the Code of Conduct and may result in disciplinary action up to and including expulsion.

Distribution of Materials

All aspects of any school-sponsored newspaper, social media in all its forms, and/or yearbook are completely under the supervision of the CEO or her designee(s). Written materials, handbills, photos/pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on a school facility by a student or a non-student without the approval of the CEO or her designee(s) and in accordance with campus regulations.

All material intended for distribution to students that is not under the school’s editorial control must be submitted to the CEO for review and approval. If the material is not approved within 48 hours of the time it was submitted, it is not approved. The decision is final and may not be appealed. Distribution on school premises of material consisting primarily of commercial advertising is expressly prohibited.

Downtown Businesses

Unless part of a school sanctioned activity supervised by a Pegasus adult, all downtown businesses are off limits to Pegasus students between 7:00am and 6:30pm, unless accompanied by a parent or with special approval of the School Academic Director, or designee. Wandering around the school or the downtown area before, during, and after school time is not permitted. Downtown businesses,

including but not limited to the Deli in the YMCA, all 7-Elevens in the downtown area, McDonald's and other retail establishments are off limits to Pegasus Students between 7:00 am and 6:30pm unless accompanied by a parent or guardian. Unless a student is a resident, any part of The Manor House outside the defined school area, is off limits. The YMCA is off limits to students who are not YMCA members, unless part of a school sanctioned activity supervised by a Pegasus adult. Students who live in the Manor House or who belong to the YMCA are prohibited from assisting or encouraging non-member students to violate these rules. Violations of these rules will result in disciplinary action, up to and including expulsion. Without school permission, for those students who are YMCA members, if the student leaves the school building in the afternoon to go to the YMCA, that student may not return to the school building. At that point, parents must pick up their student(s) from the YMCA. Without school permission, for those students who live in the Manor House, if the student leaves the school building to go home, that student may not return to the school building.

Drills-Fire and Other Emergency Drills

From time to time students, teachers, and other school employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow directions quickly, quietly, and in an orderly manner.

E

Emails

Each teacher at Pegasus has an email address. It is the school's goal to respond to emails within 48 hours of receipt of the email. The use of emails can often be an effective means for a parent to communicate with a teacher when attempting to obtain basic information. However, to avoid frustration, please keep in mind that it is not often as timely as many of us are used to in a corporate setting. Teachers spend the vast majority of their day in the classroom. They may have only one opportunity during a day to be on their computers. Even then, they may be engaged in writing lesson plans and working on preparation for classroom instruction.

Conflict Resolution and Emails—As noted earlier, while emails can be a satisfactory method for obtaining information, they are not an effective tool for resolving concerns. If you have a concern or problem, please do not attempt to resolve it by email. Please call the school to set up an appointment with a teacher or staff member during his or her planning time.

Emergency Medical Treatment

Parents or guardians of students are required to complete an enrollment form for each student each year. This form provides space for a telephone number where parents or guardians may be reached during school hours in the event of a severe accident or illness. In case of an emergency, when a parent or guardian cannot be contacted in an appropriate amount of time, or the parent or guardian cannot arrive at the school in an appropriate amount of time, school personnel will seek medical treatment on behalf of the child, including calling 911 to transport the student for emergency medical care. Determination of what is "an appropriate amount of time" is left to the sole discretion of the Pegasus administrative staff or designees.

Employee Qualifications

As a parent of a student at the Pegasus School, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request information about each of your child's classroom teachers: 1) whether the teacher meets the state qualifications and licensing criteria for the grade and subjects he or she teaches; 2) whether the teacher is teaching under emergency or provisional status because of special circumstances, 3) the teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree, and 4) whether a paraprofessional provides services to your child and, if so, his or her qualifications. If you would like to receive any of this information, please contact the School Academic Director at 214-740-9991.

Extended Day and Extracurricular Activities

Participation in the Extended Day Program, including after school, which is defined as anytime the building is open before or after the regular school day, Saturday school, and during any extracurricular activities on or off campus, is not a right. It is a privilege that can be lost. At the discretion of the CEO or designee(s) a student may be precluded from participating in the After School Program for a variety of reasons, including but not limited to unacceptable behavior, habitual tardiness in being picked up from school, grades, mandatory after-school tutoring or mandatory school sessions, among other reasons.

Extracurricular Activities

Participation in extracurricular activities is governed by the same requirements as those for after school clubs. In addition to any other eligibility requirements, students that do not meet the No Pass/No Play requirements will not be eligible to compete or preform as a member of any after school club, either academic or athletic, until all grades meet requirements as verified by the next grading or progress report period. The Campus Facilitator will determine the status under No Pass/No Play. To participate in any activities, students must follow all school rules, including eligibility requirements, and individual club rules. No club may take precedent over tutoring or detention

F

Facility and Facility Equipment, Supplies, and Materials

Students are responsible for any damage they cause to the facility or equipment or to any spaces shared with other organizations. The CEO or designee(s) will determine the consequences for any damage to the facility including but not limited to community service, repair and or the payment of monetary damages.

Fees

Fees may be charged as permitted by statute. A student is responsible for the timely payment of authorized fees for lost or damaged books, musical instruments or other equipment, fees assessed as a result of damage to school property caused by the student, and other obligations incurred by the student.

In circumstances of non-payment and after all efforts have been exhausted by the Campus Facilitator, the school attorney may work with the CEO and/or designee in the filing of a small claims suit to recover sums that, in the judgment of the CEO and/or designee, are substantial and necessary in the financial interest of the school. Fees are not refundable.

Food and Beverages in the Classroom

Students may eat breakfast foods provided by the school in their first period class so long as it does not become a disruption. The only beverage allowed in the classroom is WATER. Students may not have any food in any classroom or hallway except during their designated meal or snack period; bottled water will be allowed in classrooms other than the computer lab or around electronic equipment. Students may only bring clear, unopened bottles of water into the school. Reusable containers can be used. They must be clear, unless it is a “Pegasus” water bottle. Students must arrive at school with an empty container which they fill with water at one of the school’s water fountains.

504 of the Rehabilitation Act of 1973

The purpose of Section 504 of the Rehabilitation Act of 1973 prohibits discrimination and assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

Student eligibility:

1. Currently has a physical or mental impairment which substantially limits one or more major life activities;
2. Has a record of such an impairment or;
3. Is regarded as having such an impairment.

When parents or school personnel believe that a student has a physical or mental impairment that substantially limits a major life activity and the student is in need of accommodations, a 504 referral may be initiated. Parents must be given Notice of 504 Evaluation and Parental Consent. The district must then conduct an evaluation to determine eligibility and accommodations. For additional information, contact the school at 214-740-9991.

Fund Raising

Fund-raising activities by individuals, student groups and/or for school-sponsored projects will be allowed only with prior written approval of the CEO or designee and under the supervision of an adult sponsor. While the adult sponsor will be responsible for funds earned and ensuring that all associated with the fund raiser are following the school’s “Cash Policy,” all participants should be aware of and follow the “Cash Policy” which can be obtained from the school’s financial officer. Student participation in approved fund-raising activities must not interfere with the regular instructional program. No outside organization of any sort may solicit contributions of any type from students within the school.

G

Gang Activity and Gang Free Zones

The Pegasus Code of Conduct prohibits gang activity of any sort. **Such activity will not be tolerated.** Consequences for gang activity are set forth in the Code of Conduct and may include a recommendation for immediate expulsion. Certain criminal offenses, including those involving organized criminal activity such as gang related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purpose of the school, a gang-free zone includes bus used to transport Pegasus students and a location in, on, or within 1,000 feet of any school-owned or leased property or campus playground.

Grading Policy Excerpts

Report cards for Kindergarten through 3rd will indicate progress toward mastery of student learning standards by content area using the letter grades of E for Excellent/Consistent Progress, S for Satisfactory Progress, and NI for Needs Improvement/Additional Time for Learning.

FOR STUDENTS IN 4TH THROUGH 12TH GRADES, GRADES ARE SUBJECT TO THE STANDARD GRADING POLICY BELOW:

70-100	=	PASSING
BELOW 70	=	FAILING
NG	=	NO GRADE, FAILURE DUE TO EXCESSIVE ABSENCES
I	=	INCOMPLETE

(MUST BE MADE UP WITHIN 10 SCHOOL DAYS OR "I" BECOMES A 50)

NUMERICAL AVERAGES OF .5 OR ABOVE WILL BE ROUNDED UP TO THE NEXT WHOLE NUMBER . FOR EXAMPLE, 77.5 WILL BECOME 78, WHILE 77.4 WILL BECOME 77. NO GRADE BELOW A 50 WILL BE GIVEN FOR ANY NINE WEEK GRADING PERIOD.

Graduation Requirements

It is the expectation that a student who attends all four years of high school at Pegasus will graduate under the Pegasus Graduation Plan. Under certain circumstances, and in consultation with the parent(s) or student who is 18 or older, the Grade Placement Committee may recommend to the CEO that a student be permitted to graduate under a different state approved graduation plan.

Graduation Ceremony

Students are responsible for purchasing their own caps and gowns, school rings, photos, and other memorabilia. Use of any type of noise maker is strictly prohibited during a graduation ceremony. Individuals using such devices will be asked to leave the ceremony.

Gun Free, Weapon Free Zone

Pegasus is a gun free and weapon free school and strictly prohibits carrying, openly or concealed, any form of gun or weapon.

Gum

Gum can be distracting, destructive and unsanitary. It is not permitted at Pegasus. Chewing gum is a violation of the Pegasus Code of Conduct. See Level 1 Infractions in the Code of Conduct.

H

Hall Passes

Students are to have hall passes properly filled out **any time** they are in the halls, other than changing classes. Failure to do so may result in disciplinary action.

Hit List

The creation of any type of hit list is prohibited and is subject to the consequences described in the Student Code of Conduct.

Homeless Students

For more information on services for homeless students, contact the Title 1 Counselor at 214-740-9991.

Homework

We expect all students to work hard during the school day, and continue their learning in our extended day program. We also value our students having time outside the school day to engage in activities that are not school related. Many studies have shown that homework for younger students and too much homework for older students is detrimental to students and families. Students need time to run, play, relax, explore interests, and just be kids. There are many ways to teach students skills they require without assigning hours of additional homework. Our homework policy for the 2018-2019 school year supports this research. The policy is as follows:

K, 1st, and 2nd grade- Students are to read 20 minutes every night. Students may receive 10-15 minutes of a homework assignment every night. Students can read by themselves, students can read to a family member, or parents can read to students. Any combination of these will work. A reading log will come home to be filled out every day about which book students read. Read anything that interests the students. Students can check out books from a local library, purchase used or new books at various stores, or check out books from the teacher.

3rd, 4th, and 5th grade- Students are to read 30 minutes every night. Students may receive 15-20 minutes of a homework assignment every night. Students can read by themselves, students can read to a family member, or parents can read to students. Any combination of these will work. A reading log will come home to be filled out every day about which book students read. Read anything that interests the students. Students can check out books from a local library, purchase used or new books at various stores, or check out books from the teacher.

6th and 7th grade- Students are to read 30 minutes every night plus will receive 20-25 minutes of homework each night. This homework will alternate subjects and will be used to reinforce key information studied in school. Students should be able to do the reading and additional homework with minimal assistance from parents or guardians.

8th, 9th, and 10th grade- Students will receive 45 minutes to 1 hour of homework most nights. Different subjects will be assigned on different days to ensure that the homework that is assigned is effective but not too much.

11th and 12th grade- Students will receive 1 to 1.5 hours of homework most nights. Different subjects will be assigned on different days, to ensure that the homework that is assigned is effective but not too much.

I

Immunizations

A student must be fully immunized or a delay in school enrollment may be necessary. Exemptions from immunization requirements may be granted on a medical basis or for reasons of conscience. A medical exemption signed by the physician is required annually if not otherwise stated by the physician. Exemptions for reasons of conscience must be submitted on an official affidavit form issued by the Texas Department of State Health Services (DSHS), Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the campus Academic director within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. In case of an epidemic declared by the Commissioner of Health the student will need to be immunized or cannot attend school. For more information about required immunizations, visit the Department of State Health Services web site at <http://www.dshs.state.tx.us/immunize/school/default.shtm#requirements>.

Intellectual Quest Classes (“IQ”)

The Pegasus Intellectual Quest classes (referred to as “IQ”) are part of what makes the school’s educational program unique. IQ classes immerse our students in interdisciplinary in-school and outdoor learning opportunities. IQ’s may take the students out of the four walls of the classroom, utilizing outdoor spaces as part of the school’s learning laboratory. The learning of IQ occurs in a variety of settings such as the Dallas and Ft. Worth Zoo’s, the Dallas Arboretum, White Rock Lake, Dallas Fair Park, the Heard Museum, and the Trinity River Audubon Center. IQ’s engage students in community and nature, an important component of a well-rounded education. IQ classes correlate with state essential knowledge and skills and standardized test objectives, reinforcing student learning across the curriculum. These classes are an important component of student learning that all students are expected to attend.

L

Late Work

See the discussion of late work in the Question and Answer discussion under “Attendance” and in the discussion of “Homework” above.

Leaving Campus

For extended learning endeavors “ELE’s”

A general release is signed by the parent at the beginning of each school year allowing students to participate in off campus learning endeavors that utilize the downtown resources, and the wider community, as a learning laboratory. Using the greater community as a learning laboratory—is a part of the school’s charter and are authorized by the Board of Directors. Approved ELE’s may also include, but not be limited to visiting colleges and universities. These extended learning endeavors are under the direction and/or supervision of a faculty member at Pegasus and are considered part of the school’s learning activities. These endeavors include, but are not limited to, trips to city hall, the downtown library, the courthouses, the arts facilities, and community service at a variety of locations, dual attendance at the local community college and Great Days of Discovery, and Intellectual Quest at various outdoor venues. If permitted, certain students may participate in off campus lunches as well, so long as they do not lose the privilege. Unless otherwise directed by school leadership, students must be in full uniform when participating in an IQ, ELE, or off campus lunch.

For non-extended learning endeavors

To leave campus for a reason other than an extended learning endeavor or IQ, a student must bring a note from the parent or guardian or the school must receive a phone call from the parent or guardian and the parent or guardian must come in to the building and sign the student out.

Lockers

All school lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time whether or not a student is present. If a student brings a cell phone to school, it must be placed in the students assigned cell phone locker when entering the school, and not retrieved until the student is ready to leave for the day.

M

Medicine at School

Whenever possible, all medication should be given at home. Many of the prescription medications students receive can be given before and after school and at bedtime. It is the policy of the Board of Directors of Pegasus that school employees may administer medication to students if the school has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student. The medicine must be administered from a container that appears to be the original container and that is properly labeled with required information including dosage information and the length of time for the medicine to be administered. Parents must pick up medicine at the end of the dosage period. All medicine not picked up will be disposed of by the school. Prescribed asthma inhalers, anaphylaxis medicine, and diabetic monitoring supplies may be kept by the student and self-administered if the physician indicates in writing the need for such medicine and that the student is sufficiently responsible to self-administer. This written information from the physician must be given to appropriate school employees.

N

Nondiscrimination Statement

In its efforts to promote nondiscrimination, the Pegasus School does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, or the school the student would have otherwise attended, in providing education services, activities, and programs. The Deputy Superintendent has been designated to coordinate compliance with the following and may be reached at 214-828-9347:

- Title IX, regarding discrimination on the basis of sex;
- Section 504 Coordinator, regarding discrimination on the basis of disability;
- All other concerns regarding discrimination.

P

Parental Involvement

Education succeeds best when there is a strong partnership between home and school. This partnership thrives on communication. As a key constituent of this partnership, parents are encouraged to:

Read and discuss the student handbook with your child before signing and returning to the school the written statement affirming that you understand and consent to the responsibilities outlined in the Student Code of Conduct:

- Emphasize the importance of education and encourage your child to participate in a variety of activities;
- Learn about the curriculum, student support services, and activities offered by the school;
- Attend school meetings to learn more about the activities and operations of the school;
- Become familiar with the academic program offered by the school and ask the Campus Facilitator any questions, including concerns about placement, assignment, or early graduation. Review your child's school records when necessary and your right, under certain circumstances, to consent or deny their release;
- Review teaching materials, textbooks, other instructional aids, and tests that have been administered to your child, as well as the local and state testing and promotion requirements;
- Contact teachers as needed. If you have concerns, talk to the appropriate teacher, counselor, or Campus Facilitator. If you would like to schedule a conference, call the school office for an appointment during the teacher's conference period;
- Participate in campus parent/student activities and volunteer opportunities;
- Stay informed of your child's activities by attending parent conferences and other parent meetings.

Parent Compact--Title 1: School-Parent Compact

The Pegasus School of Liberal Arts and Sciences, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2018-2019.

School Responsibilities:

The Pegasus School of Liberal Arts and Sciences will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Utilize curriculum that is aligned to the Texas Essential Knowledge and Skills. (TEKS).
 - Provide remediation and enrichment through a variety of settings such as: after school tutoring, Saturday School, and EOC & SSI Remediation.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. This will occur through a variety of opportunities, such as:
 - Parent/Teacher Conferences.
 - Individual conferences that can be arranged by parent or teacher, on an as needed basis.
3. Provide parents with frequent reports on their children's progress. This will occur through a variety of reports, such as:
 - Every 3 weeks Progress Reports.
 - Quarterly Report Cards: one per nine weeks period.
 - Conferences arranged on an as needed basis.
4. Provide parents reasonable access to staff. Staff will be available for consultation with parents by a variety of different methods and times:
 - Via email or phone.
 - Appointments made before, during or after school.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. This will be accomplished in a number of different ways, such as:
 - Teacher directed opportunities to assist with classroom projects will be announced by flyer and/or webpage.
 - Opportunities to attend IQ activities.
 - Community Service Projects with students.

Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Reinforce learning by asking questions and discussing issues.
- Monitoring amount of television their children watch.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of child's extracurricular time.
- Staying informed about child's education and communicating with the school by promptly reading all notices from the school received by my child or by mail and responding, as appropriate.
- Serving on committees, such as LPAC (Participation of English Language Learners in State Assessments requires language proficiency assessment committees (LPACs) to make assessment decisions on an individual student basis).
-

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Ask for help when I need to.
- Read at least the recommended amount of time for my grade level, every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Participate as much as possible in school sports, clubs and activities.

Parties and Social Events

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. As with all school related activities, the Pegasus Code of Conduct applies to parties and social events.

Pest Management Plan

Pegasus applies pest control products that comply with state and federal guidelines. Before treatment, except in an emergency, the schools shall ensure that the necessary signs and information for employees and parents of students are posted or made available 48 hours before application.

Pets

Pets should be left at home.

Promotion, Retention, Awarding of Credits, and Placement

GRADES K-8

Student academic achievement shall be based on degree of mastery of the essential knowledge and skills for the grade level, subject or course. All students, except students with disabilities whose individual education plan (IEP) provide for alternative achievement standards, shall demonstrate an acceptable mastery level of the essential knowledge and skills sufficient for successful performance at the next subject or grade level as a prerequisite to a grade of 70 or above.

For Kindergarten - 3rd To be promoted to the next grade, a student shall:

Students who demonstrate satisfactory performance in the core subjects and the following will be promoted:

- Attend at least 90% of the days classes are offered; in order to develop good school attendance and study habits;
- Actively participate in all activities; and
- Demonstrate completion of required annual calendar of approved community service.
- 3rd Graders must also pass all STAAR exams required by the State of Texas

For 4th through 8th Grades--To be promoted from one grade level to the next, a student shall:

- 1) Attain an average of 70 or above for the year in **each** course taken. Averaging the first and second semester final grade for each course taken will derive the overall year average;
- 2) Attend at least 90% of the days the course is offered;
- 3) Pass all sections of the STAAR tests or completion of remediation; and
- 4) Demonstrate completion of required annual calendar hours of mentor approved community service, leadership experience, and/or academic competition.

Classes Offered for High School Credit at the 7th and 8th grade Level:

If a course is approved by the Pegasus Board to be taken for high school credit in the 7th or 8th grades, a student must achieve the same requirements set forth for Grades 9-12 to receive high school credit. Students successfully completing such courses will be awarded credit toward meeting graduation requirements; however, a high school classification is based only on the cumulative number of credits earned in Grades 9-12 and the grade for the course will not be included in figuring class rank or GPA. Any high school credit awarded to a Lower School student does not relieve that student from meeting the high school credit requirements set forth under the Pegasus Plan. For example, if a student receives an Algebra 1 credit in Lower School, he or she must still take 4 math classes in the high school.

GRADES 9-12

(or 7th or 8th grade students taking high school level classes for high school credit)

Student academic achievement shall be based on degree of mastery of the essential knowledge and skills for the grade level, subject or course. All students, except students with disabilities whose individual education plan (IEP) provide for alternative achievement standards, shall demonstrate an acceptable mastery level of the essential knowledge and skills sufficient for successful performance at the next subject or grade level as a prerequisite to a grade of 70 or above.

High school graduation credits will be awarded as follows:

1. To receive a high school graduation credit, a student must attend at least 90% of the days the course is offered.
2. For purposes of assigning course credit, a high school student (or a student taking a high school level class for credit) who fails either semester of a two-semester course, but whose Final Grade for both semesters average 70 or above, shall receive credit for the course. The Final Grade will include the results of the STAARS End of Course Exam(s) where mandated by law.

(Note: A student may ultimately receive credit for a course through approved credit recovery efforts. Credit Recovery only brings the grade up to a 70. Grade point averages and Class Rank are determined, in part, by the Final Grade, prior to taking into consideration any credit recovery efforts.

Pegasus does not award half credits, except in those instances where the class is limited to one semester or if necessitated because of the nature of a dual credit college class, or other extenuating circumstances. The determination of those extenuating circumstances shall be determined by CEO or designee.

3. Local courses may not earn state graduation credits; however, they are an integral part of the Pegasus Graduation Plan and the Pegasus educational program. Grades earned in local courses will be a part of a high school student's grade point average calculation and class rank calculation and are considered to be just as important as any other class at Pegasus.

Note: If a student fails his or her classes or any STAAR –EOC exam, or Star Grade Level Exam, Pegasus may require the student to attend SSI recovery. If a student fails more than two courses for a year, or fails to recover credits in credit recovery, a parent meeting will be scheduled with the Grade Placement Committee to determine an academic action plan for the student.

Class Designations--To move from one class designation to the next, a high school student must earn a certain number of credits and meet the community service hours outlined above. Please ask the School Academic Director for additional information on this requirement. If your student failed a credit course needed for graduation, please make an appointment with the school college counselor or school academic director to address this matter.

Students With Disabilities

For both Lower School and Upper School, variations in procedures, attendance requirements, and academic achievement level expectations for awarding grades to students with disabilities shall be determined by the ARD committee and included in the student's IEP.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Notice will be sent home before a survey, analysis, or evaluation is administered if the survey is funded in whole or in part by a program of the US Department of Education and involves one of the following protected areas: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

As a parent, you have a right to receive notice and opt your child out of participating in: Any survey concerning the private information listed above, regardless of funding; Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and School activities involving collection, disclosure, or use of personal information obtained from students for the purpose of marketing or selling that information.

Parents also have a right to inspect, upon request and before administration or use -Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901.

R

Racial, Ethnic, Religious, Gender, Disability, and Sexual Orientation Harassment; Dating Violence and Retaliation

Pegasus prohibits racial, ethnic, religious, gender, disability or sexual orientation harassment of its students, employees and those who seek to join the campus community in any capacity or those who interface with the school. Racial, ethnic, religious, gender, or sexual orientation harassment includes, but is not limited to:

Verbal, written or physical conduct and any other demonstrative actions based on race, color, ethnic origin, nationality, religious preference, gender, or sexual orientation or disability that has the purpose or effect of substantially interfering with the learning environment.

All allegations of racial, ethnic, religious, gender disability or sexual orientation harassment where a student is involved shall be reported to a teacher or Campus Facilitator. The discipline guidelines are located in the Student Code of Conduct. No procedure in school policy shall have the effect of requiring the student alleging harassment to bring the matter to the person who is the subject of the complaint. Should the complaint be against an administrator, the complaint will be filed with the next level of authority.

Dating Violence occurs when a person in a current or past dating relationship uses physical, sexual, and verbal or emotional abuse to harm, threaten, intimidate, or control the other person. This is considered harassment if it is so severe, persistent, or pervasive that it

affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Pegasus will promptly investigate all allegations of racial, ethnic, gender, disability or sexual orientation harassment and will recommend action as deemed appropriate. Filing allegations without substantive cause is strictly prohibited and may result in disciplinary action. Any person who files a false claim may be subject to any and all available state and school penalties.

Report Cards and Progress Reports

At the conclusion of the first and second series of three weeks in a nine week grading period, Pegasus will give to each a student a progress report. It is the responsibility of the student to make certain that parents receive the progress reports. At the conclusion of each nine weeks, Pegasus will mail to parents a report card relating to their student's progress in school.

S

Safety

Student safety on campus or at school-related events is a high priority at Pegasus. Although the school has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

1. Avoid conduct that is likely to put the student or other students at risk.
2. Follow the Student Code of Conduct and any additional rules for behavior and safety set by the CEO, Campus Facilitators, Academic Director or teachers.
3. Remain alert to and promptly report weapons, drugs, safety hazards and intruders on campus to the Campus Facilitators or Academic Director.
4. Know emergency evacuation procedures.
5. Follow immediately the instructions of teachers, and other school employees who are overseeing the welfare of students.
6. Follow all rules relating to pick up and dismissal, including the legal crossing of streets when arriving at and departing the school or walking to the bus or train station or a parent's place of employment.

Failure to follow the above safety rules is a violation of the Code of Conduct.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency telephone numbers, allergies to medications, etc.), by following all safety requirements established by the school, and by reminding their students of important safety rules.

Saturday School

There are two types of Saturday School—Saturday School for Discipline (“SSD”) (also referred to as detention) and Saturday School for Academics (“SSA”). All assigned Saturday School is mandatory. Failure to attend, without a valid excuse approved by school administration, can result in additional disciplinary action including school suspension and ultimately expulsion. The CEO or designee may develop rules relating to both types of Saturday School, including late fees for students who are picked up late from Saturday School.

SSD

Students will be individually notified when required to attend SSD. We will attempt to let students know more than one day in advance, but if the offending behavior occurs on a Friday, the student can be expected to attend SSD on the following day. It is the student's responsibility to let the parent know that the student is required to attend SSD. SSD Students can bring their own work for SSD, but there is no formal instruction for SSD other than occasional opportunities to explore the Character Building curriculum in greater depth. SSD will begin at 9:00am and end at 1:00pm.

SSA

It is the student's responsibility to let the parent know that the student is required to attend SSA. Beginning and ending times for SSA will be announced.

School Start and End Times

- K- 1st Graders will attend from **7:50 to 3:00 pm** on Monday, Wednesday, Thursday, and Friday.
- K-1st Graders will have a longer day on Tuesdays from **7:50 to 4:00 pm**.
- 2nd- 6th Graders will attend from **7:50 to 3:30 pm** on Monday, Wednesday Thursday, and Friday.

- 2nd-6th Graders will have a longer day on Tuesdays from **7:50 to 4:30 pm**.
- 7th – 12th Graders will attend from **8:50 to 4:00 pm** on Monday, Wednesday, Thursday, and Friday.
- 7th -12th Graders will have a longer day on Tuesdays from **8:50 to 5:00pm**.

Note: Parents with students in multiple grades may drop off their students at the earliest start time for their youngest child. Parents with students in multiple grades may pick up their children at the time the oldest child's school day ends. Younger siblings will be engaged in after school activities until picked up.

Searches

Pegasus reserves the right to conduct searches, including searches of lockers, as permitted by law.

Sexual Harassment

Neither adults nor students shall engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or Pegasus employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual act, including requests for sexual favors. All individuals are expected to treat other students and Pegasus employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student or employee will result in appropriate disciplinary action, according to the nature of the offense. (See the Student Code of Conduct for information regarding student disciplinary sanctions.) Pegasus encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse at schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the School Academic Director, or the individual who serves as the Title IX coordinator.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the Operations Director or Campus Facilitator or other designee(s) of the school or with the Title IX coordinator. The first conference with the student ordinarily will be scheduled and held as soon as possible within five days of the request. The School Academic Director or other designee(s) of the school or the Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten working days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent, within ten days, may request in writing a conference with the CEO or his/her designee(s) by notifying the Operations Director or Campus Facilitator of that request. If the resolution by the CEO or designee(s) is not satisfactory, the student or parent may, within 10 days, present the complaint in writing to the Board by notifying the CEO or designee(s).

Smoking, Alcohol, Drugs, Weapons

The Pegasus School is an alcohol free; drug free, gun and weapon free, and smoke free campus. Using or possessing alcohol, illegal drugs, weapons, and/or tobacco products, including e-cigarettes, are prohibited at school-related or school sanctioned activities on or off school property. Consequences for violating these prohibitions may include expulsion. Federal law mandates expulsion if a gun is brought to the school.

Special Education Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavioral support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed

written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the Special Education Director at 214-740-9991.

Security Cameras and Videotapes--Notice of Use at Pegasus

The Pegasus facility is equipped with a variety of security features including 24-hour surveillance cameras, which are equipped with videotaping capabilities. This notice is to inform you that videotaping will occur 24 hours a day within the school facility. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the Student Code of Conduct.

SSI and EOC Remediation

Pegasus offers a multi-week SSI and EOC remediation program for a student who fails exams required by the state of Texas to move from the 5th to 6th grade or from 8th to 9th grade and EOC exams required to graduate from high school.

Steroids

Anabolic Steroids are for medical use only. State Law prohibits possessing, dispensing, delivering, or administering an anabolic steroid in any manner not allowed by State Law. State Law provides that bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of State Law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the institutional division of the Texas Department of Criminal Justice.

Student Records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Academic Director or the Campus Facilitator a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Academic Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district and schools of higher education in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

5. Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pegasus School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pegasus School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Pegasus School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Pegasus School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within 10 days of your student's receipt of this handbook. The notice can be hand delivered or mailed to the Pegasus School, 601 N. Akard, Suite 203, Dallas, TX 75201 or by fax to 214-740-9799. Please make the notice to the attention of the Registrar or Campus Facilitator. Once filed, this request remains in effect until the student instructs the Pegasus School, in writing, to have the request removed.

Pegasus has designated the following information as directory information:

Student's name	Weight and height of members of athletic teams
Address	Degrees, honors, and awards received
Telephone listing	The most recent educational agency or institution attended
Electronic mail address	Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
Photograph	
Date and place of birth	
Major Field of study	
Dates of attendance	
Grade level	
Participation in officially recognized activities and sports	

Note: The right to inspect records extends to the parents whether married, separated or divorced unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. As soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals. The parent's or eligible student's right of access to and copies of student records do not extend to all records. The term "education records" does not include:

1. Records that contain only information about a student after he or she is no longer a student in the district.
2. Records made by school personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
3. Records maintained by a law enforcement unit of the school that were created by that law enforcement unit for the purpose of law enforcement.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent.

Supplies and Materials

It is essential that students be prepared every day for instruction. Students should make sure they have the proper supplies and materials every day and are ready to complete all assignments. Students may be charged a fee where authorized by statute.

T

TESTS

Pegasus students participate annually in all state mandated testing including the State of Texas Assessments of Academic Readiness (STAAR). As appropriate, other tests may include The English Language Proficiency Assessment (TELPAS), and diagnostic assessments.

Tape Recorders and Other Prohibited Items

Pegasus prohibits the unauthorized possession and/or use of devices such as bullhorns, jam boxes, radios, tape recorders (video or audio), compact disc players, mp3 players, headphones, and/or electronic games while on school property or at a school activity. These items are considered “contraband” when used in violation of this rule. This prohibition includes, but is not limited to, lunch, after school activities, and other school activities. If a student brings any of these devices to school, school activity, or school event, they shall remain off and out of site, unless requested by a staff member to use the device. If the school has lockers available, all such devices will be placed in a locker at the beginning of the day and retrieved only when the student is on his or her way home.

A student who violates this policy will be disciplined in accordance with the Code of Conduct, and have the device confiscated. It will be returned to a parent or guardian in person only after the parent pays an administrative fee of \$15.00 per incident. Repetitive violation of this policy may result in further disciplinary action, up to and including expulsion. Any device not claimed by the last day of school will be discarded. School administration shall have the discretion to determine the appropriate use of these devices for student participants in extra-curricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

Tardy Policy

Being tardy to a class is a violation of the Pegasus Code of Conduct. Unless determined by the CEO or designee(s) that extenuating circumstances exist, there are no excused tardies. Students are tardy if not in class at the time listed below, or if they are not on time to any of their other classes. Three tardies may count as one unexcused absence, impacting the 90% attendance rule. Students may be required to make up school time missed on afternoons, Saturdays, or during credit recovery.

Students are considered tardy at the start time, which varies based on the grade level.

K-6 7:50

7-12 8:50

Textbooks, Calculators, Computers, Music Equipment, Lab Equipment and other Pegasus Equipment and Materials

Students are responsible for all books, equipment and materials issued to them or used by them. If books, equipment or materials are lost or damaged, they must be repaired or paid for.

Title 1

Pegasus will hold an annual meeting for parents in order to: provide timely information concerning the school’s participation in Title I as well as explain the program and requirements, including parents’ right to be involved; provide information regarding the curriculum, state and local assessments, and academic performance expectations; jointly develop an agreed upon campus parent involvement policy, establishing the school’s expectations for parental involvement. The policy will be distributed to parents of all children participating in Title 1, Part A programs. For more information, please contact the Title 1 Counselor at 214-740-9991.

Transfer of Students

Pegasus is a school of choice. As a parent of a student attending an open enrollment charter school, you may transfer your student from Pegasus to his or her home school or other school of choice at any time. Additionally, on rare occasion, the Texas Education Agency may designate a school as persistently dangerous. Pegasus has never received this designation and does not ever anticipate receiving this designation. However, we have a policy in place that ensures that if this occurs or if a student becomes a victim of a violent criminal offense while in or on the grounds of the Pegasus School, notification will be given and parents will be notified of their right to withdraw their student from Pegasus and attend another school.

Tutoring

Mandatory tutoring occurs during the extended day on Tuesday while mandatory Saturday School for Academics (SSA) occurs on various Saturdays throughout the school year. Additional tutoring (which may also be mandatory) may take place during the after school time on Mondays, Wednesday, Thursdays, and Fridays.

At the discretion of the Academic Director or designee, a student may be assigned to mandatory tutoring or SSA for a variety of reasons including but not limited to the following:

- If a student’s grade is bellow a 70 at the end of a nine week grading period,
- If a student does not pass certain curriculum based assessments ,benchmark exams or other summative assessments,
- If a student is assigned to tutoring by the grade placement committee,
- If the school determines the student is below grade level or needs additional assistance, and/or
- If a student fails to timely turn in academic work.

Tutoring and SSA take precedence over after school programs, clubs, athletics, special performance events, detention, or Saturday School for discipline “SSD.” For example, if a student is assigned to both mandatory tutoring and detention, a student must attend detention on the next available opportunity. A student that is assigned mandatory tutoring or SSA tutorials may be ineligible to participate in athletic or other performance events. Tutoring is done in a group setting. Parents should not expect one-on-one tutoring.

U

Uniforms, Dress Code, and Grooming

All students will come to school every day in the approved Pegasus Uniform. Failure to do so is a violation of the Pegasus Code of Conduct. Students out of uniform may not be permitted to attend class. For students out of uniform, parents will be asked to bring the proper clothing to school; the student may be sent home if a parent can be reached or may remain in the lobby until a parent can bring appropriate clothing. The school can provide you with the store locations where uniforms can be purchased. Uniforms must be purchased through the school’s approved providers only.

Students must remain appropriately dressed in their uniform to and from school and throughout the school day and after school. Except in the rare instance where a student has a sports activity immediately following school, and the School Director has given them permission to change into a practice or game uniform, the student **shall not** change out of their school uniform before leaving the school building. If Pegasus has a swim program students in the swimming program must cover their swimsuit with approved shorts or pants and shirt when going to and from the pool.

Young Men			
ITEM	Grades that may wear this item	Details	Required or Optional
Gray Pleated Slacks	All grades	Dickies and other brands are not allowed. Only slacks sold by <i>approved</i> uniform vendors.	Required
White Oxford Shirt With Logo	All grades	Long Sleeve or Short Sleeve	Required
Yellow Oxford Shirt With Logo	8 th -12 th grades only If an upper grade student does not choose a yellow oxford, he must at a minimum wear the white oxford logo shirt.	Long Sleeve or Short Sleeve	Optional
Black Sweater Vest with Logo	All grades	Sleeveless	Required
Black or Grey Tie	All grades	Black or grey ties must be solid and without pattern. Elastic, pre-tied tie available for younger grades.	Optional

White Undershirt	All grades	White is the only color undershirt that may be worn. The shirt should be plain No writing can show through the uniform shirt.	Optional
Black woven belt with 1 inch plain buckle	All grades		Required
Black Socks	All grades	Crew cut style only	Required
Solid black, grey, or white tennis shoes with solid black, solid gray or solid white shoelaces. No Velcro.	All grades	Walking style tennis shoes; NO <u>HIGH-TOPs</u> , or <u>BOOTS</u> .	Required
Black Cardigan Sweater with Logo	All Grades		Optional*
Black Pullover Sweater with Logo	All Grades		Optional*
Black winter coat with logo	All Grades		Required*
Grey shorts	K-3	Must be knee length.	Optional*

Young Women

ITEM	Grades that may wear this item	Details	Required or Optional
Gray Pleated Slacks	All grades	No Dickies logo, or any other brand logo. Only slacks sold by approved uniform vendors. No skinny jeans or leggings are allowed.	Required/ or may wear uniform skirt
White Oxford Shirt With Logo	All grades	Long Sleeve or Short Sleeve	Required
Yellow Oxford Shirt With Logo	8 th -12 th grades only If an upper grade student does not choose a yellow oxford, she must at a minimum wear the white oxford logo shirt.	Long Sleeve or Short Sleeve	Optional
Black Sweater Vest with Logo	All grades	Sleeveless	Required
Black or Grey Tie–Men’s Style or Cross over Style	All grades	Elastic, pre-tied tie available for younger grades	Optional
Black Cross over Style	Seniors Only		Optional
White Undershirt	All grades	White is the only color undershirt that may be worn. The shirt should be plain. No writing can show through the uniform shirt.	Optional
Black woven belt with 1 inch plain buckle	All grades		Required
Crew Socks, Knee Socks, Tights	All Grades	Solid White or Solid Black	Required

Solid black, grey, or white tennis shoes with solid black, solid gray, or solid white shoelaces or solid black, grey or white “Mary Janes.” No velcro.	All grades	Walking style tennis shoes or “Mary Janes”; NO HIGH-TOPs, or BOOTS.	Required
Black Cardigan Sweater with Logo	All Grades		Optional
Black Pullover Sweater with Logo	All Grades		Optional
Black winter coat with logo	All Grades		Required
Plaid or Solid Gray Skirt or Skort	All Grades	Must be knee length	Required in lieu of slacks
Hair Bows in approved colors: School plaid, white, black, forest green, yellow	All	No other headgear may be worn.	Optional
Plaid or Solid Gray Jumper	K-3	Must be knee length.	Optional
Grey shorts	K-3	Must be knee length.	Optional

* Note: For both males and females, only uniform approved items may be worn in the school building and during off campus activities. If a student wants to wear a cardigan or pullover sweater in the building or on off campus activities, he/she must wear the school approved clothing. If he/she wants to wear a coat on a field trip or in the building, he/she must wear the school approved clothing. A student who already owns a solid black coat without a Pegasus logo may wear that coat in lieu of buying a new one. A green uniform polo shirt with the Pegasus logo may be worn by students on IQ days.

Hair Color must resemble a color generally found naturally among other human beings.

Extras	Items such as scarves, hats and ties are not part of the uniform and may not be worn. The only exception to this rule may occur when students are outdoors and the weather is inclement. Under that exception, the “any other item” rule stated below applies.
Body piercings	Ears may be pierced. Only one tasteful earring per ear may be worn at a time. No other visible piercings are allowed, including but not limited to tongues, eyebrows, lips, noses, etc.
Tattoos	Temporary tattoos are not permitted. Permanent tattoos must be completely covered at all times.
Any other item	“Any other item” includes but is not limited to jewelry, excessive jewelry, overly large jewelry, socks, band aids used for purposes other than to cover a wound, teeth and mouth decorations, such as grilz, inappropriate makeup, and/or any other item that is derogatory in nature; that incites ill will among others; that is gang related; that could cause physical harm; that could be used for violent purposes; or that generally detracts from the uniform or the school’s learning environment may not be worn or displayed. School officials make this determination.
Inappropriate Attire	Anything that is not part of the approved uniform is inappropriate attire. Examples include blue jeans or jeans style pants, skirts or shorts regardless of the color, low-cut pants, low rise pants, sagging slacks or pants, leggings, any pant worn under a skirt or short that is visible, Capri pants, shorts, sweat pants, sweat shirts, hats, caps, include blue jeans or jeans style pants, skirts or shorts regardless of the color, low-cut pants, low rise pants, sagging slacks or pants, leggings, any pant worn under a skirt or short that is visible, Capri pants, shorts, sweat pants, sweat shirts, hats, caps, bandanas, hair rollers, hair curlers, plastic hair bags, hair nets, sweat bands, skull caps, and other similar clothing or grooming items shall not be worn at school. Insignia on outwear not related to the school is prohibited including, but not limited to professional sports team, and college insignia. Students may not wear clothing that is either revealing or provocative. Students are prohibited from wearing attire that may be considered weapons, such as chain belts, wallet chains, or other similar attire. Whether or not a student is dressed appropriately or properly groomed shall be left to the discretion of the Pegasus staff.
Grooming	All students are expected to exemplify proper grooming standards in a manner that projects an appropriate image for the student and school. Students shall keep their hair, beards, eyebrows, and mustaches neatly groomed. Except for earrings, as discussed above, students are prohibited from exhibiting visible body piercing, including piercing of the tongue, during school hours. All students shall wear clean clothing that is not torn or damaged. Shirts MUST be tucked in at all times. All students shall wear appropriate footwear

	as discussed above. Students shall not wear house slippers, flip-flops, or other footwear that constitutes a safety hazard. Students are also prohibited from wearing steel-toed boots or steel-toed shoes to school. All students shall adhere to the school's grooming standards. No slacks or pants may be sagging. Students shall not wear on the outside of their clothing any jewelry or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment. Tattoos, if any, must be covered.
Co-curricular and Extracurricular Activity dress Code	Nothing contained herein shall prohibit the regulation of dress, grooming, and appearance of students participating in co-curricular and extracurricular school activities by the CEO, School Academic Director, or their designees, in consultation with the sponsor, coach, or other person in charge of or directing such activities
Parent and Student Responsibility	The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of this policy. Students not in "complete" uniform when reporting to school will be held in the lobby until a parent brings the uniform or the missing uniform item. Students will be considered absent from classes missed while waiting.

V

Valedictorian and Salutatorian

Students shall be enrolled in their graduating school the last two semesters prior to graduation (generally the senior year), exclusive of summer and evening school, in order to be considered for valedictorian or salutatorian. Students entering after the third week of the first nine weeks of the initial semester described above will not be eligible for consideration. Attending credit recovery does not preclude a student from being named as valedictorian or salutatorian. If, however, at the conclusion of credit recovery immediately following a student's senior year at Pegasus, a student has not earned the necessary credits to graduate, then he or she may lose the award of valedictorian or salutatorian.

High School Class Rank--To determine class rank, Pegasus will calculate points for ranking purpose on a semester basis, based on the weighted scale approved by the Board, as follows:

- Regular classes: Grade multiplied by 1.
- Advanced classes: (Generally AP classes) Grade multiplied by 1.1.
- Dual Credit classes: Grade multiplied by 1.2.
- Dual Credit Honors classes: Grade multiplied by 1.3.

Pegasus will determine an average for the semester and those are the points the student earns for his/her ranking for the semester. At the end of four years at Pegasus, a student would have eight different sets of points earned toward their class ranking. All the points would be added together and the highest and second highest would be Valedictorian and Salutatorian.

Video or Audio Record of Student

You may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances: 1) when it is to be used for school safety; including the maintenance of order and discipline in common areas of the school or on school buses; 2) when it relates to curricular or extracurricular activity; 3) when it relates to regular classroom instruction; or 4) when it relates to media coverage of the school.

Vision & Hearing and Spinal Screening and Acanthosis Nigricans screening

Students not previously enrolled in a Texas school and/or enrolled in grades designated by the Texas Department of State Health Services receive vision, hearing, spinal, and Acanthosis Nigricans (a sign of insulin resistance usually seen on the back of the neck) screenings. Designated school personnel will provide the required tests unless the parent chooses to submit test results signed by a physician.

Visitors

Parents and other visitors are welcome to visit Pegasus. For the safety of the school and those within it, all visitors must first report to the front desk. Where available, all visitors will be asked to present a photo ID in order to be processed through the a security

screening system such as Raptor. Visitors that intend on volunteering will be asked to complete a criminal background check prior to their arrival. All visitors are required to wear a visitor ID badge when on campus.

Visits to individual classrooms during instruction time or lunch with students must be scheduled ahead of time with the Campus Facilitator. Parents who wish to eat lunch with their student may do so during the student's regular lunch period. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Criminal background checks are required of guests visiting a classroom or assisting on off campus activities.

VISITORS TO SCHOOL CAMPUS or OFF-SITE SCHOOL EVENTS

The Pegasus School of Liberal Arts & Sciences is committed to providing a secure learning environment for its students and staff. The following guidelines are intended to ensure the safety of our school community, monitor movement within our school campuses and minimize disruption to the educational process.

Visitor's Check-in Procedures

All visitors must check-in at the school's main office where they must present a valid identification card and receive a Visitor's Pass. The campus may use the Raptor Background Check Program to issue Visitor's Pass. All visitors must wear a Visitor's Pass during the entire visitation. Individuals inside of the school not wearing a Visitor's Pass will be escorted out. All visitors must return to the main office and check-out when leaving the school.

Visits to school premises may be prohibited at certain times (I.e. during standardized testing), as deemed necessary by the CEO or her designee.

Visitor's Conduct

All visitors must follow school rules, the Pegasus School's Code of Conduct, and model appropriate behavior. All visitors must be respectful to all school staff, students, other parents and volunteers during all visits, meetings, and events. In keeping with our school dress code, visitors should present themselves in a mature and sensible manner during school visits, meetings and events. Visitors should refrain from approaching and speaking to and questioning students other than their own children. Correspondingly, school personnel will ensure that all visitors are courteously received and that sincere efforts are made to provide visitors with assistance. Visitors are welcomed to express any questions and concerns, provided that it is done in a calm, logical and respectful manner. Rude, lewd, or hostile behavior (such as yelling, name calling, or threats) is counterproductive in resolving issues and will not be tolerated from visitors. Visitors who willfully violate the Pegasus School's Code of Conduct (including the prohibition of use of cell phones while on campus), school rules and policies, interfere with the discipline, order or activity with the intent to disrupt, obstruct, or inflict damage to property or cause bodily injury upon anyone, will be asked to leave and restricted from entering school premises in the future.

Prohibited Behavior by School Visitors on School Campus

The Pegasus School's Code of Conduct addresses appropriate behavior. While the following items are not exclusive, they are listed for emphasis and apply to all types of visits:

- Use of profanity and being disrespectful to any teacher, school staff, student, or parent.
- Being hostile or intimidating to any teacher, staff, student or parent.
- Assault and/or battery of teacher, school staff, students or parents.
- Fighting on or near school campus.
- Possession and/or being under the influence of any illicit drugs or alcohol while on school campus.
- Possession of any weapons on school campus.
- Any acts of vandalism.
- Inciting an unlawful riot or public disturbance.
- Approaching and speaking to and questioning students other than their own children.
- Use of cell phones on campus outside of authorized areas.
- Videotaping or audio recording of teacher, school staff, student, or parent.

Adults and minors over 16 years of age who enter a school campus and fail to adhere to the aforementioned guidelines may be reported to appropriate police agency and may be subject to criminal charges.

Emergency Lock-Down

Visitors will not be allowed to enter the school during an Emergency Lock Down situation. During such an event, visitors inside of the school must remain inside of the classroom or take shelter in the nearest classroom. Visitors must follow instructions provided by school personnel.

Parent/Visitor Classroom Observations

Parent involvement is highly encouraged by the Pegasus School of Liberal Arts & Sciences. One way that parents can become involved in their child's school is by conducting a classroom observation. A classroom observation can be a planned or unplanned visitation of no more than 20 minutes that allows parents to observe their child in their learning environment. Longer observation or visitation periods can be scheduled by appointment with Campus Facilitator and with the approval from the Deputy Superintendent or designee. Unless proof of a court order that restricts contact with the student has been provided to the school's Campus Facilitator, both custodial and non-custodial parents have rights to visit their child's school.

CODE OF CONDUCT

Framework

The Pegasus Charter School Code of Conduct is made up of several parts, including:

- | | |
|--|---------------------------|
| I. Tenets for Learning and Working Together in the Pegasus Community | B. Level 2 Infractions |
| II. Student Agreements | IV. Consequences |
| III. Specific Behavior Prohibitions | V. Due Process |
| A. Level 1 Infractions | VI. Acceptable Use Policy |

Purpose

The purpose of the Code of Conduct is, in part, to support:

The Pegasus Charter School as a community of serious learners;

The school's Vision to be an interdisciplinary public school, committed to continuous improvement, located in the heart of Dallas, where a well-rounded education matters; and

The school's Mission to educate individuals in the liberal arts and sciences in order to prepare them for productive and meaningful lives in an increasingly complex world.

To whom does the Code of Conduct Apply?

While this Code of Conduct applies directly to the students attending Pegasus, it outlines the expected behaviors of all visitors and guests to the Pegasus campus or anywhere else the Code of Conduct applies.

Where does the Code of Conduct Apply?

The Code of Conduct applies to the actions of individuals while they are on school property or on space contiguous to school property, and covers actions before, during, and after regular school hours, including travel to, from, and on public transportation. The code also applies to all school-related activities, regardless of their location, such as off campus activities, sports, dances, assemblies, evening school-related events, and/or parent-sponsored events for the school, and traveling to and from school. Additionally, it applies to students attending another schools' school-sponsored or school related activity, or when a school employee or volunteer is a victim of retaliation no matter when or where it takes place. Students and parents should be aware that the commission of any felonious offense, or an offense that the CEO, School Academic Director, School Operations Director, or the Campus Facilitators reasonably believe to be felonious, whether at or away from school, may result in the student's expulsion and referral to proper authorities. Any level 1 or 2 offense that occurs off school property or outside of the school day, outside of evening activities or outside of a school-sponsored or school-related event (including transportation) may be sanctioned by the school if the offense interferes with a student's educational opportunities, or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

I. TENETS FOR LEARNING AND WORKING TOGETHER IN THE PEGASUS COMMUNITY

1. A school environment that is safe, conducive to the learning process, and free from violence and unnecessary disruption is essential to achieving the Vision and Mission of Pegasus, and is the joint responsibility of all members of the Pegasus Community.
2. Cooperation and open communication is valued in the Pegasus community. Goodwill, concern for others, and trust are important tenets in the school's daily life. Whenever conflicts or disagreements arise, people are expected to talk to one another and reach mutual understandings, if not agreement, and to respect differences of opinion. Pegasus prefers cooperative problem solving over confrontation, discussion over accusation.
3. Individuals and groups should not engage in conduct that causes harm to self, to other individuals, or to the community as a whole. It is the responsibility of each individual to act with honesty and integrity in personal, social and academic relations, and with consideration and concern for the entire school community and its members. Accordingly, individuals should engage in behavior that encourages and allows other members of the community to reach their full potential that is considerate of others with whom they share space, and that reflects positively on the Pegasus Charter School.
4. All individuals who participate in the life of Pegasus are expected to support the shared commitments and purposes of Pegasus, as outlined in the Mission, the Vision, and these Tenets.

II. STUDENT AGREEMENTS

By attending the Pegasus School, a Pegasus Student agrees to the following:

A. Serious Learner

I agree to be a Serious Learner and take responsibility for my own education. A Serious Learner is one who is dedicated to learning; whose efforts at learning are marked by considerable effort or devotion; and who accepts responsibility for his or her own learning and work.

This means I will come to school every day ready to learn; I will spend the time needed outside of class to be fully prepared for each day of learning; I will voluntarily take advantage of tutoring before and after classes if needed; I will strive to reach my full potential as a student; I will take pride in my education; I will attend all classes regularly and on time. I will listen carefully to and follow instructions; I will participate in class activities; I will take breaks quietly and return to class quickly; I will pay attention to and show respect for faculty and staff, and ask questions when I need help. Unless excused because of extenuating circumstances, I will complete all of my assignments by their due date, giving each assignment my best effort. In striving for quality work, I will redo or revise assignments where necessary or directed.

B. Self Care and Respect

I agree to take care of myself physically and mentally, and, if I don't have it already, to develop a positive attitude about myself.

This means I will keep my mind and body free of illegal drugs, tobacco, and alcohol. I will not harm myself or put myself down. I will ask questions, and ask for help when needed. I will act maturely when the situation calls for it.

C. Courtesy and Respect for Others

I agree to be kind to others and treat each person with whom I come in contact with dignity and respect.

This means I will solve problems without physical violence, threats or use of offensive language or offensive physical gestures; I will listen respectfully and not interrupt others; I will try to see the other person's side; I will respect other people's property, ideas, opinions and space; I will work towards equality and fair treatment of each person; I will try not to judge others unfairly; and I will always attempt to resolve differences peacefully. If necessary, I will ask for adult intervention or mediation to help resolve a conflict before it escalates.

This also means I will not participate in physical, sexual or mental harassment or abuse of others; I will not use racial epithets or make racial slurs; I will not engage in name calling or put downs, or participate in gossip or spreading of rumors. I will not make fun of or belittle others.

Additionally this means I will exhibit courteous behavior that allows fellow students to reach their full educational potential and that reflects positively on Pegasus. I will not engage in behavior that distracts me or others from learning, such as talking when others are talking, throwing objects across the room, marking on other students, engaging in horse play, running around the classroom, engaging in other disruptive behavior; using contraband items (such as nail polish, chewing gum, light lasers, pagers, phones, sunglasses, headphones, tape recorders, cell phones); or eating or drinking in the classroom except when allowed.

D. Honesty

I agree that I will be honest in all my dealings with members of the Pegasus Community.

This means I will not lie to others or tell lies about others. I will not cheat on my schoolwork, nor will I plagiarize other's work. I will not steal from others or harm their property. If I find something that is not mine, I will return it or turn it in to a teacher or administrator.

E. Safety

I agree to do all within my power to make Pegasus a safe place.

This means I will treat Pegasus as a place for learning, not a place to bring conflicts. I will not participate in any gangs or secret organizations nor will I wear, display, or draw any gang or secret society symbols. I also agree not to bring any kind of weapon to school. If I know of any such activities, I will promptly alert school officials.

This also means I will use common sense when going to and from the school building or attending school activities and not provoke fights or confrontations.

Additionally this means I will comply with all safety rules, including not bringing to school guns, other weapons, fireworks, matches, flammables, or any item that could be considered dangerous to me or to others; I will never endanger others by setting off a false fire alarm; I will not make false 911 reports; I will cooperate fully in all fire or other safety drills; I will not go places in Pegasus, the YMCA, the Manor House or downtown where I am not allowed; I will not set off the school security system; I will not trespass; I will not bring individuals onto campus who are not allowed.

F. Supportive Member of the Pegasus Community

I agree to be a contributing and supportive member of The Pegasus School by following the rules, procedures, and policies, including this Code of Conduct, and by helping maintain the school building space and school equipment of Pegasus.

This means I will work to follow the school rules; I will follow the school uniform and dress code policy; I will follow instructions, participate and pay attention; I will help others when asked and ask for what I need in a respectful way; I will be trustworthy.

This also means I will be mindful of the school environment, and help keep it clean and orderly; I will be responsible with my food, drinks and snacks; I will help clean up common areas and restrooms; I will not litter; I will recycle if available, conserve energy, and dispose of my own trash properly; I will use school equipment only after being shown how it works; I will not damage property or equipment or use graffiti.

G. Learning Endeavors Away from School

I agree to help organize and be a mature participant on off campus activities, extracurricular activities, and other outings.

This means I will represent the school in a favorable light through appropriate behavior; I will obey city laws, such as crossing the street only on "walk"; I will stay with my group and follow my group leader's instructions; I will be ready to leave and return on time; I will be aware of my safety; I will use the buddy system; and I will help keep the city clean.

H. The Pegasus Neighborhood

I agree to be a good neighbor and citizen to the downtown community where Pegasus is located or any area where Pegasus activities may take place.

This means I will be mindful and respectful of other's property. I will not disrupt their businesses in any way, including blocking doorways, blocking sidewalks, loitering, being noisy, being destructive to their property; nor will I take things that don't belong to me.

I. Community Service

I agree to take personal responsibility in fulfilling the hours of community service required by the Pegasus School, as a condition of my advancing to the next grade. This means I will be responsible for providing quality service to the community; I will seek out opportunities for community service. I will ask advice and seek suggestions from teachers, family, and community leaders on appropriate and meaningful ways to fulfill this requirement; I will keep a regular log of my activities and the number of hours spent.

J. Computers, Technology, and the Internet

I agree that the use of computers, school technology, the computer lab, and the internet is a privilege that carries with it a great many personal responsibilities.

This means that I will follow the Acceptable Use policy as stated in the Code of Conduct; I will use the computer lab only when authorized; I will not intentionally or knowingly introduce a virus into the computers or network at school; I will not engage in hacking, downloading, or entering sites where I am not allowed.

III. SPECIFIC BEHAVIOR PROHIBITIONS

The Code of Conduct is made up of several parts, as noted above. It also includes reasonable requests of students by faculty and staff to implement this Code of Conduct. A violation of any of the parts is a violation of the Code of Conduct. This Code of Conduct provides a description of a broad range of behaviors that outline what is appropriate and what is prohibited. The following listing of Specific Behavior Prohibitions is intended to give examples of prohibited behaviors and a possible range of consequence(s) relating to that behavior. The Code of Conduct, this list and the examples given do not include all possible prohibited behavior or consequences. Examples of specific behavior prohibitions are listed in two categories: Level 1 and Level 2. The CEO or designee(s) ultimately determine the level of the infraction.

LEVEL 1 INFRACTIONS

1. Using Contraband.

(Examples: shaving cream, nail polish, electronic devices, hats, telephones, cd players, tape players, tape recorders, cell phones, beepers, pagers, walkie talkies, laser lights, gameboys, chewing gum, sunglasses.)

2. Violating the uniform and dress code, or engaging in other personal appearance, dress, or hygiene conduct that is disruptive or fails to reflect positively on Pegasus.

3. Being tardy or being absent without excuse; cutting class.

4. Failing to demonstrate the behaviors of a serious learner.

(Examples: coming to class without proper supplies; failing to complete and turn in all assignments by their due date, failing to participate in classroom activities; failing to follow directions; refusing to redo or revise assignments as directed; failing to attend tutoring as directed without valid excuse as determined by the school.)

5. Engaging in academic or general dishonesty.

(Examples: lying to a teacher about school work or other matters; plagiarizing school work, cheating on school work or exams)

6. Disrespecting the classroom and/or facility.

(Examples: throwing food in the classroom, littering the classroom or building, littering or making a mess in the bathroom.)

7. Engaging in insubordinate behavior to those in leadership.

(Examples: failure to follow safety directives inside or outside of the building, littering or making a mess in the bathroom; failing to show respect for faculty and staff; using inappropriate language toward leadership; failing to comply with any rules developed by school personnel; failing to comply with any legitimate directives given by school personnel; failing to attend detention as directed without valid excuse as determined by the school.)

8. Failing to deliver or return written communications between home and school.

9. Engaging in public displays of affection

10. Engaging in disruptive behavior that may or does interfere with the school's ability to provide educational opportunities to other students; that is not considerate of others and/or that does not reflect positively on Pegasus.
(Examples: rowdiness, horseplay, loud talking; distracting others from their learning.)
11. Engaging in unkind, mean spirited, inappropriate, or otherwise discourteous behavior.
(Examples: making gender, ethnic, religious, sexual or racial slurs; inappropriate or offensive comments, name calling, swearing, using vulgar and/or unacceptable language; annoying other students.)
12. Engaging in unauthorized use of computer, electronic tablets and the internet or other Pegasus equipment.
(Examples: using the copiers, phones, fax machine without permission.)
13. Selling or soliciting for sale any merchandise without authorization of the CEO and/or designee(s).
14. Posting or distributing unauthorized materials.
(other than secret society or gang related, which is a level 2)
15. Being an accomplice to or encouraging or enticing others to violate level 1 of the code of conduct.
16. Violating any of the tenets for learning and working together in the Pegasus community and any of the student agreements.

LEVEL 2 INFRACTIONS

1. Gross, continuing, or repetitive violations of level one prohibitions or failure to comply with level 1 or level 2 consequences.
(Examples: engaging in willful and/or continued disobedience or open and persistent defiance of proper authority; intentionally and knowingly infecting the computers or Internet with a virus; truancy; slander or libel that may destroy the reputation or career of any individual or engaging in a one-time event that is a gross violation of Level 1 Prohibitions, as determined by the school.)
2. Dishonesty.
(Examples: lying, cheating, stealing, theft, spreading false rumors, slandering, or libeling; plagiarizing, forgery, false reports, altering school documents or records.)
3. Gambling.
4. Inappropriate use of computers, tablets, whiteboard, and the internet or other Pegasus equipment.
(Examples: hacking, violating the Acceptable Use Policy.)
5. Engaging in behavior that may or does harm or damage the property of the school or the person or property of any individual.
(Examples: littering; damaging equipment, lockers, furniture, lights, appliances; vandalism; graffiti; breaking eye glasses; damaging clothes, using shaving cream, physical harm.)
6. Possessing, using and/or being under the influence of tobacco, including e-cigarettes, alcohol, or illegal or look-alike drugs; sniffing or being under the influence of aerosol glue, paint or other volatile chemicals, and/or equipment associated with these items.
7. Selling or distributing tobacco, e-cigarettes, alcohol, illegal or look-alike drugs, or volatile chemicals.
8. Possessing and/or using products that may or does result in harm to self or others.
(Examples: fireworks, matches, other flammables, knives three inches or more; mace, pepper spray, smoke or stink bombs, any pyrotechnic device.)
9. Engaging in activity that may or does jeopardize the health, safety or welfare of self or others.
(Examples: making a false 911 report, setting off or making a false fire alarm, setting off the school alarm; physical fighting, oral threats, making a hit list, hazing, throwing objects; inciting violence, or engaging in other violent behavior, jaywalking, failure to follow arrival and dismissal policies or any other safety policies established by this handbook, school policy in place now or in the future or OTHER laws or regulations.)
10. Engaging in lewd, indecent, obscene, or lascivious behavior.
11. Extortion.
12. Bringing, carrying, using, or possession of a gun, other firearm, a dangerous weapon, an explosive device, volatile chemicals, or any instrument which might reasonably be considered dangerous to the possessor or other students.
13. Participating in the activities of any unapproved or illegal student organizations; participating in gang-related activities and demonstrating such gang-related characteristics as colors, hand signs, graffiti, apparel, jewelry, notebooks, trademarks, or any other signal of gang affiliation.
14. Reasonable belief that a student has committed a crime that is a felony, regardless of where the conduct occurred.
15. Transmitting or threatening to transmit by electronic device, possessing, distributing, or exhibiting obscene or pornographic materials;
(Examples include: sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct that occurs off school property or outside of the school day, outside of evening activities or outside of a school-sponsored or school-related event (including transportation) may be sanctioned by the school if the offense interferes with a student's educational opportunities, or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.)
16. Sexual, racial, ethnic, religious, gender/sexual orientation harassment; retaliation; dating violence if it results in a substantial disruption to the education environment.
17. Trespasses or burglary

18. Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
19. Engaging in the offense of retaliation against, harassment of, or stalking of any school employee or student.
20. Failure of parent or guardian to provide immunization records or waiver.
21. Being an accomplice to or encouraging or enticing others to violate level 2 of the code of conduct.
22. Engaging in oral or written threats of harm to self or others.
23. Being in an area not permitted by the school
(Examples: during the course of the day being anywhere in the YMCA or Manor House without Pegasus adult supervision; after school-students who are YMCA members being in the YMCA without parent or Pegasus permission or helping/enabling non-YMCA member students to be in the YMCA without Pegasus supervision; students being in any unauthorized area of the Manor House, being in the YMCA Deli, being in a downtown place of business, particularly 7-11, between the hours of 7:00am and 6 pm)
24. Lying to school authorities by parents and/or students either in writing or orally.
25. Leaving school or school related events without permission.
26. Refusal by student or parent/guardian to sign the code of conduct (the code of conduct applies whether or not it is signed.)
27. Embarrassing the school in public.
28. Destruction or damage to school property.
29. Attending or attempting to attend an event to which the student has previously been denied attendance or the student or student's grade level is not invited.
30. Bringing or attempting to bring an unauthorized guest to a school event.
31. Engaging in bullying, including cyberbullying, as defined by section 37.0832 of the Texas Education Code. This applies to bullying, including cyberbullying, in all the locations described by law. (See the discussion of bullying in the student handbook.)
32. Failure to comply with any academic or disciplinary agreement reached between the school and the parent and/or student.

(Example: failing to follow a behavior contract; failing to follow an academic remediation agreement.)

Note: Whether listed individually in the litany of level 1 or 2 offenses, any level 1 or 2 offense that occurs off school property or outside of the school day, outside of evening activities or outside of a school-sponsored or school-related event (including transportation) may be sanctioned by the school if the offense interferes with a student's educational opportunities, or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

IV. CONSEQUENCES

Students violating any part of the Code of Conduct will be subject to disciplinary action. Depending upon the severity of the violation, and/or the repeated occurrences of violations, appropriate disciplinary actions include but are not limited to:

Level 1 Consequences

- Attending detentions on Saturdays and other times
- Verbal corrections
- Before or after school detention
- In-school "cooling off" period
- In-school and out-of school suspension
- Research and writing assignments
- Loss of privileges in the classroom
- Parent communication by conference, telephone, or letter
- Loss of a grade on a particular assignment or test
- Redoing of assignments
- Referral to the Campus Facilitator or School Academic Director
- Conferences with faculty and the Campus Facilitator or School Academic Director
- Restitution and/or restoration
- Community service, in addition to the school wide required community service
- Public apologies to the community
- Any other appropriate disciplinary actions determined by the Campus Facilitator or School Academic Director.
- Saturday school or other scheduled detentions.
- Mandatory after school tutoring, or homework hour or Completion of Work
- Expulsion

Level 2 Consequences

- Any level one consequence(s)
- Requesting a parent or guardian to attend school with the student or to attend a parent conference at the school.
- Major academic penalties, such as loss of a credit
- Referral to proper authorities
- Expulsion
- Probation that requires the successful completion of a contract detailing appropriate sanctions and signed by both the student and parent/guardian
- Any other appropriate disciplinary actions

Note: Federal law requires expulsion of no less than one year for any student bringing a gun to school, as defined by Federal law. The Pegasus Charter School does not offer, provide, or utilize any alternative educational programs or settings.) Also note that Parents and their students will be responsible for any costs associated with restitution and/or restoration, or other sanctions.

V. DUE PROCESS

Pegasus Charter School reserves the right to dismiss a child from the school for the reasons outlined in this handbook and the Code of Conduct.

Actions Taken by Faculty or Staff

Actions of faculty or staff can be appealed first to the appropriate administrator and ultimately to the discipline committee.

Suspension

On or before the third class day after the day on which a student is suspended from school, the Campus Facilitator or designee shall conference with the student to provide the student with notice, either orally or in writing, of the reasons for the suspension. At that time, a student shall have an opportunity to respond to those reasons. The Campus Facilitator or designee shall make a good faith effort to conference with a parent or guardian of the student. This conference may be conducted in person, by telephone, or in writing, at the Campus Facilitator or designee's discretion.

Expulsions

If the discipline committee recommends expulsion, a student may be placed on an extended out-of-school suspension, for up to 10 class days after the recommendation, pending a hearing by the Board of Director's designee(s). The school will notify the parent/guardian in writing of the hearing. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of Pegasus. If Pegasus makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, Pegasus may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. If the decision to expel a student is made by the board's designee(s), the decision may be appealed to the Board of Directors. The parent and/or guardian of the student has three days from the day of the decision to notify the board's designee(s) in writing if he or she wants to appeal the decision to the Board.

Special Education--Discipline and Due process for qualifying students under the Individuals with Disabilities Act, will be handled according to those laws, as it applies to charter schools. Where required, qualifying students will have appropriate staff in attendance at suspension and expulsion hearings.

VI. INTERNET ACCEPTABLE USE POLICY

The internet is a worldwide electronic telecommunications network. There are thousands of resources on the Internet: libraries, governmental agencies, universities, discussion groups and millions of people. Pegasus teachers, staff, and students will receive an account to access the Internet. School training (in electronic communications) is required before an account will be activated. Should a user happen to find inappropriate materials, s/he should refrain from viewing or downloading that material.

Internet access is a privilege, not a right. The School administration is responsible for securing the network, e-mail, and Internet service against unauthorized access and/or abuse, while maintaining accessibility for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the consequences for not adhering to them. Any attempt to violate the provisions of this policy could result in actions to curtail future access, regardless of the success or failure of the attempt. Permanent revocations can result from abuse of the Pegasus system. The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws by the network may result in criminal investigation or civil litigation against the offender. If such an event should occur, the School will fully comply with the authorities to provide any information necessary for the investigation or litigation.

Pegasus School has a policy of Internet safety for minors designed to protect against access to visual depictions that are obscene; child pornography; or harmful to minors. Pegasus enforces this policy through use of security software, available through Region 10 Educational Service Center, on any computer with Internet access. Pegasus Charter School has a policy of Internet safety designed to protect against access to visual depictions that are obscene or child pornography. Pegasus enforces this policy through use of security software, available through Region 10 Educational Service Center, on any computer with Internet access.

This Acceptable Use Policy also applies to the use of the Internet at the Dallas Public Library or other facility where Pegasus and its students might be afforded Internet access, in addition to any policies the Dallas Public Library or other entity may have.

To ensure smooth system operations and to ensure that rules are being followed, the administration and systems administrators will monitor accounts to support the efficiency of the system. Administration and System administrators that need to access your account for maintenance or to correct problems will have full access to your account. **There should be no expectation of privacy.**

Addendum and
Updates
To
2018-2019
Student Handbook
and
Code of Conduct

Note: These documents replace or supplement the current handbook.

Reminder: The latest version of the 2018-2019 handbook, except when updated,
is still in effect until superseded.



Pegasus School of Liberal Arts & Sciences

1222 Commerce Street, Suite 100

Dallas TX 75202

Phone: (214) 749-5677

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www.pegasuscharter.org

Amendment to Student Handbook SY 2022-2023

(Please attach this notice to your copy of the Student Handbook)

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the



requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Athena Bivens

Phone Number: (214) 749-5677

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.



Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Athena Bivens

Phone Number: (214) 749-5677

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)



DIRECTORY INFORMATION

Certain information about students is considered “directory information” and will be released to anyone who follows procedures for requesting it unless the parent or eligible student objects in writing to its release within ten calendar days of receiving notice of FERPA rights. A parent or eligible student may also choose to opt out of the release of directory information at any time during the school year. At any time after restricting the release of directory information, a parent or eligible student may in writing authorize **The Pegasus School of Liberal Arts and Sciences (“Pegasus”)** to release directory information.

Definition

Pegasus has designated the following categories of information as directory information for purposes of disclosure relating to school-sponsored/school-affiliated purposes:

1. student’s name;
2. address;
3. telephone listing;
4. electronic mail address;
5. photograph (including video image);
6. date and place of birth;
7. major field of study;
8. degrees, honors, and awards received;
9. dates of attendance;
10. grade level;
11. most recent educational institution attended;
12. participation in officially recognized activities and sports; and
13. weight and height of members of athletic teams.

Directory information does not include a student’s:

1. Social security number; or
2. Student identification number, unless the student identification number, user identification number, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

School-sponsored/school-affiliated purposes are those events or activities that **Pegasus** conducts and/or sponsors to support the educational mission of **Pegasus**. Examples include, but are not limited to:

1. extracurricular programs or events (e.g., school plays, concerts, athletic events, graduation ceremony);
2. publications (e.g., newsletters, yearbook, etc.);
3. honor roll and other student recognition lists; and
4. marketing materials of **Pegasus** (e.g., print media, website, videos, newspaper, etc.).

Pegasus has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. student's name;
2. address;
3. e-mail address; and
4. telephone listing.

Pegasus shall not release directory information except for the purposes indicated above, namely:

1. disclosure relating to school-sponsored/school-affiliated purposes; and
2. disclosure to military recruiters and institutions of higher education, but only for secondary students. As such, there is no directory information available to any persons not meeting the above requirements and purposes.

Pegasus will comply with a request by a military recruiter or an institution of higher education for secondary students' names, addresses, and telephone listings unless a parent or eligible student has advised **Pegasus** in writing not to release a student's information without prior written consent.

In Class

A parent or eligible student may not use the right of refusal to opt out of directory information disclosures to prevent **Pegasus** from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

Former Students

Pegasus may disclose directory information about former students without satisfying the public notice conditions above. However, **Pegasus** must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt-out request.

Confirmation of Identity or Records

Pegasus may not disclose or confirm directory information without meeting the written consent requirements in 34 CFR 99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

Student Handbook Amendment

December 9, 2017.

This policy replaces the existing definition of Directory Information found in the Student Handbook.

Pegasus School of Liberal Arts & Sciences

Title IX Formal Complaint Process

1. Title IX Statement of Nondiscrimination

Pegasus School of Liberal Arts & Sciences prohibits discrimination, including harassment, against any student or employee on the basis of sex. Retaliation against anyone involved in the Formal Complaint process described below is a violation of Pegasus School of Liberal Arts & Sciences policy and is prohibited.

2. Sexual Harassment

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of Pegasus School of Liberal Arts & Sciences conditioning the provision of an aid, benefit, or service of Pegasus School of Liberal Arts & Sciences on an individual’s participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Pegasus School of Liberal Arts & Sciences education program or activity; or
3. “Sexual assault” as defined in [20 U.S.C. 1091\(f\)\(6\)\(A\)\(v\)](#); “dating violence” as defined in [34 U.S.C. 12291\(a\)\(10\)](#); “domestic violence” as defined in [34 U.S.C. 12291\(a\)\(8\)](#); or “stalking” as defined in [34 U.S.C. 12291\(a\)\(30\)](#).

3. Definitions

a) Title IX Official

For the purposes of this Formal Complaint Process, a “Title IX Official” means the Title IX Coordinator and any other school officials designated by Pegasus School of Liberal Arts & Sciences to investigate and/or decide a Formal Complaint of sexual harassment.

b) Complainant

A complainant is the person who is alleged to be the victim of sexual harassment.

c) Respondent

A respondent is the person who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

d) Formal Complaint

A Formal Complaint means the filing of the Pegasus School of Liberal Arts and Sciences Formal Compliant Form. This form may be filed by a complainant (or complainant's parent/guardian if the complainant is a minor) or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Pegasus School of Liberal Arts & Sciences investigate the allegation of sexual harassment. At the time of filing a Formal Complaint, a complainant must be participating in or attempting to participate in the Pegasus School of Liberal Arts & Sciences education program or activity.

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by e-mail using the Title IX Coordinator's contact information. A Formal Complaint must contain the complainant's physical or digital signature, or otherwise indicates that the complainant is the individual filing the complaint.

4. Reporting Procedures

a) Student Report

Any student who believes that he or she has experienced sexual harassment or believes that another individual has experienced sexual harassment should immediately report the alleged acts to a teacher, campus administrator, or Pegasus School of Liberal Arts & Sciences Title IX Coordinator.

b) Parent Report

Any parent who suspects or receives notice that a student or group of students or another individual has or may have experienced sexual harassment shall promptly notify a campus administrator or the Title IX Coordinator.

c) Employee Report

Any Pegasus School of Liberal Arts & Sciences employee who suspects or receives notice that a student, employee, or other individual has or may have experienced sexual harassment shall promptly notify a campus administrator or the Title IX Coordinator.

d) Alternate Reporting Procedures

A person shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning sexual harassment, including reports against the Title IX Coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

e) Timely Reporting

Reports of sexual harassment shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair Pegasus School of Liberal Arts & Sciences ability to investigate and address the prohibited conduct.

f) Notice to Parents

Upon receipt of a Formal Complaint involving a student complainant or respondent, the Title IX Coordinator or designee shall promptly notify the parents of the complainant and/or respondent in compliance with the “Written Notice” section below.

5. Supportive Measures

Pegasus School of Liberal Arts & Sciences shall offer the parties supportive measures. Supportive measures may include services designed to allow equal access to the school’s education program and activities. Supportive measures may include but are not limited to extensions of deadlines or other class-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, increased monitoring of certain areas of the campus, and other similar measures. Pegasus School of Liberal Arts & Sciences must maintain as confidential any supportive measures provided to the parties to the extent this would not impair the ability of Pegasus School of Liberal Arts & Sciences to provide supportive measures.

6. Formal Complaint Procedure

A Formal Complaint alleging sexual harassment shall be in writing and on a form provided by the Pegasus School of Liberal Arts & Sciences. In cases where a complainant does not file a Formal Complaint, the Title IX Coordinator may initiate the Formal Complaint process where warranted (*e.g.*, allegations of sexual assault or abuse, improper relationship between employee and student).

The Formal Complaint process shall be engaged with all deliberate speed for resolving Formal Complaints of sexual harassment. Pegasus School of Liberal Arts & Sciences shall attempt to complete an investigation of a Formal Complaint within 60 workdays of receiving a Formal Complaint. Temporary delays shall be permitted only for good cause; good cause can include but is not limited to law enforcement activities, the absence of a party or witness, the absence of a party’s advisor of choice, or the need to provide language assistance or accommodation of disabilities.

a) Equitability and Objectivity

Both the complainant and the respondent are to be treated equitably in the grievance process. Pegasus School of Liberal Arts & Sciences must ensure an objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.

b) Credibility and Presumption of Innocence

Credibility determinations shall not be made on the basis of a person's status as a complainant, respondent, or witness. The respondent is presumed not responsible, and any finding of responsibility comes only at the conclusion of a grievance process.

c) No Conflicts of Interest

The individuals directly involved in the Formal Complaint process (Title IX Coordinator and/or any other Title IX Officials) must not have any bias or conflict of interest. These individuals shall also be trained. The materials used to train Title IX personnel may not rely on sex stereotypes, must promote impartial investigations and adjudications, and must be posted on Pegasus School of Liberal Arts & Sciences' website.

d) Standard of Evidence

Pegasus School of Liberal Arts & Sciences will use the preponderance of the evidence standard for making a determination of responsibility.

e) Privileges

No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party nor Pegasus School of Liberal Arts & Sciences can seek, permit questions about, or allow the introduction of evidence that is protected by a recognized privilege. Individuals can always opt to waive their own privileges.

f) Removals

During the initial investigation conducted by Pegasus School of Liberal Arts & Sciences the respondent may be removed from the school's education programs or activities during the investigation. If the respondent is a Pegasus employee the respondent may be placed on administrative or other school-initiated leave during the investigation in accordance with school policy, procedures, and applicable law. If respondent is a non-employee, the Pegasus School of Liberal Arts & Sciences' Code of Conduct will apply.

g) Initial Assessment of Formal Complaint and Potential Dismissal

Upon receipt of a Formal Complaint, the Title IX Coordinator or designee shall determine whether the allegations, if proven, would constitute sexual harassment as defined by Title IX.

The Pegasus School of Liberal Arts & Sciences must dismiss a Formal Complaint if the conduct alleged in the Formal Complaint:

1. Would not constitute sexual harassment, even if proved.
2. Did not occur in Pegasus School of Liberal Arts & Sciences' education program or activity; or
3. Did not occur against a person in the United States.

The Pegasus School of Liberal Arts & Sciences may dismiss a Formal Complaint:

1. If the complainant notifies the Title IX Coordinator in writing that he/she wishes to withdraw the Formal Complaint or any allegations therein.
2. If the respondent is no longer enrolled in or employed by Pegasus School of Liberal Arts & Sciences; or
3. If circumstances prevent Pegasus School of Liberal Arts & Sciences from gathering evidence sufficient to reach a determination about the allegations.

If the Title IX Official dismisses a Formal Complaint or any allegations in it, the Title IX Official shall promptly send written notice of the dismissal and the reasons to both parties. Both parties have the right to appeal a dismissal decision.

Dismissal of a Formal Complaint does not preclude Pegasus School of Liberal Arts & Sciences from investigating under the school's policy concerning-sexual harassment discrimination or any other policy that may apply to the alleged conduct.

h) Consolidation of Complaints

Pegasus School of Liberal Arts & Sciences may consolidate Formal Complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

i) Written Notice

When an investigation of a Formal Complaint begins, both the complainant and respondent will receive written notice. Included in the notice shall be a copy of this process.

Written notice shall also include:

1. Notice of the allegations of sexual harassment including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
2. A statement that the respondent is presumed to be not responsible and that a determination regarding responsibility is made at the conclusion of the Formal Complaint process.
3. A statement that the parties are entitled to an advisor of their choice who may be a parent/guardian or who may be, but is not required to be, an attorney.
4. A statement that the parties can inspect and review relevant evidence.

This written notice must be provided to allow the parties sufficient time to prepare a response before any initial interview.

If, during an investigation, Pegasus School of Liberal Arts & Sciences decides to investigate allegations about the complainant or respondent that were not included in the original notice, Pegasus School of Liberal Arts & Sciences must provide notice of the additional allegations to the parties.

j) Investigators

An investigation of a Formal Complaint may be conducted by a trained Title IX Official or designee, or by a third party designated by Pegasus School of Liberal Arts & Sciences, such as an attorney. When appropriate, campus leadership shall be involved in or informed of the investigation.

Pegasus School of Liberal Arts & Sciences shall provide an equal opportunity for the parties to present witnesses to be interviewed and evidence to be considered, including information from fact and expert witnesses, as well as inculpatory and exculpatory evidence.

Pegasus School of Liberal Arts & Sciences cannot restrict the ability of a party to discuss the allegations under investigation or to gather and present relevant evidence.

k) Representation

Both parties will have the opportunity to have an advisor of choice accompany them to any meetings throughout the investigation process. A parent/guardian may serve as a student's advisor; a student may also have an advisor in addition to his/her parent present at meetings in the investigation process. However, parents and advisors cannot interfere with interviews. Advisors may only observe.

l) Conducting the Investigation

Pegasus School of Liberal Arts & Sciences shall provide written notice of the date, time, location, participants, and purpose of all interviews, or other meetings with sufficient time for the parties to prepare.

Pegasus School of Liberal Arts & Sciences shall provide equal opportunities for the parties and their advisors to inspect and review the evidence obtained as part of its investigation, if the information is directly related to the allegations raised in the Formal Complaint, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

Every party has the right to choose to participate, or not participate, in any part of an investigation. No person shall be forced, threatened, coerced, discriminated against, or retaliated against for choosing not to be part of the grievance process.

The investigation may consist of personal interviews with the person making the report, the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Upon completion of the investigation, and prior to completing an investigative report, the investigator will simultaneously send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties must have at least 10 calendar days to submit a written response to the evidence. If a response is provided by either or both parties, the investigator shall consider that response before finalizing the investigative report.

m) Cooperation with Law Enforcement or Regulatory Agencies

If a law enforcement or regulatory agency notifies Pegasus School of Liberal Arts & Sciences that a criminal or regulatory investigation has been initiated, Pegasus School of Liberal Arts & Sciences shall confer with the agency to determine if the school's investigation would impede the criminal or regulatory investigation. Pegasus School of Liberal Arts & Sciences shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. Pegasus School of Liberal Arts & Sciences will notify the parties in writing if the investigation will be paused due to an ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, Pegasus School of Liberal Arts & Sciences shall promptly resume its investigation.

n) Disability Accommodations

Pegasus School of Liberal Arts & Sciences shall ensure that individuals with disabilities who participate in the school's formal grievance process are appropriately accommodated, including with respect to the use of technology and reliance on visual, auditory, or written modes of communication.

o) Concluding the Investigation

After the time for the parties to review relevant evidence has expired, and after the investigator has considered the written response to the evidence by the parties (if any), the investigator shall prepare a written report of the investigation. The report shall not include a determination of whether prohibited conduct occurred. The report shall be provided simultaneously to the parties and submitted to the Title IX Coordinator, who will in turn share the report with the designated decision-maker.

Before making a determination of responsibility, the parties shall be given an opportunity to submit relevant, written questions to each other. The decision-maker may establish a deadline for a party to respond to questions posed by another party. Responses may be verbal or written at the decision-maker's discretion. Parents/guardians may respond in writing for their children. The decision-maker may ask additional questions of the parties and witnesses before making a determination of responsibility. There must be at least 10 calendar days between circulation of the final investigative report and any determination regarding responsibility.

Questions and evidence about a complainant's prior sexual history are not relevant with two limited exceptions: to prove someone other than the respondent committed the alleged misconduct or to prove consent.

p) Decision-Maker

The decision-maker shall objectively evaluate the relevant evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment. The decision-maker shall use independent judgment and shall not be the Title IX Coordinator or the person(s) who conducted the investigation.

Decision-makers shall be free from conflicts of interest or bias for or against complainants or respondents and shall have received special training about how to be impartial and how to decide what evidence is relevant. The decision-maker will weigh the relevant evidence and decide whether it meets Pegasus School of Liberal Arts & Sciences' standard of evidence for sexual harassment allegations.

After the evidence has been weighed, the decision-maker shall issue a written decision regarding responsibility. It shall include:

1. Identification of the allegations potentially constituting sexual harassment.
2. A description of the procedural steps taken from receipt of the Formal Complaint through the determination of responsibility, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held, if any.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of Pegasus School of Liberal Arts & Sciences' Code of Conduct to the facts.
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
6. Any disciplinary sanctions that will be imposed on the respondent, and whether remedies will be provided to the complainant to restore or preserve equal access to Pegasus School of Liberal Arts & Sciences' education program or activity.
7. A statement of Pegasus School of Liberal Arts & Sciences' procedures and permissible bases for the complainant and respondent to appeal.

Pegasus School of Liberal Arts & Sciences shall send the written determination regarding responsibility to the parties simultaneously, along with information about how to appeal the determination.

The Title IX Coordinator is responsible for implementing the remedies contained in the written determination regarding responsibility if there is no timely appeal or once the appeal process is completed.

q) Corrective Action/Remedies

Pegasus School of Liberal Arts & Sciences' remedies are to be designed to restore or preserve equal access to the school's education programs or activities.

Disciplinary consequences for respondents who are students will range from a verbal warning to expulsion, as allowed under the Student Code of Conduct.

Disciplinary consequences for respondents who are employees will range from a verbal warning to termination of employment, as allowed under the school's standards for employee conduct.

Corrective actions may also include training programs for those involved in the complaint, a comprehensive education program for the school community, counseling to the complainant and the respondent who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming Pegasus School of Liberal Arts & Sciences' policy against discrimination and harassment.

r) *Improper Conduct Not Constituting Sexual Harassment*

If the investigation reveals improper conduct that did not rise to the level of sexual harassment, Pegasus School of Liberal Arts & Sciences may take disciplinary action in accordance with the Student Code of Conduct and/or employee standards for conduct, along with any other corrective action reasonably calculated to address the conduct.

s) *Confidentiality*

To the greatest extent possible, Pegasus School of Liberal Arts & Sciences shall respect the privacy of the complainant, respondent, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation, comply with applicable law, and to implement supportive measures.

Pegasus School of Liberal Arts & Sciences shall maintain the identities of parties and witnesses as confidential, unless disclosure of someone's identity is required under other laws or is necessary to conduct the grievance process, including the implementation of supportive measures and to comply with the Title IX regulations.

t) *Appeal*

An appeal must be in writing (on a form provided by Pegasus School of Liberal Arts & Sciences) and filed with the Title IX Coordinator within ten calendar days of issuance of the determination of responsibility. Appeals are available on the following bases:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

A Pegasus School of Liberal Arts & Sciences official who decides the appeal shall not be the same person who reached the determination regarding responsibility, the investigator, or the Title IX Coordinator.

The appealing party will have five calendar days following submission of an appeal form to provide a written statement in support of the appeal, and to provide any evidence in support of the appeal. The Appeal Officer will provide a copy of the written statement of support (and any evidence provided) to the responding party; the responding party will then have five calendar days to provide a written statement in opposition of the appeal, and to provide any evidence in support of the opposition of the appeal.

After considering the parties' written statements, the decision-maker on appeal shall issue a written decision and send it to the parties simultaneously.

Pegasus School of Liberal Arts & Sciences' determination about whether the respondent is responsible for the sexual harassment allegations becomes final after appeal.

u) *Retaliation Prohibited*

Pegasus School of Liberal Arts & Sciences prohibits retaliation by a student or school employee against anyone alleged to have experienced sexual harassment, or any other person who in good faith, makes a report of sexual harassment, serves as a witness, or participates or refuses to participate in an investigation.

Any person who believes he or she has been retaliated against may file a complaint in accordance with the grievance process described in this regulation.

v) *False Claim*

A student or employee who intentionally makes a false claim or provides a materially false statement shall be subject to appropriate disciplinary action. It is important to note that a finding of non-responsibility does not mean that a complainant or other individuals who participated in the complaint process will be subject to disciplinary action for intentionally making a false claim.

7. Informal Resolution

Pegasus School of Liberal Arts & Sciences may offer informal resolution at any time prior to reaching a determination regarding responsibility, except in cases where the respondent is a school employee. Informal resolution may be attempted only if each party enters the process voluntarily. Pegasus School of Liberal Arts & Sciences will not require informal resolution as a condition of continuing enrollment or employment, the enjoyment of any other right, or a waiver

of the right to an investigation and adjudication of Formal Complaints. Pegasus School of Liberal Arts & Sciences also may not offer an informal resolution process unless a Formal Complaint is filed.

Pegasus School of Liberal Arts & Sciences shall provide a specially trained resolution facilitator who is free from conflicts of interest or bias. All parties shall be provided with notice of the allegations, notice of their rights, information about whether an informal process is confidential, and about withdrawing from the process.

8. Access to Procedures

Information regarding this regulation will be included in the student and employee handbooks. The school's policy concerning prohibited sexual harassment is available from the Title IX Coordinator. Information from Pegasus School of Liberal Arts & Sciences' Code of Conduct about making false statements or knowingly submitting false statements during the complaint process is available from the Title IX coordinator. The Title IX coordinator's email address is Frances.Mercer@pegasuscharter.org and the mailing address is 3800 Main Street, Suite E, Dallas TX, 75226.